

Clay Elementary School 2018-2019 Student Handbook



Home of the Jets
K.Y.C.I.D. School

210 College Street
Clay, Kentucky 42404
(270) 664-2227
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This handbook is meant to be a guide for students and parents. Additions and subtractions to this handbook may be made throughout the school year. Students may receive other information either orally or in written form. This handbook will be reviewed with the students during the first week of school by the teachers. Thank you in advance for your efforts to make Clay Elementary School a safe and secure learning environment

WELCOME TO CLAY ELEMENTARY SCHOOL!

Dear Students, Parents, and Guardians,

Welcome to the 2018-2019 school year at Clay Elementary School. We are looking forward to an amazing school year!

Our school vision, "Striving to develop today's learner to lead tomorrow" reminds our students and faculty that we all have the potential to do great things. We will be setting personal goals and working hard to reach our potential as active learners so we can achieve our goals and become leaders of tomorrow. In order for our children to become leaders of tomorrow, we must build positive home, school, and community relationships. We ask for your cooperation and commitment so that we may work together to create a rewarding and enriching educational experience for your child. Please take the time to read this handbook and review it with your child.

We welcome you to visit our school, attend our programs, become a volunteer, and become an active member of our Parent Teacher Association (PTA). We believe that a safe and secure learning environment is essential if students are to attain their personal and academic goals.

As your Principal, I want you to know it is important to me that everyone who steps through our doors—teachers, students and parents—are excited to be here! I pledge to you that I will strive every day to make Clay School a positive, supportive place for students, teachers, and parents. Let's work together to make Clay Elementary School a safe and secure place for students to grow academically and socially! Please feel free to contact me at susan.owens@webster.kyschools.us or 270-664-2227.

Sincerely,

Susan Owens
Principal, Clay School

Clay School Student Handbook

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Clay Elementary School
Student Handbook
2018-2019

Clay Elementary School Mission Statement

The community of Clay School is committed to providing all students with the academic and social skills to become life-long learners.

Clay School Vision

Striving to develop today's learner to lead tomorrow.

Guidelines for Success For Lifelong Leadership and Learning

- S - Seek Knowledge
- O - Offer Encouragement
- A - Act Responsibility
- R - Respect Others

Webster County Schools Mission Statement

The mission of Webster County Schools is to educate all students enabling them to achieve high levels of academic performance, social and emotional behaviors, and positive attitudes. We accept the responsibility of establishing a student-centered environment, encouraging all students to develop into life-long learners who can positively impact their community, their country, and their world.

SCHOOL-BASED DECISION MAKING

School-Based Decision Making Council is a vital part of the administration and management of Clay School. The SBDM Council is composed of two parent members, three teachers, and the principal. The Clay School SBDM Council meets monthly. All regular monthly meetings are open to the public and announce through the local media.

SBDM Members:

Parents: Jeremy Moore, Tammy Smith

Teachers: Linda Gill, Pamela Powell, Kathleen Taft

Principal: Susan Owens

SCHOOL DAY SCHEDULE

Master Schedule:

Student drop off begins 7:20 a.m.

School Day 7:55am-3:0 p.m.

Instructional day begins 7:55 a.m.

Non-instructional time 15 min.

Lunch 25 min.

School day ends 3:00 p.m.

Walkers dismissed 3:00 p.m.

Car riders dismissed 3:05 p.m.

Bus riders dismissed 3:10 p.m.

CLAY ELEMENTARY FACULTY & STAFF

Heather Austin	OT	heather.austin@webster.kyschools.us
Lisa Beckner	Custodian	lisa.beckner@webster.kyschools.us
Katye Barnes	Americorps	katye.barnes@webster.kyschools.us
Wendy Blue	6 th HR Grade Teacher	wendy.blue@webster.kyschools.us
Heather Brantley	1 st Grade Teacher	heather.brantley@webster.kyschools.us
Laura Brown	Preschool Assistant	laura.brown@webster.kyschools.us
Stephanie Durrance	Instructional Assistant	stephanie.durrance@webster.kyschools.us
Tina Edens	Nurse	tina.edens@webster.kyschools.us
Angie Garrard	Kindergarten Teacher	angie.garrard@webster.kyschools.us
Linda Gill	SDI	linda.gill@webster.kyschools.us
Christina Gobin	Food Service	
Jillian Gray	Arts & Humanities	jillian.gray@webster.kyschools.us
Crystal Harris	2 nd Grade Teacher	crystal.harris@webster.kyschools.us
Kristi Higdon	FRYSC	kristi.higdon@webster.kyschools.us
Glenette Hill	Instructional Coach	glenette.hill@webster.kyschools.us
Terri Lovan	Preschool Teacher	terri.lovan@webster.kyschools.us
Donna Martini	Lead Custodian	donna.martini@webster.kyschools.us
Christy Mitchell	Speech Therapist	christy.mitchell@webster.kyschools.us
Janet Newcom	Food Service	
Sharla Owens	Custodian	
Susan Owens	Principal	susan.owens@webster.kyschools.us
Lauren Patmore	3 rd Grade Teacher	lauren.patmore@webster.kyschools.us
Bernice Phillips	Food Service	bernice.phillips@webster.kyschools.us
Pamela Powell	Library Media	pamela.powell@webster.kyschools.us
Renee Pratt	1 st /2 nd Grade Teacher	renee.pratt@webster.kyschools.us
Janie Reeves	RtI / Clerical	janie.reeves@webster.kyschools.us
Kathleen Robinson	GT	kathleen.robinson@webster.kyschools.us
Debbie Smith	6 th HR Grade Teacher	debra.smith@webster.kyschools.us
Mark Spainhoward	P.E.	mark.spainhoward@webster.kyschools.us
Mandy Spencer	Secretary	mandy.spencer@webster.kyschools.us
Kathy Taft	5 th HR Grade Teacher	kathleen.taft@webster.kyschools.us
Nicole Villines	4 th HR Grade Teacher	nicole.villines@webster.kyschools.us
Karen Weldon	SDI	karen.weldon@webster.kyschools.us
Brandye Whitsell	SDI	brandye.whitsell@webster.kyschools.us
Brooke White	Guidance Counselor	brooke.white@webster.kyschools.us
Amy Wright	SDI Inst. Assistant	amy.wright@webster.kyschools.us
Melanie Wurth	Instructional Assistant	melanie.wurth@webster.kyschools.us

ARRIVAL PROCEDURES

Opening of School Campus

- The school campus opens at 7:20 a.m. with teacher supervision
- Students are asked to not be on the campus prior to 7:20 a.m.
- If special accommodations are needed, please contact the principal.
- Student should report directly to the café for breakfast. A supervising teacher will escort students to gym after breakfast.
- The office opens for at 7:30 for business.

Car Riders

- The car rider entrance will be open from 7:20-7:50 a.m.
- Students arriving after 7:50 a.m. should enter through the front office.
- Car riders enter from Vick Street down Franklin Drive. This is one-way during school hours.
- The car rider line will have 1-2 adults assisting students each morning.
- Please make sure to pull all the way to the front of the sidewalk so the staff can unload three cars at a time.
- Students should only exit the vehicle on the sidewalk side.

Walkers

- Doors are open to walkers at 7:20 a.m.
- Walkers should use sidewalks and crosswalks where available and enter the building at the bus rider entrance only.
- Walkers arriving after 7:50 a.m. should enter through the front office.

Bus Riders

- Bus riders will be dismissed from the bus at 7:20 a.m. each morning.

Middle/High school parents dropping students off for the bus shall enter through Franklin Dr. and drop their student off at the ramp near the main school entrance. Students shall walk up the sidewalk to the bus loading area and wait for their bus under the awning.

The buses leave by 7:25 so please make arrangements to drop off students who will be riding the bus to the middle/high school by 7:15.

The parking area by the gym is designated for teacher's parking and bus drop-off and pick-up only.

Cooperation adhering to the designated unloading areas and procedures is important for the safety of all students. Any changes in transportation will require a note from the parent/guardian.

DISMISSAL PROCEDURES

Car Riders – Students that are picked up in the car rider line immediately after school.

- The designated location for car rider pick up is entering from Vick Street down Franklin Drive. This is one-way during school hours.
- All car riders will be picked up in the designated car rider location only.
- Please have a tag with the last name of students on your vehicle's rear view mirror.
- Car rider line will begin dismissal at 3:00 p.m.
- We will load three cars at a time.

Walkers – Students that walk off of school grounds immediately after school.

- Walkers are identified as students who walk to a location away from school grounds.
- Walkers will be dismissed at 3:00 p.m.
- Upstairs students will exit the door next to Mrs. Brantley's 4th grade classroom.
- Downstairs students will exit out the front door.
- Students should use the sidewalk and walk in an orderly fashion down the sidewalk to the crosswalk.

Bus Riders – Students that ride a bus home immediately after school.

- Bus riders will be dismissed with their teachers at 3:15 p.m.

Student Dismissal Transportation Changes

- All non-routine dismissal transportation changes should be made at home prior to the beginning of the school day, with a note written by the parent/guardian sent to the teacher.
- For bus transportation and non-routine designated drop-off, a bus pass will be issued from the office upon receipt and approval of the note. The student shall give the bus pass to the bus driver upon boarding.
- Changes called into the office should be made **prior to 2:00 p.m.**

ATTENDANCE

It is crucial for students to be at school each day. Attendance requirements can be found in the Webster County Schools Code of Conduct.

CHECK IN & CHECK OUT PROCEDURES

In order for a student to be dismissed during the school day it is required that the parent, guardian, or person designated come to the principal's office and sign the dismissal log, indicating name of the student, date, time, reason for dismissal, and signature of person picking up the student. The student will then be called to the office to pick up a release slip that will be returned to the teacher. Any UNAUTHORIZED pickup of a student will result in a call to the SHERIFF'S DEPARTMENT.

Upon returning to school, all students shall report to the office and sign in. No student will be allowed to leave the school premises after arriving in the morning or dismissed at various times during the school day except by written permission of the parents or their designee. Students are required to make up work missed due to early dismissal. Students may leave the school premises only with permission from the principal or designated personnel.

Kentucky law requires our school to account for every minute of each student's day. Students who check out before the end of the day, those who arrive at school late, and those who leave school and return on the same day are all defined as *tardy*. Special attention should be given to reasons for absence and signing in or signing out. Unexcused tardies and absences have legal and/or Board consequences.

VISITORS

Visitors to our school are always welcome. When visiting our building:

ALL VISITORS ARE REQUIRED TO REGISTER IN THE SCHOOL OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL. ALL visitors should enter through the Main Entrance and register in the office upon arrival. Visitors will receive a visitor's pass after leaving driver's license at the front desk.

No one is allowed in any other part of the building without the prior approval of office personnel and the appropriate visitor's pass. Parents/Guardians are always welcome to visit the school; however, we ask that they call the office to make arrangements prior to the visit. In addition, no visitor will be allowed to visit a teacher's classroom to meet with the teacher unless the meeting has been previously scheduled and is during non-instructional time. Student guests are not permitted during the regular school day.

We request that visitation policies be followed in order to provide a safe, learning environment to protect students and prevent learning distractions. No visitors will be allowed to interrupt classroom instruction at any time.

CUSTODIAL PARENTS

Parents who have legal custody/guardianship must furnish a copy of the legal document to the school. Emergency contact persons and non-custodial parents who are not allowed to pick up children should be listed on the student information form, please make every effort to inform the office of special circumstances that may pose safety concerns for your child. The school will not get involved in custodial issues.

TOBACCO FREE SCHOOLS

Based on a concern for the health of students and staff required to attend and work in the Webster County Public School District, the Webster County Board of Education has adopted a tobacco-free policy which includes any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305. That policy prohibits the use of all tobacco products in buildings, on grounds, or on field trips. Tobacco products may not be used in any school building or on any school grounds at any time. The Student Code of Conduct is designed to enforce this policy (See Section 5.03).

8.03 Support for Students Living in Transition (Homeless)

Students or families living in one or more of the following conditions may receive support from the school through Title I and the school's Family Resource Center. The district's homeless liaison is Greg Bowles, whose contact is greg.bowles@webster.kyschools.us or 270-639-5083.

The Transitional Student Services Program works with teachers, guidance counselors, family resource staff, local service organizations, and shelters to insure that every child is equipped for academic success.

Homeless/Transition Living Conditions:

- Living with friends or family because they cannot find or afford housing
- In motel, hotel, (camping) trailer park, or camp grounds
- In emergency or transitional shelters
- On the street or in a public or private place not designed for or ordinarily used as a regular sleeping place
- In temporary foster care
- With friends or family because they are an unaccompanied youth (not in physical custody of parent or guardian)

Homeless/Transition Student Support Service Program may provide:

- Immediate school placement and assistance with registration and transportation
- Assistance coordinating medical and other school records
- Start-up School Supplies, materials, books, & personal items as needed
- Referral services to local service organizations
- Coordination of tutoring, counseling and mentoring as needed
- Scholarships towards academic camps and educational programs
- Equal access to extracurricular and enrichment activities during and after school

ILLNESS OR INJURY

In the event of illness or injury at school, persons listed on the emergency form will be called to pick up the student. For the safety of each student, please keep emergency information current by calling or sending written notice to the office for information changes.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the Family Education Rights and Privacy Acts (FERPA), parents shall have the right to inspect and review educational records relating to their child. This right shall be passed on to the student at age eighteen (18). Written policies have been developed which specify the types and location of education records, as well as, specific procedures for the review of records, the amendment of or hearing concerning records to be inaccurate, misleading or in violation of the privacy rights or other rights of the child, the disclosure of records, and the destruction of records. Legal evidence will have to be provided to the school if any changes in parental rights or supervision occur.

TELEPHONE

The office phones are for school business only, but may be used by students in cases of emergency. If a student needs to use the phone it would be during their non-instructional time such as recess/break. A student cannot be called out of class to talk on the phone. A written message of special instructions for a child in the afternoon is preferred over hasty phone messages near the end of the school day. Notes should have all needed information such as first and last name of student and person writing the note along with a contact number.

Teachers will monitor phones in classrooms. Those phones are for emergency use only. In the event of unexpected bad weather, parents are asked not to call the school. Our phones must be left open for emergencies. For any special instructions please listen to local radio, television stations, and for the district alert call system.

INSURANCE

Student accident insurance will be offered at reasonable rates. Insurance forms will be sent home at the beginning of the school year. The school is not responsible for accidents occurring during school or after school on the school grounds.

INTEGRATED PEST MANAGEMENT

The Kentucky Pesticide Regulations for school systems put into effect on July 1, 2002, an Integrated Pest Management (IPM) program. IPM uses "action thresholds." IPM does not depend on automatic application of pesticides such as sprays. The standard pest management method is bait traps. The technicians will monitor and do sanitation inspections, pest proofing, and take other steps to prevent pest problems. Individuals that would like to be placed on a 24-hour

call notice list may notify the school no later than two weeks following the student's enrollment. This notice would only be important for individuals that want to be

Please note that students are not in the school during routine pest application.

WEATHER RELATED SCHOOL CANCELLATIONS OR DISMISSALS

Students and parents should listen to local news media for information regarding school cancellations or early dismissals.

EMERGENCY TV & RADIO STATIONS:

The following media may broadcast information regarding inclement weather or other emergency information:

Radio Stations

WHRZ- 97.7 FM Madisonville

WKDQ- 99.5 FM Henderson

WSON- 1340 Henderson

WBKR- 92.5 Owensboro

Televisions Stations

Channel 7 Evansville

Channel 14 Evansville

Channel 25 Evansville

Channel 44 Evansville

In the event of inclement weather, please do not call the school while school is in session for early dismissal information. School phone lines must be kept open for emergencies. In the event of an actual emergency, emergency student check out procedures must be followed. Always keep student emergency information updated. Parents are asked to listen to the radio/television stations in the event of an actual emergency. Your assistance is needed to keep the phone lines clear so that emergency personnel can be contacted. Webster County District Alert Call System will be used to assist in notifying parents of emergencies and school closures.

EMERGENCY SIGNALS

BOMB or EARTHQUAKE-- verbal commands by the use of a megaphone. Students should immediately take cover under desks or tables and turn away from windows. Principal/designee will instruct students when to evacuate the building and assemble in the evacuation area.

FIRE--short buzzes of the fire alarm. Students should evacuate the building and assemble in the evacuation area.

TORNADO--short rings of the bell. Students should go to the designated area of the building and assume a kneeling position with hands on back of head.

Notes: If students are required to evacuate the building during inclement weather, after all students are accounted for, then students will be moved to a

safe adjoining building. If determined necessary, the head custodian or custodian on duty will shut off the electricity and gas. In case the alarm system is destroyed, commands will be given using a portable megaphone.

EMERGENCY DRILLS WILL BE PRACTICED THROUGHOUT THE SCHOOL YEAR. ALL STUDENTS AND STAFF WILL TAKE PART IN THE PRACTICE DRILLS.

FREE BREAKFAST & LUNCH FOR EVERYONE!!!

Clay Elementary will be participating in a free breakfast and lunch program also known as CEP (Community Eligibility Provision). **All students will be receiving free breakfast and lunch each day.** In order to continue this great program, we must have participation, and we must have the Household Form completed and turned in to the office. Please encourage your child to go through the breakfast and lunch lines every day!!!

Basic Cafeteria guidelines:

- Keep eating areas clean
- Remain in seat
- Raise your hand and receive permission from the monitor to get up
- Seats cannot be saved
- Use an inside voice

BREAKFAST/LUNCH WITH FAMILY MEMBER

(BOARD POLICY COMMUNITY RELATIONS 10.5)

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/Designee may request to have breakfast or lunch with their child/grandchild/family member. An approved visitor/volunteer crime check is required at the expense of the individual. A request for a scheduled lunch/breakfast visit must be made 48 hours in advance of the visit. Each school shall observe a closed campus at breakfast/lunch for individuals who do not have an approved background check

Adult Meal prices:

Breakfast: \$2.50

Lunch: \$3.50

PBIS INFORMATION

The Webster County School District is a PBIS district. The Positive Behavior Intervention System (PBIS) program believes behavior and academics are equally important for student success. Through this partnership, our school has established behavior expectations for all settings within our school. The Clay Elementary School Behavior Policy is located on the school webpage.

Clay School acronym **SOAR** defines these positive behavior expectations:

Seek Knowledge

Offer Encouragement

Act Responsibility

Respect Others

Student Rewards:

Individuals:

Individual students will be awarded individual tickets in recognition of demonstrating SOAR expectations. Tickets will be used to buy a prize from the classroom prize box. Prizes will include such items as stickers, pencils, erasers, hat day/PJ day coupons, and various others as determined by the Clay School PBIS Team.

In addition, each student will begin with 3 jets in their wall pocket at the beginning of each nine-weeks. If a student falls into the loss of jet category on the clip system or the tally system, he/she will have to pull a jet from their pocket.

Class:

SOAR cards are given to students/classes in recognition of meeting SOAR behavior expectations. The cumulative collection of SOAR cards results in a class reward when the SOAR suitcase is filled. Teachers and students have a menu of rewards for selecting class celebrations.

School:

When our school receives a compliment from a visitor, behavior during assemblies, school attendance, etc., we will get a luggage tag placed on our School Jetsetter Suitcase. When we earn 15 luggage tags, we will receive a school wide reward such as PJ Day, Popsicle Party, Bubble Gum Party, Glow Party, Music in Hallways Day, etc.

Webster County Code of Acceptable Behavior and Discipline

The Webster County Unified Code of Acceptable Behavior and Discipline handbook is available on the Webster County School District website and instruction is

given to each to each student in the Webster County School District. It is the responsibility of every parent and student to read the handbook and be familiar with the information. Should you have any questions concerning policies in the handbook, please contact the school for clarification. Areas addressed in the handbook are:

- Discipline Policy
- Attendance Policy
- Promotion and Retention Policy
- Transportation Policy
- Drugs/Alcohol Policy
- Admissions Policy

DRESS CODE

The code of dress for students at Clay Elementary School and the policy established will adhere to the Webster County Board of Education policy as well as the district Code of Acceptable Behavior. According to Board Policy 09.427, "the wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the **judgment of the principal** significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited".

Clothing worn by students shall be neat, clean and in good repair for the general purpose of health and safety of the student. Clothing of any type that distracts from the learning process shall not be worn. Any clothing, including footwear, deemed to be unsafe may not be worn. Some examples of the items we **DO NOT ALLOW** students to wear or display on campus include but are not limited to the following:

- hats/caps/sun visors etc.
- sunglasses
- non-natural hair color/make up
- see-through mesh shirts/blouses
- backless tops/dresses
- clothing that allows bare midriffs/buttocks
- strapless or spaghetti strap tops/dresses (straps less than 2" wide)
- shorts, skirts, dresses of inappropriate length (shorter than finger-tip length)
- sagging or baggy pants
- tube tops/ tank tops/ muscle shirts
- unsafe shoes (i.e. "wheelies", high heels/soles, house shoes)
- visible body piercing other than jewelry in ears
- visible tattoos
- clothing /accessories that pertain to drugs, alcohol, tobacco products, sex, gang names/symbols/graffiti, etc.

Students who are in violation of the dress code policy will be sent to the office, their parents notified, and the appropriate changes made for compliance before the student may return to class. Parents may be contacted to bring change of clothes or to pick up their child if necessary.

******The decision as to whether or not an item of clothing is appropriate will rest with the principal.***

DETENTION

Detention may be assigned for violation of offenses. Detention will be held on Thursday afternoons from 3:15-4:15. Parents must come to the school to pick up their child from detention. Parents will be informed of the detention.

Students are expected to attend and be on time for detention. Failure to serve detention and/or lack of respect during detention may result in additional time added to detention and/or other discipline procedures according to Code of Conduct.

Cell Phones/Electronic Devices/Personal Property

Student personal items such as cell phones, electronic devices and other personal property items should not be brought to school unless specifically tied to an educational purpose and approved by the principal. If such items must be brought to school, they must be turned off kept out of sight (i.e. in a backpack). If students bring an above referenced item and have it out during instructional time it will be confiscated. On the first offense, the item will be returned to the student at the end of the day. On the second offense, the item must be picked up by a parent/guardian. Any subsequent offenses and the item may be confiscated for the remainder of the school year.

PLEDGE OF ALLEGIANCE POLICY

It will be the policy of our school to give students and staff the opportunity to stand and say the "Pledge of Allegiance" to the flag of the United States of America each morning. Students or staff who do not want to participate because of religious or political beliefs may remain in their seats. However, any individual not participating shall not disrupt others during the pledge.

HEAD LICE

Students may be checked for head lice by school personnel. If head lice are found, the parent or guardian will be notified immediately to pick up the student. If nits are found on a student, parents will be notified and expected to follow up with proper treatment to avoid the development of live lice. The school will attempt to check all students who may have come in contact with the student. In order for the student with live lice to return to school, they must be checked by school personnel to ensure no live lice are present.

MEDICATION

The following guidelines are required for administering medication to students:

- Parents/guardians shall return a signed medication permission form to the school for medications to be dispensed. Non-prescription dispensing should be kept to a minimum, and a medication permission form must also be completed.
- Parents/guardian must provide medication in the original prescription container, with the prescribed dosage. Medication to be dispensed on field trips must be transported in a labeled pharmacy bottle. Therefore, an additional empty labeled bottle should be sent to school with each prescription. Please request the pharmacy to provide an additional labeled bottle for medicines to be dispensed by school personnel. School personnel may only carry the medication required for the duration of the trip, not the entire prescription.
- When possible please dispense all medications from home, such as antibiotic prescriptions requiring three doses daily.
- All medication shall be registered with and kept in the office in a secured location. Students are not allowed to personally carry medications, except in medically defined situations described below:
- A student may only be permitted to carry medication that has been prescribed or ordered by a physician to stay with the pupil due to a medical need (i.e., an asthma inhaler). A medication form and doctor's note stating the necessity of the student keeping such medication in their possession must be filed with the medication permission form.
- Parents/guardians must sign a *Permission to Treat* form for school personnel to dispense medication.

TEXTBOOKS/LIBRARY MATERIALS

All basic textbooks are loaned to students without charge for their use during the school term. Student names shall be placed in the designated area of their textbook. Library materials are also available for check out from the school library. A fee will be charged based upon the age of the book and/or damage to the book or materials, for abused or lost books and library materials. Students with overdue fines, etc. may be withheld from participation in special school activities such as graduation exercises, field trips, field day, etc.

HOUSEKEEPING

Because cleanliness is valued by parents and teachers, students will be encouraged to pick up after themselves and to keep their work areas and desks clean. Custodians should be supported in their work inside and outside the building. Teachers should help maintain the appearance of the school community by encouraging their students to "pitch in."

GRADING/REPORTING SYSTEM

All teachers shall maintain detailed, systematic records of the achievement for each student and shall report every nine (9) weeks to the parent or guardian on the progress of their child. Interim reports will be sent home at the mid-point of each 9-week period. A student's grade shall not be lowered as a disciplinary action. Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

The following grading scale shall be used district-wide in grades four through six (4-6):

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

HOMEWORK

Homework shall be assigned for the improvement of learning. Curriculum related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time. Our school has a more specific SBDM Homework policy, which is available for review.

PARENT-TEACHER CONFERENCES

At no time should students or parents be in doubt of a student's progress. Parents are notified of your child's progress through the interim report, report cards, Infinite Campus and parent-teacher conferences. We will have two conferences, one will be held in the fall and one in the spring. If you still have any questions or feel there has been a misunderstanding, parents may call the school for an appointment with the teacher. Students or parents who wish to talk with a teacher about any problems should request a conference with the teacher before or after school or at a time convenient to both during the day. Teachers may also request a conference with a student or parent in order to give or arrange individualized help, or to clear up misunderstandings. Parents are encouraged to first discuss concerns with the teacher.

If, after conferencing with the teacher, concerns or issues have not been resolved a meeting with the principal may be scheduled.

Title 1 & Title 11 Part A

This district receives funds for federal programs such as Title I and Title II Part A as a part of the Every Student Succeed Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your student's teacher(s) as follows:

1. If the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. If the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. If your student is provided services by para-educators and their qualifications.

To request this information please contact one of the coordinators below:

- Kim Saalwaechter, Title I
kim.saalwaechter@webster.kyschools.us /phone 270-639-5083
- Rhonda Callaway, Title II Part A
rhonda.callaway@webster.kyschools.us /phone 270-639-5083.

When making a request, please include the following information:

- Student's name
- School attending
- Name of your student's teacher
- Address or email where the information may be sent

PROMOTION/RETENTION

Primary School: Primary students will be permitted to develop and learn at their own pace on a continuous basis throughout the primary program. Primary students are offered multiage opportunities. Students who need additional time to complete the basic curriculum of primary may be allowed an additional year for successful completion of the primary program.

Grades 4th-6th: A committee made up of the principal, classroom teacher, guidance counselor, and special services teacher (when such services are a consideration) will review students being considered for retention. The committee shall take into consideration the student's present level of academic performance, the age of the student, previous retentions, and Individual Educational Plan (IEP) and Response to Intervention (RTI) status.

Specific steps to be taken by the school when considering students for retention can be found in Webster County School Board policy 8.22.

