

Cline Elementary
Student/Parent Handbook
2023-2024



Home of the Panthers

5586 East Alexandria Pike

Cold Spring, KY 41076

(859)781-4544

Guidelines for Success

Cooperate with Others

Listen to Learn

I matter

Never Give Up

Everyone Counts

"Everyone learns, without exception!"

- Principal: Karrie Irons-Bird
- School Counselor: Marcia Berry
- Family Resource Coordinator: Ashleigh Manning
- School Nurse: Amy Krift
- Secretary: Nikki Heidelberg
- Attendance Clerk: Barb Maham

Visitor Guidelines for Cline Elementary:

Cline Elementary is an educational facility where the learning and safety of our students is the highest priority. CCS will continue following CDC guidelines and/or district recommendations. Parents and families are welcome to partner with us to create a safe learning environment and help teachers as requested. All visitors must sign in at the office and show a valid I.D.

School Hours:

Morning Pre-school students attend from 8:30 AM to 11:30 AM

Afternoon Pre-school students attend from 12:20 PM to 3:20 PM

Students may arrive as early as 8:00AM. Each student must be in his or her classroom by 8:25 AM to avoid being counted tardy. Students will be dismissed at 3:20.

Student Pick Up and Drop Off:

For student drop off you may drive around the back of the school and drop your child at the side gym doors between 8:00 AM and 8:25 AM. If you arrive after 8:25 you will need to come around front and walk your child into the building. If you arrive at 8:30 or later you will need to sign your child in for the day.

If you choose to pick your child up at the end of the day you will pull around the building to the gym doors. **The parking lot opens at 3:00p.m. DO NOT ARRIVE EARLY.** Please DO NOT get out of your car while in line. We do require that your car tag be visible during student pick up and have your I.D. ready to present. If you need a car tag please see the front office to fill out the appropriate form and to receive your tags. Students may NOT be picked up in the lobby.

Communication:

Teachers and administrators at Cline encourage open communication and will strive to respond to email or phone communications from parents within 24 hours. The exception would be for messages received on a Friday or the weekend, which would be returned the following Monday. The email functions of Infinite Campus will be utilized for communication as well.

Every classroom will utilize Class Dojo for communication. It would benefit parents to have this application on their device to communicate and assist students with classwork, as well as communicating with staff. Teachers are not required or expected to return emails, phone calls, or messages after the hours of school. Communication will be throughout the school hours. Teacher work hours are 8:00 – 3:45.

Transportation:

Campbell County Schools provides transportation to those students residing within our district. If you have concerns about the drop-off or pick-up time, please contact our office or the bus garage at 859-635-2161. **There are NO bus changes allowed this year. No one will be permitted to ride on a bus that is not their assigned bus.**

After or Before School Care:

You can make arrangements with Children's Collaborative. This is a wonderful program offered to help with before and after school care. Visit their website at www.childrenscollaborative.com or call 653-2520 for more information.

Meals offered at School:

Breakfast is available daily starting at 8:00AM and will run until 8:25AM.

Lunch is available daily at the students designated time with their grade level. If students pack their lunch, it should be nutritious. Lunches with all sugar or chips do not aide your child's brain in learning. No fast food or soda allowed.

Meal Prices:

Breakfast and Lunch are available daily at no charge to our students. If your child should want to purchase any extra items that are offered, those will be available at additional cost.

Healthy Snacks

At Cline we follow the Healthy Snack Policy for daily snacks in class as well as for celebrations. Keep in mind that many students have food allergies. We also ask that all snacks are sent in original packaging and only store-bought items are permitted to be distributed to classmates for birthdays or class celebrations. All treats must be purchased from a store and be pre-wrapped. Homemade treats are unable to be passed out and will be returned home. Birthday treats should be pre-arranged with the teacher if possible.

Health and Wellness Policy

- Each student shall participate in physical education class at least one time per week. To ensure maximum physical education time per week, the school scheduling committee will review the master schedule on an annual basis.
- Each student shall have at least 15 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide space and equipment to make that activity possible and appealing to students.
- Teachers shall make reasonable efforts to avoid long periods when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- Students missing recess must be permitted to release physical energy by walking, running, moving, skipping, etc. A variety of interventions must be tried before the loss of recess is utilized.
- Each day, all students will participate in a brain-gym activity over the morning news.
- Behavior and academic incentive parties/positive reinforcements should be physical in nature.

- Each child needs to bring a full refillable water bottle every day they are at school. Please fill them at home each morning as we will have limited opportunities for students to refill throughout the day. Please put Child's name on water bottles.
- All snacks/treats must be healthy and meet the approval of an administrator or teacher.
- All school events will model healthy choices during each trimester party (3 per school year) by providing healthy snacks and beverages. Teachers will create a healthy choice menu where students can sign up to bring a healthy choice to class. There will be a maximum of two special "treats" on each sign-up sheet that are not included on the healthy snack list.

Medication Policy:

All medication, including over the counter medication, must be brought to school by a parent or guardian. Under no circumstances are students permitted to carry medications to or from school. Please see the office for the correct forms that need to be completed by your physician.

Dress Code:

In order to promote a safe, respectful environment conducive to learning, Cline Elementary School students are expected to adhere to the following dress code policy.

- ✓ Tops and bottoms must overlap at all times, including when the arms are raised.
- ✓ Pants/slacks are to be worn at the waist. No sagging, bagging or dragging.
- ✓ All apparel must be size appropriate, worn in a manner which it was designed, and free from inappropriate holes, rips, tears, cuts, or frays.
- ✓ Shoes must be worn in a safe and secure manner, staying tied, strapped, buckled or fastened at all times. No shoes with wheels attached or flip flops. Sandals must have a strap on the back. Shoes should be activity appropriate.
- ✓ Visible body piercing will be allowed only in the ear.
- ✓ No undergarments may be visible at any time. See-through apparel is not permitted.
- ✓ Hair must be of a natural color (no purple, orange, green, or other unnatural color will be permitted)
- ✓ Make-up is not permitted to be worn to school.
- ✓ Any clothing or accessories (jewelry, belt buckles, etc.) with obscene, crude, writing or symbols pertaining to drugs, alcohol, tobacco, violence, racial content, gang or anything deemed inappropriate,

unsafe, offensive, or disruptive to the educational process is not permitted.

- ✓ Hats or hoods are not permitted to be worn inside the school building. This does not include winter caps or hoods when worn outside the school building.
- ✓ Shorts, dresses, skirts, or skorts must not be shorter than fingertip length. Shorts may be worn until fall break and after spring break.

- Administration has the flexibility to make adjustments and reserves the right to render decisions involving dress not specifically included in this document. All cases will be evaluated on an individual basis.
- Any questions regarding any item or aspect of clothing or appearance should be presented to the administration prior to arriving at school. If a student cannot comply with the standardized code of dress described above based on religious belief or disability, a parent/guardian may write a letter explaining the situation to the administration of Cline Elementary.
- If a student is wearing something that does not follow these guidelines, every attempt will be made to reach the parent/guardian so that new clothing may be brought to school. In the event that a parent/guardian cannot be reached, the school will provide clothing for the student to wear if available.

Attendance Policy:

Objective: It is essential for each child to be present on a regular basis to make normal continuous progress in school.

Students are required to attend school each day unless they are sick, or a death occurs in the family. **Parents are required to contact the school by 9:00 am on the day they are absent and must also send a written note when the student returns to school.** This note must be dated, signed by a parent or guardian, and must state the number of days absent. The note must be turned into the office within five school days of the absence, or it will automatically be unexcused.

Unexcused absences include truancy or being kept out of school by parents for any reason other than illness or death in the immediate family. The principal, or designee, may excuse some types of absences, but must do so in advance. When absences are considered to be unexcused, work of the day is automatically assigned a zero, and the teacher is under no obligation to help the student make up assignments of material covered on that day. Work from an excused absence which is not made up after a reasonable amount of time will automatically receive a failing grade.

A student is considered truant if he/she has been absent or tardy for three or more days without a valid excuse according to KRS 159.150. In accordance with Campbell County School's policy three unexcused tardies will equal one unexcused absence. If unexcused absences or tardies continue, charges could be filed against the parent or student in court.

Absences due to minor causes such as pleasure trips, shopping trips, and social engagements are regarded as inexcusable. Should your student be absent for a cause such as this, the student will not be allowed to make up (for credit) the missed work except under certain conditions, depending upon prior arrangement. A parent conference may be called when a student becomes an attendance problem.

Pre-arranged absences - Parents who plan to take their children out of school for extended periods, must notify the principal. The parent must send a written notification for the student to be absent. Each of the student's teachers will be notified in advance in order for the student to make up missed work. Parents are cautioned that absences of this nature may cause a student to receive a lower grade due to the fact that they miss all verbal instruction during their absence. The assigned written work may or may not maintain their grade. For this reason, parents are cautioned against making requests of this nature unless it is absolutely necessary.

Early sign out – If a parent finds it necessary to sign a child out of school earlier than 3:20, they must provide written notification. The note must include the date, the time of dismissal, and the reason for dismissal. The guardian should ring the door bell and a staff member will bring the student to the door and gain the required signature. The student will be considered tardy or half day absence, depending upon the time of dismissal, unless the student is sent home by the school for illness or injury. These are unexcused until a doctor's note or other excused note is provided to the school.

Cline Elementary will accept up to three parent notes and/or five doctor notes(one note per day) each semester due to excuse illness related absences. Any absences without an official doctor's note beyond the three day per semester maximum will be UNEXCUSED. If parents wish to have the principal use his/her discretion for special circumstances, they will need to contact the principal, or designee in writing with this request. The principal, or designee, will consider the attendance record of the child in this situation. In order for an early dismissal or late arrival to be excused, the parent/guardian must request principal approval in writing.

Anti-Bullying Policy Statement:

Good behavior is essential to the success of any school. All students' behavior is based upon self-respect and consideration of the rights of others. Students have the responsibility to know and respect the rules of the school. Teachers and administrators have the responsibility to be sure that all students know and understand the rules. Cline teachers and administrators shall enforce and promote rules and consequences that are in the best interest of the pupils and the school. Bullying behavior is not tolerated at our school. Bullying behavior is defined as repeated, persistent negative actions, over time, showing an imbalance of power, which is purposeful and not accidental.

Family Resource Center Information:

Family Resource Centers are supported through state grants and available to help service all families of Cline. Our coordinator works with families to help overcome barriers that may interfere with school success. Some of the areas the FRC can help with include finding daycare, meeting basic needs, helping expectant parents or newcomers to school, and running various programs throughout the county.

The Family Resource Center serves the families of students at Cline Elementary and Crossroads Elementary. The FRC at Cline is open on Tuesdays and Wednesdays from 8:00AM – 3:00 PM. The phone number is 859-781-4544 extension 2050. The center coordinator is Ashleigh Manning. An advisory council of parents, school staff and community partners helps to steer the work of the FRC. Parents are always needed to serve on the council that meets six times a year. The Council meetings are open to the public.