

2015-2016
TOMPKINSVILLE ELEMENTARY SCHOOL
Student Handbook/Procedures

EVERY CHILD,



EVERY DAY!

420 Elementary School Road
Tompkinsville, KY 42167
Phone: 270-487-6472
Fax: 270-487-9203

Website: <http://www.monroe.kyschools.us>

Principal: Heather Gerald
Assistant Principal: Kari Langford

MISSION STATEMENT

The mission of Tompkinsville Elementary School is to put kids first and help *every child, every day* reach his or her highest potential.

PRINCIPALS' MESSAGE

Dear Students and Parent(s)/Guardian(s):

It is our pleasure to welcome you to Tompkinsville Elementary School! The faculty and staff join us in saying we are very happy and excited to have you as part of our school family. We hope this will be a successful and satisfying year for you. To ensure a proper start, ***the following information must be provided for first time enrollees to our school:***

- Immunization Certificate
- Doctor's Physical Exam Form
- Dental Exam Form
- Social Security Card (copy)
- State-Authorized Birth Certificate (copy)
- Eye Exam (by Optometrist) – only if first time enrolled at ANY school
- Enrollment Forms

The pages of this handbook are filled with important information regarding school policies and procedures. We encourage parents and students review the contents together. If questions remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program. Tompkinsville Elementary School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievement of our students.

Sincerely,



Mrs. Heather Gerald
Principal

Kari Langford
Assistant Principal

TOMPKINSVILLE ELEMENTARY SCHOOL

2015-16 STUDENT HANDBOOK

SCHOOL HOURS

School hours are from 7:45 a.m. until 2:45 p.m. each day. Students should **NOT** arrive to school earlier than **6:30 a.m.** or remain on campus later than **3:00 p.m.** (unless enrolled in an after-school program). **The parent drop-off doors will be locked at 7:45 am. If students arrive after this time, please sign-in at the front office. If students are not in their classrooms by 7:45 a.m., they will be counted tardy.**

AFTER-SCHOOL PROGRAMS

CUB CLUB will be offered Monday thru Friday from 2:45 to 5:00 p.m. Students attending Cub Club may participate in fun, enrichment activities and receive help with homework. There is a small fee to participate in Cub Club. For more information about Cub Club, please call the school and ask to speak with Amy Houchens (Site Director).

VISITORS/VOLUNTEERS

We welcome and encourage parents/guardians to visit frequently and actively participate in the education of their child. For the safety of our students and staff, **ALL** visitors/volunteers **MUST** first report to the school office. Entrance **MUST** be made through the front doors (all others will be locked). Visitors/Volunteers must sign-in by using our Automated ID System which will issue a visitor's pass that must be worn at all times while on campus. Visitors/Volunteers **ARE NOT** permitted behind counter area and must use front door entrance when entering the school. All visitors/volunteers must make prior arrangements with teachers to visit the classroom to eliminate instructional disruptions. Volunteers **MUST** complete a criminal check and be oriented by the Family Resource Coordinator (Jennifer Lankford) before beginning volunteer duties. Children not enrolled at Tompkinsville Elementary are **NOT** permitted to spend the day at school.

CAR RIDERS (SEE DIAGRAM ATTACHED)

Parents bringing their child(ren) to school **MUST** let them out at the **FRONT** of the building at the K-1 door on the far end of the school beginning at 7:00 am.

****Note: Drop-off time before 7:00 am (from 6:30 am-7:00 am) will use the cafeteria doors in the back of the school (enter through Houchens parking lot).*

For afternoon parent pick-up, parents may pick their child(ren) up starting at 2:45 p.m. using the same morning procedure—*at the front of the building at the K-1 door on the far end of the school.* All students **MUST** be picked up **by 3:00 p.m.** (unless enrolled in an after-school program). For the safety of the students, parents are not allowed out of their vehicles during drop-off and pick-up times. Students will be dismissed from the K-1 hallway as each parent arrives at designated area. Any changes to the pick-up list **MUST** be called into the school by **1:00 p.m.**

ATTENDANCE POLICY

Monroe County School District Attendance Policy K-12

Monroe County Students are expected to be in attendance all day on each scheduled school day. The Compulsory Attendance Law requires that all students are to be present in school every day and all day unless they have a valid excuse for the absence or tardy. Parents/Guardians need to contact the school on the day of the absence to notify them when a child is absent. One of the following "Valid Excuse" documents must be sent to school per the guidelines in order for the absence to be excused.

Valid Excuses:

Excused Absence/Tardy: Absence/tardy with one of the following Valid Excuses: All excuses must be turned into the attendance clerk within 3 days. Failure to meet this deadline will result in an unexcused absence. It is the responsibility of the parent/student to see that appropriate documents are turned in to the attendance clerks to excuse any absences.

1. Parent Note for Sickness: 3 days or 3 tardies or a combination totaling 3 per semester can be excused with a PARENT NOTE explaining that the child was sick and unable to attend school. Only 3 Parent Notes per semester are allowed.

2. Medical Statement for Sickness: Statement from Doctors, Other Health Care Providers, or School Nurse will be accepted. Students are expected to return to school unless it is medically necessary to miss the entire day.

Students are allowed 10 Medically Excused Absences per year. After the 10th medically excused absence, Monroe Medical Form must be completed by the health care provider to excuse the absence.

3. Death of Family Member: A funeral home card will serve as the excuse.

4. Summons to Court: A copy of the court document *requiring* the student's attendance will serve as the excuse.

5. Extreme Emergency: These will be excused per the School Principal's discretion.

EHO Educational Enhancement Opportunity: Parents may request a principal to grant EHO Status for students to be away from school to participate in activities of a special educational nature for a total of 10 days per year that are directly related to a specific core content area. EHO Status is determined by the School Principal. EHO application must be submitted to the school before the date of the activity.

Home Bound Instruction: Parents of students who must be out of school for five or more consecutive days should contact the school regarding Home Bound Instruction.

Make up work for EXCUSED Absences: Students with excused absences will be allowed to make up all work missed. Make up work will not be completed during the regular school day.

Unexcused Absences

Truancy: KRS 159.150: Any child whose absences or tardies accumulate to THREE or more days, without valid excuse is a TRUANT.

Habitual Truancy: KRS 159.150 Any child who has been reported as a TRUANT two or more times is a HABITUAL TRUANT.

Procedures to Address Truancy and Habitual Truancy:

Step A: 2 Unexcused Absences or Tardies: Parents are notified by letter by the school stating that the child has 2 Unexcused Absences/Tardies and will be reported as being a TRUANT if child has one more Unexcused Absence/Tardy. The Attendance Policy will be attached to this letter.

Step B: 3 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardians stating that the child has 3 Unexcused Absences/Tardies and is being reported as being a TRUANT. **Middle School and Freshman Parents will be invited to attend a Truancy Diversion Program Workshop conducted by the Monroe County Board of Education, Department of Juvenile Services, and other Monroe County Agencies.**

Step C: 5 Unexcused Absences or Tardies: A letter is sent from the school to the parents/guardian stating that the child has 5 Unexcused Absences/Tardies and that they will be referred to the Director of Pupil Personnel (DPP) if they have one more unexcused absence/tardy.

Step D: 6 Unexcused Absences or Tardies: DPP attempts a home visit and issues the Final Notice to the parents either in person or certified mail. The final notice will remain in effect for 12 months from the date it is issued.

Step E: 7 Unexcused Absences or Tardies: DPP files a formal complaint with the Court Designated Worker or the County Attorney. See Below:

Students Age 5-12: Parents will be reported to the County Attorney which may lead to being charged with Unlawful Transaction with a Minor.

Students Age 12-17: Students will be reported to the Court Designated Worker.

Students Age 18 or older will be charged with Habitual Truancy with the County Attorney.

Make up work for UNEXCUSED Absences: Students with unexcused absences will be allowed to make up work at the teachers' discretion. Make up work will not be completed during the regular school day.

Other Attendance Details:

School Level Policy: Each school will determine school specific rewards for good attendance and consequences for poor attendance. Each SBDM council will make these decisions as well as others to best meet the needs of their students.

Extra Curricular Program Participation:

Students not in attendance for the entire day will not be allowed to compete/perform/practice in extra-curricular activities that day at or after school. The following exceptions will be taken into consideration: Death of a Relative, Doctor's Appointment, Mandatory Court Appearance, Special circumstance (to be determined by principal.)

Perfect Attendance: The student must have ZERO absence events as well as no more than 4 tardies to have perfect attendance.

Other Definitions:

Tardy: When a child arrives late or leaves early.

Parent Note: A statement written by parent/guardian explaining why the child was absent or tardy. This can be used 3 times per semester. Must be signed by the parent and dated. Parent Notes must be turned in to the Attendance Clerk within 3 days.

Medical Statement: An official statement from a Doctor or other Health Care Provider stating that the child was unable to attend school due to sickness. Must be signed by Doctor or Health Care Provider and turned in to the office within 3 days.

Monroe Medical Form: Required form when student has 10 or more doctor's statements. The form must be completed by the Doctor or Health Care Provider for the absence to be excused.

MEDICATION

No medication shall be given or dispensed unless the student has on file a medication authorization form signed by the parent or legal guardian. Parent or guardian **MUST** bring all medications to school in their original containers. **NO** medication is to be brought to school by a student at any time (including Tylenol or any over-the-counter medicines). The District Health Coordinator (Sandy England) or designee will be responsible for distributing all medications.

STUDENT APPEARANCE

Students are encouraged to dress in a neat, modest, and attractive manner that reflects pride in themselves and their school. Students should wear clothing which are safe, not disturbing or distracting to others, and are appropriate for learning.

The following dress code shall be followed at Tompkinsville Elementary School:

- Wearing apparel which contains tobacco, drug, alcohol logos or profanity are **NOT** permitted.
- Hats, caps, or head covering of any kind may **NOT** be worn inside the building.
- All clothing is to be non-revealing. (Shorts are to be mid-length and tops are not to be "low cut" or have "spaghetti straps").
- Shoes are to worn by students at all times. **Rollers on shoes are NOT permitted (i.e. Hellys).**
- Pants are to be worn at the waist. No clothing is permitted that allows underwear to show.
- Piercing is limited to the ears only.

Violations to dress code will result in the following: Parent will be notified immediately by our Family Resource Coordinator to bring a change of clothing for the student.

Continuous violations will result in more serious disciplinary measures.

USE OF TELEPHONE

The school phones are for business only. Prior dismissal arrangements should be made before arriving at school. In order to protect valuable learning time, phone calls will **NOT** be transferred to teachers directly; however, calls may be transferred to teacher

voicemail. Teachers will check their messages and be given messages to return parent calls during their planning times or after school.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled twice during the school year (once in the fall and once in the spring). Notices will be sent home notifying parents of the dates and times for these conferences. Staff is available to meet with parents to discuss student progress at anytime during the school year. To arrange a meeting with school staff, please call the school to arrange a meeting.

BUS TRANSPORTATION—NOTE: ALL BUS DROP-OFF and LOADING WILL OCCUR AT THE CAFETERIA DOORS IN THE BACK OF TES.

Riding a school bus is a **privilege** and is conditioned upon good behavior by the passenger. The bus driver is in charge of his/her bus and responsible for the safety of his/her passengers. Any passenger who violates the rules or regulations on a school bus will be reported to the student's principal/assistant principal. School administration will then administer the following consequences:

1st Offense – Warning to bus suspension (2 days)

2nd Offense – Bus suspension (3 days)

3rd Offense – Bus suspension (5 days)

4th Offense – Bus suspension (10 days)

5th Offense – Bus suspension REMAINDER OF SCHOOL YEAR!

NOTE: Serious offenses (inflicting harm to others) may warrant more serious immediate consequences.

IF A STUDENT IS TO HAVE A DIFFERENT DISMISSAL TRAVEL PLAN THAN NORMAL, A NOTE MUST BE SENT WITH THE STUDENT THAT MORNING. IF AN EMERGENCY OCCURS CAUSING TRAVEL PLANS TO CHANGE AFTER THE BEGINNING OF THE SCHOOL DAY, A PARENT/GUARDIAN MUST CALL THE SCHOOL PRIOR TO 1:00 P.M.

PERSONAL BELONGING/UNAUTHORIZED ITEMS

Students are discouraged from bringing personal belongings to school. Any electronic equipment, iPods, compact disc players, game boys, cards, toys, marbles, etc. will be confiscated by school staff and returned to child at the end of the school day or the parent will be notified to pick up item(s) if continuous violations occur. Buying/selling/trading of any kind is NOT permitted at school.

EMERGENCY PROCEDURES

The safety of your child(ren) is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Tompkinsville Elementary School will hold the following drills several times throughout the school year: fire, tornado, lock down, earthquake, and bus evacuation.

REPORT CARDS/PROGRESS REPORTS

Tompkinsville Elementary School operates on a nine-weeks grading schedule. Report cards are sent home at the end of each nine-weeks grading period. In addition, progress reports are sent home at the mid-term of each grading period.

TOMPKINSVILLE ELEMENTARY FAMILY RESOURCE CENTER

The Family Resource Center helps to improve students' chances of succeeding in school by assisting children and their families with some of their basic needs. This is achieved by providing direct services or by linking families with community agencies. The Tompkinsville Family Resource Center may be reached by calling the school.

HOME/SCHOOL COMMUNICATION

Student work, notes, flyers, information sheets, behavioral forms, etc. will be sent home daily in a black folder. It is very important for parents to review all materials provided in the folder, sign at indicated places, and return the student's folder to his/her teacher the following day. Parents may also access Teacher Websites for homework assignments, special classroom announcements, etc. by visiting the school's web page at www.tes.monroe.k12.ky.us and selecting Teacher Websites.

ONE CALL NOW

The "One Call Now" notification system will be used to contact parents/guardians in the event of cancellations due to weather, emergency school situations, or other unforeseen situations by making large number of phone calls in a very brief period of time, usually within 15 minutes.

The telephone service will store up to four numbers per child, so parents/guardians are urged to keep contact numbers updated for the "One Call Now" system to be most effective.

Tompkinsville Elementary School will also be using the "One Call Now" system to inform parents/guardians of school programs, events, particular club information, etc. Parents/guardians should contact the school if they are not receiving telephone calls through the "One Call Now" system or receiving calls in error.

CELL PHONE USE

While on school property or while attending school-sponsored activities, students **MUST** observe the following conditions when possessing a cell phone:

*Cell phone shall **NOT** be on from the time you arrive on school property until dismissal that afternoon.

*Cell phone shall be stored **out of sight and turned OFF**.

*The school/district shall **NOT** be responsible for loss, theft or destruction of devices brought onto school property

Consequences of Cell Phone Violations:

1st Offense – Cell phone will be confiscated. Only parent/guardian may pick-up cell phone between 8:00 a.m. – 3:00 p.m. on the following school day.

2nd Offense – Cell phone will be kept at the school for five (5) school days. Only parent/guardian may pick-up cell phone.

3rd Offense – Cell phone will be kept at the school for ten (10) school days. Only parent/guardian may pick-up cell phone.

<p style="text-align: center;">TOMPKINSVILLE ELEMENTARY SCHOOL CODE OF CONDUCT</p>

INTRODUCTION

Tompkinsville Elementary School requires a high standard of conduct from our students, promoting respect for self and others. **AT ALL TIMES** students should follow **THE GOLDEN RULE**: “**DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU!**” If everyone followed this simple rule, there would be no need for other rules.

This code of conduct is designed to guarantee:

- Orderly operation of the school
- A safe environment for students, employees, and visitors
- Opportunities for students to achieve at a high academic level in a productive learning environment
- Assistance for students demonstrating disruptive behavior
- Protection of public and personal property

This policy applies to students while at school, on school grounds, school buses, and while participating in school sponsored trips/activities.

VOICE LEVELS

Level 0: NO TALKING – Total silence. Ex: Hallway/Assembly voice level

Level 1: WHISPER – Quiet conversation...Only the person you are talking with can hear you. Ex: Lunchroom/Group work voice level

EXPECTATIONS

MINOR VIOLATIONS impede orderly classroom and school common areas procedures and interfere with the instructional process. These actions violate the rights of other students and impede their education. They do not, however, seriously endanger the health or safety of others in the school.

Examples: Not keeping hands and feet to ones self, inappropriate voice level, tardiness, disruption, lack of materials, inappropriate dress, failure to complete homework, cheating, running, horseplay, disrespect (minor), technology violation, possession of unauthorized items (minor).

NOTE: All minor violations will be handled by the classroom teacher. Parents will be notified by the teacher in the event minor violations become habitual. If minor violations continue after the teacher contacts parent and exhaust classroom consequences, student will be referred to administration.

MAJOR VIOLATIONS are serious acts directed against persons or property. All major violations will be handled by administration and will follow school and district policy.

Examples: Bullying (threatening, intimidating, harassing), fighting, destruction of property, tobacco, alcohol, drugs, fireworks, weapons. Habitual minor violations will also be considered a major violation. Ex: Dress code, cheating, tardiness, disruption, vulgar language, defiance, non-compliance.

Student Behavior Expectations: RESTROOMS

- I will use a Level 1 voice.
- I will show respect to staff, peers, and school property.
- I will keep my hands and feet to myself.
- I will wash my hands and put paper in the trash can.

Student Behavior Expectations: HALLWAYS

- I will use a Level 0 voice.
- I will keep my hands to my side.
- I will show respect to staff and peers.
- I will stay off the walls when lining up or walking.

Student Behavior Expectations: <u>CAFETERIA</u>
--

- I will use a Level 1 voice.
- I will keep my hand and feet to myself in line and at the table.
- I will show respect to staff and peers.
- I will use proper table manners.
- I will clean-up my area when finished eating.
- I will wait my turn while waiting to empty my tray-put my fork/spoon in the proper place and stack my tray neatly.
- I will walk to line-up, hands to my side, and face forward.

DISCIPLINARY INTERVENTIONS

In-School Suspension (ISS): An alternative to out-of-school suspension. ISS is a way of dealing with major infractions of student misconduct. Students assigned to ISS will spend their time under close supervision of school staff and MUST follow strict guidelines such as: Being respectful, staying in seat, working, not talking. Students not following these guidelines, will receive extended time in ISS or out-of-school suspension will be imposed. Length of assignment to ISS will depend on seriousness and/or frequency of violation.

- ***Out-of-School Suspension (OSS):*** OSS is a way of dealing with infractions of student misconduct which may be harmful to the student or others. During OSS, the student is not permitted to participate in any extracurricular activities and is not allowed Monroe County School's grounds. The student will be held responsible for missed classroom work during OSS time.
- ***Alternative Learning Center (Falcon Academy):*** Students who will not conform to the regular school setting, and are a continuous threat to others, will be referred to the district's LC (Falcon Academy). A minimum stay of 4-weeks is required and attending student must accomplish all goals prior to exiting Falcon Academy.
- ***Corporal Punishment:*** Corporal punishment is only used as a last resort and only after all other disciplinary means have been tried and found ineffective. Parental permission MUST be on file in the school's office. Parent will be notified prior to corporal punishment being administered.

Monroe County Elementary Schools Bullying Policy

What is Bullying?

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time. (MCSD Students 09.422)

Examples of Bullying Actions

physical bullying	verbal bullying	emotional/social bullying
<input type="checkbox"/> hitting, punching	<input type="checkbox"/> teasing/name calling	<input type="checkbox"/> leaving people out
<input type="checkbox"/> pinching, tripping	<input type="checkbox"/> making offensive remarks	<input type="checkbox"/> spreading rumors
<input type="checkbox"/> kicking, pushing	<input type="checkbox"/> making discriminatory remarks	<input type="checkbox"/> excluding someone
<input type="checkbox"/> scratching, spitting	<input type="checkbox"/> insulting someone	<input type="checkbox"/> ignoring someone
<input type="checkbox"/> damaging/stealing property	<input type="checkbox"/> threatening someone	<input type="checkbox"/> making fun of someone
<input type="checkbox"/> throwing objects at someone	<input type="checkbox"/> repeated teasing	<input type="checkbox"/> stopping people from befriending someone
<input type="checkbox"/> hiding/taking belongings	<input type="checkbox"/> intimidating someone	<input type="checkbox"/> other
<input type="checkbox"/> other	<input type="checkbox"/> other	

Consequences of Bullying

1ST OFFENSE		Parent Signature
Date	Student/Teacher conference with warning. Review bullying policy and consequences.	
2ND OFFENSE		Parent Signature
Date	Isolation at lunch/Review bullying policy again.	
3RD OFFENSE		Parent Signature
Date	Teacher contacts parents and isolation in classroom.	
4TH OFFENSE		Parent Signature
Date	Loss of all privileges (lunch detention, no snack, no recess, walk during games at PE). Principal calls parents	
5TH OFFENSE		Parent Signature
Date	Parent conference with teacher, principal, student and Randy Murphy (Dropout Prevention Coordinator), Kevin Cloyd (Safe Schools Coordinator). Parents will receive informational packet with bullying information.	
6TH OFFENSE		Parent Signature
Date	1 Week In-school Suspension K-4 or 1 Week Falcon Academy 5 th grade	
7TH OFFENSE		Parent Signature
Date	Meeting with principal, student, parent, Kevin Cloyd. Permanent assignment to Falcon Academy	

- Principals can modify and/or accelerate the process based on underlying circumstances, which will be documented with situation.
- Bullying consequences can apply to actions on bus, school activities, or on school website.
- Home visit will be made if unable to contact parent.

Comments

1 ST OFFENSE	
2 nd OFFENSE	
3 rd OFFENSE	
4 th OFFENSE	
5 th OFFENSE	

6th OFFENSE	
7th OFFENSE	

Base Decision Making Council

The SBDM Council for the 2015-16 school year consists of the following representatives:

Heather Gerald, Principal

Tishia Bartley, Teacher

Jennifer Dyer, Teacher

Kim Mink, Teacher

Andrea Starnes, Teacher

Hazel Graves, Parent

Julie Nuckols, Parent

Maria Stines, Parent

Monroe County School Calendar

August 14th - Students First Day of School

September 7th Labor Day – No School

October 5th – 9th Fall Break

November 2nd No School

November 3rd Election Day – No School

November 25th – 27th Thanksgiving Holiday

December 21st – January 1st Christmas Break

January 18th Martin Luther King Day – No School

February 15th President's Day – No School

February 16th – 17th No School

February 18th – 19th BETA Convention – No School

April 4th – 8th Spring Break

May 17th Election Day – No School

May 24th Last Day for Students

May 26th – June 13th Possible Make Up Days

*The following dates are allotted for school make up days due to school closings during the regular school calendar:

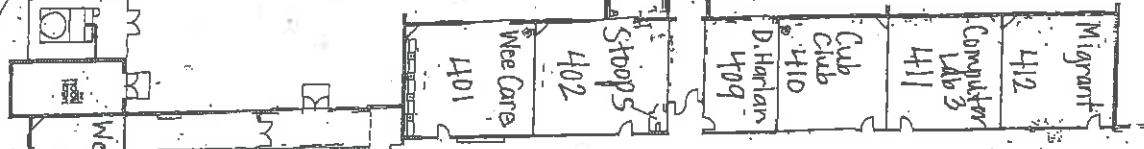
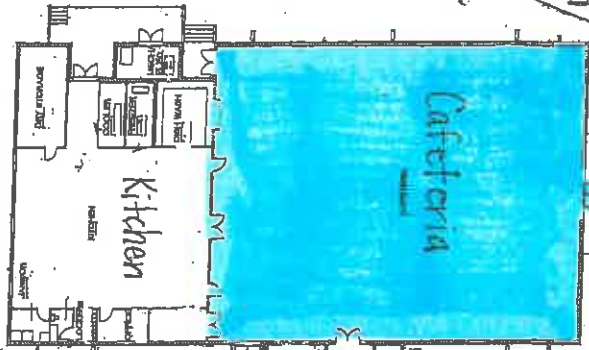
November 2nd

February 16th and 17th

(BACKSIDE OF TES BUILDING)

PRIMARY PLAYGROUND

WeCare Day Care D1.



AM Bus Dropoff/ PM Bus Pickup

HOUCHENS ENTRANCE

AM PARENT DROPOFF/PM PARENT PICKUP

(FRONT OF TES BUILDING)

