

# Rockfield Elementary Parent/Student Handbook 2020-2021



**WARREN COUNTY PUBLIC SCHOOLS  
STUDENT HANDBOOK**

***PREFACE***

The District Student Handbook has been adopted by the Warren County Board of Education in an effort to inform students, parents, school faculty, staff, and the school community of the policies relating to students of the Warren County Public School District.

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations. Please check with your child's school for specific rules and regulations.

Also, the 2020-21 school year will almost certainly begin amidst the COVID-19 public health pandemic. Federal, state and local guidance relating to the operation of public schools in light of the pandemic is continuing to evolve. The District Student Handbook is intended to address matters as they pertain to Warren County Public Schools under ordinary operating circumstances. Please know that certain provisions of the Handbook are subject to modification based on any changes in operations which could occur for the 2020-21 school year due to the pandemic.

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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

## 2020-2021 School Directory

Principal  
Asst. Principal  
ECC/GAT  
School Counselor

Monte Cassady  
Brooke Knight  
Jamie Rector  
Carla Scott

Classroom Teachers    K

Taylor Beals  
Mackenzie Pettus  
Jennifer Woosley  
Deborah Cox

1<sup>st</sup>

Gina Holeman  
Laura Beth Menser  
Ashley Reesy

2<sup>nd</sup>

Jennifer Marble  
Ann Esters  
Chelsey Hendrick  
Gracie Baker

3<sup>rd</sup>

Johni Lecoffre  
Kayla Morris  
Abby Stivers

4<sup>th</sup>

Amy Noble  
Emily McMurray  
Jessica Dilsaver-Sandusky  
Ashley Buchanon

5<sup>th</sup>

Ashley Burysek  
Brooke Delpont  
Morgan Wilson

6<sup>th</sup>

Natalie Estes  
Mike Johnson  
Carolina Escobar

Preschool Teachers

Janis Flynn  
Courtney McReynolds

Resource Teachers

Mindy Johnson  
Ruth Williams  
Danielle Herrmann  
Janice Minnicks

Speech

Courtney Riley

	Haven Broady
Psychologist	Nancy Moore
Physical Education/PLVS	Lisa Fletcher
Media Specialist/Drama	Penny Morgan
Music	Matthew Bryant
Sixth Grade Band	Becky Graham
ESL	Christy Trevillian
Art	Kate Latham
Health Aide	Teresa Murphy
District Nurse	April Davidson
Secretary/Attendance	Ann Marie Blythe
Secretary/Bookkeeper	Christina Cranor
Assistants	Craig Kemp-Special Needs Assistant
	Deborah Boldak-Special Needs Assistant
	Becky Meister- Special Needs Assistant
	Tracey Phelps-Special Needs Assistant
	Nick Oliver- Media Center Assistant
	Rebecca Simpson-Preschool Assistant
	Tammy Causey- Preschool Assistant
	Kayla Thompson- Preschool Assistant
	Jennifer Logan-Preschool Assistant
	Larae Johns - Primary Assistant
	Shelly Shively-Primary Assistant
	Amy Brown- Primary Assistant
	Renee Hulsey – Title 1 Assistant
Intervention Teacher	Katie Schuknecht
Cafeteria	Brenda Atkins
	Erica Basham
	Jessica Meador
	Chasity Snyder
	Jenny Garcia
Custodians	Mike Hagan
	Gerald Vincent
	Chris Gann
	Brian Cain
Cafeteria Manager	Tammy Bartlett
Family Resource	Emily Gentry

## **SCHOOL HOURS**

**Office Hours: 8:00 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 8:00AM. If your child is a car rider and plans to eat breakfast he/she needs to arrive between 8:00AM 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 8:00 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**

**\*DUE TO THE COVID-19 PUBLIC HEALTH PANDEMIC, VISITORS WILL NOT BE ALLOWED AT ROCKFIELD ELEMENTARY AT THIS TIME. IF YOU HAVE A SPECIFIC CIRCUMSTANCE THAT YOU WOULD LIKE FOR US TO REVIEW, PLEASE CONTACT THE SCHOOL AT 270-843-8437\***

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, WBG, 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.**

### **SCHOOL DRESS CODE** **Grades Pre-School - 4th Grade**

There shall be no restriction on a student's hairstyle or his/her manner of dress except when there is a "clear and present" danger to the student's health and safety, a cause for interference with work, or a creation of classroom or school disorder. All students shall be decently dressed and practice personal hygiene.

- All students shall wear shoes (**Flip flops can be dangerous and should not be worn on the playground**).
- All students shall wear shirts/blouses of appropriate length.
- Students may wear shorts
- Students may wear skirts
- Students shall not wear shirts that are less than two inches width at sleeves (no spaghetti strap shirts)
- Students shall not wear jeans with holes above the knees.
- Students shall not wear swimwear or sleep wear.
- Students shall not wear hats, hoods, or head coverings in the building unless prescribed by a physician.
- Students shall not wear clothing or personal protective equipment (PPE) with obscenities, tobacco, drug, alcohol, sexual implications, gang signs (emblems or drawings).
- School officials may deal on an individual basis with dress that will interfere with the educational process. Principal's decision on all matters will be final.
- Sunglasses shall not be worn in building unless prescribed by a physician.

### **STUDENT DRESS AND APPEARANCE FOR FIFTH /SIXTH GRADES**

Please find listed below guidelines for dress. The primary criterion for this section is to avoid embarrassment of the student, parent, or Rockfield

Elementary, and to ensure the education process is not disrupted nor impeded. In instances involving clothing not specifically included in the Warren County Board Policy, the principal shall interpret the policy.

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

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

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

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

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

**Prohibited are the nude looks, see-through or cut-away styles that expose the ribcage, armpits (EX: tank tops or basketball style tops), or any garment that exposes the bare midriff. Tops must be long enough to be tucked in and have sleeves. Pants must be worn properly (not sagging, etc.).**

**No low-cut blouses or shirts.**

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

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

If the student has an existing tattoo when enrolling at Rockfield, it must be covered.

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

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

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

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

For safety reasons, flip flops or shower slippers should not be worn as regular footwear. If boys wear sandals, socks should be worn.

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

## **PARENT TEACHER CONFERENCES**

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**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**

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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**

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## WOULD LIKE FOR US TO REVIEW, PLEASE CONTACT THE SCHOOL AT 270-843-8437\*

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 8:00 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 your 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**

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. To secure such attendance, we ask your hearty cooperation. 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. 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.

### **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**

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Breakfast is served each morning starting at 8 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.**

# **Personally-Owned Device Policy**

## **Purpose**

Rockfield Elementary students are striving to meet 21st century standards in alignment with the ever changing, technological world. We want each of our students to be safe, savvy, and social digital learners. This plan allows for students to use their personally-owned devices (PODs) as an instructional tool during the school day. Students are permitted to bring their personal device to school for instructional use as long as they stay in compliance with the guidelines outlined below and within the .

Rockfield is in compliance with the Children's Internet Protection Act (CIPA) to ensure the safety of our students while using the internet. We utilize a web content filtering solution as well as the Kentucky Department of Education firewall. You may read WCPS' full Acceptable Use Policy, as it is the governing policy that the following policies are taken from, here: <https://bit.ly/WCPSAUP>.

## **Allowed Devices:**

In order to provide for the best learning experience and protect the security of

the school's network, the following devices are the only allowed devices: iPads or iPad minis running iOS 11 or above, Android devices capable of running GSuite apps, cell phones (Apple, Android, or Google OS), as well as Chromebooks and Apple laptops. Chromebooks and Apple laptops are preferred over mobile devices such as cell phones as they are not recommended for a NTI/remote learning environment. ***Windows devices are not approved devices and cannot be brought to school. Gaming devices are not approved devices.***

### **Lost, Damaged and/or Stolen Devices**

Rockfield Elementary is not responsible for any lost, damaged and/or stolen personal devices. Students are strongly encouraged to use protective coverings for their devices.

### **Usage Charges**

Rockfield Elementary is not responsible for any data charges that your account may accrue while using at school. Students are encouraged to utilize our free wireless network instead of any data plan.

Personal devices will be connected to the Warren County Schools filtered network. *Students should not use data services at school.* Rockfield Elementary will not guarantee wireless capabilities on a daily basis due to unforeseen technical issues that may occur.

### **Teacher Rights/Responsibilities:**

Each teacher has the discretion to allow the use of personal devices in the classroom. Rockfield Elementary (all faculty) retains the right to collect, examine, and/or search any device for the following reasons:

- Suspicion of causing technology/network problems such as virus or Trojan.
- Suspicion of a violation of the student code of conduct (inappropriate use, harassment, or misrepresentation of information). Students will be required to provide any password to unlock the device. Refusal to do so will result in disciplinary action.

### **Student Guidelines**

Students using personal devices must adhere to the Warren County Student Code of Conduct, Warren County Schools Student Handbook, Warren County Schools Acceptable Use Policy, and the Rockfield Elementary Acceptable Use Policy for Personally-Owned Devices.

PODs will remain on silent or turned off and in the student's backpack unless directed otherwise by the teacher. PODs may not be used to cheat on tests, quizzes or assignments. Students may not use PODs for making phone calls or texting.

Students may not use the personal device to record or post images, video or audio of other students, faculty and/or other persons on school grounds. Any device that is not in the backpack on silent without permission will be taken by the teacher/staff and turned in to the principal.

Devices may only be used for instructional purposes and the accessing of approved websites, applications, or files. Any use of the device otherwise will be considered a violation of the policy and will warrant disciplinary action.

Students are prohibited from bringing devices on premises that will infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized programs. Students are prohibited from any "hacking" type activities.

Printing from personal devices is not permissible at school. All devices must be charged and ready for use prior to school.

**Recommended Devices:**

Chromebooks and Apple laptops

iOS Devices running iOS 11 or higher (iPads, iPods, iPhones)

Android Devices that can successfully run GSuite apps (Google Classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar, Google Meet)

*It is important to note that mobile smart phones and other tablets are not recommended for remote learning.*

**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.

**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.

## **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."

1. 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.

2. 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.**