

Alvaton Elementary School



Student Handbook

“Great things today, greater things tomorrow.”

Welcome to Alvaton Elementary! The purpose of this handbook is to inform students, parents, and guardians of various procedures of our school. I encourage all of our students and families to become familiar with its contents, as well as the Warren County Public Schools District Student Handbook.

Alvaton Elementary is an amazing school where students learn and grow in a very nurturing and safe environment. Your child will learn to live out the habits of highly effective people. Our teachers will focus on using student data to drive instruction and teaching your child 21st century skills. There will be many opportunities for your child to expand their learning this year. Our vision is “To become the leader in education where EVERY CHILD SUCCEEDS.” Please join us in making a difference this year!

Sincerely,
Sarah Johnson

Alvaton’s Guidelines for Success

SOAR

Show a positive attitude.

Own your actions.

Always do your best.

Respect others and yourself.

Vision: To become the leader in education where EVERY CHILD SUCCEEDS

Mission:

- To deliver effective, high impact instruction so all students succeed
- To provide leadership opportunities for students to use their gifts as valuable contributors in the community
- To ensure students utilize the 8 Habits, 21st Century Skills and Growth Mindset tools in order to become global citizens

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SCHOOL HOURS

Our instructional day begins at 8:30 a.m. and ends at 3:30 p.m. The school is open to students at 7:45 a.m. For safety, students may not be dropped off at school before 7:45 a.m. Bus riders, planning to eat breakfast at school, dismiss from the buses at 8:00 a.m. Students, not eating school breakfast, dismiss from the buses at 8:00 a.m. and should report directly to their homeroom or designated area.

AFTERNOON DISMISSAL

Students riding home on a bus other than their regular bus must have a note from their parent or guardian. Any student riding home in a car with someone other than a parent or guardian must also have a note. Notes must be signed and dated. Notes must be brought to the office by the student or homeroom teacher to be signed by office staff.

AFTERNOON CAR RIDER PROCEDURES

Safety is one of our most important goals at Alvaton Elementary. Please take a moment to review the car rider procedures below and also take time to share these with any family members who may pick up your child(ren). Following these rules will help insure the safety of all students and those who are picking up our students.

All car riders will be released to the car rider line only (no front door pick-up).

Cars turning into the school drive from Old Scottsville Road for afternoon pick-up should travel through the school parking lot and then enter the one-lane, additional car rider drive that circles behind the Bluebird Community Center and near the track.

Once the additional drive area is full, cars should form two lanes from the point where they enter the parking lot until they reach the one-lane drive. At this point, the two lanes need to merge to enter the one-lane drive. This is necessary to avoid having cars stopped on the main road and blocking access to the Alvaton Fire Station.

Car Rider Tags should be visible and hanging from the rear-view mirror with the child's name written clearly. **Any car without a tag will be asked to park and pick up the child in the office after showing an ID. The office requires the person's name to be listed on the student's emergency card.**

For the safety of all students, if someone other than the parent (or the usual person allowed to pick up the child) needs to pick up the student, the office should be contacted prior to 3:00 pm and a note will be given to the student. Anyone not recognized as the usual pick-up will be asked to park and pick up the child in the office after showing an ID. The office requires the person's name to be listed on the student's emergency card.

For safety, please stay in the lane after your child enters the car and do not pass other cars that are loading students.

SCHOOL BASED DECISION MAKING COUNCIL

The Alvaton School Based Decision Making Council meets the second Monday of each month at 4:15 p.m. in the large conference room. These meetings are open to the public for anyone wishing to attend.

ALVATON FAMILY RESOURCE CENTER

The Family Resource Center is located near the bus rider entrance of the building in room 263. The Center's purpose is to collaborate with teachers, parents, and community agencies to supply parental, educational, and basic needs support. Contact the Center by calling Mrs. Jill McClard, our FRC Coordinator, at 846-1231.

P.T.O.

All parents/guardians are encouraged to join the Parent-Teacher Organization. We have an excellent P.T.O. at Alvaton and proceeds raised during the year greatly benefit our students and our school.

ADMISSION POLICIES

Students entering school for the first time must present a certificate of physical fitness from his/her physician, or present a health record from the school last attended showing the student had the proper examination within the time prescribed by the State Health Code. Upon initial enrollment, the original birth certificate or a certified copy of the birth certificate should be presented. The student must also have a current Kentucky Immunization Certificate and proof of residency.

ATTENDANCE

The progress of a student at school depends greatly on the punctuality and regularity of attendance. It is desirable that every student should be in the designated area five minutes prior to the beginning of school. Also, each student should be in each class on time. We firmly believe that attendance is a student-parent/guardian responsibility. The intent of this attendance procedure for the Warren County Public Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. All students are expected to attend class, on time, every day that school is in session. When a student must be absent from school, it is the responsibility of the parent/guardian to call the school where the child is enrolled on the date of the absence to inform the school of the reason for the absence. Each day an automated phone call will go out confirming that the student is absent. The parent/guardian must send a written excuse or doctor's note with the student when he or she returns to school. If a note is not received by the school, the absence will be counted as unexcused. Up to 5 days of valid absences for which parents/guardians have sent written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Five parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

KENTUCKY COMPULSORY ATTENDANCE LAWS

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge of any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or the public school that the board of education of the district makes provision for the child to attend. Any parent or guardian who elects to send a child five (5) years of age to school shall keep the child in regular attendance. Every child actually residing in this state is subject to the laws relating to compulsory attendance, and neither he nor the person in charge of him shall be excused from the operation of those laws or the penalties under them on the ground that the child's residence is seasonal or that his parent is a resident of another state.

EXCUSED ABSENCES (requires written statement)

1. Illness - Medical Excuse
2. Death in family
3. Medical appointment of student
4. Student sent home from school sick
5. Religious holidays
6. Reporting to court
7. Driver's license test or examination (1/2 day-2 times)
8. Military leave, deployment, or training
9. Other circumstances as approved by principal

NOTE - Students with medical appointments during the school day will be given an unexcused absence until a statement is brought from the doctor. All absences due to illness will require a doctor's statement for the absence to be counted as excused. Written statements must be received within a week of a student's return to school to be counted as excused. Excuses brought in after the week period will remain unexcused.

NOTE - A maximum of five (5) parent/guardian notes are allowed per year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will be required to cover a health event of consecutive days. Once a student uses all their parent notes for the year, only a third-party note, document, or other information requested by the school will excuse the absence or tardy. Otherwise, all absences and tardies after the 5 excused ones will be unexcused.

Any absence event due to medical reasons in excess of seven (7) will require the presentation of the Warren County Schools Medical Excuse Form before the absence will be excused. The form will be available at all schools, central office, and some medical facilities upon parent request.

TRUANCY, WHAT CONSTITUTES: Any student who has attained the age of six (6) years but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant. A tardy is defined as missing no more than 35% of the regularly scheduled school day. A tardy can occur in either the morning or afternoon.

TRUANCY PROCESS – Elementary, Middle School, High School

STEP 1—Upon the third (3) unexcused absence and/or tardy, the principal/designee will contact the parent/guardian in writing concerning the student's absences.

STEP 2—Upon the fifth (5) unexcused absence and/or tardy, the district's Delinquency Prevention Services Worker will be notified and will make contact in an attempt to avoid any court action.

STEP 3—When the sixth (6) unexcused absence and/or tardy occurs, court action may be pursued.

ALVATON SICK POLICY

In order to provide a healthy environment, free of sickness, these guidelines have been established to ensure that Alvaton Elementary is a healthy environment. These were established for your child's protection, as well as other children in the classroom.

If your child exhibits any of the following contagious symptoms, please keep him/her at home. If a child is brought to school and begins to show signs of any of the following illnesses, a parent or guardian will be called and asked to come and pick up the child.

- Pinkeye - redness and yellowish discharge. A child may return to school with an absence of redness in the eye and no signs of drainage.
- Fever - temperature of 100 degrees or above. A child must be free of fever for 24 hours before returning to school.
- Chicken Pox - reddish, blister like sores, sometimes itching. A child may return to school in five to seven days with no new blisters and if all the existing blisters are dried.
- Vomiting or Diarrhea - a child may return to school after symptoms no longer exist and as long as no fever lingers.
- Lice - a child may return to school after proper treatment has been administered (hair, clothing, etc.). If lice continue to be a problem, a doctor's note, indicating the child is nit and lice free, will be required in order for the child to return to school. Parents must accompany students upon their return to school so the child may be rechecked prior to readmission.
- Bleeding - If a child's clothes are stained with blood during the course of the day, they will need to be brought a new change of clothes. The parent will then be responsible for taking the soiled clothes home.

SCHOOL VISITATION

All visitors must report to the office when entering the building. This includes parents, relatives, and any person wishing to conduct business at the school. Each person will be given a visitor tag that must be displayed. Car keys will be taken and placed in the office, until the visitor returns the tag and leaves. We have this policy in order to help ensure the safety of our students.

SCHOOL LUNCH/BREAKFAST

Alvaton School will conduct both a school lunch and breakfast program again this year. All students are served a free breakfast and lunch. Each student will need to complete a lunch form at the beginning of the year. Additional funds may be kept in a child's account for extra items. If money is not kept in the lunch account, students should have money in hand for extra items.

PHONE MESSAGES

Teachers and students may not receive phone calls during the instructional day except for in the case of an emergency. Parents may leave a voicemail for teachers at any time. Teachers will make every effort to return calls within a 24-hour period. If at any time a student has a change in transportation from school other than their normal transportation, please notify the office and teacher in writing. If a change needs to be made during the school day, call the office no later than 2:15 p.m. and the teacher and student will be notified. Please make every effort to call before 2:15 p.m. in order to ensure that your child will receive the message before dismissal. Please do not use email to communicate transportation changes because teachers do not have time to check email during the school day.

PARENT VOLUNTEERS-NEEDED

Parent volunteers are greatly needed and encouraged at Alvaton. Our teachers will appreciate help with various tasks during the school year. Please contact Jill McClard in our Family Resource Center at (846-1231) for information about training and assignments.

SCHOOL PICTURES/YEARBOOK

Individual school pictures will be taken in both the fall and spring. Class group pictures will also be taken in the spring. The school yearbook will go on sale in the fall.

EMERGENCY INFORMATION CARDS

Each student will be required to have an emergency information card on file in the school office. The information on this card, supplied by the parent or guardian of the student, authorizes school personnel to make necessary arrangements in the event of an accident or illness of the student. At such times, parents are sometimes difficult to reach and treatment need not be delayed. Be sure to fill out all the requested information and return the card to school promptly. Please be sure to list (on the back of the card) several authorized adults who have permission to pick your child up from school, or who will assume temporary care if the parent/guardian cannot be reached. Anytime there is a change of information during the school year, please notify the office and teacher.

GUIDANCE AND COUNSELING SERVICES

Guidance and Counseling services are offered to all students at Alvaton Elementary School. The guidance counselor will be working with students in their classrooms, in small groups, and as individuals. Examples of issues that might be addressed are self-esteem, social skills, peer pressure, drug and alcohol education, and decision-making. If you have questions or concerns, please contact the school office, and our counselor, Mr. Robert Taylor, will return your call.

MEDICATION FOR STUDENTS

Please pick up a school medication form from the office if your child is to receive medication during the school day. Medication can only be given to students with this form completed and with the parent/guardian signature. **All medication, including both non-prescription and prescription drugs, should be brought to the office by a parent or guardian in the original container with specific instructions for the student. Please note that no medication will be administered to a student without a medication form signed by the parent/guardian nor will any medication be administered that is not in the original container. No medication other than an Epi-Pen or self-carry inhaler may be transported on the bus.**

BIRTHDAY CELEBRATIONS

We love to celebrate birthdays at Alvaton. We will be celebrating in a variety of ways. Your child's name will be announced on the news show. Your child will also get to go down the new indoor slide. If you want to send in something to celebrate your child, we ask that you send in a book, instead of food treats. Please send in a special book to add to the class library. The child or the teacher will write who gave the book and what birthday he or she is celebrating on the inside front cover. The child or teacher will then read the book to the class (or a favorite part if it is a chapter book). Your child will be remembered each time a child reads that book from the class library.

SPECIAL SERVICES

In addition to regular classroom experiences, elementary students will have available to them the following special services:

Special Education	Guidance Counselor
Music Classes	Speech Therapy
Art Classes	Library
Physical Education	Chinese
Gifted and Talented	Strings and Band
English as a Second Language	Response to Intervention

REPORT CARDS/PROGRESS REPORTS

Report cards and progress reports for grades K-6 are issued every nine weeks, four times per year. Please sign and return these to your child's teacher as soon as possible. For grades 4-6, midterm reports are also sent home at the halfway point of each quarter. Parent/teacher conferences are encouraged for the benefit of our children. They are held school-wide in October of each year. Please contact your child's teacher at any time you feel a conference is needed.

ITEMS BROUGHT TO SCHOOL

Various items can cause disruptions in the learning atmosphere of a classroom. Any item causing a disruption in the learning environment will be removed. Please place snack money for primary children in envelopes with the name of your child on the outside. Guns, knives, sharp weapons, or any kind of fireworks must not be brought to school. Please do not allow your child to bring trading cards, toys and games to school. Any toys, games, trading cards or items of this sort that students have out during the school day will be removed. Parents will be required to come to school to retrieve these items. The school is not responsible for lost, damaged or stolen personal items.

DRESS CODE

Appropriate clothing and shoes are required during the school day to prevent distractions and safety issues. Tennis shoes are required for physical education classes. Due to safety concerns, we strongly recommend that students wear tennis shoes every day.

Alvaton will follow the Warren County Board of Education Dress Code, along with the specific areas highlighted below.

- **Shorts, skirts, and dresses** must be no shorter than mid thigh length.
- **Shoes** are required at all times. All sandals and shoes **must have a back strap**. High heel shoes and roller blade type "wheelies" are not allowed. Tennis shoes are required for physical education class.

On special designated spirit days that allow slippers, students must travel to and from school in regular shoes and then change into slippers.

- **Pants** must be worn at the waist and must remain there consistently through normal activity, without having to be held up by the hands.
- **Shirts** should cover the midriff with all normal movement and be an appropriate neck length. If the shirt is sleeveless, it must have wide shoulder straps and no large armholes. Thinner type straps are only allowed in grades K-2.
- **Hooded shirts** may be worn to school, but inside the building, hoods will remain off the head.
- **Sunglasses** shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand. Sunglasses will be allowed inside the school building on designated spirit days and may also be worn outside at recess for sun protection.
- **Hats** may not be worn inside the school building unless they are necessary for health/safety purposes; a doctor's note must be presented beforehand. Hats may be worn outside during recess for sun protection and inside the school building for religious reasons or on special designated spirit days.
- **Hair** shall be clean and well groomed. Distracting extremes shall not be permitted.
- **Patches**, emblems, and clothing depicting vulgarity, offensive themes, or advertising alcoholic beverages or illegal substances shall not be permitted.

DISCIPLINE AND CONDUCT

Good student behavior is necessary if a school is to achieve educational goals. Students will learn at a higher degree if classrooms are free from disruptions. Student conduct on the school bus must also be excellent in order to ensure a safe atmosphere for all on the bus. Our school utilizes PBIS (Positive Behavioral Interventions and Supports) to proactively encourage positive behavior. It reduces discipline issues and distractions and increases student learning.

Our students are taught the school-wide expectations and procedures for various areas within the building. All students are encouraged to SOAR by example and model strong work ethic and behavior. This contributes to a productive and respectful culture and atmosphere for all of our Bluebird students, staff, and families.

Our staff consistently praises students for their positive behaviors. Students are encouraged by earning:

- SOAR Stars: Classes work together to earn SOAR Stars while in common areas of our school such as the dining room, hallways, and restrooms. These earned SOAR Stars contribute toward a class goal. When this class goal is met, they are rewarded with a special class reward. This also helps build teamwork as the class is working together to meet their goal.
- Positive Office Referrals: Our students can receive positive office referrals for going above and beyond. Students who earn them will have the opportunity to sign a bluebird in the cafeteria and make a phone call home. We enjoy getting to make contacts with families and let them know the great things that are happening at school.

- Bluebird Bucks: K-2 students will be working toward Bluebird Bucks. These will be given out to students who are following the SOAR guidelines both in the classroom and out of the classroom. They will cash them in for rewards in the classroom.
- House Points: 3rd-6th grade students will be participating in the House System. Each student will become a member of one of the 4 houses. Students will be working together in these multiage houses to earn points. House Points will be rewarded with various incentives throughout the year.

Making Better Choices CLASSROOM

The MBC room is the equivalent of in-school suspension. Students who choose to repeatedly use inappropriate behavior may be assigned to MBC time if reinforcement is needed to improve student behavior. Students are counted present at school and school work is done while in the MBC room.

SCHOOL BUS DISCIPLINE

Students must act in an orderly fashion on the bus to ensure that the bus driver is not distracted. Students must stay seated, keep their hands and feet to themselves, and refrain from loud talking or yelling. The faculty, staff, and administration of Alvaton will work closely with parents and students in this very important area.

The following steps will be followed if a student misbehaves on the bus:

1. The driver warns the student and reviews the bus rules.
2. The driver informs the principal with a bus write up in a prompt manner if the misbehavior continues. The Principal or Assistant Principal will conference with the student and contact the parents.
3. The student will be suspended from riding the bus for three days on the third offense / 3rd write up.
4. The student will be suspended from riding the bus for five days on the fourth offense / 4th write up, and there must be a parent conference with the Principal or Assistant Principal and the Director of Transportation for the Warren County Schools before the child is allowed to ride the bus again.
5. A ten day bus suspension shall result in the fifth offense / 5th write up.
6. The 6th write up will result in loss of riding privileges for the remainder of the school year.

SUSPENSION FROM SCHOOL

A student may be suspended from Alvaton Elementary if such measures as parent/teacher conferences, MBC Room, and parent/principal meetings are not effective. We will work very hard to help every student be successful in following our guidelines for success: Show a positive attitude, own your actions, always do your best, and respect others and yourself.



ALVATON ELEMENTARY

“GREAT THINGS TODAY, GREATER THINGS TOMORROW”

ALVATON ELEMENTARY SCHOOL HOME/SCHOOL COMPACT

What is the purpose of the Home/School Compact?

The Title 1 regulations require an annual agreement that outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement.

VISION:

To become the leader in education where EVERY CHILD SUCCEEDS.

HOME-SCHOOL AGREEMENT

The Alvaton Elementary School will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet Kentucky’s student academic achievement standards.
- Hold parent-teacher conferences twice annually, during which academic performance will be discussed as it related to individual achievement.
- Provide leadership opportunities for students to use their gifts as valuable contributors in the community.
- Ensure students utilize the 8 Habits, 21st Century Skills and Growth Mindset tools in order to become global citizens.
- Provide parent reasonable access to staff through email or by appointment.
- Provide opportunities for parent and guardians to participate in parent advisory groups, such as the Parent Teacher Organization, and other school advisory groups.

PARENT RESPONSIBILITIES

- Promote daily attendance to maximize learning time.
- Provide a positive environment for learning and study.
- Participate, as appropriate, in decisions relating to your child’s education.
- Engage in two-way communication in support of student achievement.
- Always encourage students to achieve their goals.

STUDENT RESPONSIBILITIES

- Communicate every day with a parent/guardian about learning and school events.
- Ask for help when they need it, look to parents/guardians, teachers and principal for help, guidance and encouragement.
- Complete work to the best of his/her ability.
- Come to school prepared and be ready to learn and give their very best effort, every day!

Make a Difference Tickets for Teachers

I need your help! I want to recognize teachers on the school news program for making a difference. When you see something your child's teacher or another staff member is doing that is making a difference, please fill out a make a difference ticket and have your child bring it to the front office. Your child will recognize the person by reading it on the school news program.



_____ makes a difference in the life of my child
by



_____ makes a difference in the life of my child
by



_____ makes a difference in the life of my child
by

Name: _____ Homeroom Teacher: _____

_____ was absent on _____

because _____

Name: _____ Homeroom Teacher: _____

_____ was absent on _____

because _____

Name: _____ Homeroom Teacher: _____

_____ was absent on _____

because _____

