

Warren Elementary

FAMILY HANDBOOK

2015-2016



Josh Porter, Principal

Dee Anna Crump, Assistant Principal

Katie Whitney, Guidance

Michelle Neal, Curriculum Coordinator

Amy Carter, Family Resource Coordinator

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TELEPHONE NUMBERS

Warren County Board of Education

Mr. Rob Clayton, Superintendent

(270) 781-5150

Warren Elementary School Office

Josh Porter, Principal

Dee Anna Crump, Assistant Principal

, Bookkeeper

Jennifer Hendrick, Support Secretary

, Support Secretary

Katie Whitney, Counselor

Michelle Neal, ECC

(270) 781-2385

Warren Elementary School Cafeteria

Shelita Bathune, Manager

(270) 781-2321

Warren Elementary School FRC

Amy Carter, Coordinator

Lori Honshell, Assistant

(270) 843-3503

SITE BASED DECISION MAKING COUNCIL 2015 – 2016 Council Members

Josh Porter, Chairperson

Vicki Matlock, Faculty Representative

Joan Hurd, Faculty Representative

Penny Morgan, Faculty Representative

Chris Carothers, Parent Representative

Kim Elkins, Parent Representative

Warren County Schools 2015 - 2016 School Year Calendar

August 11th	First Day for Students
August 24th	First Day for Monday/Wednesday Preschool
August 25th	First Day for Tuesday/Thursday Preschool
September 7th	NO SCHOOL (Labor Day)
September 21st	NO SCHOOL (Teacher Work Day)
October 5th - 9th	NO SCHOOL (Fall Break)
November 3rd	NO SCHOOL (Election Day)
November 25th - 27th	NO SCHOOL (Thanksgiving Break)
December 21st - January 1st	NO SCHOOL (Christmas Break)
January 18th	NO SCHOOL
February 15th	NO SCHOOL
March 17th - 18th	NO SCHOOL (Teacher PD Day)
March 21st	Flex PD day (No School)
March 25th	NO SCHOOL
April 11th - 15th	NO SCHOOL (Spring Break)
May 11th	Last Day for Monday/Wednesday Preschool
May 12th	Last Day for Tuesday/Thursday Preschool
May 17th	NO SCHOOL (Election Day)
May 25th	Last Day for Students

Possible MAKEUP DAYS - February 15, March 17, 18, 25, May 26, 27, 31, June 1, 2, 3, 6, 7, 8, 9, 10

If the school calendar has to be adjusted, changes will be shared through social media, the district and school websites, and school newsletters.

WARREN ELEMENTARY'S KEYS TO SUCCESS

- Take your completed agenda and homework folder home every night.
- Read for 20 minutes and study every night.
- Set goals, make a plan, check your progress.
- Attend school everyday and participate in class.
- Ask questions if you don't understand.
- Get your needed rest for a productive school day.
- Be a friend and encourager to everyone.
- Be a positive and confident leader.
- Take responsibility for your actions.
- You are in charge of you!

***This handbook does not address everything concerning students and their activities at the school. Additional information will be given out to the students on an as needed basis.**

AFTER SCHOOL PROGRAMS

After School Programs -

- Community Education - 270-842-4281 - 1227 Westen St.
Program is on site at Warren Elementary
- Boys & Girls Club of Bowling Green - 270-843-6466 - 260 Scott Way
Bus transportation provided to the club; Students must be 6 years old
- Parker Bennett Community Center - 270-393-3310 - 300 Jenkins Drive
Bus transportation provided
- Housing Authority Learning Center - 270-393-2203 - 247 Double Springs Rd - Bus transportation provided

Day Cares -

- Emmanuel Day Care Preschool - 270-781-3525 - 923 W Main St
Bus transportation provided
- Granny's Daycare - 270-782-8687 - 3278 Nashville Rd
Granny's provides transportation to and from school
- Liberty Kids Child Care - 270-393-2302 - 1347 Hwy 185 Suite 5 & 6,
Bus transportation provided

ARRIVAL AND DISMISSAL

Tardiness interferes with individual progress and classroom procedures. Students are considered tardy after 8:30 a.m. **Students who are tardy must have their parents come in the school with them and sign the check in/check out log.**

Students that plan to eat breakfast should arrive at school prior to 8:20 a.m.

Please do not ask to have your child dismissed early. Students picked up before 3:30 p.m. will be counted as tardy. We ask that any student who **must** leave early for an appointment be picked up by 3:15 p.m. to alleviate congestion not only in the front office, but also in the parking lot.

Students will be dismissed at the 3:30 p.m. tone. Staff members will help student car riders and student walkers safely out of the building. **Please watch and follow the directions of these people to help keep the traffic flowing.** We ask that all parents remain in their vehicles to assure that we have a safe and speedy dismissal. Preschool and Kindergarten students who walk home must be accompanied by his/her parent/guardian or his/her parent/guardian must give written permission for the child to walk home with an appointed adult.

ATTENDANCE

Students are required to attend school each day and be on time. A student cannot learn and perform if they are not present at school. **Any student arriving after 8:30 a.m. or leaving before 3:30 p.m. will be counted as tardy.**

All absences and tardies are considered unexcused until a written note has been provided to the school. Students have three (3) school days to bring in the note in order to change the absence to an excused absence. If no note is received, the absence will be permanently displayed as unexcused. Whenever possible, a doctor's note should be provided.

Excused Absences

The Warren County Board of Education considers the following an excusable absence or tardy in grades K-8:

- Death or severe illness in the student's immediate family
- Illness of the student
- Appearance in court of the student pursuant to a warrant subpoena, or citation
- Religious holidays and practices
- Participation in school-related activities approved by the Principal or designee
- One day prior to departure of parent/guardian called to active military duty
- One day upon the return of parent/guardian from active military duty
- Visitation for up to ten days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the county, is granted rest and recuperation leave
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities

Starting with the sixth (6th) parent note, the Principal or designee shall determine whether the absence is excused and may require a note from a physician or court appointee for absences to be considered excused.

Unexcused Absences

Examples of unexcused absences and tardies are: oversleeping, missing the bus, family vacations, family reunions, car trouble, unawareness of school schedule, etc...

Truancy/Educational Neglect

A letter(s) will be sent to parents/guardians informing them that their child has accumulated three (3), six (6), or (9) unexcused absences and/or

tardies. These letters will serve to inform and remind parents/guardians of the importance of school attendance.

After six (6) unexcused absences and/or tardies, the student is reported as habitual truant. At this point, the attendance record for the student will be shared with district personnel and court action can be pursued.

BOX TOPS FOR EDUCATION

During the school year, Box Tops for Education from General Mills products will be collected. The funds gained from this project will be used for special activities, incentives and to meet the needs of our students. Classroom contests for the most box tops turned in will go on throughout the school year.

BUS TRANSPORTATION

The bus driver is responsible for the safety and conduct of all students riding to and from school or an activity. Students are to obey drivers at all times. They are expected to keep the buses clean and neat. Food and drinks are not allowed on buses.

CAFETERIA

The school operates a cafeteria that is open to both students and faculty. Parents are invited to eat lunch with their child at any time, but should notify the office prior to their visit so that adequate amounts of food can be prepared. Commercially prepared food (ex. McDonald's, Burger King, KFC, etc.) cannot be brought into the cafeteria as it is against Federal guidelines. **All students receive free breakfast and lunch.** Students must bring money if they would like to purchase extra servings or ice cream. **Students are not to share or trade food in the cafeteria.**

Serving Times

- Breakfast is served before school from 8:00 a.m. until 8:25 a.m.
- Lunch is served between 11:05 a.m. until 12:30 p.m. Please contact your child's teacher to find out their exact schedule.

CELL PHONES/HEADPHONES/GAMES/TOYS

Cell phones, headphone sets, electronic games, iPods, trading cards of any kind, and other items which might interfere with the educational process are strictly prohibited at school and on the bus unless the teacher or bus driver

has given previous permission. The principal reserves the right require parents to pick up unauthorized items and/or hold them until the end of the school year. If students must have a cell phone because it is needed for before and after school purposes, it must remain off and in the child backpack throughout the day. If it makes noise, then teachers and/or administration has the right to take the cell phone and complete an office referral.

CHEWING GUM

Chewing gum is not allowed in or outside of the school building. A party situation or special treat from the classroom is the only exception to this rule. This privilege will depend on sensible use and proper disposal of the gum.

CLASS PREPARATION

In order for significant education progress to take place in the school, part of the responsibility rests on the individual student. It is expected that a child should bring to class the necessary tools for learning. These may vary from class to class, but generally include pencil, paper, agenda, assignment folder textbook, and homework assignments. **All students need to have their agenda book signed by a parent each night.**

DISCIPLINE AND CONDUCT

The school provides each student with a 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 and regulations are developed with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented, regardless of location. Most students know what good conduct is and how it is attained. Students who are able to abide by the rules tend to establish themselves as good role models for other students within our school.

Teacher's Discretion

The teacher has the authority and responsibility to maintain discipline in the classroom, on bus duty, lunchroom, playground, assemblies, and school-sponsored activities. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may select one of the following:

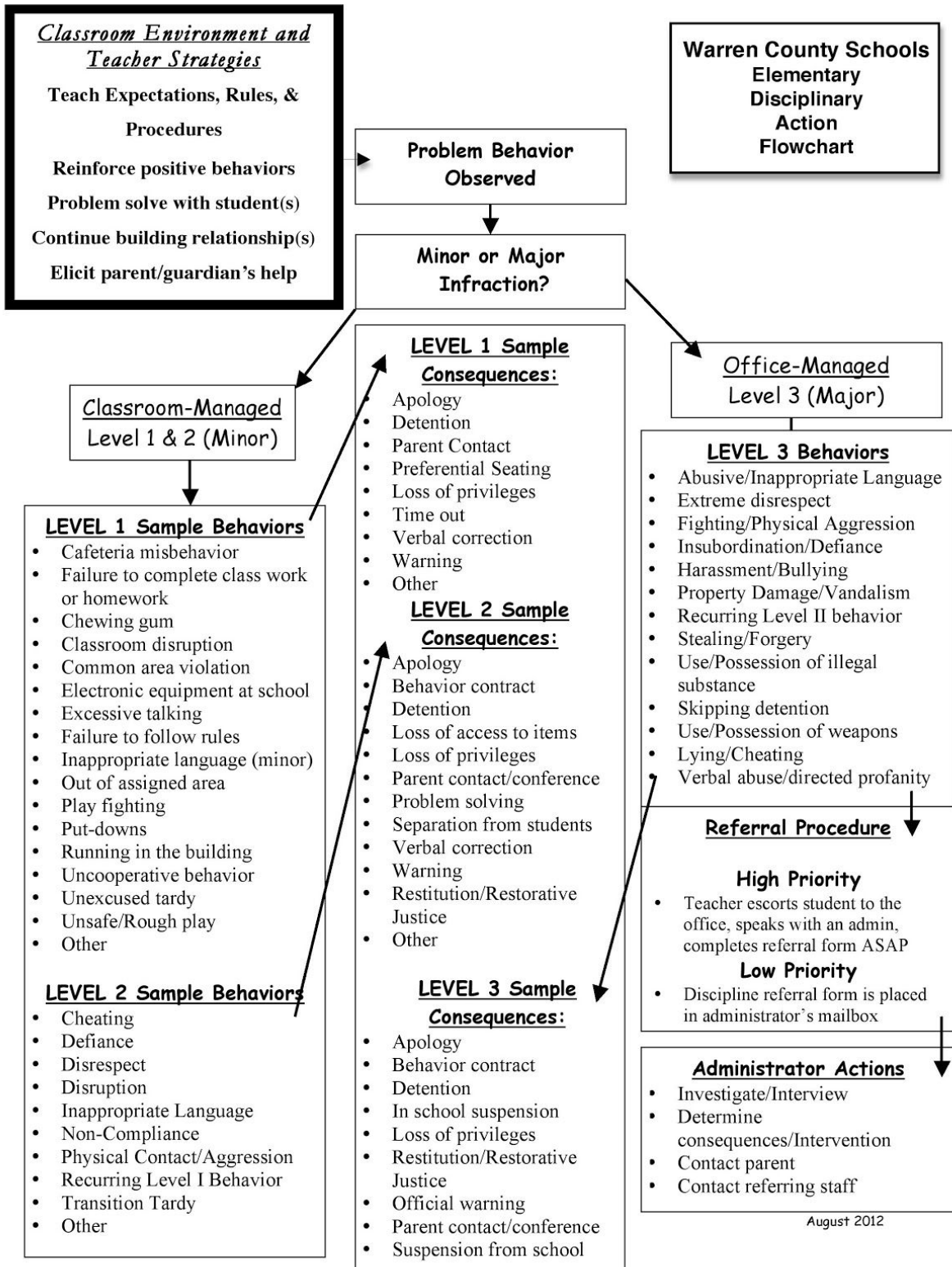
1. Conference with the student.
2. Conference with the parent and/or student.

3. Use classroom disciplinary action.

Problems which go beyond the control of the teachers are to be referred directly to the principal or assistant principal.

Principal's Discretion

When teachers or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal or assistant principal. The principal or assistant principal has the authority and responsibility to maintain an atmosphere which is conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal or assistant principal will identify the problem (student view and teacher view) and consider disciplinary action. When disciplinary action is necessary, the principal or assistant principal may will reference the Warren County Schools Elementary Disciplinary Action Flowchart and apply consequences as necessary.



DRUGS/ALCOHOL/SMOKING

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be (1) suspended or expelled from school (at the principal's discretion) , and (2) reported to the proper law enforcement agencies (if deemed necessary) for possible legal action. Federal law does not permit smoking in any school building. Any student who violates this rule at any time during any school related activity is subject to the provision of the Student Discipline and Conduct Code.

EMERGENCY INFORMATION CARDS

Each student is required to have an emergency information card on file in the school office. **All information must be kept current. Please notify the school immediately and request that your card be changed if your phone number, address, or email changes.** The information on this card, supplied by the parent/guardian of the student, authorizes school personnel to make necessary arrangements in the event of an accident or illness of the student or emergency school closing.

For the safety of your child we ask that all requested information be provided to the school on the emergency card. The emergency card should be signed and returned to school promptly. **It is very important that you list at least two neighbors or relatives and their telephone numbers if at all possible.**

ENTRANCE AGE

Children must be five years old by October 1, 2015 to enter as a Kindergarten student. Children entering the preschool program must be four years old by August 1, 2014 and qualify for the free lunch program or be three years old by August 1, 2014 and have a special needs condition.

FAMILY RESOURCE CENTER

Warren Elementary is very fortunate to have a Family Resource Center (FRC) located in the school to serve all students and their families. The intent of the Center is to ensure a student's success in school and life by assisting students and their families in meeting their basic needs. The Family Resource Center telephone number is 843-3503.

FIELD TRIPS

Field trips off campus are taken during the school year for educational purposes. The students are under the supervision of teachers and other authorized personnel. Transportation is provided by school bus. Written permission is required for students to participate in a trip.

HEALTH RECORDS

All students must have a current Kentucky immunization form (shot record) on file with the front office before attending school. The only exception is a completed religious exemption form. Students without the proper forms will not be able to attend school and their absences will be considered unexcused.

All students are also required to have a birth certificate, current physical, eye exam by and optometrist or ophthalmologist, and a dental screening. Prior to entering sixth grade, an updated Kentucky immunization form and physical examination are required.

HEALTH SERVICES

Students who become ill or injured at school will be sent to the office and necessary action will be taken. If the illness or injury is of such nature that the student should go home or be taken to the doctor/hospital, the parent will be notified immediately. **It is critical that we have current home, work, and emergency numbers on file.**

If students require medication during school hours, parents must bring the medication to school and complete a medication release form. No medication of any kind can be administered without the parent completing the form in advance. **Medication must be in a labeled prescription container with the child's name and appropriate dosage included. Students CAN NOT transport medication. Parents must bring medicine to school and pick it up from school.** Students are not permitted to take medicine of any kind into their classrooms. All medication will be administered through the front office. Parents/guardians will be notified if their child receives treatment from the nurse.

HOMEWORK POLICY

Homework will be assigned for reinforcement of skills taught in class and to enable the student to develop responsibility for studying on his/her own for present and future years to come. The quantity and type of homework will

be grade level appropriate. Nightly reading is essential for improving student performance. Assignments will also be given when a student has gotten behind in class due to illness or other excused reasons.

KROGER COMMUNITY CARES PROGRAM

You can help our school by designating Warren Elementary to receive rewards from your Kroger Card. You still get your Kroger points, and Warren Elementary will get a percentage of all money spent each quarter. See Amy Carter in Family Resource for more information.

LIBRARY/MEDIA CENTER

The library is available to every student each day. We have added hundreds of books to the library to help strengthen their reading skills. Books have been labeled and leveled for easier access for the students. Resource materials are abundant for completion of assignments. Students are encouraged to use the library as much as possible.

LOST AND FOUND

The school cannot assume responsibility for loss of personal property. If a loss occurs, it should be reported immediately to the child's teacher and/or the office. A "lost and found" area is maintained. Small items may be kept in the office.

PARENT CONFERENCES

Parents are encouraged to schedule conferences with their child's teacher. The conference should be scheduled at the convenience of both parties. Please make contact with the teacher to schedule a conference. We hope that you will make every effort to know what your child is doing in school and what expectations of achievement have been set.

PREVENTING VIOLENT ACTS

All students must be aware of the importance of responding immediately to threats of violence by fellow students. If any student tells you they intend to engage in an act of violence toward another individual, or if you overhear a threat of violence, it is your duty to immediately report that threat to a teacher, counselor, or school administrator. **Your prompt action could prevent a tragedy and protect lives.**

SAFETY DRILLS

Safety drills are practiced throughout the school year. Schools are required by law to practice fire drills, tornado drills, bomb threat drills, intruder drills, bus evacuation drills, and earthquake drills at various points during the school year. Students are expected to be on their best behavior during these drills. It is extremely important that they listen carefully to adult directions.

SCHOOL CLOSING INFORMATION

Delayed Opening/Early Dismissal

When the Superintendent decides to cancel school, delay the opening, or have an early dismissal due to weather, etc. the local radio stations and local television station will announce this information. The local television station, Channel 13, and local radio stations will try to announce by 6:00 a.m. on morning(s) which school will not be in session. Parents/guardians and others involved with the students are urged not to call the District or Transportation offices or schools for closing information as these lines may be needed for emergency purposes. If school dismisses early, information provided by the parent/guardian to the school will be used to ensure that each child reaches his/her destination.

SCHOOL HOURS

School begins each day at 8:30 a.m and is dismissed at 3:30 p.m. It is important that students arrive promptly at school. Students who are car riders need to be dropped-off (8:00 a.m. - 8:30 a.m.) and picked up (3:30 p.m.) through the car rider line. Staff members are on duty to supervise this area at these designated times. If you must drop off your student before 8:00 a.m., arrangements must be made with Mr. Porter in advance.

Students arriving at Warren Elementary School before 8:00 a.m. should be accompanied by an adult and remain in a vehicle until the doors are opened. No outside supervision is provided until 8:00 a.m. Warren Elementary will not be responsible for students who are left on school grounds before 8:00 a.m. **If a student is consistently dropped off (the child is left alone) before the doors are opened or is late being picking up after dismissal bell, the parents/guardians of said student will receive a letter reminding them of the school's hours. At the principal's discretion the student(s) left unattended before the doors open at 8:00 a.m. or after the 3:30 dismissal bell may be reported to the Director of Pupil Personnel and/or the Department of Social Services.**

SCHOOL NEWS

A weekly newsletter is sent home with each child on Friday. News items of interest to both parents/guardians and students are included along with important upcoming dates of various school activities. School news is also shared through the school website, the school Twitter account, and teacher Twitter accounts. **The school will also use an automated system to share important information and reminders with families.** This system has the ability to text, phone, and email. **It is critical for parents to keep the school informed of current phone numbers and email addresses.**

SNACKS

Children may wish to bring snacks from home to have during breaks. It is requested that these snacks be nutritious such as fruit and juice (potato chips and sugary snacks are strongly discouraged). We do not want snacks to interfere with students eating their lunch. Students are not permitted to have a carbonated beverage during lunch (ex. Coke, Pepsi, etc.).

STUDENT ACTIVITIES

The school and its staff sponsor a variety of activities. These activities are conducted for both educational and entertainment purposes. They are considered a part of the school program. Guidelines for these activities are distributed, discussed, and qualifications must be met before students are invited to attend.

STUDENT/CLASSROOM PARTIES

All plans for parties, celebrations, birthdays, etc., must be arranged with the teacher in advance. To prevent hurt feelings, we request that you not send birthday invitations to school with your child for distribution.

STUDENT DRESS AND APPEARANCE

The Warren County Public Schools feel 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 extreme dress, cosmetics, and hairstyles. 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 school work, interrupts scholastic endeavors, threatens the health of other pupils, or contains sharp objects is prohibited.
- Hats/head dresses may not be worn in school unless they are necessary for health/safety purposes or religious reasons.
- 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.
- Belts must be worn to prevent pants/shorts from sagging below the natural waistline.
- Spaghetti straps/tank tops must be at least **3 fingers in width**. Shorts, skirts, and dresses, which are fingertip length may be worn. ALL Holes in clothing MUST be below finger tip length.
- Appropriate undergarments must be worn.
- Patches, emblems, and clothing depicting vulgarity or advertising alcoholic beverages or illegal substances shall not be permitted.
- Cut clothing or clothing which is torn on purpose by a student is not permitted.
- Shoes shall be required at all times. Each child will need rubber-soled shoes for P.E. class.
- **Flip Flops are NOT allowed. All shoes must have a back.**
- Shorts/Skirts MUST be fingertip length even though leggings are being worn underneath.
- Leggings may not be worn by themselves.

The faculty/staff may use their discretion on the definition of modest/appropriate when dealing with clothing concerns that appear to be an infraction of the rules. If the student fails to follow the established policy, disciplinary action may result and parents may be requested to bring a change of clothing to the school.

During the year, different groups will sponsor "dress-up" days. These days will center around various themes. The dress code may vary some for these days. We ask that the students use discretion when dressing for these days. **(What might be deemed inappropriate on regular school days may also be deemed inappropriate on the themed day).**

SUPPLIES AND BOOKS

Most supplies will be furnished by the Warren County Board of Education; however, individual teachers may request non-essential items during the year. Each student will be provided with one agenda book and one take home folder. If those two items are lost, students may be asked to purchase replacement items. Textbooks will be furnished to all students at no charge. There will be a fine levied on any student who abuses or destroys a textbook (library book) during the school year. According to the policy of the Warren County Board of Education, students will be responsible for their own books regardless of what happens to them.

TELEPHONE

No child or teacher will be called to the telephone except in the case of an emergency. Messages will be transferred to the teacher's voicemail.

TRANSFERRING

It may become necessary for students to transfer to another school during the year. Please, try to notify the front office and teacher as soon as you know that you will be moving. This will allow us to make the transfer as efficient as possible. Library books and textbooks will need to be returned before leaving.

TRANSPORTATION CHANGES

A **written note** from the parent/guardian is required for any of the following:

- a student to ride a school bus to any place other than their normal drop off location
- a student to ride or walk with anyone other than his/her parent/guardian

Please make sure that any changes are requested in writing and received in the front office by 2:00 p.m. It is often difficult to ensure that transportation changes that are requested over the phone and/or late in the afternoon get to the student and appropriate staff.

VISITORS

Each visitor must stop at the office to sign in and receive an identification badge (sticker) to be worn while in the building. Upon leaving the building, please return the badge (sticker) to the office and sign out. Anyone seen in the building without proper identification will be instructed to return and/or escorted to the office and asked to sign-in. This is for the protection of our students.

Students will not be allowed to have contact with adults that are not listed on their emergency card. Visitors coming for lunch will be asked for picture ID. If they are not on the emergency car, parents will be contacted for permission. If parents cannot be reached, the visitor will not be able to have lunch with the student.

WARREN ELEMENTARY HOME & SCHOOL LEARNING COMPACT

Warren Elementary is committed to the belief that all children can learn and acknowledge that all of us – teachers, administrators, students, and parents – working together, can make a positive difference in student achievement.

The Teacher’s Pledge

We want to thank you for entrusting your child’s learning into our care. We believe that if the teacher, parent, and child work together, we can give each child the best education possible. We will treat your child with respect and do our best to help him/her be a successful learner by doing the following:

- Provide high quality instruction from highly qualified teachers
- Have high expectations for students
- Work with families, the community, and other professionals to support student learning
- Provide a safe, supportive, and effective learning environment
- Respect the cultural differences of students and their families
- Keep parents informed
- Provide challenging tasks so the student can achieve his/her potential
- Actively and consistently work toward the goal of achieving excellence

The Parent’s Pledge

I know I am my child’s first and most important teacher. I understand that my participation in my child’s education will help his/her achievement and attitude. Therefore, I will be active in helping my child receive the best education possible by doing the following:

- Insist that all homework assignments are done and sign my child’s agenda each night
- Discuss with my child what he/she has learned at school each day – ask questions
- Remind my child the necessity of discipline in the classroom – especially self-discipline
- Spend at least 20 minutes a day enhancing reading and/or math activities
- See that my child is on time and attends school regularly
- Stay aware of what my child is learning
- Keep in touch with teachers by regularly responding to messages and reports from school
- Attend parent/teacher conferences and educational planning meetings to discuss student achievement
- Be available and supportive of important educational decisions made for my child by the school staff
- Make sure my son/daughter gets a good night’s sleep

The Student's Pledge

I realize that my education is important to me. I will put forth my best effort and attitude so that I will receive the best education possible by doing the following:

- Attend school regularly
- Work hard to do my best – being responsible and having a good attitude
- Complete and return homework assignments
- Follow the school rules
- Respect and cooperate with other students and adults
- Ask for help when I need it
- Communicate with others about what I am learning at school