

North Warren Elementary 2018-2019 Student Handbook



Show Best Effort
Outstanding Attitude
Act Responsibly
Respect Yourself and Others

The student handbook is a student and parent reference book to North Warren policies and procedures.

North Warren MISSION STATEMENT

Lead, Learn SOAR

North Warren's vision is to lead our students to SOAR into the 21st century by building relationships with every child, developing lifelong learners, and producing leaders who give back to the community.

As a school, we are teaching our kids the 8 Habits. We believe that all our students are leaders.

The Leader in Me[™]
great happens here

The 7 Habits[™] Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW

Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE

Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD

Listen Before You Talk

Habit 4

THINK WIN-WIN

Everyone Can Win

START WITH YOU

Habit 3

PUT FIRST THINGS FIRST

Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND

Have a Plan

Habit 1

BE PROACTIVE

You're in Charge

FranklinCovey



WE CARE

If you have questions concerning our school, please feel free to call on us for this information. Our job is to give your child the **best** education possible. The staff of North Warren Elementary School strives to cooperate with parents in every way that will benefit the child.

NORTH WARREN FACULTY AND STAFF

Principal:	Debra LaSala
Secretary:	Beth Lawrence
Counselor:	Loletia Hicks
Family Resource Coordinator:	Ben Kirtley
Preschool:	Donna Smith
Primary Teachers:	Melanie Jones Shelli Abston Christi Beam Dustin Pate Kerry Sams Amber Barrick Marcy Robinson Jennifer Cummins
Intermediate:	Allison Williamson Janet Cole Marissa Cooke Noelle Trebendis Jessica Roberts Heather DeHaven Lesley Cagle
E.C.C. Librarian:	Amibeth Blair Deborah Cox
Music:	Jamie Lloyd
G.A.T.:	Robin Smith
Speech:	Sara Poynter Tina Hale

Resource Teachers: Gretchen Banks
Tiffany Vincent

Physical Education: Brian Dillard

Art: Jennifer Wansack

Attendance Clerk: Sharon Herrington

Custodians: Jerry Bryant
Mike Blair
Jeff Harrell
Joe Gillum

Cafeteria Manager: Sharon Belcher

Cooks: Linda Jackson

Cashier: Lisa Watts

Computer Lab Manager: Lori Boyd

Instructional Assistants:

Kim Cowles
Thelma Alford
Brandi Miller
Christi Cox
Amanda Neighbors
Mary Rediess
Allison Galat
Kate Cline
Jennifer Akin

Bus Drivers: Terry Acree
Donna Lightfoot
Roger Porter
James Wilson
Judy Lawrence
Vicky Floyd

Kevin Vincent
Barbara Robertson

SCHOOL-BASED DECISION MAKING

School-Based Decision Making (SBDM) is a shared process in which the school becomes the place where most of the policies and plans for schooling occur. It gives teachers, principals, and parents in local schools the authority to determine the direction for their schools. School-Based Decision Making was enacted to help students be better educated, by letting the people closest to the children make decisions about helping those children learn.

A parent council member shall be a parent or legal guardian of a student to be enrolled in the school during the parent's term of council service. A parent representative on the council shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative office. A parent representative shall not be a local board member or a board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law. Teachers must be employees of the District and currently assigned to the school where they are elected as council member.

Annual elections are held in the month of April or May. Three teachers and two parents serve on the Council (one of which must be a minority). Nominations shall be returned to the school office no later than five days before the scheduled elections. The election of council parents shall be conducted in accordance of the PTO Bylaws. Copies of the North Warren Elementary School-Based Decision Making Bylaws and Policies Manual are available in the school office.

The North Warren Elementary School Council will meet at 3:45 on August 22, September 26, November 28, January 30, March 27, April 24, and May 22. These meeting dates could change.

****We would like to encourage you to attend our meetings and offer input on improving student achievement.***

POLICIES &

PROCEDURES

SCHOOL HOURS

School Hours: 8:30 AM to 3:30 PM

Office Hours: 7:30 AM to 4:30 PM

Our school day begins at 8:30 AM and ends at 3:30 PM. Students who do not ride a bus should be here no earlier than 7:30 AM. **Those students who arrive between 7:30 and 8:00 AM must have a written agreement with the school.** If your child is a car rider and plans to eat breakfast he/she needs to arrive between 8:00 AM and 8:15 AM.

School transportation is provided to all students to assist parents in getting their children to school on time. Your children are very important to us. Please do not leave your child unattended on the school grounds before 8:00 AM. You must use the front entrance of the school. All other outside doors will be locked.

ELEMENTARY SCHOOL ATTENDANCE INFORMATION AND PROCEDURES

Why an Attendance Procedure?

1. It is the law.
2. We know students can boost their academic achievement with regular school attendance. When absences are necessary, parents are asked to call the attendance office on the day the student will be absent.

May my child provide the school with a note if I want the absence or tardy to be considered "excused"?

Yes. **STUDENTS MUST BRING A NOTE**, signed by a parent/guardian with an approved Warren County Schools absence listed on the note, upon their return to school. A valid doctor or dentist note will also excuse an absence for health or dental issues. All written absence excuses must be received within five (5) school days of a student's return to school. If notes are not received within five school days, the absence(s) will be UNEXCUSED. Upon return from an absence, students should take

their note to the office. Please do not ask the attendance clerk to make exceptions to the rules. He/She is not authorized to do so.

Is there a limit to the number of notes a parent may provide to obtain "excused" absences?

Yes. A maximum of ten (10) parent/guardian notes are allowed per year, for which the school may limit to 5 parent notes per semester. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will cover a health event of consecutive days. Once a student uses all their parent notes for that semester/year, only a third party note, document or other information requested by the school may result in excuse of the absence or tardy. Otherwise, all absences and tardies after the 10 excused parent note events will be unexcused.

What does the Warren County Board of Education consider to be an excusable absence or tardy at the elementary school level?

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities. Educational Enhancement Opportunity forms (EHO's) must be requested and approved at least 10 days in advance of the time requested.

What is Truancy?

Truant defined: KRS 159.150 provides that within the previous twelve (12) months, any public school student who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse for three (3) or more days is a truant.

What is Habitual Truancy?

If a student accumulates six unexcused absences, six unexcused tardies, or a combination of both equaling six, the student is considered habitually truant and court action may be taken to improve attendance. Additionally, any school student who has

been reported as a truant two (2) or more times is a "habitual truant".

What action will the school take in case of truancy?

Once a student has at least three unexcused absences/tardies, the parent/guardian will receive a letter of notification from the school. If a student reaches at least six unexcused/absences, a second letter of notification will be given to the family. Students reaching the status of habitual truant, six or more absences/tardies, can expect to receive a home visit from a school district official. Continued absences and/or tardies after the home visit will be cause for the school district to file a petition with the courts.

What is the procedure for early dismissal?

Parents/guardians wanting to pick up students during the school day should go to the office and sign the log with student name and reason for dismissal. The school is responsible for the safety of each student, therefore, parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the **DISMISSAL & EMERGENCY CARD** which is maintained by the school. It is the parent's/guardian's responsibility to make sure the **DISMISSAL & EMERGENCY CARD** information is current.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave for an appointment during the school day, parent/guardian must check the student out of school in the office and provide reason for early dismissal.
2. The attendance office will phone the teacher to dismiss the student upon the arrival of the parent/guardian.
3. The student is to report to the office to officially sign out.
4. Students will need to bring in any excuse notes from doctor, dentist, court, etc. within five (5) days to have the absence excused.
5. When the parent/guardian signs the student out, a written excuse may still be required to excuse the absence.

May my child makeup assignments missed because of absence from school?

It is the responsibility of each student who misses school to acquire his/her missed assignments from the teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive days, the parent may call the office or check the teacher's website for the student's homework and or assignments. Due dates will be determined by the teacher.

What should my child do if he/she becomes ill at school?

When illness occurs:

1. Your child should notify his/her teacher and ask him/her to call parent/guardian.

2. If it is determined the child will leave school due to illness, the child will be dismissed once the parent/guardian or other person listed on the **DISMISSAL & EMERGENCY CARD** arrives to get your child.
3. Your child must be signed out through the office.

IF A PARENT CHECKS A STUDENT OUT IS A NOTE STILL REQUIRED?

Yes

School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents/guardians must register medications with the office to be dispensed to students.

PLEASE NOTE THAT YOUR CHILD'S SCHOOL WILL ATTEMPT TO MAKE DAILY CONTACT WITH A PARENT/GUARDIAN IF YOUR CHILD IS ABSENT FROM SCHOOL.

****All transportation changes must be in the form of a written note to your child's classroom teacher.****

VISITORS

All visitors, patrons and parents are welcome and encouraged to visit the school. For the safety of each student and staff member, you are required to register with the Administrative Office. It is required that you display identification badges if you go beyond the front halls. Please return the badge when signing out.

Lunch Visitors

We love visitors at lunch! In order to maintain the safety of all our students, the following procedures are in place:

- **All Visitors must sign in and wear a visitor's sticker.**
- **Only visitors that are on a child's emergency card can eat lunch with the designated student.**
- **Visitors and their designated student eat lunch at our special "visitor's table". Visitors can not eat at a classroom table.**
- **Other students are not allowed to join your child for lunch visits.**
- **Photos of children, other than your own, are NOT allowed.**

GUIDANCE SERVICES

Loletia Hicks, Counselor

The North Warren Guidance Services include a full time counselor. The counselor will provide direct guidance and counseling services to students. The counselor conducts

guidance classes and also provides small group and individual counseling. Students may request a meeting with the counselor at any time.

CHAPERONES/VOLUNTEERS

Legislation was passed by the General Assembly requiring **criminal background searches** on school volunteers and chaperones. This law includes:

All volunteers who have contact with students on a regularly scheduled or continuing basis, or who have supervisory responsibilities for children at a school site, or on a school sponsored field trip.

The law allows for the criminal background search to be made at a minimal cost to you. If you plan to attend school field trips or volunteer your time, have the search completed as soon as possible since the search takes 4 to 6 weeks.

ACADEMIC INFORMATION - PERMANENT RECORDS

An active record of the student's progress is kept in the school. The major items found in permanent records are:

1. Factual information (parents, date of birth, address)
2. Final grades or progress reports
3. Attendance records
4. Medical records
5. Academic test results.

These records are kept secured and can only be viewed by authorized school personnel and parents. This does not include step-parents.

Technology

Bring Your Own Device Policy for Instructional Purposes

North Warren Personally-Owned Device Policy (POD)

Purpose

North Warren Elementary School follows the Warren County electronic access guidelines in such that our students will SOAR in all aspects of their learning environments from the classroom and beyond. Our Personally-Owned Device (POD)

policy provides guidelines device procedures. As part of this plan, North Warren will allow students to use their own technology devices as a learning tool during the school day.

Devices

The following are acceptable technology devices that protect the security of the school's network: iOS devices (iPads, iPhones, ereaders, laptops, Chromebooks) Please note Windows based, Nintendo DS and other gaming devices with internet access are not permissible.

Usage Charges

NWES is not responsible for any data charges that your account may accrue while using at school. Students are required to connect to North Warren's free wireless network instead of any data plan.

Guidelines

Students using personal devices must adhere to **Warren County Schools Acceptable Use Policy for student devices see section: H. Student Owned Devices:**

Warren County Electronic Resources link:

<http://www.warrencountyschools.org/userfiles/2632/My%20Files/July%202017%20Acceptable%20Use%20Procedures%20Revision.pdf?id=617092>

North Warren teachers and staff are not responsible for lost, stolen or damage to devices. Protective coverings are suggested.

Each teacher has the discretion to allow the use of personal devices in the classroom. Devices are only allowed to be on with permission from teacher or staff member. Students may access files or internet sites for educational purposes and classroom curriculum. PODs may not be used for making phone calls or texting. Any use of the device otherwise will be considered a violation of the policy and will warrant disciplinary action.

Students in grades 2-6

If at any time the POD becomes a distraction to learning, the device will be confiscated by the teacher. Devices will be taken to the school office and parents will be called to pick up the device from the school office. A student can lose POD privileges.

Students shall not use devices to record, transmit, or post photographic images, video, audio of other students, North Warren faculty/ or other persons on school grounds unless allowed by a teacher.

Students and Parents/Guardians acknowledge that:

Students are prohibited from:

- Bringing POD's to school that infects the network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized programs. Students are prohibited from any "hacking" type activities.
- Printing from personal devices is not permissible at school.

The Principal is authorized to collect and examine any device that is suspected of causing technology problems.

Students and parents should be aware that devices are subject to search by school administrators if the POD is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of school administration.

Personally Owned Devices (PODs) must be charged prior to school.

SELLING OF ITEMS

Students are not permitted to sell any items while on the bus or school campus without prior permission from the Board of Education.

HARASSMENT/ DISCRIMINATION/ BULLYING

Harassment/discrimination/bullying due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender or disability is prohibited on school property and off school grounds during school sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students.

SMOKING

State law does not permit smoking by anyone on the campus of elementary schools. North Warren is a no smoking campus!

DRILLS and SAFETY

We have periodic fire, tornado, earthquake, bomb, and intruder drills so students will know what to do in case of a real disaster. Please **DO NOT** call the school, or come to school to pick up your child during a Tornado Warning or a Severe Thunderstorm Warning. School personnel will move our students to the safest area in the building where they will remain until all threatening weather has passed. Children will not be loaded on buses until the threat of severe weather is over.

MEDIA CENTER

A Media Specialist is available to every student in the school. North Warren Elementary Media Center has approximately 12,000 books and 12 computers available for student use. We also have many volumes of resource materials for completion of assignments. Each class will have scheduled library time along with permission to use the library as the need arises.

No reference materials may be removed from the library without permission. **Any damaged or lost books must be replaced by the student by whom it was checked out last.** The cost of this replacement is the responsibility of the student. **Once a lost or damaged book is paid for, it becomes the property of the student. Money cannot be refunded.** Students will not be allowed to check out any additional library books until all obligations for overdue/lost/damaged books are cleared.

EMERGENCY SCHOOL CLOSINGS

Reports on emergency school closing due to weather conditions are given on the local radio and television stations. If we have bad weather, the Director of Transportation confers with the Superintendent who will make a final decision by 5:30 AM if possible. If a decision can be made the night before an anticipated snow day, an announcement will be made during the late evening television (WBKO) and radio (WBVR) newscasts.

Parents will be asked to complete an Early Dismissal Card, giving important information concerning your child should school dismiss early because of inclement weather. During early dismissal, we follow our usual procedure for dismissal, just at an earlier time. Please do not call the school. If your child is usually a car rider, we will automatically assume he/she is a car rider on these early dismissal days.

It will not be possible for us to call parents to ask for instructions. It is of vital importance that the staff has emergency information on hand to know what your child is to do in the event school should dismiss early.

INSURANCE

You will receive information about a student accident insurance policy that is available through our school. If your child is not already covered by accident insurance, you may wish to consider purchasing this policy.

HEALTH SERVICES

Students who become ill at school should report to the office. If the illness or injury is of such a nature that the student should go home, the parent will be notified. Students

are not permitted to leave school without permission from the principal's office. In order to protect the safety of all students, written authorization to give medication must be given by the parents. Forms are available in the office for this purpose.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served each morning starting at 8:00 AM. All students are given the opportunity to take part in this program. **Those students who are car riders need to arrive at school no later than 8:15 AM if they plan to eat breakfast.**

The school operates a lunch program open to students, faculty, and visitors. Parents are invited to eat lunch with their child at any time but should notify the office, especially prior to a holiday so that adequate amounts of food can be prepared. Students who bring lunch from home will eat their lunch in the lunchroom, not in the classroom. **There are to be no "glass" containers.**

Breakfast and lunch prices are determined by the Board of Education.

SCHOOL MEAL PRICES

2017-2018 School Year

All North Warren students will receive free breakfast and lunch this year. Please be sure to fill out the form so that we can continue to receive this opportunity.

Breakfast: Regular Price \$1.15 Reduced Price .30

Lunch: Regular Price \$2.10 Reduced Price .40

Extra Milk .50

After School Snacks .75

Ala Carte prices will be calculated and posted at the beginning of school. Ala Carte prices are based on current bid prices.

Breakfast is served from 8:00 a.m. until 8:30 AM.

LUNCHROOM RULES

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners one should find in the home. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed, are listed below:

1. Observe good manners at the table.
2. Leave the table and the surrounding area clean and orderly.
3. Scrape and return trays.
4. Put trash in proper containers.

5. Do not cut line.
6. Do not leave the cafeteria while eating or carrying food or drinks.
7. Do not bring soft drink containers into the cafeteria.
8. For sanitary consideration, Food Service prohibits the students from giving or accepting food from other students in the cafeteria.
9. Food from McDonald's or other restaurants is not allowed unless it is brought in a container from home.

BUS TRANSPORTATION

The bus is part of the school day and is an extension of the classroom. At North Warren Elementary, the behavior expectations are the same as any other school setting. The school bus driver has the responsibility for the safety and conduct of students riding to and from school or an activity. It is the expectation of all students to obey bus rules, help keep the bus clean, and to be on time at the bus stop (be at bus stop 5 minutes before bus is scheduled). Misbehavior can result in: warning, student assigned to ABC room, or suspended from the bus for a period of time.

Important regulations to remember:

1. The driver is in charge of the bus and pupils
2. Be on time.
3. Pupils shall ride their assigned bus and get off at the designated location.
4. Always cross in front of the bus.
5. Do not run toward or run across the street in front of a bus while it is in motion.
6. Never stand in the road while waiting for the bus.
7. Pupils shall board the bus and immediately take a seat.
8. Pupils shall not try to get on or off the bus or move about within the bus while it is in motion.
9. Follow posted bus rules at all times.

In case of bad weather, the superintendent or assistant superintendent of schools will decide whether or not it is safe to run a route or any part of it. Local television and radio stations will try to announce by 6:30AM each morning if school is not going to be in session.

Upon signing the Student Handbook, student agrees to follow all bus rules. Bus drivers will refer any actions of misbehavior that are inappropriate or unsafe to the principal. Students must provide the bus driver a note from the office if they ride a different bus or get off at a different stop.

Each student will receive a copy of the bus rules and regulations that must be signed and returned to school. Students must bring a note to the office from a parent and

must provide the bus driver a note from the Principal's office if they ride a different bus or get off at a different stop.

BUS DRIVERS

Bus #	Bus Driver
1003	Judy Lawrence
2904	Barbara Robertson
2810	Cassie Jones
2740	Kevin Vincent
1002	Vicky Floyd
1407	Donna Lightfoot
2107	Terry Acree
2918	Roger Porter

(The numbers and drivers could change before school starts or during the school year.)

Car Riders

The safety of our children is always the main focus at our school. We are trying to make our dismissal of car riders as safe and efficient as possible. We ask that you please stay in your car and get in the car line that runs in front of our school. We have six cones that are set up in front of the school. Please move up to the first available cone. Please do not jump in front of other cars. This only makes things more difficult and jeopardizes student safety. Our staff will place your child in your car. If you need to park your car and enter the building, please park beside the white church across the street from the school. This will help us avoid delays in our car rider line. Please do not park on the grass or street beside the gym. It makes it really tough for our bus drivers to get through safely. If everyone will work together on this, it should only take a few minutes to load.

Points to remember:

- *Do not park in the grass or on the road beside the gym.
- *If you need to park and enter the building, please park on Fifth St.
- *Do not park on the grass in front or beside the gym. *Please go with the flow of traffic.
- *Do not "cut" in the line at the stop sign, please go to the back of the line.
- *Please do not block driveways or roads.
- *Please do not sit on the railroad tracks while waiting to advance in line.
- *Please be patient with us as we load the children safely.

Preschool Car Riders

Regardless of whether a child is transported to and from school by private means on a daily basis or occasionally, the following guidelines provide for safety and must be strictly followed. Preschool children may not be dropped in the morning car rider line unless an adult takes the child from the parent and an adult takes the child to the preschool teacher or assistant. · Preschool children may not enter the building without an adult. All adults must sign in the school office each time they enter the building. · Parents/designated guardians will accompany the preschool child to a location designated by the preschool teacher in each school. · Parents/designated guardians must stay with the child until greeted by a member of the school staff. · The preschool teacher or instructional assistant (or designated school staff member) will accompany each child to the child's vehicle at group dismissal. It is the responsibility of the parent/designated guardian to secure the child into a child safety restraint. · Anyone picking up a preschooler must be listed on the child's emergency card. Anyone picking up a preschool child may be asked to provide photo identification.

LOST AND FOUND

The school cannot assume responsibility for loss of personal property. Losses should be reported immediately so that the school can make every effort to help. **To help reduce the large number of lost items and expensive clothing, we ask that the child's name be placed inside coats, lunchboxes, etc. At the end of each semester, any item in lost and found is discarded.**

PROPERTY, LITTER AND SCHOOL PRIDE

Much of the spirit and reputation of a school is reflected by its appearance. North Warren Elementary has always had the reputation of being a clean school. We would like to maintain that reputation. Every student needs to help in this matter by making sure that wrappers and waste paper are deposited in the trash containers provided. Respect for school property is expected at all times.

TELEPHONE USE BY STUDENTS

No child or teacher will be called to the telephone except in case of emergency. We do not want to deny children the use of the telephone if it is an emergency, but forgetting school supplies or wanting to spend the afternoon with a friend are examples considered not to be emergencies. These arrangements should be made at home the day before, not at school. In order for a student to use the phone, permission must be obtained from his/her teacher.

Students may use cell phones during the school day. If cell phones are brought to school, they shall be turned off and kept in a backpack. The school does not hold any responsibility for lost or stolen cell phones. Cell phones are not to be used during the school day unless it is part of a bring your own device activity lead by the teacher.

MOVING DURING SCHOOL YEAR

It may become necessary for some students to transfer to another school during the year. Please, if possible, try to notify the teacher and the principal two weeks in advance so that transferring can be speedy and efficient. Library books and textbooks need to be returned before leaving.

FIELD TRIPS

Field trips off the campus for educational purposes are taken during the school year. The students are under the supervision of teachers and other authorized personnel. **Upon signing the Student Handbook, you are giving permission for your child to attend classroom field trips.** Parents/guardians will be notified of trips prior to the event. Before a student can go on any field trip, it is necessary that the child have a permission form signed either by his parents or guardian. Permission will not be permitted over the phone. Parents volunteering to assist in chaperoning field trips must have current volunteer training.

SCHOOL PICTURES

Individual color pictures are made each year in the fall and spring. Parents and students will be notified of the date in advance. Purchase of these pictures is optional. Group pictures will be made in the spring with advance notification.

MOVIES

Movies shown at school must be relevant to the curriculum being studied and appropriate for the age and maturity level of students being taught. Movies with a PG rating may be used at North Warren Elementary with the prior approval of parent/guardians. Videotapes/movies that are not owned by North Warren Elementary must be thoroughly reviewed by the teacher prior to their use.

Privately purchased and rental videos/movies which are sold with a home use only agreement, not with public performance rights may be used in school if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process not for extracurricular, reward or recreational use; and (c) use must be in a face-to-face instruction. Videotapes/movies made by taping off of commercial "free" television may be shown within ten consecutive school days of its broadcast. After that time, the only

use that can be made of the recording is for teacher evaluation. The tape may not be used in school after the forty-five day period that is outlined in the fair-use guidelines. A video taped off of a public broadcast shall be erased after forty-five days. No videos may be made from cable or satellite television unless specific copy permission is given.

SCHOOL DRESS CODE

Please find listed below guidelines for dress. The primary criterion for this section is to avoid embarrassment of the student, parent, or North Warren Elementary, and to ensure the education process is not disrupted nor impeded. In instances involving clothing not specifically included in the Warren County Board Policy, the principal shall interpret the policy.

Modesty and the avoidance of distracting influences are to be the key to dress.

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body condition, which in the judgment of the principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils and/or faculty is prohibited.

Hats or head dresses shall not be worn inside the building without a medical excuse; a doctor's note must be present beforehand. This includes all bandannas.

The hair shall be clean and well groomed. Distracting extremes should be avoided. Interpretation - **No unnatural color dyed hair.**

Skirts and dresses need to be of length that maintains proper decorum. Extremes should be avoided (e.g. shortness, and tightness of garment). School officials shall determine appropriate shortness and tightness of garment. While holding arms downward and straight, the fingertips should touch the hem of the skirt, dress or shorts.

Prohibited are the nude looks, see-through or cut-away styles that expose the rib cage, armpits (EX: tank tops or basketball style tops), or any garment that exposes the bare midriff. No tank tops are to be worn. The three finger rule will apply. Tops must be long enough to be tucked in and have sleeves. Pants must be worn properly (not sagging, etc.).

No low-cut blouses or shirts.

Pants must be worn at the waist and must remain there constantly through the normal activity, without having to be held up by the hands. If the pants do not remain securely at the waist without a belt, then a belt will be required. **SAGGING IS NOT PERMITTED** at North Warren Elementary. Girls wearing hip-hugger jeans must wear a top to cover the front and backside.

Patches, emblems, and clothing depicting vulgarity, profanity, or advertising alcoholic beverages, or illegal substances shall not be permitted.

Sunglasses should not be worn in the building without a written medical excuse.

Students are not permitted to wear earring/studs, in their noses, tongues, or any body part other than their ear.

Students may not wear any type chains or other items that are not manufactured or marketed exclusively as jewelry. Wallet chains, dog collars, bicycle chains, etc., are not permitted.

Exposed underwear on boys and girls is not permissible. Pajamas may not be worn as school clothes.

Appropriate shoes shall be required at all times (i.e., gym shoes in P.E. classes). For safety reasons, flip-flops, shower slippers, roller skate shoes, backless shoes and high heels should not be worn as regular footwear. Any shoe with a heel over two inches is considered too high for a child to wear in this building.

On preannounced days, students may be exempt from the dress code. This code is adopted in the interest of developing and maintaining a student body that is well groomed, neat, and stylish. When violations of these policies occur, the principal or his/her representative will inform the student of the violation and instruct them in the correction of the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

ASSIGNMENTS

Grades K-6th Grade

Assignments will be made for students to complete in order to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

We have very high expectations for students at North Warren Elementary – their responsibility and the performance. Everything teachers do and expect from students will be to better prepare students for the future. Please be aware of the following:

- (1) In grades 3-6th, every effort will be made on the part of the teacher to ensure that class time is provided for students to complete assignments. This amount of time may vary per day for each subject area. Should these assignments not be completed in class, they will become homework. Homework may be

assigned to Primary K-3 students, which is connected to material/content covered in class and sent home in their folders.

- (2) Assignments will be posted in each classroom daily for 4-6th grades. It is the responsibility of each child to copy each assignment as written into the agenda book. It is possible the principal will also check assignment books daily. It is asked that parents review and sign agenda books each day to reinforce the importance of completing work.
- (3) Assignments are due the day after they are assigned unless students are told otherwise by school staff. If the work is not completed on time, it can cause a reduction in the grade. The lack of completing work could cause the student to be assigned to ABC Room. Students at all levels may lose privileges should work not be completed on time.
- (4) Late work will only be accepted and counted in the event of an excused absence and if the work is turned in within the time limit.
- (5) On days of an absence, parents may call the school for homework before 9:30 AM and may pick up the work in the office after 3:00 PM.
- (6) Homework assignments will not be given on nights of school activities or prior to testing (unless it is a study sheet for the test).

PARENTAL SUPPORT with Assignments

Parents are urged to actively involve themselves with their children's school work. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their children bring home.
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that work is complete.
- Encouraging their children to do their best work and praising a job well done.
- Assisting in use of time and monitoring the amount and type of television programming their children watch.
- Staying in close communication with teachers.
- Rewarding their children in appropriate ways for completed work. (Hugs, praise, positive encouragement.)

STUDENT RESPONSIBILITIES

Students are responsible for completing assignments and with support from their parents, may want to follow some of the following practical suggestions:

- **Write down assignments (4th-6th grades have an Agenda Book) and due dates, ask questions and select necessary books and supplies before leaving school.**

- **Keep assigned work in the same place at home each day and take books and material directly to this study area.**
- **Plan the best time to complete work. If students use class time wisely, homework will be very limited.**
- **Complete work so that it is neat and legible.**

MAKE-UP WORK for Grades K - 6th Grade

The teacher shall allow those students who have an **excused absence** to complete activities directly related to the matter covered in the class at the time of absence. The assignment shall not be considered extra or additional work, but as regular work so that the student will compensate for the day missed.

The student shall be allowed at least three (3) days for completing the assignments from the date the student returns to school. Satisfactory completion of the activities shall meet the requirement for the class missed.

Grading System for Grades 4th – 6th

A+	98 – 100	D+	66 – 69
A	94 – 97	D	63 – 65
A-	90 – 93	D-	60 - 62
B+	86 – 89	F	59
B	83 – 85		
B-	80 - 82		
C+	76 – 79		
C	73 – 75		
C-	70 - 72		

STUDENT PROGRESS/GRADE CARDS

A report of the student's progress is sent home to parents after each nine week grading periods. This summary is in the form of a report card that is to be signed and returned to school promptly. Parents/Guardians may request a student's progress during grading periods.

PARENT TEACHER CONFERENCES

Conferences can be before school, during teacher planning, or after school, in order to not interrupt classroom instruction.

Please contact the office or teachers to arrange these meetings.

STUDENT CLUBS

A variety of activities are sponsored by or meet at the school. Assemblies are conducted for both educational and entertainment purposes and are considered part of the school program.

A partial list of clubs and activities:

Pride Pals	Student Technology	Band
Academic Team	Student Council	Beta Club
Archery Team	Running Club	

We ask that if students remain after school for a club or activity that the parents please pick them up at the designated time for the activity to end. Students must have written permission to remain after school. Parental release forms may be obtained in the office for after school activities.

COMMUNITY EDUCATION AFTER SCHOOL CHILD CARE PROGRAM

Parents wishing to participate in the Community Education After School Child Care Program for the school year may pick up a registration form at the Community Education office. Their telephone number is 270-842-4281.

STUDENT/CLASSROOM PARTIES

All plans for parties, celebrations, birthdays, etc. will be prearranged with teacher or principal approval. Balloon-a-grams, flowers, etc. should be sent to the office and the office will present them to the child. These items can not be taken on the bus.

Invitations to parties outside of school should be mailed unless all children in the classroom are invited.

LEADER-OF-THE-MONTH

Leader-of-the-Month recognizes students for their accomplishments and achievements. One student from each classroom will be chosen each month to represent his/her classroom. The student is based on the following criteria:

- good attendance
- homework and classwork on time
- models good behavior at school and on the bus
- cooperates with classmates

Each of the students will have their pictures on display in the hall bulletin board and will eat lunch with the principal.

GOOD BEHAVIOR

Good behavior is acknowledged and rewarded to help students develop and maintain appropriate school behavior. Rewards vary from classroom, but may routinely include stickers, free time, praise and encouragement.

COMMUNICATION

Website: www.warren.kyschools.us

Newsletter: We will send home all our information on Tuesdays in Tuesday Folders. Occasionally we will need to send information home on a different day. Weekly classroom newsletter, and the monthly "Eagle's Eye" newsletter from the Principal.

Emails: amy.ground@warren.kyschools.us

This same format can be used for all teachers by using first and last name.

Student agenda books: Each student in 3rd-6th grades will receive an agenda book to bring home daily.

PTO

The PTO is an organization of parents, teachers, and community members who work together to provide additional monies, time, and materials to enhance student instruction.

Each fall the PTO and the school sponsor a Fall Festival as a community function and a money-making project. This provides money to spend for additional supplies and equipment. Notification of dates and other details will be sent home later.

By joining the PTO you can provide additional help, support and be involved in the decision making process to better serve the students of North Warren Elementary.

INSTRUCTIONAL PROGRAM LEVEL INFORMATION

PRESCHOOL

Children must meet the following criteria to be eligible for the Monday/Wednesday or the Tuesday/Thursday Preschool program for three and four year olds:

- * The child must be a resident of the Warren County School District.
- The child must be four years of age by October 1st of the current school year, and
- qualifications for the free lunch program has been established or the determination has been made by the Admissions and Release Committee that the child is disabled and in need of special education services.

The program features activities that help children develop physical, mental and social skills needed for success in primary school. The children will be closely supervised with one adult for every ten (10) children in the program.

Parent participation and frequent visitation will be encouraged. The concept of the program is a partnership among parents, teachers and children. Teachers will visit the homes at least twice a year.

WRITING PORTFOLIOS

Writing portfolios are a collection of student writings that show understanding, achievement and growth of the student as a writer. The portfolio is also a reflection of school curriculum and instruction.

Writing portfolios promote student ability to communicate for a variety of purposes, especially real-life writing. The portfolios encourage reading, research skills, sharing and listening with others, and the expression of creativity.

Through the writing process students become responsible for writing, revising, editing, and evaluating their work. Support and involvement of parents with writing will help our students become effective thinkers and confident communicators. Each student is required to have a working writing portfolio through his/her stay at North Warren Elementary.

ASBESTOS MANAGEMENT PLAN

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials (ACBM) are located in the school. The ACBM poses no health concerns as long as it remains in good condition. The ACBM is inspected every six months to ensure it remains in good condition while AHERA report is updated/ made available for review upon request.

CHARACTERISTICS OF YOUNG LEARNERS

- Young children are innately curious and will strive to learn.
- Playful activity is a natural way of learning.
- Young children learn by imitating, talking, and interacting with each other as well as with adults.
- Concrete and multi-sensory materials are children's

tools for learning.

- Young children can simultaneously acquire knowledge and skills in many areas.
- Learning occurs at different rates.
- Learning impacts the "whole" child and vice versa.
- Real-life experiences related to the interests of children promote learning.
- Experiencing successes builds a sense of security and self-confidence.

CHARACTER EDUCATION

Principles we live by for a brighter tomorrow!

Character Education advances the principles that a community values and by which its individuals wish to live. The teaching of these principles encourages each person to develop as a responsible, ethical individual ready to become a productive and caring citizen.

Making Behavior "CHOICES"

CHOICES

Students make choices while they are at school. These choices can be whether to complete or not complete homework, follow rules or not, model good behavior or not, etc. When students choose not to follow rules they must be willing to accept the consequences that go with their decisions.

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules apply on the school grounds, going to and from school, and at any event where our elementary school is represented regardless of location.

Most students know what good conduct is and how to maintain appropriate behavior. It means conducting yourself as a young lady or gentleman at all times. Students who are able to abide by the rules that are established will be the ones who will enjoy school and will be considered good school citizens.

When a student decides not to follow classroom rules the teacher may:

- Conference with the child.
- Conference with the parent and/or student.
- Use classroom disciplinary action

When the teacher or other school personnel have used the general discipline guidelines or the problem is serious, the problem will be referred to the principal.

The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal will:

1. Identify the problem (student view and teacher view)
2. Consider disciplinary action.

When disciplinary action is necessary the principal may:

1. Conference with the child
2. Conference with the parent and/or student
3. Take other appropriate disciplinary actions as follows:

• **ALTERNATIVE BEHAVIOR CLASSROOM (ABC)**

ABC offers an additional procedure and intervention method that is available within the school's continuum of response options. The Principal's decision to use ABC will occur following his/her analysis of the "Office Discipline Referral" presented by the teacher. A violation of school rules may warrant placement in the ABC room. These behaviors may include but are not limited to:

- Physical aggression toward other students/staff (e.g. fighting);
- Verbal aggression (inappropriate verbal disrespect/comments) to students/staff;
- Grossly disruptive behavior (destruction of school property, of other's belongings, stealing);
- Repeated misconduct on school bus, in cafeteria or at school functions, e.g. field trips and school assemblies. *If there are cases of other disruptive behaviors not identified on this list, the teachers will need to consult with the Principal regarding the exception.*

• **ABC Room Procedures**

1. For primary age students (Grades K-3), the length of time in the ABC Room will usually not be less than three (3) hours or more than six (6) hours.

2. For intermediate age students (Grades 4-6th), the length of time will usually not be less than six (6) hours or more than three (3) days.
3. The number of times that a student is referred to the ABC program will not affect the length of time required to stay in the ABC Room. However, if students are being referred frequently (e.g. 3 to 4 times per week), alternative response options may be warranted. The need for different responses will be determined on an individual basis.

SUSPENSION

Student misbehavior may require suspension from school. If student violence occurs it could result in suspension waiting for Board of Education action.

Notice of Teacher Status

Dear Parent or Guardian,

The federal *No Child Left Behind Act* (NCLB) requires that teachers who teach core academic subjects meet the following requirements:

1. Hold at least a bachelor's degree;
2. Hold full Kentucky certification; and
3. Demonstrate competency in each of the core academic subjects taught.

Schools are required to notify parents if a teacher who does not meet the NCLB requirements has taught their child for four or more consecutive weeks. This notice applies to all teachers in core academic subjects in Title I schools. The core academic subjects are English, reading/language arts, mathematics, science, foreign languages, political science, social studies, art and music. Even though a substitute teacher is not required to meet NCLB requirements and does have the credentials to serve as a substitute teacher under Kentucky law, the substitute must still be included in the notice to parents.

The following teacher(s) who teach your child do not currently meet the NCLB requirements.

Teacher	Course Taught	NCLB Requirement(s) Not Met

These teachers do have the skills and experience to teach your child; they simply do not meet the NCLB requirements. These teachers are involved in training and/or coursework to satisfy the requirements.

Please contact me by phone at 563-2041 or by email at debra.lasala@warren.kyschools.us if you have any questions about this letter.

Sincerely,

Debra J. LaSala
Principal



Home School Learning Parent Compact

(Revised May 25, 2018)

Students agree to:

- Come to school ready to learn
- Have homework complete and ready to turn in
- Work to reach the highest expectations
- Make guardians aware of all parent-teacher conferences and encourage them to attend
- Respect my teachers
- Be a good citizen and treat other the way I would like to be treated
- Look to parents/guardian, teacher, and principal for help, guidance, and encouragement

The School Agrees to:

- Make every effort to provide a safe environment
- Offer a variety of extracurricular activities
- Notify parents whenever student is involved in an unusual situation
- Give Parents respect
- Communicate regularly through Tuesday folders, newsletters, phone calls, text messaging, social media, etc.

The Parent/Guardian agrees to:

- Begin each day on a positive note; a calm beginning at home makes the school day much better
- Encourage my child(ren) to eat a good breakfast and get at least eight hours of sleep each night
- Praise my child(ren) each day for something they have done. Have a special place to display school work
- Talk with my child(ren) about school experiences and listen attentively to what is said
- Encourage good attendance
- Keep lines of communication open between myself and my child's teacher
- Take my child to the library and encourage reading for fun
- Assist with teaching an organization of school materials and implementing the system
- Work at home with skills taught at school
- Check Tuesday folders weekly for important school communications
- Read the School and Class Newsletters
- Be a good example by showing respect to teachers and school staff.

Parent Involvement Policy - NWES

(Revised May 25, 2018)

STATEMENT OF PURPOSE

North Warren Elementary is dedicated to providing an exceptional education for every student. To accomplish this objective, the school will develop and maintain partnerships with parents and community member; moreover, the school will make information available to parents regarding the various local, state, and federal programs offered. Establishing and maintaining open lines of communication will expand and enhance learning opportunities and create the best learning environment for every child. Parental input regarding policy or delivery of the educational programming may be delivered to the SBDM (Site Based Decision Making) Council or the principal.

PARENT INVOLVEMENT IN POLICY DEVELOPMENT

The North Warren elementary SBDM is comprised of parents, certified staff, and the school principal. This committee will discuss the design and implementation of the Parent Involvement Policy. The council will review it annually and recommend updates to the policy.

ANNUAL MEETING FOR TITLE 1 PARENTS

North Warren Elementary uses Title 1 funds to provide school-wide services for our students. North Warren will hold at least one meeting annually to review Title 1 guidelines and services offered. The meeting will be held at a convenient time and location. Notice of the meeting will be provided to parents and through the school newsletters. Translators will be provided for non-English speaking parents who wish to attend. A request for a translator shall be made by the parent at least two (2) weeks prior to scheduled meeting.

PARENT-STUDENT COMPACTS

In accordance with Title I regulations, the North Warren Elementary SBDM Committee has developed and will annually review a school-parent-student compact. This compact outlines how students, parents, and school staff will share responsibility for promoting at least two (2) weeks prior to scheduled meeting.

PARENTAL INVOLVEMENT OPPORTUNITIES

North Warren Elementary will support a variety of parental involvement as it strives to develop and maintain an optimum learning environment for all students. Parents are encouraged to:

- volunteer at school and in the classroom
- create a supportive home environment
- talk about homework with their child and show their child how schoolwork relates to daily life
- keep teacher informed about events & issues that may affect their child's work or behavior
- participate in parent-teacher conferences and attend school meetings and activities
- serve on committees and give input on school surveys
- eat lunch with their children
- read to their children

- encourage school attendance

STAFF AND PARENT COMMUNICATION

Parents will be informed of school activities through various avenues of communication throughout the school year; parent input into the design, development, and implementation of the Title 1 program is encouraged.

The school will also make available on the school's website the CSIP (Comprehensive School Improvement Plan) for parent review and input. Annually, the principal will report to the SBDM council at a regularly scheduled meeting and to parents via email or other means regarding the academic progress and achievement of the school on the state assessment.

School/classroom newsletters, newspaper articles, report cards, progress reports, phone calls, parent/teacher conferences, event flyers, text message, email, Facebook, Twitter, and the school's website will be used to establish and maintain open lines of communication with parents.

EVALUATIONS

The North Warren Elementary SBDM will revise the Parent Involvement Policy as needed.