

# Rockfield Elementary Parent/Student Handbook 2016-2017



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## **MISSION STATEMENT**

**Igniting Minds, Fueling Futures. Creating the Leaders of Tomorrow**

### **Vision Statement**

**Learning Today, Leading Tomorrow!**

Rockfield Morning Daily News Program will consist of special announcements, birthdays, teacher and grade level news and celebrations. The news program will emphasize the following:

### **ROCKS**

- R – Responsibility
- O – Obey Expectations
- C – Cooperate with Others
- K – Keep a Positive Attitude
- S – Show Respect

### **School Motto**

**“Learning Today, Leading Tomorrow.”**

### **Essential 55-author Ron Clark**

**“Leader in Me” 7 Habits – author Stephen Covey**

## **Communications**

Website: <http://www.warrencountyschools.org/index.aspx>  
Click on Elementary Schools

Newsletters: Weekly classroom newsletters, and weekly school newsletter  
“The Leader.”

Emails: [monte.cassady@warren.kyschools.us](mailto:monte.cassady@warren.kyschools.us)

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

Announcements: Blackboard Connect emails, texts, and phone calls, Digital Board, Morning News and School Marquee.

## **Rockfield Elementary 2016-2017 School Directory**

Principal		Monte Cassady
Asst. Principal		Brooke Knight
ECC/GAT		Natalia Estes
Classroom Teachers	K	Brooke Hughes Jennifer Woosley Julie Sikora Maddie Manley
	1 <sup>st</sup>	Gina Holeman Ashley Reesy Meagan Case Manda Casey
	2 <sup>nd</sup>	Jennifer Marble Ann Esters Alicia Wittmer Nicole Patton
	3 <sup>rd</sup>	Jamie Rector Johni Lecoffre Sherri Doose Shante' Galloway Kimberly Hatfield
	4 <sup>th</sup>	Amy Noble Chasity Grace Katie Schuknecht Michelle Pruitt
	5 <sup>th</sup>	Jessica Dilsaver Ashley Buchanon Julia King
	5 <sup>th</sup> /6 <sup>th</sup>	Emily McMurray
	6 <sup>th</sup>	Mike Johnson Kacey Brantley Ellaine Thornberry
Preschool Teachers		Janis Flynn Lori Wallin
Resource Teachers		Mindy Johnson Ruth Williams Theresa Meguiar

Laura Baker  
Janice Minnicks

Speech

Pam Webb  
Haven Broady

Psychologist

Nancy Moore

Physical Education/PLVS

Lisa Fletcher

Media Specialist/Drama

Wanda Jackson

Music

Matthew Bryant

Sixth Grade Band

Becky Graham

ESL

Christy Trevillian

Guidance/PLVS

Carla Scott

Art

Ashley Durahm

Health Aide

Teresa Murphy

District Nurse

April Davidson

Secretary/Attendance

Ann Marie Blythe

Secretary/Bookkeeper

Christina Cranor

Assistants

TBA- Special Needs Assistant

Yolanda Woosley-Special Needs Assistant

Julia Scott-Special Needs Assistant

Nick Oliver- Media Center Assistant

Rebecca Simpson-Preschool Assistant

Jennifer Logan-Preschool Assistant

Teresa Boeckmann - Primary Assistant

Cara Conley-Primary Assistant

Amy Brown- Primary Assistant

Voletta Havener - Primary Assistant

Tracey Phelps-Instructional Asst./Lunchroom Monitor

Intervention Teachers

Karen Miller

Cashier

Sheila Rains

Custodians

Larry LaRue

Gerald Vincent

Chris Gann

Timothy Patton

Cafeteria Manager

Tammy Bartlett

Family Resource

Sarah Wallace

Lynn Vincent

## **SCHOOL HOURS**

**Office Hours: 7:30 AM to 4:00 PM.**

Our school day begins at 8:30AM and ends at 3:30PM. Students who do not ride a bus may arrive starting at 7:45AM. If your child is a car rider and plans to eat breakfast he/she needs to arrive between 7:45 AM and 8:30AM.

School transportation is provided to all students to assist parents in getting their children to school on time. Your children are very important to us. Please do not leave your child unattended on the school grounds before 8:00AM. Front doors are not unlocked before 8:00AM. You must use the front entrance of the school after 8:30AM. All other outside doors will be locked.

**Students who are car riders are asked to use the car rider door on the west side of the building from 7:45 AM to 8:30 AM and 3:30PM to 4:00 PM. Only use the front entrance to drop off or pickup students between 8:30-3:30**

## **VISITORS**

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

## **EMERGENCY SCHOOL CLOSINGS**

Reports on emergency school closing due to weather conditions are given on the local radio and television stations. If we have bad weather, the Director of Transportation confers with the Superintendent who will make a final decision by 5:30 AM if possible. If a decision can be made the night before an anticipated snow day, an announcement will be made during the late evening television (WBKO, WKNT, TKR, WTVF, WSMV) and radio (WBVR, WKCT, WBGW, WKYU, WCVK, WSM) newscasts. Stations are requested to broadcast the school's closing announcement as often as possible between 6:00 and 8:00 AM.

**Early Closing:** Parents will be asked to complete an Early Dismissal Card, giving the very important information concerning your child should school dismiss early because of inclement weather. During early dismissal, we follow our usual procedure for dismissal, just at an earlier time. Please do not call the school. If your child is usually a car rider, we will automatically assume he/she is a car rider on these early dismissal days. A minimum of two (2) hours notification will be given to organize transportation personnel. Central office personnel will notify all schools followed by the media, major employers, and the Community Education Day Care administrator.

Open Late: Schedule will be shortened and the students will be released at their regular times (3:30 PM). All employees are to report to work at their scheduled time.

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

## **PARENT TEACHER CONFERENCES**

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

We asked that you schedule appointments for conferences in advance to avoid conflicts in scheduling.

Parents are welcome to observe at any time during the school day. It is asked that you take a seat in the back of the classroom in order not to cause any interruption during instruction. If a conference is necessary, appointments must be made in advance.

## **CHAPERONES/VOLUNTEERS**

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

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

The board policy requires that criminal background checks be made for volunteers. If you plan to attend school field trips or volunteer your time, have the search completed as soon as possible since the search takes 4 to 6 weeks. **If you have completed a background check recently you may inquire with our counselor to see if it is valid to volunteer this year.**

## **COMMUNITY EDUCATION AFTER SCHOOL CHILD CARE PROGRAM**

Parents wishing to participate in the Community Education After School Child Care Program for the school year may pick up a registration form at the Community Education office. It is located at 1227 Westen Avenue, and their telephone number is 842-4281.

## WARREN COUNTY BOARD OF EDUCATION STUDENT DISMISSAL POLICY

Under no circumstances shall teachers dismiss a student from school prior to the end of the school 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 a school day without a request for the early dismissal from the student's parent or guardian. In keeping with this policy, it becomes prudent that:

- (1) No student will be released from school early on the basis of an invalidated telephone call.
- (2) Children of estranged parents will 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 Student Dismissal and Emergency Card. The principal may take additional precautions or designee as needs arise.

### EMERGENCY INFORMATION CARD

- (1) Each student will be required to have a Student Dismissal and Emergency Card on file in the school office. The information on this card authorizes school personnel to make necessary arrangements in the event of an accident or illness of the student. If the parents cannot be reached, then emergency treatment will not be delayed. All requested information should be provided and the card returned to school promptly. Students will be released only to the individuals listed on the card unless otherwise approved by the 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, 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 Dismissal and Emergency Card by the 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 will 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 who the parent/guardian has listed on the Student Dismissal Card as having permission to take the student from school in a case where the parent/guardian is not available.

**All transportation changes must be in the form of a written note to your child's classroom teacher. Please put the teacher's name and grade of student on the note.**

## **PARKING, LOADING/UNLOADING OF STUDENTS**

When driving on the campus to visit, deliver or pick up your child, please follow the following safety rules:

1. **Do not use the bus lane during school hours.**
  2. Between 7:45 and 8:30AM your child may enter the building and exit the building after 3:30 by the west side carrier door.
  3. After 8:30 and before 3:30 your child must enter through the front entrance.
  4. When visiting or picking up your child, park your vehicle in the visitors parking spaces. Please do not park in the drive area of the parking lot.
  5. For safety, it is important to use the marked crosswalks.
  6. For the safety of our students we will ONLY dismiss students riding buses out of the front exit until the last bus leaves at approximately 3:50, with the exception of an emergency or a doctor's appointment. You may pick you child up in the car rider line at the side of our building, or from the office after the last bus leaves.
- Thank you for your cooperation and ensuring the safety and welfare of our students first and foremost.

### **Car-rider Procedures**

1. Those students who are car riders: The **first priority** drop-off/ pickup line is **Line "A"** as shown on the map. When Line "A" is full then parents will continue around parking lot, as marked with arrows, to form **Line "B"**. This is against the regular flow of traffic but you have the **right away** during dismissal over those parked in lines 1 and 2.
2. Those parents who choose to pickup students at the front doors during dismissal are **secondary priority** car riders and **do not have the right away** over first priority car riders. If you choose to park in **lines 1 and 2**, then you must wait if blocked by traffic.

## **BUS TRANSPORTATION**

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

Important regulations to remember:

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

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

A copy of the bus rules and regulations will be posted in the front hall of the school. **Upon signing the Student Handbook**, student agrees to follow all bus rules. Bus drivers will refer any actions of misbehavior that are inappropriate or unsafe to the principal. Students must provide the bus driver a note from the principal's office if they ride a different bus or get off at a different stop.

## **ATTENDANCE**

### **Excused-Definition and Notes**

The Warren County Board of Education has adopted a policy that covers six (6) reasons for being out of school. They are as follows:

- (1) Death or severe illness in the student's immediate family,
- (2) Personal illness of the student – see 9.01,
- (3) Appearance in court of the student pursuant to a warrant, subpoena, or citation,
- (4) Participation in a school-related activity approved by the principal or designee,

- (5) Testing for driver's license if accompanied by parent or guardian and with approval of the administration,
- (6) Other valid reasons approved by the principal or designee

Any student who misses school shall submit a **written excuse** to the Attendance Clerk **within 3 days** of the return of the student to school. This includes tardies, checkouts, and any partially missed day. If a parent/guardian calls school personnel, no note is required (will count as a note). No note is required if school personnel sends a child home due to illness.

Written excuses should include the following information:

- (1) Student name
- (2) Date(s) absent
- (3) Specific reason for absence
- (4) Signature of parent/guardian
- (5) Parent contact phone number

### **Excessive Excused Absences**

**Rockfield Elementary will accept only five (5) written parents notes excusing absences during a school year.** Notes can cover more than one day of missed school. After the student has been absent from school five (5) times due to illness, the family will be required to obtain a health clinic or doctor's notes detailing and documenting the reason for the absence in order for the absence to be excused.

Students who need to miss school for medical reasons more than ten consecutive school days will be asked to complete an application for homebound instruction that must also be filled out by their family doctor. This is a free service offered by the district.

Students with excessive excused absences due to illness who are not on homebound and do not turn in documentation from a doctor will be referred to the courts. It is the responsibility of the family to communicate the reason for excused absences with the school every day.

Attendance procedures for perfect attendance recognition: Perfect attendance means just that, no day missed. **For a student to be recognized for perfect attendance they shall not have missed any days. Tardies will be added as minutes missed and minutes may accumulate into ½ or whole day absences.**

The only valid excuses for absences and tardies are:

- illness of the pupil
- death or illness in the immediate family
- participation in school related activities
- other valid reasons as determined by the principal.

All other absences and tardies will be considered unexcused. PLEASE call the school before 9:00 AM any time your child is absent.

## Attendance Regulation

Beginning with the 2006-07 school year:

- A student will be tardy if no more than 60 minutes of a regular school day is missed. The calculation is based on arriving late, leaving early or leaving and returning within the same school day.
- A student who misses more than 60 minutes of a regular school day is absent for that amount of missed time. The amount of time absent is calculated and recorded as a percentage of the day missed.
- Reports will have a T for tardy (60 minutes or less missed)

For example, a student missing 30 minutes one afternoon would have a tardy recorded. However, if a student arrived 40 minutes late in the morning and left 23 minutes early in the afternoon for a total of 63 minutes missed in a single day the student would not have tardy but rather 15% of the absent (63 minutes of a 420 minute school day).

Students still must turn in a note stating a reason for an absence/tardy within 3 days of their return to school. If a valid note is not received within this time, the absence will be recorded as unexcused no matter the reason for the absence.

Late arrivals to school are considered tardy. The school will issue excused and unexcused tardies according to school attendance guidelines. A tardy slip is required to enter class.

**STUDENTS COMING IN LATE MUST BE SIGNED IN BY A PARENT.**

**PARENTS MUST SIGN STUDENTS OUT IN THE OFFICE.**

- Make every effort to schedule doctor or dental appointments after school hours. However, if your child is absent or tardy due to a doctor's appointment, have the *doctor issue an excuse* for your child to bring back to school.
- **Any child who has been absent from school without a valid excuse for three (3) school days, or tardy on (3) days is a simple truant. Students become a habitual truant when they have missed nine (9) unexcused absences and/or tardies.**

**Students who are habitual truants will be referred to the Director of Pupil Personnel.**

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast is served each morning starting at 7:50 AM. All students are given the opportunity to take part in this program. They must finish their breakfast in order to be dismissed to their rooms at the opening tone. **Those students who are car riders need to arrive at school no later than 8:15 AM if they plan to eat breakfast.**

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

Breakfast and lunch is free for all students attending Rockfield Elementary School.

**It is asked that you read the School and District Wellness Policies located in this handbook.**

**No outside food or drink is allowed to be brought into the school cafeteria. This includes fast food. Thank you for helping us adhere to the District Nutrition Policy.**

## **ACADEMIC INFORMATION - PERMANENT RECORDS**

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

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

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

## **SMOKING**

State law does not permit smoking by anyone on the campus of all Warren County Schools. (This includes vapor products)

## **DRILLS and SAFETY**

We have periodic fire, tornado, earthquake, bomb, and intruder drills so students will know what to do in case of a real disaster. Please **DO NOT** call the school,

or come to school to pick up your child during a Tornado Warning or a Severe Thunderstorm Warning. Our school personnel will move our students to the safest area in the building where they will remain until all threatening weather has passed. Children will not be loaded on buses until the threat of severe weather is over.

## **INSURANCE**

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

## **HEALTH SERVICES**

Students who become ill at school should report to the nurse's or health aide's station. If the illness or injury is of such a nature that the student should go home, the parent will be notified. Students are not permitted to leave school without permission from the principal's office. In order to protect the safety of all students, written authorization to give medication must be given by the parents. Forms are available in the office for this purpose.

## **LOST AND FOUND**

The school cannot assume responsibility for loss of personal property. Losses should be reported immediately so that the school can make every effort to help. A "lost and found" area is maintained in the school gym. **To help reduce the large number of lost items and expensive clothing, we ask that the child's name be placed inside coats, etc.**

## **TELEPHONE USE BY STUDENTS**

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

Students may carry **cell phones** to school. However, at **NO** time may a student use the phone to call without the principal/teacher permission. If students are found using cell phones without permission the cell phone will be taken to the principal's office and parents will be called.

## **MOVING DURING SCHOOL YEAR!**

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

## **FIELD TRIPS**

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

## **SCHOOL PICTURES**

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

## **MOVIES**

Movies shown at school must be relevant to the curriculum being studied and appropriate for the age and maturity level of students being taught. Videotapes/movies with a PG13 rating may be used at Rockfield Elementary with the prior approval of parent/guardians. Videotapes/movies that are not owned by Rockfield Elementary must be thoroughly reviewed by the teacher prior to their use.

Privately purchased and rental videos/movies which are sold with a home use only agreement, not with public performance rights may be used in school if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process not for extra-curricular, reward or recreational use; and (c) use must be in a face-to-face instruction. Videotapes/movies made by taping off of commercial "free" television may be shown within ten consecutive school days of its broadcast. After that time, the only use that can be made of the recording is for teacher evaluation. The tape may not be used in school after the forty-five day period that is outlined in the fair-use guidelines. A video taped off of a public broadcast shall be erased after forty-five days. No videos may be made from cable or satellite television unless specific copy permission is given.

## **PARENTAL SUPPORT**

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

- Showing interest in the schoolwork their children bring home.
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that work is complete.
- Encouraging their children to do their best work and praising a job well done.

- Assisting in use of time and monitoring the amount and type of television programming their children watch.
- Staying in close communication with teachers.
- Rewarding their children in appropriate ways for completed work. (Hugs, praise, positive encouragement.)

## ASSIGNMENTS

### **Grades P1-6th Grade**

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

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

- (1) In grades P4-6<sup>th</sup>, every effort will be made on the part of the teacher to ensure that class time is provided for students to complete assignments. This amount of time may vary per day for each subject area. Should these assignments not be completed in class, they will become homework. Homework may be assigned to Primary P1-P3 students, which is connected to material/content covered in class and sent home in their folders.
- (2) Assignments will be posted in each classroom daily for P3-6<sup>th</sup> grades. It is the responsibility of each child to copy each assignment as written into the assignment book. It is possible the principal will also check assignment books daily. It is asked that parents review and sign assignment books each day to reinforce the importance of completing work.
- (3) Assignments are due the day after they are assigned unless, students are told otherwise by school staff. If the work is not completed on time, it may cause a reduction in the grade (“50” being the lowest possible). The lack of completing work could cause the student to be assigned to Afterschool Homework Detention. Students at all levels may lose privileges should work not be completed on time.
- (4) Late work will only be accepted and counted in the event of an excused absence and if the work is turned in within the time limit.
- (5) On days of an absence, parents may call the school for homework before 9:30 AM and may pickup the work in the office after 2:30 PM.
- (6) Homework assignments will not be given on nights of school activities or prior to CATS testing (unless it is a study sheet for the test).



## **MAKE-UP WORK for Grades P1 - 6th Grade**

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

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

## **Grading System for Grades 4<sup>th</sup> – 6<sup>th</sup>**

A+	98 – 100	D+	66 – 69
A	94 – 97	D	63 – 65
A-	90 – 93	D-	60 - 62
B+	86 – 89	F	50 – 59 (50 being the lowest grade a student can receive)
B	83 – 85		
B-	80 - 82		
C+	76 – 79		
C	73 – 75		
C-	70 - 72		

\*In the case of “Incompletes”, the principal can assign a “0” for a grade.

## **STUDENT PROGRESS/GRADE CARDS**

For fourth through sixth graders, a report of the student's progress is sent home to parents after each nine week grading periods. This summary is in the form of a report card that is to be signed and returned to school promptly.

Parents/Guardians may request a student's progress report during grading periods.

In the primary grades, students' progress is reported to parents three times during this school year. This summary is in the form of a narrative report. One copy is for parents to keep and the other is to be signed and returned to school.

P4 students will receive a report card, as the 4th graders, for the end of the year report.

## **ATHLETICS**

Students interested in extra-curricular activities (football, basketball, baseball, soccer, etc.) will be offered the opportunity to participate through the Warren County Parks and Recreation Organization. The school serves as a host to many of these activities. Use of the school's athletics facilities during the season must be coordinated through the Park and Recreation's office.

## **STUDENT CLUBS**

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

Chorus	Student Technology	Leadership Team
Brownies	Girl Scouts	Peer Mediation Team
Cub Scouts	Boy Scouts	Band
Academic Team	Student Council	Dance Team
Chess Team	Running Club	Energy Team
Student Lighthouse Team	Archery	

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

## **STUDENT/CLASSROOM PARTIES**

All plans for parties, celebrations, birthdays, etc. will be pre-arranged with teacher or principal approval. Balloon-a-grams, flowers, etc. should be presented during the lunch period.

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

## **PTO**

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

Each fall the PTO and the school sponsor a Fall Festival as a community function and a fundraising project. This provides funds to purchase additional supplies and equipment. Notification of dates and other details will be sent home later.

By joining the PTO you can provide additional help and support to the students of Rockfield Elementary.

## **SCHOOL-BASED DECISION MAKING**

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

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

Three teachers and two parents serve on the Council. The election of council parents shall be conducted in accordance of the PTO Bylaws. Copies of the Rockfield Elementary School-Based Decision Making Bylaws and Policies Manual are available in the school office.

## **COURSE OF STUDY**

### **INSTRUCTIONAL PROGRAM LEVEL INFORMATION**

#### **PRESCHOOL**

Children must meet the following criteria to be eligible for the Monday through Thursday Preschool program for four year olds:

- \* The child must be a resident of the Warren County School District.
- The child must be four years of age by October 1st of the current school year, and
- Qualifications for the free lunch program has been established or the determination has been made by the Admissions and Release Committee that the child is disabled and in need of special education services. Note: 3-year-old children may also qualify if they meet guidelines.

The program features activities that help children develop physical, mental and social skills needed for success in primary school. The children will be closely supervised with one adult for every ten (10) children in the program. At least one meal will be served daily and the school day will be three hours long.

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

#### **PRIMARY**

Kentucky's new primary school program differs from traditional elementary school programs. The program is designed to let children learn and mature at their own pace. It emphasizes an academic program tailored for each child's developmental level. Children will enter the program at age 5 and remain in the program until they are ready for fourth grade.

A successful program will include seven critical attributes:

### **Developmentally Appropriate Educational Practices**

- Integrated curriculum
- Active child involvement, interaction, and exploration
- Use of manipulative/multi-sensory activities
- Balance of teacher-directed and child-initiated activities
- Varied instructional strategies and approaches such as whole language, cooperative learning, peer coaching/tutoring, projects, learning centers, and independent learning activities, etc.
- Flexible groupings and regrouping for instruction based on interest, learning style, problem solving, skill instruction (short term), reinforcement, etc.

### **Multi-Age Ability Classrooms**

- Heterogeneous grouping
- Flexible age ranges
- Family groupings

### **Continuous Progress**

- Students progress at own rate as determined by authentic assessment
- Promotes social, emotional, physical, aesthetic, cognitive development
- Success oriented
- Non-competitive
- Documentation of pupil progress through anecdotal records, observations, portfolios, journals, videotapes, computer disks, etc.

### **Authentic Assessment**

- Occurs continually in context of classroom involvement
- Reflects actual learning experiences
- Emphasizes conferencing, observing, examining multiple and varied work samples, etc.
- Documents social, emotional, physical, aesthetic, and cognitive development

### **Qualitative Reporting Methods**

- Descriptive, narrative, ongoing
- Reflect a continuum of pupil progress
- Varied formats such as portfolios, journals, videotapes, narratives, etc.

### **Professional Teamwork**

- Securing regular time for planning/sharing
- Varied instructional delivery systems such as team teaching, collaborative teaching, peer coaching, etc.
- Regular communication among all professional staff (PE, Music, Art, Special Education, Gifted, Title I, etc.)

### **Positive Parent Involvement**

- Home/school partnerships
- School/Community partnerships

- Continuous information exchange

## **WRITING FOLDERS**

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

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

Through the writing process students become responsible for writing, revising, editing, and evaluating their work. Support and involvement of parents with writing will help our students become effective thinkers and confident communicators.

## **CHARACTERISTICS OF YOUNG LEARNERS**

- Young children are innately curious and will strive to learn.
- Playful activity is a natural way of learning.
- Young children learn by imitating, talking, and interacting with each other as well as with adults.
- Concrete and multi-sensory materials are children's tools for learning.
- Young children can simultaneously acquire knowledge and skills in many areas.
- Learning occurs at different rates.
- Learning impacts the "whole" child and vice versa.
- Real-life experiences related to the interests of children promote learning.
- Experiencing successes builds a sense of security and self-confidence

# **Making Behavior "*CHOICES*"**

## **CHOICES**

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

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

Most students know what good conduct is and how to maintain appropriate behavior. It means conducting yourself as a young lady or gentleman at all

times. Students who are able to abide by the rules that are established will be the ones who will enjoy school and will be considered good school citizens.

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

- Conference with the child.
- Conference with the parent and/or student.
- House student within their team in isolation.

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

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

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

When disciplinary action is necessary the principal may:

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

### **ALTERING BEHAVIORS CLASSROOM (A.B.C.)**

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

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

### **A.B.C. Room Procedures**

1. For primary age students (Grades K-P4), the length of time in the A.B.C. Room will never be more than six (6) hours.
2. For intermediate age students (Grades 4-6th) not be more than three (3) days.

3. The number of times that a student is referred to the A.B.C. program will not affect the length of time required to stay in the A.B.C. Room. However, if students are being referred frequently (e.g. 3 to 4 times per week), alternative response options may be warranted. The need for different responses will be determined on an individual basis.

### **SUSPENSION**

Student misbehavior may require suspension from school for one (1) to three (3) days. If student violence occurs it could result in suspension waiting for Board of Education action.

### **STUDENT REFERRAL PROGRAMS**

Student Referral Programs may be used to help students make the right choices:

- School Guidance Counselor
- Peer Mediation

**Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific  
State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Warren County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of service. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of the Superintendent, Warren County Public Schools, 303 Lovers Lane, Bowling Green, KY 42103, 502-781-5150.**