

# **CUMBERLAND TRACE ELEMENTARY SCHOOL**

Student and Parent Handbook  
And Supplement to the  
Warren County Board Of  
Education Pupil Personnel Policies

2017-2018

Cumberland Trace Elementary School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability.

## Welcome to CUMBERLAND TRACE ELEMENTARY SCHOOL

This fall begins the 48th year of learning at Cumberland Trace Elementary School. The mission of our school is “Learning as much as we can to be the best that we can.” The CTE Vision is for all students to be “Lifelong Learners and Leaders.” We look forward to continuing our high standards of academic excellence as we implement new common core standards in reading/language arts, mathematics, and science.

Our school wide theme is LEADERSHIP. We will be incorporating The Leader in Me philosophy to help our students internalize the 7 Habits of Highly Effective People developed by Dr. Stephen Covey. The seven habits are Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to Be Understood, Synergize, and Sharpen the Saw. The Leader in Me process will help our students develop specific 21st century competencies such as respect, responsibility, time management, self discipline, self confidence, and communication skills that they need to succeed in school, in their future careers, and in life.

We encourage family and community involvement in our school. Our Volunteer Program (P.A.L.S. - People Affecting the Lives of Students) offers numerous opportunities at home, at school, and in the community for adults to contribute to student success. All Cumberland Trace families are asked to volunteer in some way for a minimum of 10 hours. Volunteering is an ideal way to meet and work with other parents and it is a great way to express your support for your child’s education.

We invite all parents to visit often, come for lunch, and lend a hand as an active volunteer. We want you to be part of the learning and the fun.

Welcome to the 2017-2018 school year!

JoAnna Jones, Principal  
Faculty and Staff

## CT Information At A Glance

- The school doors open at 8:00. Our Morning Meeting begins at 8:15.
- Everyone must ALWAYS check in at the office when entering the school
- Call or send a note if your child has been absent. A note needs to be signed, dated and reason stated for absence. Notes must be received within 10 days of the absence.
- Notify the school office by 9:00 am if your child is absent. Once a student has been absent a total of 10 days during a school year, formal documentation and/or Warren County School Board approval prior to the absence is required for any further absences to be excused. This formal documentation must be submitted to the principal within 5 days after the student returns to school.
- Lunch cost                    \$2.25 students                    \$3.50 adults  
Breakfast cost                \$1.25 students                    \$2.10 adults
- The school MUST have a phone call before 2:00 or note for any change of transportation, no exceptions. OFFICE PICK-UP is for a student that has an appointment at the end of the school day.
- Please check your child's backpack on a DAILY basis.
- Regularly update emergency card information with the office.
- Must have medication form filled out to give medication. (Prescriptions and over the counter). Medication must be brought to school by a parent.
- Put your child's name on all jackets, coats, backpacks, lunch boxes, etc.
- School phone number is 270-781-1356
- JoAnna Jones, Principal  
[joanna.jones@warren.kyschools.us](mailto:joanna.jones@warren.kyschools.us)

# **CUMBERLAND TRACE ELEMENTARY FACULTY AND STAFF**

## **OFFICE**

JoAnna Jones- Principal  
Jenny Thornhill- Office Support Secretary  
Debbie Smith- Staff Support Secretary

## **TEACHERS**

|                                       |  |
|---------------------------------------|--|
| Jennifer Hawkins- Preschool Teacher   | Sara Hunt- Resource                    |
| Kris Handley- Kindergarten Teacher    | Lori Watkins- Resource                 |
| Patrice McCrary- Kindergarten Teacher | Morgan Conwell- Art Teacher            |
| Laura Sanders- Kindergarten Teacher   | Scott Jones- Dean Of Students          |
| Angie Belcher- 1st Grade              | Chandler Jefferson- Music Teacher      |
| Debbie Embry- 1st Grade               | Tammy Miller- Speech Teacher           |
| Sara Smith- 1st Grade                 | Sharon McCubbins- Librarian            |
| Stormie Lyon- 2nd Grade               | Amy Oliver- PE Teacher                 |
| Melinda Riedel- 2nd Grade             | Amanda Haynes- Art Teacher             |
| Emily Young- 2nd Grade                | Hannah Kuzma- Speech Teacher           |
| Connie Gaddie- 3rd Grade              | Kristie Lewis- English Second Language |
| Lisa Kelton- 3rd Grade                | Ruthie Wix- Curriculum Coordinator     |
| Terryl Shimizu- 3rd Grade             | Brittney Smith- Guidance Counselor     |
| Amelia Spinks- 3rd Grade              |  |
| Anita Proffitt- 4th Grade             |  |
| Liz Jensen- 4th Grade                 |  |
| Julie Storch- 4th Grade               |  |
| Courtney Cassady- 5th Grade           |  |
| Laura Orr- 5th Grade                  |  |
| Melissa Zimmer- 5th Grade             |  |
| Lori Darnell- 6th Grade               |  |
| Nikki Nicholas- 6th Grade             |  |
| Kim Stout- 6th Grade                  |  |
| Kim Eubanks- FMD                      |  |

## **STAFF**

Ashley McFarland- FMD Aid

Lori Croslin- FMD Aid

Sherry Lombard- FMD Aid

Maura Carson- Preschool Aide

Allison Grider- Preschool/Resource Aide

Victoria Freeman- Kindergarten Aide

Linda King- Kindergarten Aide

Janice Reynolds- Kindergarten Aide

Annell Browning- Nurse

Windy Cline- Resource Aide

Cathy Willoughby- ESL Aide

Nancy Clements- MAC Aide

Deanie Sturgill- Technology Assistant

Tiffany Milan- Instructional Aide

Theresa Barnett- Aide

Rebecca Perez- Family Resource

Crystal Cook- Aide

Adina Hillard- Resource Aide

Lillian MeKolon- Resource Aide

Jennifer Graves- Health Aide

Lori Joyce- ESL Aide

## **CAFETERIA**

Tina Glasscock- cook

Lisa Groezinger- cook

Patricia Seifert- cook

Linda Strain- Cafeteria Manager

Brenda Turley- Cook

Carlos Wood

## **CUSTODIANS**

Jerry Blair

Connie Buckley

Mohammed Wakil

Dustin Johnson

# **SCHOOL BASED DECISION MAKING (SBDM)**

The School Based Decision Making Council is a form of school management in which teachers, parents, and administrators collaborate for educational change and improvement. This year the school council is made up of three parents, four teachers, and the principal. Elections are held in the spring.

Everyone is invited to attend School Based Decision Making Council meetings. The public may address the council during the discussion phase of any motion and may ask to have a relevant item placed on the agenda by making a request to the principal **at least five school days before the meeting.**

The School Based Decision Making Council will meet at 5:30 pm the first Thursday of each month.

The Cumberland Trace School Based Decision Making Council needs concerned parents and community member to actively serve on SBDM Committees (PBIS- Positive Behavior Instruction and Support Health and Wellness, Technology, Textbook). If you would like to serve on a committee, please contact the principal.

## **School Council Members**

JoAnna Jones- Principal  
Laura Orr- Teacher  
Connie Gaddie- Teacher  
Jennifer Hawkins- Teacher  
Angie Belcher- Teacher  
Sharon McCubbins- Teacher  
Terryl Shimizu- Teacher  
Allison Mefford- Parent  
Andi Troutman- Parent  
Kimberly Green- Parent  
Jill Moore- Parent

## **PTA**

We have an active Parent Teacher Association, which is quite an asset to the school and its programs. The membership fee is \$5.00 for each parent. contact the principal or the secretary for information. We will begin a membership drive the first month of school. We urge you to join the PTA and support our school. Some of the PTA activities are: Open House, Fundraisers, Movie Nights, Spirit Nights, Fall Festival, Art Festival, Tiger Cards, Staff Appreciation, and Box Tops for Education. We look forward to seeing you at these and other events and hope you will share some of your ideas with us.

### **PTA Officers**

|                       |                  |
|-----------------------|------------------|
| President             | Becky Durkee     |
| Vice-President        | Jennifer Fields  |
| Secretary             | Victoria Freeman |
| Treasurer             | Jason Roberts    |
| Health Chair          | Jennifer Graves  |
| Volunteer Coordinator | Traci Rotermann  |
| Tiger Den             | Lauren Nix       |
| Fall Festival Chair   | Emily Castelli   |
| Movie Nights          | Jessica Byers    |
| Spirit Nights         | Victoria Freeman |
| Box Tops              | Emily Duvall     |
| T-Shirt Coordinator   | Andi Troutman    |
| First Day Breakfast   | Ashley Tandy     |
| Tiger Cards           | Natalie Hughson  |

# **P.A.L.S.**

## **People Affecting the Lives of Students**

Did you know that when you volunteer:

- Students do better in school and in life.
- Parents become empowered.
- Teacher morale improves.
- Schools get better.
- Communities grow stronger.

How can I be a P.A.L.?

### On-Site

Read to a child, laminating, filing, build bulletin boards, copies, prepare Friday folders, become a room parent.

### School-Wide

Give vision/hearing screenings, recess duty, gym duty, help with school programs, landscaping, gardening, help in computer lab, help with picture day, writing folders, maintenance, hall monitor, help with library.

### Off Site

Cutting materials, attend field trips, assemble homework packets, bake sales, run errands for teachers, make phone calls, help with sewing projects.

Even if you work full time, there are many things you can do from home. It would be very beneficial if everyone could spend 10 hours a school year volunteering.



An orientation for volunteers is conducted by our Volunteer Coordinators during the first month of school. This includes the volunteer training required by the Warren County District. The Warren County District training is available at other times throughout the school year also. It is Warren County Education policy that every person that works with children in the school has a background check. Effective and responsible volunteers are essential to the success of the volunteer program. This requires a professional attitude and interest in education and a real desire to help students become responsible, productive citizens. It is important to know and respect school policies regarding volunteers:

- ★ Always sign in and out in the school office, wear your tag and keep track of your hours.
- ★ Respect the privacy of the students and staff by not discussing school matters away from the school setting.
- ★ Volunteer with an interest in supporting and improving educational programs for all students.
- ★ Discuss concerns about the Volunteer Program with the Volunteer Coordinators or with the principal.

***IF YOU WOULD LIKE TO ACCOMPANY YOUR CHILD ON A SCHOOL FIELD TRIP, YOU MUST HAVE AN APPROVED BACKGROUND CHECK.***

## SCHOOL HOURS

Our Morning Meeting begins at 8:15 a.m. The school doors open at 8:00. School dismissal for car riders and all buses is at 3:30 p.m. PLEASE DO NOT ASK TO HAVE YOUR CHILD DISMISSED EARLY. EVERY INSTRUCTIONAL MINUTE MATTERS! Children who arrive late or are picked up early are tardy. Parents who would like to speak to a child's teacher or go to a classroom should do so after 3:30 p.m. Parents who transport their children are asked to bring them between 8:00-8:15 and pick them up at 3:30. Please use the cars only drive when bringing or picking up children. Prompt pickup is expected and necessary as the supervising faculty is not able to provide after-school care. If after school care is needed, please contact the Community Education Center at 270-842-4281. **PLEASE USE THE CAR RIDER LANE TO PICK UP YOUR CHILDREN AFTER SCHOOL RATHER THAN COMING TO THE OFFICE.** It is very difficult for the office staff to answer the phone, call buses, call children from classrooms, and make sure students get connected to the correct adult when there are so many people coming to the office to get their children at the end of the day. The car rider lane is much safer and more efficient.

## SAFE SCHOOL

We follow safe school practices of locking all entrances except one and require visitor tags and signing in at the office. Visitors receive an identification tag in exchange for their car keys. We have security cameras and a trained crisis response team. We practice safety drills and participate in the Officer in the Schools program. We encourage our students to tell an adult when they are threatened or hear or see something that frightens them. We have a full time guidance counselor who teaches guidance lessons in each classroom throughout the year and meets with students individually. We have a school discipline plan which we try to implement swiftly, fairly, and consistently. The most important plan for all of us to follow is open communication. Feel free to call school personnel with your questions and concerns.

# **SAFETY PROCEDURES FOR CAR RIDERS**

THE CAR RIDER LOOP IS DESIGNED FOR 2 LANES AS YOU ENTER UNTIL THE FENCED AREA WHERE IT BECOMES A SINGLE LANE. PLEASE UTILIZE BOTH LANES IN THE MORNINGS AND AFTERNOONS TO AVOID A TRAFFIC JAM ON CUMBERLAND TRACE ROAD.

## **PLEASE REMAIN IN YOUR CAR**

### **Morning Car Riders**

1. Our Morning Meeting begins at 8:15. The building will open at 8:00. Supervision starts at 8:00.
2. When dropping off children please pull into the north car loop and encourage children to enter the building through the gym doors.
3. IN CASE OF RAIN, children are to enter through the north door at the end of the car rider loop. A teacher will be on duty at the appropriate door by 8:00.
4. It is critical that drivers do not go around a parked car on the car rider loop. A child could step from a car at anytime.
5. Please watch for directions from the duty teacher concerning where to stop for unloading. If the line is long, drivers may be asked to pull further up into the loop.
6. If it is necessary to locate lunch money, fill out forms/permission slips, etc., please park in the parking area rather than delay the drop off process.
7. Children who are let out of cars in the parking lot must be accompanied by an adult as they walk across the parking lot and car rider loop.
8. Community Education will provide before and after school care. Call 270-842-4281 to enroll.

### **Afternoon Car Riders**

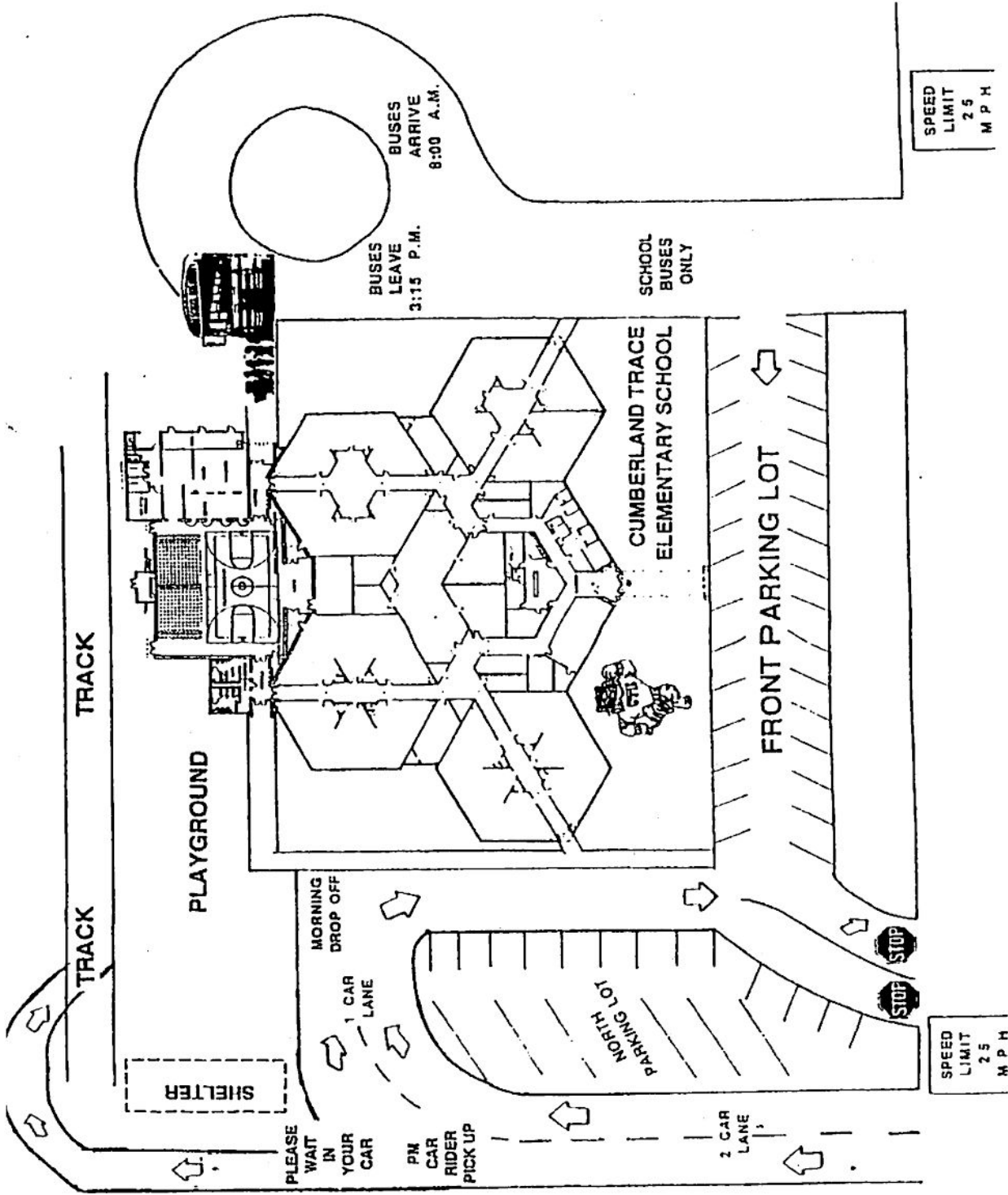
1. The bell will ring at 3:30 to dismiss car riders. Students who are normally car riders or who have brought a note from home to be a car rider will go to the shelter and sit until name is called. If temperatures are very cold or precipitation is falling, students will wait in the hallway.
2. Car Rider Tags will be provided for picking up children in the car rider lane.
3. If a person pulls into the car rider lane without a tag, he/she will be asked to go to the front office to verify that he/she may pick up the child. NO EXCEPTIONS.
4. Any child still waiting for a parent when the car loop empties will be taken to the office to await pick up.
5. Parents are asked to pull as far forward in the car loop as possible.
6. It is critical that drivers do not go around a parked car in the car rider loop. Please wait for the supervising teacher to signal for drivers to exit the loop.

**PLEASE USE THE CAR RIDER LANE TO PICK UP YOUR CHILDREN AFTER SCHOOL RATHER THAN COMING TO THE OFFICE.**

It is very difficult for the office staff to answer the phone, call buses, call children from classrooms, and make sure students get connected to the correct adult when there are so many people coming to the office to get their children at the end of the day. The car rider lane is much safer and more efficient.

**PLEASE SEE MAP ON THE NEXT PAGE**





## WARREN COUNTY BOARD OF EDUCATION STUDENT DISMISSAL POLICY

Under no circumstances shall teachers dismiss a student from school prior to the end of the day or into any person's custody without the direct prior approval and knowledge of the building principal or designee. The principal or designee shall not excuse a student before the end of the a school day without a request for the early dismissal from the student's parent or guardian or notification to the parent/guardian. In keeping with this policy, it becomes prudent that:

1. No student be released from school early on the basis of an invalidated telephone call.
2. Children of estranged parents be released only upon the request of the parent or guardian whom court holds directly responsible for the child. This designated responsible parent may permit release to another authorized adult by listing the name on the Emergency Card.

Additional precautions shall be taken by the principal or designee as needs arise.

Procedure:

1. Each student will have an Emergency Card on file in the office. Students will be released only to the individuals listed on the card unless otherwise approved by principal or designee.
2. Any changes to the card should be reported in writing to the school immediately.
3. If a student's parents are divorced or legally separated, District personnel may request a copy of the legal document pertaining to child custody in order to verify any requested limitation of student contact with the non-custodial parent. When access or release limitations are documented through this custody order and on file, that information is noted on the Emergency Card by school staff.
4. If a person whom the principal or designee does not recognize appears at school requesting the early dismissal of a student, the principal or designee may ask for identification such as a driver's license. Even if the person presents appropriate identification, the person's name must be on file as an authorized adult before the student may be dismissed to leave.
5. An authorized call is one in which school personnel can call the parent/guardian at their home or place of employment and speak directly to the parent/guardian.
6. An authorized adult is one which the parent/guardian has listed on the Emergency Card as having permission to take the student from school in a case where the parent/guardian is not available.

### **ATTENDANCE POLICY**

If a child is absent, a call to the school office should be made before 9:00 a.m. If the office has not heard from the parent, the school office staff will make an attempt to reach the parent to verify the child's absence from school. If a parent is unable to call the school, a written note is required explaining the child's absence the first day the child returns to school. Any child, who has been absent from school without a valid excuse for 3 or more days, or tardy without a valid excuse on 3 or more days, is truant. Any child who has been reported as a truant 2 or more times is a habitual truant. Students are considered tardy when they arrive at school after 8:30, leave early- before 3:30, or miss 1-60 minutes of the school day. Once a child has been absent a total of 10 days during a school year, formal documentation (doctor's excuse, funeral program), and or Warren County School Board approval prior to absence is required for any further absences to be excused. This formal documentation must be submitted to the principal within 5 school days after the student returns to school. If a child is a habitual truant, a petition is filed with the Court Designated Workers Office. If the student continues to have unexcused absences or tardies, the case will be referred to Family Court, and fines can be given.

## **EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST**

An Educational Enhancement Opportunity Request Form is available in the school office. To request an absence to attend or participate in an educational activity, please complete this form and return it to the school principal at least ten days prior to the absence. The major intent of the activity must be educational in order for the student to be granted this type of excused absence. The proposed activity must have core curriculum. The principal will use her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all schoolwork. Students grades cannot be affected by lack of attendance or participation in classes for approved days. This type of absence cannot occur during the school's State Testing or District wide assessments, unless there are extenuating circumstances that are approved by the principal. Decisions may be appealed to the Superintendent and then to the Board of Education.

## **CLASSROOM VISITATION POLICY**

**\*ALL GUESTS OF CUMBERLAND TRACE SCHOOL SHOULD REPORT TO THE PRINCIPAL'S OFFICE BEFORE ENTERING CLASSROOM AREAS. VISITORS WILL BE GIVEN VISITOR'S TAGS TO WEAR WHILE IN THE BUILDING.**

Cumberland Trace Elementary has been designated a "welcoming School" for our efforts to create an atmosphere where students want to come to school to learn and parents like to come to school to visit and volunteer. Our faculty and staff try to treat all children as they would want their own children to be treated. Children love to have their parents join them for lunch and that is a great time to see how your child's day is going. Parents are welcome to visit classrooms and we recommend that visits be scheduled in advance. Every instructional minute is important. We strive to provide a teaching and learning environment that is as free from interruptions and distractions as possible so that an academic focus can be maintained. Drop-in visits tend to disrupt the flow of learning. If you have questions or concerns about your child's progress, please schedule a conference with your child's teacher. It is not appropriate for teachers to discuss your child's progress with you in the classroom when other children are present, in the hallway, in the car rider line, or in the grocery store. Guided tours are always available for anyone interested in visiting our school.

## **EMERGENCY INFORMATION CARDS**

Each student will be required to have an emergency information card on file in the school office. The emergency card is filled out at the beginning of the school year. The information on this card, supplied by the parent or guardian of the student, authorized school personnel to make necessary arrangements in the event of an accident or illness of the student or emergency school closing. At such times, parents are sometimes difficult to reach and treatment need not be delayed. Be sure to fill out all the requested information, sign the card and return it to school promptly. Please update your child's emergency information card during the school year if information has changed. It is very important that you list at least two neighbors, family or friends and telephone numbers if at all possible.

## **ONLY THOSE PERSONS LISTED ON THE EMERGENCY CARD ARE ALLOWED TO PICK STUDENTS UP FROM SCHOOL**

If a person whom the office personnel do not recognize appears at our school requesting the early dismissal of a student, the office personnel may ask for identification such as a driver's license. If a student's parents are divorced or legally separated, school personnel may request a copy of the legal document pertaining to child custody in order to verify any requested limitation of student contact with the non-custodial parent. When access or release limitations are documented through this custody order on file, that information is noted on the emergency card. Any person entering the building must sign in at the



school office. If they are picking up a student, they must sign the sign-out book. No student is ever dismissed from the classroom unless the teacher is notified by the office. The emergency card is checked to see if indeed the person wanting to pick the child up is listed. If not, we will make an effort to contact the parent and if this is not possible, the child is not allowed to leave. Students going home with a friend after school requiring a change of transportation must have a note from the parent giving permission. If a child rides the same bus but changes his destination, a parent note is required to be presented to the school office and driver. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message, during school hours, he/she should come to the office. This service can be done through the secretary and prevent classroom interruption.

### **CUMBERLAND TRACE SCHOOL RESIDENT**

Any student attending Cumberland Trace school shall be living with his/her parents or legal guardian in the school's district. Guardianship must be established through the courts and a copy of the guardian shop papers filed with the school. Any parent/guardian wanting out of district status for their child/children must have board approval each school year. Verification of address is required of all students.

### **E-MAIL ADDRESSES**

Parents may correspond with teachers by email. Warren County School System's email address is : (type teacher's first name dot last name) [joanna.jones@warren.kyschools.us](mailto:joanna.jones@warren.kyschools.us).

### **CUMBERLAND TRACE ELEMENTARY SCHOOL DISCIPLINE PLAN**

**Philosophy:** Cumberland Trace School faculty, staff, administration and parents believe that a school-wide discipline plan that teaches students how to make choices, accept consequences, and become responsible for their actions is essential to the attainment of school unity, pride, and student achievement. We further believe that a discipline plan must contain clear, firm and high expectations, consistent rules, appropriate interventions, and consequences that relate to the misbehavior, and the acknowledgment and reward of positive behavior.

**Rewards:** Acknowledgment and rewarding of positive behavior are critical in helping students to develop and maintain appropriate school behavior. Classroom rewards for good behavior routinely include such things as stickers, free time, popcorn parties, praise, extra recess time and encouragement given verbally and in writing.

#### **Roles and Responsibilities:**

**Student Roles and Responsibilities:** Meet Guidelines for Success: Claws- Choose to be responsible, Live the 7 habits, Always learn as much as you can, Work to be college and career ready and Show respect to everyone including yourself. Display appropriate conduct at all times. School behavior policies are still in effect after hours and there can be consequences for inappropriate behavior at after school events. Maintain good attendance. Be prepared for all class work. Dress appropriately. Abstain from: inappropriate/disruptive behavior, disobedient or disrespectful behavior toward school authorities, physical or verbal threats of harm to school employee or other student, use of indecent or profane language/gesture, lying, forgery of notes or excuses, stealing, sexual harassment, hitting/fighting/assaulting. Destroying or damaging school or personal property of student or staff. Possession of a weapon or anything that resembles a weapon in the school or on the bus. Possession of tobacco products, drugs, alcohol, any controlled substance or any other substance that resembles a controlled substance.

**Parent Roles and Responsibilities:** Instill in their child a sense of responsibility and respect for students, faculty, staff, and school property. Aid their child in understanding and following the disciplinary procedures of the school. See that their child attends school regularly and punctually. Act as a model in establishing positive attitudes toward the school and school personnel. Instill in their child a personal

need for an education. Respond appropriately and constructively to programs and discipline reports of their child. Take an active role in the school and the child's education.

**Teacher Roles and Responsibilities:** Administer disciplinary measures contained in their plan in order to maintain a positive learning climate. Act as a positive role model in terms of dress, actions and behavior. Communicate to parents specific discipline problems. Handle classroom disruptions fairly, firmly, and quickly. Help to create and maintain a positive school climate which promotes respect for the rights of all participants in the schooling process.

**Counselor's Roles and Responsibilities:** Help to create and maintain a positive school climate which promotes respect for the rights of all participants in the school process. Communicate to school personnel and parents information concerning agencies and resources that would assist with changing inappropriate behavior of student. Provide individual and group counseling as needed to help students resolve conflicts and modify behavior. Assist classroom teachers with parent conferences. Act as a positive role model in terms of dress, actions and behavior.

**Principal's and Dean of Students Roles and Responsibilities:** Serve as a support for teachers which allows them to administer appropriate discipline measures to ensure a positive learning environment. Help create and maintain a positive school climate which promotes respect for the rights of all participants in the schooling process. Administer discipline measures (in concert with the teachers) fairly in accordance with the established discipline plan. Communicate the school discipline plan to the school community by explanation at the school open house, publication in student handbook, and individual conferences and conversations.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is defined as any unwanted, personally offensive sexual attention requests for sexual favors, or other verbal or physical conduct of a sexual nature. A student, or the parent acting on the behalf of the student, should report any suspected violations of the policy to the principal, teacher, or counselor. An investigation of any reported complaint will be conducted in accordance with approved procedures and action will be taken to eliminate harassment when it is discovered.

## **SEARCH AND SEIZURE POLICY**

**Regular Inspection:** School property, such as cubbies and desks, are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. Desks or cubbies may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

**Reasonable Suspicion:** No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school/district rule or the law. Search of a pupil's person shall be conducted only with the express authority of the principal, or designee.

**Authorized Personnel:** Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil, or the principal, or the designee.

**Witness:** When a pat-down search of a pupil's person is conducted, the person conducting the search shall have a witness.

**Personal Searches:** No search of a pupil shall be conducted in the presence of other students.

**Strip Searches:** No strip searches of students shall be permitted.

**Illegal Items:** Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

**Other Disruptive Items:** Items which may be used to disrupt or interfere with the educational process may be removed from the pupil's possession by a staff member. Such items may be returned to the pupil or pupil's parent by the staff member or through the principal's office.

**Disposition of Items:** All items which have been seized shall be turned over the proper authorities or returned to the owner.

**Use of Video Cameras:** Video cameras may be installed in areas used in the instruction and transportation programs to record student behavior. Evidence of student misbehavior recorded on video may be used to discipline students. Videos may only be viewed by authorized school personnel.

**Failure to Cooperate:** Students who fail to cooperate with school authorities when requested shall be subject to other disciplinary action.

**Interventions:** A variety of interventions will be used when students display misbehavior. School staff will select interventions that are appropriate for the misbehavior.

|   |                                 |
|---|---------------------------------|
| Reteaching correct behavior                         | Time out                        |
| Repeated warning/redirection                        | Increased positive interactions |
| Counseling  | Restorative justice             |
| Behavior improvement plan                           | Changed seating                 |
| Loss of privilege (such as recess)                  | Praise for correct behavior     |
| Restructure environment                             | Planned ignoring                |
| Self-monitoring plan                                | Time owed                       |
| Parent contacts (e-mail, phone, notes, conferences) | MAC Room (Make a Change)        |

**Students who do not make restitution for their misbehavior may receive an out-of-school suspension.** After three days in the MAC Room, an additional offense can result in immediate out-of-school suspension. Prior to his/her return to school, a conference is held with the student, teacher, parents, and principal. Parents will be advised that a discipline record is maintained on the child but that the child may return to school and start anew. However, if the child continues to misbehave and repeated offenses lead to another out-of-school suspension, the juvenile authorities, social services representative, or court designated worker will be requested to attend a conference with the student, parent, teacher, and principal.

**Behavior Improvement Lessons:** In keeping with our goals of enabling students to develop and utilize skills necessary for problem-solving, exercising self-control, and enhancing self-worth, students assigned MAC placement or out-of-school suspension will be expected to complete written Behavior Improvement Lesson(s) appropriate to the misconduct. Lesson materials will be provided to the student.

**Make A Change (MAC):** MAC offers an additional procedure and intervention method which is available within the school's continuum of responses to student misconduct. The principal's decision to use MAC will occur following the analysis of the "Report of Misconduct" presented by the teacher. Behaviors warranting MAC intervention are repeated misbehaviors and more severe infractions such as stealing, fighting, and damaging property.

**Student Responsibilities:**

1. When a student is placed in MAC, the following behaviors are required:
  - a. Completion of a Behavior Improvement Lesson;
  - b. Completion of assigned class work;
  - b. No talking or interaction with other students; and
  - d. Following all directions of the MAC aide.

2. Lunch will be eaten in MAC.
3. There will be no recess during MAC placement.
4. Restroom breaks will be supervised by the aide.

**Principal's and Dean of Student's Responsibilities:**

1. Analyze the misconduct report sent by the teacher and make decisions about MAC placement based upon:
  - a. Teacher's statements in the misconduct report;
  - b. Past misconduct of the student
  - c. Student age and grade;
  - d. Student's behavior, verbal comments, body language, etc.; and
  - e. Other information provided by parents, social services, and outside agencies.
2. Consider interventions and consequences contained in this Plan and District Student Handbook.
3. Confer with MAC aide when placement is recommended.
4. Notify parent of MAC placement.
5. Periodically monitor MAC and check student conduct.
6. Confer with student when placement is ended if appropriate.
7. Maintain all records of MAC referrals and placements.

**Teacher Responsibilities:**

1. Teachers are to post classroom rules so that children know and understand what is expected. The rules are carefully explained to students.
2. Teachers will inform the student of the rule that has been violated and the possible consequences.
3. Teachers complete the misconduct report for any incident for which the student is sent to the office for disciplinary reasons. (This report is kept on file by the Principal for purposes of data collection, conferences with parents, and review with students.)
4. Teachers will send the misconduct report to the office.
5. Teachers will be notified of the action taken by the Principal.
6. If the student has been assigned to MAC, the regular classroom teacher will prepare work for the student as soon as possible. (It is not necessary to interrupt the instructional lesson to prepare this.)
  - A. Complete assignment sheet and send books, etc, with brief directions (ex.workbook pp 99-103.)
  - B. Send additional review work, if possible, for students who complete their class work prior to the time of exit from MAC.

**MAC Aide Responsibilities:**

1. Confer with Principal regarding MAC referral.
2. Complete MAC referral form, sign and file.
3. Assign appropriate Behavior Improvement Lesson.
4. Supervise, assist, and monitor student assigned class work, checking work for completion and randomly checking for accuracy. Total checking for accuracy and grading is not always possible.
5. Assure supervision of student at all times including to/from lunch, restroom, etc.
6. In the event that the Principal is unable to attend to the behavior problem, the Principal's designee will intervene with the student using MAC procedures until the Principal is available.
7. Enter discipline data into SWIS.

**Guidance Counselor Responsibilities:**

The Guidance Counselor will be requested to assist with the following activities in an effort to teach appropriate social skills to students who have behavior problems warranting MAC.

1. Counsel with students following the MAC experience.
2. Provide monitoring and feedback for students with behavior problems, when appropriate.

3. Schedule counseling with students who have behavior problems and are frequently sent to the office for disciplinary action.
4. Conference with parents.
5. Refer to appropriate outside agency, if warranted.

## **TRANSPORTATION RULES AND REGULATIONS FOR STUDENTS**

### **Bus Riders**

- Do no load or unload until the bus has come to a complete stop.
- When loading, move to the rear of the bus and find a seat.
- Use your normal speaking voice when talking, never yell or scream.
- For your safety and that of others, never toss or throw anything at or to anyone.
- Never talk to the driver when the bus is in motion. He/she needs his/her full attention on the road.
- Remain seated until the bus has come to a full stop.
- Keep arms and head inside bus-not out the window.
- Keep the bus clean, and never be a destructive passenger.
- When loading or unloading at home, be sure all cars have come to a full stop before you cross the road or street in front of the bus.
- Be considerate of others and do not annoy them.
- ALWAYS cross the road or street in FRONT of the bus.
- Do not run or push when loading or unloading.
- Don't be a litter bug. Keep your trash until a trash can is available. (Most busses have one)
- Eating and chewing gum are not allowed on the bus.
- Children under school age and adults are not allowed to ride on the regular routes.
- WRITTEN PERMISSION is required from the parents for any student to ride a bus other than his/her regular one.
- Never play with toys or carry live animals on the bus. Large objects that would take up a seat are not allowed on the bus. No glass containers or balloons can be transported on buses.
- When you arrive at school, go directly to the designated area. If a bus is late, go directly to the office and check in.
- Do not yell out the bus window.

### **RIDING THE BUS IS A PRIVILEGE-NOT A RIGHT. STUDENTS THAT MISBEHAVE MAY LOSE TRANSPORTATION PRIVILEGES.**

### **Bus Drivers**

- Complete misbehavior form.
- Immediately notify Principal of bus misconduct.

### **School Bus Consequences**

- **VIOLATION OF RULES ON THE SCHOOL BUS WILL RESULT IN THE LOSS OF THE PRIVILEGE OF RIDING THE BUS.**
- The first violation reported to the principal by the bus driver will result in a discussion between the driver, principal, and child and a written report sent to the parent which is to be signed and returned to the principal.
- A second reported misconduct will result in a written report to the parents which will provide notice that the bus riding privilege is in jeopardy.
- A third report will result in the loss of 3 days of riding privilege.
- A fourth report will be 5 days of bus suspension.
- A fifth report results in the loss of riding privileges for 10 days.

- A severe infraction can result in immediate suspension from the bus.

A meeting will be held with the bus driver, Director of Transportation and Principal to determine if bus-riding privileges can be restored.

During suspension from the bus, it is the responsibility of the parent to transport the student to and from school. Failure of the child to attend during this time will be considered an unexcused absence. Students are not to be dropped off before 8:00 and must be picked up by 3:30.

### **BUS DRIVERS**

Terri Bearbower- Blue Bus- 270-777-5204

Randy Jones- Yellow Bus- 270-529-3363

Julie Haven- Green Bus- 270-799-7527

Conley McCracken- Red Bus- 270-782-8394

Monty Austin- Orange Bus- 270-935-7194

Lana Spears- Purple Bus- 270-202-1380

### **STUDENT DRESS AND APPEARANCE**

The Warren County School System feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education. Students should always dress appropriately for the occasion and avoid extremes in dress, cosmetics, and hairstyles. Students should feel a responsibility to present a suitable appearance in order that they may reflect credit upon themselves, their family, school and community. The Board establishes the following standards because of its conviction that student attitude is closely related to dress and appearance. It is also felt that the climate for learning in schools is enhanced by a student body which is suitably dressed and well groomed. Modesty and the avoidance of distracting influences are to be the key to dress:

- The wearing of any attire, cosmetics, jewelry, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgment of the principal, significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.
- Hats or head covering may not be worn in school unless they are necessary for health or safety purposes.
- Sunglasses shall not be worn inside the school building without a medical excuse: a doctor's note must be presented beforehand.
- The hair shall be clean and well groomed. Distracting extremes shall not be permitted.
- Shorts and skirts which are fingertip length may be worn.
- Patches, emblems, and clothing depicting vulgarity, violence or advertising alcoholic beverages, tobacco or illegal substances shall not be permitted.
- Shoes shall be required at all times. Flip flops, soccer sandals, or shower slippers are not permitted as regular footwear. Tennis shoes must be worn on PE days.
- Cut or torn articles of clothing are prohibited.
- Students should wear clothing that covers their belly buttons. Halters, low-cut tops, low-riding pants, wallet chains, and exposed undergarments are prohibited. If girls (3rd-6th) wear tops with spaghetti straps, a top shirt should also be worn. Clothing should not drag the floor posing a hazard for the wearer as well as other students.

### **STUDENTS ARE EXPECTED TO WEAR PROPERLY FITTED AND NEAT CLOTHING THAT DOES NOT POSE A SAFETY HAZARD.**

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

**GUM CHEWING**

Gum chewing is not allowed in or outside of the school building or on the school bus.

**TELEPHONE**

No child or teacher will be called to the telephone except in case of an emergency, but messages will be given to them. We do not want to deny children the use of the telephone if it is an emergency- forgetting school supplies or wanting to spend the afternoon with a friend is not an emergency. These arrangements should be made at home the day before, not at school.

**CELL PHONES**

If cell phones are brought to school they are to be turned off and left in the student's backpack.

**ELECTRONIC GAMES AND TOYS**

Electronic games and toys should not be brought to school. Some school bus drivers may allow students to listen to music while being transported. The school is not responsible for lost or damaged items.

**TRANSFERRING**

If it should become necessary to transfer from Cumberland Trace Elementary during the school year, please notify the teacher and principal two weeks in advance so that the transfer may be efficiently accomplished. Library books and textbooks need to be returned before leaving. All lunch charges must be paid.

**LOST BOOKS**

Students who lose library books, workbooks, or textbooks are expected to pay for the lost book. The cost will be the replacement cost of the book. Once the book is paid for, it belongs to the student. Money will be returned if the book is found later.

**SCHOOL PICTURES**

Individual color pictures and class group pictures are made each year. Parents and students will be notified of the date in advance. Purchase of these pictures is optional.

School pictures will be taken on: Wednesday October 12th. These pictures will be used for the yearbook. Retakes will be November 15th and class pictures will be January 16th.

**HOMEWORK POLICY**

Students may have homework assigned, The purpose of homework is for review, practice, or to enhance a lesson. The amount of work assigned will vary with the year in school- from 15 minutes a day for lower primary children to an hour or more for upper grade students. Please provide an uncluttered, quiet space for homework to be done. Some long term projects may be assigned. Please do not allow your child to wait until the "last minute" to begin working on these.

Parents of primary students are encouraged to read with their children every day. At the intermediate level, it is not recommended that parents sit with their children and do homework with them but parents are encouraged to review homework assignments and ask their children what they are learning. Children need to practice independently and apply what they have learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher. Feedback regarding homework will be given. Teachers may refer students for after school homework help when necessary.

**POLICY FOR MAKING UP MISSED SCHOOL WORK**

If a student is absent on day, the student will have one day to make up missed work once assignments are received.

If a student is absent two days, the student will have two days to make up missed work once assignments are received.

If a student is absent three days, the student will have three days to make up missed work once assignments are received.

Exceptions will be made for extenuating circumstances.

## INSURANCE

Accident insurance will be made available to all parents for purchase. Students are encouraged to take the information home to their parents.

## HEALTH SERVICES

A school nurse and health aides are shared with several other county schools. If an emergency arises at a time when the nurse is not in the school, other trained personnel will be on the site. The nurse is always on call for the school and can be reached. Students who become ill at school should report to the school 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. Any medication which a child is to take, must be brought to the office in the original container with specific written instructions for its administration and a parental/guardian signature.

### \*\*\*\*STUDENT TEMPERATURE POLICY\*\*\*\*

A parent will be called to pick up the sick child if the child's temperature is 99.8 and the school personnel will verify the temperature on the parents' arrival at school.

## FOOD SERVICE

We have a computerized system in the cafeteria- [www.mealpayplus.com](http://www.mealpayplus.com). Students are each assigned an account number. When you send money for your children's lunches, it is added to their account. Each time they buy breakfast, lunch, or a snack, it is subtracted from their account. Please discuss the amount of money you want your children to spend out of their account for snacks so they will not run out of breakfast or lunch money.

Breakfast and Lunch will be served at the following cost:

**Student Breakfast:** \$1.15

Adult Breakfast: \$2.00

Reduced Breakfast: \$.30

**Student Lunch:** \$2.10

Adult Lunch: \$3.35

Reduced Lunch: \$.40

Breakfast is served before school. We encourage all students to eat a nutritional lunch. ***Do not bring food from fast food restaurants to your child at lunch.*** NO carbonated beverages will be allowed in the cafeteria while school meals are being served.

### \*\*\*\*FOOD ALLERGY POLICY\*\*\*\*

**Only store bought items with an ingredient label may be brought to the classroom for snacks and parties. Exceptions are made for fundraisers and evening events where parents can closely monitor what their children eat.**

## WELLNESS POLICY

ALL students shall participate in moderate to vigorous physical activity each day as follows:

Each student shall participate in physical education class for 75 minutes a week.

Each students shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity. The school shall provide space and equipment to make that activity possible and appealing to students.

Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible students should be given periodic breaks during which they are encouraged to stand and be moderately active.

Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgement.



**Our school shall encourage healthy choices among students using the following methods:**

Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our lunch program and to other food and beverages available during the school day. Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.

The rest of our curriculum shall reflect an integrated concern for wellness, including connections to science, social studies, and other projects.

**PHYSICAL EDUCATION PROGRAM**

Physical education is provided to children at least twice a week with our physical education director. Outdoor activities are planned, weather permitting.

**LIBRARY MEDIA PROGRAM**

Students may come to the Library any day their teacher chooses. Preschool and Kindergarten students are allowed to check out one book each week and older students may check out two books. Additional books may be checked out if needed for school projects. Books may be kept for one week and renewed for an additional week when necessary. Students are responsible for paying for books that are lost or damaged. Students not paying for their books will have reduced check-out privileges.

**LIBRARY MEDIA CENTER CHECK OUT CONTRACT**

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

I promise to take care of the library books I borrow from the Library Media Center.

1. I will return my library books to the Media Center on time.
2. I will pay for any book that is lost or damaged.
3. I understand that I will be held responsible for any lost or damaged library book.
4. I understand that I will be unable to check out a book from the library until a lost or damaged book is found or paid for.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**MUSIC**

All students will receive music instruction weekly. Chorus is available to the 5th and 6th grade, while band is offered to the 6th graders only. Instruction in strings instruments is offered to 5th and 6th graders.

**SPEECH THERAPY**

Speech therapy service is available for children who have difficulty with speech or language. This service is provided during the school day by a speech therapist.

**COMPUTER LAB**

Our computer lab is located adjacent to the Media Center. Every student has the opportunity to sharpen basic skills and practice problem solving using a variety of software. Internet use will supplement classroom instruction and curriculum. Elementary students' access to the Internet is only available under the direct supervision of a teacher or instructional assistant. Elementary students are not allowed to have

unsupervised access to the Internet at school. Internet access software is installed on the elementary teacher' workstations in the classroom, library, and computer lab. Over the years, our PTA has worked very hard to supply our school with Laptops, ipads, and ipods.

## **ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES**

### **A. Privileges**

Access to the electronic resources of the Warren County Public Schools (WCPS) is a privilege not a right. Violation of the acceptable use policy may result in the immediate loss of any or all network services. In addition, any attempted or executed criminal violations on the network will be prosecuted to the fullest extent of the law.

### **B. General Responsibilities**

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network, Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but not limited to: copyrighted material, threatening or obscene material, vulgarity, or material protected by trade secret. Use for product advertisement or political lobbying that is not consistent with the educational purposes of the WCPS is inappropriate. Illegal activities, including the installation and use of unlicensed software, are strictly prohibited. In addition, use of an electronic mail or Internet account to buy, sell or trade personal items is not an acceptable use.

### **C. Specific Network and Internet Responsibilities**

1. The use of your account must be in support of educational and research activities consistent with the objectives of the Warren County School District.
2. You may not use or alter anyone else's account.
3. You may not offer Internet access to any other individual via your WCPS account.
4. You may not break in or attempt to break into other computer networks.
5. You may not intentionally spread embedded messages or other programs which have the potential of damaging or destroying programs or data.
6. You may not destroy another person's data.
7. You are not permitted to get from or put onto the network any copyrighted material including unlicensed software), threatening messages, or obscene material.
8. No illegal activities may be conducted via the network.
9. All communications and information accessible via the network should be assumed to be for the individual consumption of the user, however, privacy is not guaranteed.
10. Harassment as defined in board policy shall not be allowed.
11. Notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

### **D. Specific Electronic Mail Responsibilities**

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal the personal address or phone number of other students or yourself.
4. Electronic mail is not guaranteed to be private. Network administrators have access to all mail messages. Any message relating to or in support of illegal activities shall be reported to the proper authorities.
5. Notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

### **E. Rights**

In the event of a policy violation, the District Technology Coordinator or school principal may suspend or close an account. The account holder must be notified in writing within two weeks of the reason for suspension or termination of an account. The account holder may request an appeal of the decision to

close their account. For additional information see board policies found in the Student Code of Conduct, Personnel Policies for Certified Staff, and Personnel Policies for Classified Staff.

**FOR THE PARENTS OF ELEMENTARY SCHOOL STUDENTS**

As the parent or guardian of an elementary school student I have read the Acceptable Use Policy for Electronic Resources and understand that my child may be given access to electronic resources. I understand that this access is designed for educational purposes and will be under the direct supervision of a teacher or instructional assistant. Furthermore, I understand that the Warren County Public School District has taken reasonable precautions to eliminate access to non-educational/controversial material. However, I also recognize it is impossible for WCPS to restrict access to all controversial materials and I will not hold them responsible for materials my student may acquire on the network. I hereby give my permission for my child to access the electronic resources of the WCPS. I further agree that use of these resources shall not include any transaction which may result in criminal or financial liability for the Warren County Schools. If such does occur the undersigned accepts full responsibility.

Student Name(please print)

\_\_\_\_\_  
Parent or Guardian (please print)

Parent or Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Evening Phone Number \_\_\_\_\_

**CRISIS RESPONSE TEAM**

A Crisis Response Team is available to our students and faculty in the event that this is needed to deal with situations which impact our school family. The team members are:

|            |                |                |
|------------|----------------|----------------|
| Ms. Jones  | Mrs. Thornhill | Mrs. McCubbins |
| Mrs. Perez | Mr. Wakil      | Mrs. Wix       |

All faculty and staff have received Crisis Response training.

**FIRE DRILLS**

Fire drills are required at regular intervals by law and are important safety precautions. Drills are conducted throughout the school year at various times of the day.

**TORNADO DRILLS**

As with fire drills, tornado drills are an important safety precaution. Students must follow the teacher's instructions to the safest areas.

**EMERGENCY EVACUATION PROCEDURES**

If it is necessary to evacuate students from the school building onto the campus OR off campus, these procedures will allow us to reunite students with their parents/guardians.

Bus Transportation will be the first priority in getting students home. Picking up or checking out student Parent/guardians must be listed on the student's current emergency card.

All persons MUST present a Photo ID when requested. (Drivers license, Military ID, Passports are accepted.

Once students are released, please exit the school grounds as rapidly and safely as possible.

ON CAMPUS

The ON CAMPUS evacuation location is the playground at the rear of the campus. Please come to the checkout table at the end of the parking lot. Present photo ID and fill out sign out log. Please do not allow the students to leave without properly signing out. We must account for each student.

#### **OFF CAMPUS**

The OFF CAMPUS evacuation location is Drakes Creek Middle School, 704 Cypress Wood. Present Photo ID and fill out sign-out log. Please do not allow the students to leave without properly signing out. We must account for each students.

#### **BUS EVACUATION DRILLS**

Bus evacuation drills are conducted throughout each school year. The children practice exiting the bus through the rear and side emergency doors following the instruction of the bus driver.

#### **FIELD TRIPS**

Trips off the campus for educational purposes are taken periodically by most classes. Teachers and other authorized personnel always accompany students on these tours to provide supervision. Transportation is provided by school bus. The written permission of parents is required in order for students to participate in these field trips. If a student does not have written parental consent to participate in the field trip, he or she will remain at school. Parents, as chaperones, must have a background check on file.

#### **ASSEMBLIES**

A variety of assemblies will be presented during the school year to provide enrichment and broaden experiences for students. At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct such as boisterousness, booing, and talking during a program is not permissible.

#### **GUIDANCE AND COUNSELING PROGRAM**

The purpose of the Guidance and Counseling Program at Cumberland Trace is to foster student learning and personal fulfillment through a solution focused approach which identifies solutions and strategies that are already working for the child, and by reducing emotional or behavioral barriers to learning and personal fulfillment. This purpose is achieved in part through individual and small group counseling, classroom guidance, school climate activities, parent conferences, observations, and behavior modification plans. The school counselor can help you by working with you to improve your child's experience at school. If you have a concern about your child- behavioral, academic, emotional, or social- you may wish to discuss the concern with your child's school counselor and together decide what course of action to take.

#### **STUDENT ACTIVITIES**

A variety of activities are sponsored by the school and its staff. A partial list of clubs and activities are 5th and 6th grade chorus, 6th grade band, Academic Team, Strings Group, Energy Team, Chess Club, Lego Robotics, STLP, and Running Club.

When students remain after school for a club or activity, parents are requested to pick them up at the designated time for the activity to end.

#### **HOME SCHOOL LEARNING COMPACT**

Parents/Guardians, Teachers and Principal agree to:

Encourage good attendance

Provide a positive environment for learning and study  
Support each other's efforts in the development of each student  
Communicate with each other regularly  
Always encourage students to achieve their goals

Students agree to:

Work hard  
Complete work to the best of his/her ability  
Look to parents/guardians, teachers and principals for help, guidance and encouragement.

### **CUMBERLAND TRACE FAMILY RESOURCE CENTER**

A child's success in school will promote lifelong health, security, and happiness. The Family Resource Center will assist families to identify and address barriers to success within the home and community. The Center will encourage and develop social support networks to help families to be part of their community.

#### **SERVICES OFFERED BY THE FAMILY RESOURCE CENTER**

Referrals for full time and after school child care  
Health and education services for new and expectant parents  
Education to enhance parenting skills  
Training for child care providers  
Referral to health services  
Lending library  
Health Services  
Counseling referrals  
Information and referrals to community agencies  
Student Activities  
Emergency Food/Clothing  
Family Literacy Activities

Family Resource Coordinator  
Rebecca Perez 270-781-6651

### **ACADEMIC TEAM**

Fourth and fifth grade students are welcome to try out for the Cumberland Trace Academic Team. Our students participate in the Governor's Cup Competition for written assessment in mathematics, science, arts and humanities, language arts, English composition and social studies. We also have a Quick Recall Team and a Future Problem Solving Team. Being a member of the Academic Team is a great opportunity for students to be challenged at high levels and requires a big commitment on the part of the students and family. Subject area practices are held one day a week and quick recall practice is held twice a week from November to March. Practices are held before or after school and specific days and times are determined based on student and sponsor schedules.

### **SUMMIT- Services for Unlimited, Multi-talented Minds and Inspiring Talent**

Gifted and talented children are selected for the SUMMIT Program through procedures outlined by Warren County Board Policy, Pupil selection forms are completed by each teacher for each child who meets the required criteria. Students in primary school participate in the district's "Talent Pool." Students are informally identified and often "flexibly grouped" throughout the school. Flexible student groups are based on the individual interest, needs, and abilities of the student. Students are provided differentiated services by the classroom teacher. Gifted and Talented teachers will provide "pullout" services for identified students.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

Before school and afterschool programs are provided in cooperation with Community Education. Parents may enroll their child in these programs by contacting the Community Education Office at 842-4281. These programs cooperate from 6:30-8:00 AM and 3:30-6:00 PM. Snacks, activities, and study times are provided.

## **ACADEMIC INFORMATION PERMANENT RECORDS**

An active record of the student's progress is kept at school. The school record remains after students depart. The major items found in the permanent record are:

- Factual information (names of parents, date of birth, address)

- The grades earned

- Attendance record

- Reading progress and

- Achievement test scores

A discipline file is also maintained.

## **PRESCHOOL PROGRAM**

The Preschool Program provides early childhood educational experiences which will promote the child's physical, emotional, social and intellectual growth. Warren County Schools offers two Preschool Programs for four year olds who are 4 by October 1st- Preschool Program for families that qualify either by income or disability eligibility and Tuition Preschool- \$200 a month per child. Three year olds who are 3 by October 1st may qualify by disability eligibility. Preschool is two full days each week, either Monday/Wednesday or Tuesday/Thursday. For more information, please contact Kim Cunningham, 270-781-1987 or the school office.

The Preschool Kentucky System of Intervention (KSI) provides 6-8 weeks of intervention for non-enrolled 3 and 4 year olds. The purpose of KSI is to determine eligibility for preschool throughout the district.

## **REPORTING TO PARENTS**

In primary school, student progress is reported to parents quarterly through the use of the Primary Progress Report. For 4-6 graders, a report of the student's progress is also sent home to parents every nine weeks. This summary is in the form of a report card which is to be signed and returned to school promptly. The parental signature on the card does not in any way mean that you agree that the grades on it are what you expect them to be. It merely means that you have seen the card and are aware of your child's progress.

Intermediate teachers also send home interim reports of student progress near the mid-point of the grading period. These are an indication to the parent that improvement is needed in one or more of the subjects, These should also be signed and returned to school the day after they are sent home.

Parent/Teacher conferences may be conducted after school hours by making an appointment with the teacher. Parents are requested to refrain from impromptu conferences during instruction time.

In grades 4-6, letter grades are used:

A- excellent, B-good, C- fair, D- poor, F- failing, I- incomplete

## **PRIMARY SCHOOL PROGRAM**

The primary school is that part of the elementary school program in which children are enrolled from the time they begin school until they are ready to enter the fourth grade. An appropriate primary program for all children recognizes that children grow and develop as a "whole," not one dimension at a time or at the same rate in each dimension. The primary program provides a classroom climate which is non-competitive and encourages children to learn from one another as well as from their teachers. The program values teachers and parents as partners in the child's education. Teachers regularly collaborate,

plan, consult, and involve parents to create for the child a climate of respect, success, and joy necessary for lifelong learning. The primary program is characterized by the following seven critical attributes:

1. Developmentally appropriate practices
2. Multi-age, multi-ability classrooms
3. Continuous progress
4. Professional teamwork
5. Positive parent involvement
6. Qualitative reporting methods
7. Authentic assessment

### **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 ACM 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 updates/made available for review upon request.

| ROOM # | OCCUPANT  |
|--------|---|
|        | SCHOOL OFFICE<br>Ms. Jones – Principal<br>Mrs. Smith – Staff Support Secretary<br>Mrs. Thornhill - Office Support Secretary<br>Mrs. Perez- FRC<br>Health Room |
| 8      | Mr. Jones- Dean of Students   |
| 9      | MAC Room  |
| 13     | Mrs. Miller & Ms. Kuzma - Speech  |
| 87     | Mrs. B Smith- Guidance  |
| 88     | Mrs. Jefferson - Music  |
| 84     | Ms. Lyon- 2nd Grade   |
| 37     | Mrs. Sturgill - Computer Lab  |
|        | Mrs. McCubbins - Library  |
|        | <b>HALLWAY 7A</b>   |
| 82     | Mrs. Young- 2nd Grade   |
| 80     | Mrs. McCrary - Kindergarten   |
| 79     | Mrs. Handley – Kindergarten   |
| 77     | Mrs. Sanders- Kindergarten  |
| 75     | Mrs. Hawkins - Preschool  |
| 74     | Mrs. Eubanks- FMD   |
|        | <b>HALLWAY 6</b>  |
| 72     | Mrs. Lewis- ELL   |
| 71     | Mrs. Embry- 1st Grade   |
| 70     | Mrs. Belcher – 1 <sup>st</sup> Grade  |
| 68     | Mrs. Kelton – 3rd Grade   |
| 66     | Mrs. Shimizu- 3rd Grade   |
| 65     | Mrs. Riedel – 2 <sup>nd</sup> Grade   |
| 63     | Ms. S Smith – 1 <sup>st</sup> Grade   |
|        | <b>HALLWAY 4</b>  |
| 34     | Mrs. Hunt/Mrs. Watkins –Resource  |
| 33     | Mrs. Gaddie - 3 <sup>rd</sup> Grade   |
| 32     | Ms. Spinks - 3rd Grade  |
| 30     | Ms. Storch- 4 <sup>th</sup> Grade   |
| 29     | Mrs. Proffitt – 4th Grade   |
| 28     | Mrs. Jensen – 4 <sup>th</sup> Grade   |
| 27     | Mrs. Wix - ECC & GAT  |
|        | <b>HALLWAY 3A</b>   |
| 25     | Mrs. Darnell- 6th Grade   |
| 24     | Ms. Nicholas – 6th Grade  |
| 23     | Mrs. Orr- 5th Grade   |
| 21     | Mrs. Stout - 6 <sup>th</sup> Grade  |
| 20     | Mrs. Zimmer - 5 <sup>th</sup> Grade   |
| 19     | Mrs. Cassidy- 5th Grade   |
|        | Multi-Purpose Room – Mrs. Oliver - PE   |
|        | Alcove- Ms. Conwell- ART  |