

STUDENT/PARENT HANDBOOK



Greatness Begins Here.

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Our top priorities are to:

1. Safety
2. Achievement
3. Opportunities

CONFERENCES WITH A TEACHER

School wide parent conferences will be held following the first grade reporting period, usually in mid-October. However, a parent may request a conference with a teacher at any time. Teachers may be available to meet before school, after school, or during their planning period. Drop-in conferences are to be avoided as they take away from instructional time and other planned activities. Please allow ample time for the teacher to schedule a conference once it is requested.

CONTACTING AN ADMINISTRATOR

Administrators can be contacted at any time by calling the school or emailing directly. All calls and emails will be returned or answered as soon as possible. If you have a question regarding a grade or behavior consequence assigned by a teacher, we do request that you first make contact with that teacher in an attempt to resolve the issue. You can reach them by calling the office, (270) 781-9627 or email: Mr. Marr derick.marr@warren.kyschools.us or Mr. Eric Smiley eric.smiley@warren.kyschools.us

SITE BASED DECISION MAKING COUNCIL (SBDM)

The SBDM is the decision making body of the school and is charged with school policy impacting student achievement. The council is made up of two parents, three teachers, and the principal. The meeting schedule is posted on our web page. Parents are welcome to attend.

CURRENT MEMBERS

Parent Representatives

Kim Griffith

Principal

Derick Marr

Teacher Representatives

Jenny DeJarnette

Maddie Haas

Katelyn Mosley

PARENT TEACHER ORGANIZATION

The Rich Pond PTO is a very active organization and generates a great deal of supplemental funding for the school. The PTO is always in need of volunteers to work on fundraising and other

How can you support the PTO?

All monies raised by PTO go back into the school to support students and staff. Information regarding fundraisers and events will be available on the website, Twitter, and usually is sent home with students. You can also sign up your Kroger card to donate to Rich Pond as well as your purchases on Amazon Smile. Volunteers are always needed for various activities. To contact PTO, email richpondpto@gmail.com

[Facebook page](#)

SCHOOL HOURS

School begins promptly each day at 8:30 am and is dismissed at 3:30 pm. The doors to the school are unlocked at 8:00 am. In the afternoon, students are to ride the bus or be picked up in the car rider line. Students cannot remain unsupervised after school. If you need before or after school care, contact Community Education at 270-842-4281.

ARRIVAL AND DISMISSAL PROCEDURES

The school has procedures in place and supervision assigned to protect the safety of children coming to and leaving from school. **Students who are car riders should only be dropped off and picked up at the car rider line.** Drop off is between 8:00-8:30 am. Dismissal begins at 3:30. Please do not use the front school entrance for pick up and drop off as this area is reserved for buses. Parents are to notify the school in writing if there is any change to a student's dismissal routine. Students will not be allowed to ride a different bus or leave with another student unless a note is sent.

Adults who pick up students in the car rider line must have a school issued, currently valid pick up tag. Adults who do not have the tag and wish to pick up students will be required to report to the office for verification and identification checks. Every student will be issued two tags at the beginning of the school year.

-Early Dismissal

The parent must come to the office to sign out the student. When the parent arrives, the student will be called from class, but no student will be allowed to wait in the office for the parent's arrival unless it is an emergency.

If an adult other than the parent or guardian is to pick up the student, written notification identifying the person, the reason for the dismissal, and the time of the dismissal must be sent to the school. **Only adults whose names are on the emergency card will be allowed to pick up students.** The school may require identification of any adult who comes to get the student, and the school reserves the right to refuse the release to anyone other than the custodial parent. Parents should not go to the classroom without checking in at the office. Picking up students at dismissal at the office is not allowed. Parents should allow time for car rider pickup for afternoon appointments.

TRANSPORTATION CHANGES

We understand that changes to your child's daily transportation routine do sometimes occur. We ask that you notify **the office (not just the teacher)** of these changes as soon as possible. It is often difficult to ensure that transportation change notices get to children in the late afternoon. The best way to submit transportation changes is by clicking [here](#) by 2:55 pm. Please do not wait until the very end of the day to request a change; this becomes a hardship on our limited office staff near dismissal. You can also send a note with your child in the morning.

EMERGENCY INFORMATION CARDS

Each student will be required to have an emergency information card on file in the office. This card will be available during open house or sent home on the first day of school. Please be sure to fill out completely and return to school. This information gives us authority to make necessary arrangements in the event of an accident or illness. If there is a medical problem that might require special attention, be sure to identify and specify on the card the proper procedures we need to follow to administer or seek treatment for your child.

Only those persons listed on the emergency cards will be allowed to check students out. **It is the responsibility of the parent to make changes to the emergency card if that information changes during the school year.**

CHANGE OF ADDRESS, CUSTODY, OR CONTACT INFORMATION

In the event of a change of address, phone number, email address or any other contact information, please notify the school as soon as possible. This information is vital in the event of an emergency situation.

WCPS ATTENDANCE POLICY

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 7 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. Seven parent notes will be excused for valid reasons (see below). Parent notes submitted for invalid reasons will be considered unexcused.

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 seven (7) 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 7 excused ones will be unexcused.

Any absence event due to medical reasons in excess of ten (10) 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.

WITHDRAWAL

Parents should notify the school as early as possible prior to withdrawal. All books and materials belonging to Rich Pond Elementary must be turned in by the student's last day. Records will be sent by Rich Pond to the receiving school once you have enrolled your child there and they send us a request.

MEDICATION POLICY

If a student is required to take medication (including non prescription medication) during school hours:

- A parent or guardian must bring the medication into the school.
- Students are not to transport medication to or from school. Medication will not be given if a child brings it to school.
- Over-the-Counter medication can only be given for five consecutive school days without a note from a doctor.
- Students are not to carry over the counter medications on their person or in their bags/ purses/belongings at any time.

Any student failing to follow this procedure may be considered in violation of the Board of Education policies governing alcohol and drug abuse.

ILLNESS POLICY

We follow the CDC's recommendations that a person should be fever free for 24 hours without the use of fever reducing medication before returning to school. If a child has been ill with vomiting or diarrhea due to a virus it is a best practice to keep them home until 24 hours has passed since the last episode. Students should not return to school for parties, lunch, or any extra activities during or after school.

SICK ROOM

Students who become ill at school will be sent to the Nurse. The Nurse will evaluate the child and call home if necessary. **STUDENTS ARE NOT TO CALL HOME WITHOUT SCHOOL APPROVAL.**

HEALTH RECORDS

Each student is also required to have a full immunization. Upon enrollment, parents must provide an immunization certificate, physical examination record, and eye exam for a first time Kentucky school enrollee. Each student is also required to submit a copy of social security card and birth certificate to be kept on file at the school. Health records and immunization requirements are mandated by the State Health Department. **All students entering 6th grade must have an updated immunization certificate and a second physical prior to the beginning of the 6th grade year.**

VISITORS

All visitors must check in with the office when entering the building. Visitors are required to sign in and to wear a visitor sticker at all times while on school property. **Visitors must be listed on the student's emergency card or access to that student will not be granted.** Students may not have visitors except to have lunch, or to assist with classroom activities. Parents must have an educational purpose when in the classroom and are not allowed to simply visit, observe, or hang out with their children as this disrupts the educational process. Other things to consider when visiting school are:

- Persons wanting to pick students up must do so through the office.
- Parents are to keep the child's emergency card current. Parents are also to provide the school with any and all court ordered custody agreement that limits contact, record releases, or visitation.

VOLUNTEERS

Volunteers play a vital role in the success of Rich Pond and your students. In order to volunteer at school and work with children, attend an off-site field trip in any capacity or work directly with students, you must complete a yearly volunteer training. Background checks are required every five years. Multiple training opportunities will be provided. The background check does require some time so please start the process as soon as possible.

There are many opportunities to volunteer at Rich Pond Elementary. Often teachers need assistance in the classroom with projects ranging from assisting with instructional issues to decorating bulletin boards. We often need assistance shelving books in the library as well. The PTO is always in need of people willing to assist with the various projects it oversees throughout the year.

Anyone wishing to volunteer at Rich Pond Elementary must have completed the volunteer training and have a background check on file.

DEADLINES

Please pay close attention to deadlines for fundraisers, forms, etc. When these are not followed, it often disrupts our ability to process these activities. This usually results in extra work for our staff and teachers.

COMMUNICATION / SOCIAL MEDIA: FACEBOOK, TWITTER, WEBSITE, EMAIL, TEXT

Rich Pond sends a weekly electronic newsletter to parents via email. Please do not respond to the electronic email, as it does not accept replies. If you do not have email, contact the office to request a hard copy. This is a great source for upcoming events and important information related to your child. Please read it and keep it on hand for reference. Contact the school or individual teachers for additional information or clarification. If you are not receiving school email, please contact the

front office to make sure we have your correct email address.

Teachers send regular communication, usually via email. Occasionally, texts may also come from the school to your cell phone to remind you of events or deadlines quickly approaching. Parents should also consider following Rich Pond on Twitter and Facebook. Our website is one of the best sources for up-to-date information and resources. See the cover page of this handbook for more details.

TOBACCO FREE CAMPUS

All Warren County Public Schools are tobacco free. This includes cigars, cigarettes, smokeless tobacco, pipes, e-cigarettes, etc. This policy applies to all buildings and grounds.

GUIDANCE SERVICES

Our primary goal is to keep your child safe: physically, emotionally, and psychologically. The guidance counselor will be available to meet with students and parents to better meet the needs of each student. Examples of issues that might be addressed are self-esteem, relationships, peer pressure, drug and alcohol education, decision-making, and careers. Parents may contact the counselors through the school office or directly via email (laura.cline@warren.kyschools.us or leanne.yates@warren.kyschools.us).

SCHOOL PICTURES

Individual colored pictures are made in the fall and spring of each school year. Parents and students will be notified as to the date in advance. Purchase of these pictures is optional. Group pictures are also made each school year. Please do not wear green, as a green screen is used for the background.

YEARBOOKS

Yearbooks will be offered for sale in the fall of each school year, and will arrive late in the spring. Extras for sale cannot be guaranteed, so pre-ordering is highly recommended.

BACKPACKS

Rolling backpacks are not allowed at school. Students who have a medical condition and bring in a note from a physician stating the need for a rolling backpack will be permitted to use one. Regular backpacks are to be worn with both straps over the shoulders and in the proper position.

SEVERE WEATHER SCHOOL CLOSINGS

In the case of severe weather, the official announcement for school closing may be accessed on the radio, local TV stations, or social media. Notification may come via text message. **DO NOT CALL THE SCHOOL OR THE BOARD OF EDUCATION.**

EMERGENCY AND DISASTER DRILLS

There are specific procedures for various types of drills. Drills will be conducted regularly as directed by the school district and state. Students shall follow the instructions of the teacher.

EVACUATION FROM CAMPUS

In the event of an emergency, the safety of students is the first priority. Information will be communicated as soon as possible after students and staff are secure. This may be done via phone, Rich Pond webpage, text,

email, or Twitter. Please refrain from calling the school as this will tie up phone lines which may be needed to contact emergency officials

BIRTHDAY PARTY AND OTHER INVITATIONS

Birthday parties and other parties held during the year are an exciting event for the child hosting the party and those who are invited. It can be a very disappointing time for a child who has not been invited to the same party. **Out of respect and consideration for the feelings of all students at Rich Pond, it is requested that invitations to birthday parties or any other personal parties not be distributed at school. However, if you wish to do so, they should be made available to all students, at least of the same gender. In addition, no character or outside party props will be allowed at school for a student's birthday.** We appreciate your consideration of others and appreciate the modeling of respectful behavior.

OUTSIDE FOOD / BIRTHDAY FOOD AND SNACKS

If you wish to bring items to school for your child's birthday, this must be coordinated with your child's teacher first. Failing to do so may result in them having to wait until the next day to distribute. It is also critical for student safety that the teacher knows in advance so that accommodations can be made for students with food allergies.

Only store-bought, packaged items with the ingredients listed are allowed to be brought into classrooms for sharing. Homemade items are not allowed to be brought to school for class parties, rewards, etc. for distribution to students.

These items should be dropped off in the front office. Parents should not take these items to the room during the school day because we do not want to interrupt instruction. Again, be sure you communicate with your child's teacher before you come regarding delivery time, date, and the number of students in the class. Non-food items are encouraged and are always allergy-free.

HOLIDAY PARTIES

Class parties are held at various times throughout the year, typically around Halloween, Christmas, and Valentine's Day. The exact date will be announced in the newsletter and/or social media. The times for these are from 2:15-3:15 pm. Parents should not enter the school prior to 2:15.

Teachers will email parents regarding specifics for each class. Students who are absent from school because of sickness the day of parties should not come to school for the party.

LIBRARY

The library opens at 8:30 am and closes at 3:15 pm. A book may be checked out for one week, and at the end of that period the book may be renewed if it is not in demand. Reference books may be checked out for one night. Students may check out two books. Both books must be returned before additional books may be checked out. Exception: If a student has a report due, then he/she may check out a total of four books.

Remember that each student is responsible for any damage to materials. Do not lend materials to other people. Fees will be charged for any damaged or lost books, but there are no fines for overdue books. If a book is lost for 2 months or more, the student will have to pay for a replacement. Books cannot be replaced

with purchases from book companies (Barnes and Noble, for example). No refund can be issued if the book is found later.

EXTRACURRICULAR ACTIVITIES / CLUBS

Students participating in extracurricular activities must meet the grade and behavioral expectations of the activity sponsor. Students who do not meet these expectations may be dismissed from the activity. The principal will make the final determination.

Participation in some extracurricular activities, whether as a participant or an observer, requires the student to stay after school on certain days for meetings, practices or matches. It is the responsibility of the students and their parents to arrange for transportation home after such events. Students will always be informed of the time schedule of after school activities, and rides should be pre-arranged to arrive at the stated time. Students who are habitually picked up late may not be allowed to stay for future activities.

FUNDRAISERS

Rich Pond Elementary tries very hard to limit the number of fundraisers we do in a given year. The vast majority of fundraising efforts are conducted through the PTO and generally fall into three categories: start of year sales fundraiser (typically cookie dough); fall festival; and early spring chili supper/basket auction. On occasion we may add a spring sales fundraiser. Other grades or groups within the school may hold fundraisers for a specific purpose if needed. In addition, the school will participate in charitable events such as the American Heart Association.

We understand that everyone may not be able to participate in all the efforts mentioned above. We totally understand and do not expect you to do so. Please pick and choose those events that work best for you and your family.

CAFETERIA AND LUNCH

Students are offered the choice of a lunch from the school or bringing one from home. Menus are available online: <http://www.warrencountyschools.org/Content/760> **Students who bring their lunch are not permitted to have carbonated drinks per Warren County Schools Board Policy.**

The cafeteria aides are an extension of the classroom teacher and the administration and have authority over students during lunch. If students misbehave, the aides may correct them, move them to isolation, contact the teacher, or complete a discipline referral. Each class will be responsible for cleaning up the area around their table prior to leaving the cafeteria. Students are expected to get all necessary items they need when going through the line the first time. The cafeteria aides will provide those items to them in the event something is forgotten. Students are to remain seated, with both legs under their table, at all times while in the cafeteria.

Food Allergies:

If your child has a food allergy it is imperative that you let school officials know immediately and that you complete an action plan. Rich Pond Elementary follows the guidelines of the **Food Allergy Anaphylaxis Network** when working with families of children with food allergies.

Lunch Guests: Lunch guests will not be allowed at the beginning of the year. Once they are allowed, due to space, students will not be able to allow a friend to join them and their guests.

Lunch guests are welcome at Rich Pond. Here are our guidelines:

- You should first check in at the office.
- You will be directed to the cafeteria to meet your child when they come to lunch.
- Guests are to sit with their child at the assigned tables, not the child's regular lunch table.
- Outside purchased meals are not allowed to be brought in. It is a violation of federal food regulations for subsidized school lunch programs.
- Please sign out in the office and do not walk your child back to the classroom.

GRADE REPORTS

Rich Pond Elementary School is organized on nine-week grading periods. Students will receive grade/progress reports four times per year. The report is issued by the homeroom teacher and is to be returned to the teacher after the student obtains their parent or guardian's signature.

In addition to the quarterly report cards, students may receive midterm progress reports. Midterm progress reports will be sent home by individual teacher to notify parents when a student is performing below expectations. Parents of 4-6 graders have access to grades at all times through their Infinite Campus accounts.

INTERVENTION/EXTENSION CLASSES

Students will be given diagnostic assessments in both reading and math throughout the year. Students who score in the "at risk" range will receive mandatory intervention for that content area. Intervention takes precedence over all other school classes such as news, band, choir, leadership, or recorder. Students who are not at risk will participate in extension classes as developed by the teaching team or other staff members.

BOOKS AND SUPPLIES

Textbooks are furnished to all students at no charge. Students who lose or destroy textbooks will be required to pay replacement costs. According to the policy of the Warren County Board of Education, you will be held responsible for your own books regardless of what happens to them. Any debts incurred by students will follow them until graduation, when those debts must be paid in order to participate in graduation activities and to receive a diploma copy.

Each student in grades 3-6 will be issued an agenda book, which should be brought home on a daily basis and signed by the parent or guardian. If additional assignment books are needed throughout the school year, they must be purchased for the price of \$5.00.

LOST AND FOUND

We encourage parents to label all personal items such as backpacks, lunch boxes and coats with the student's first and last name. Lost books and clothing are placed in the lost and found area in the gym. Students and parents can check that area for misplaced items. If you find articles in or around the building, please turn them into the office. After a period of time all item left in the lost and found will be donated. Notification will typically be given in the newsletter before items are donated.

TOYS, GAMES, MUSIC PLAYERS

Toys, video games, radios, phones, electronics, trading cards of any kind and other items which might interfere with the educational process are prohibited at school. Teachers may allow some items to be brought in on pre

announced days such as a reward or field days. The principal reserves the right to hold unauthorized items until the end of the school year.

STUDENT CONDUCT

Students are expected to follow the school policies as set forth by the Board of Education, principal and teachers. These policies prohibiting or requiring certain student conduct are in effect while the student is on school premises, going to and from school or under the supervision of the Board school-sponsored events or activities. Courtesy, cooperation, good citizenship and self-control are qualities which all students will be expected to develop to a very high degree. Students may be disciplined for violating any of these rules or any other school rules adopted by the administrators. Punishment may range from a simple reprimand to suspension. The severity of the penalty shall correspond with the gravity of the offense. A more detailed explanation can be found in the District Student Handbook.

BULLYING/PEER CRUELTY/DISRESPECT

Senate Bill 228 defines "bullying" to mean any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and that: is repeated or has the potential to be repeated; occurs on school premises or on school-sponsored transportation; or at a school-sponsored event; or that disrupts the education process.

Students who are aware of, or knowledgeable of instances of bullying, harassment, or significant disrespect can report this using "Report-A-Bully" which is accessible under "**Quick Links**" on our website.

The use of lewd, profane, intimidating, disrespectful, threatening, or vulgar language directed at other students is prohibited. This policy extends to, but not limited to, electronic or online methods at school or off school grounds (texting, Instagram, Twitter, Facebook, blogs, etc.). Such behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered. Students who violate this policy shall be subject to appropriate disciplinary action.

PROPERTY DAMAGE OR THEFT

A student shall not misuse, damage or destroy school or private property nor steal or attempt to steal public or private property. Students may be required to pay restitution for damaged personal or school property.

CHEATING, FORGERY, FALSIFICATION OF RECORDS

Cheating of any type is not tolerated at Rich Pond Elementary and may result in disciplinary consequences. Forgery of student, parent, or teacher signature will lead to disciplinary actions. Students shall not knowingly give false information or alter records of any kind.

WEAPONS AND DANGEROUS INSTRUMENTS

In accordance with WCPS policy, the carrying, bringing, using or possessing of any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap, or facsimile thereof (example: toy handgun) in any school building, on school property, in any school vehicle or at any school-sponsored activity or event is prohibited.

THREATS

A student shall not make threats against any person while at school. All threats are taken seriously and dealt with on an individual basis. Threats may warrant disciplinary action ranging from a warning to out of school suspension depending on the severity and nature of the threat.

SUSPENSION FROM SCHOOL

All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers, habitual profanity or vulgarity, or other gross violation of propriety of the law constitutes cause for suspension or expulsion from school. The principal of any school may suspend a pupil for such misconduct, but shall report such action in writing immediately to the superintendent and the parent, or guardian. Out of school suspensions may be up to 10 days in length. For more information, please contact an administrator.

HEAD LICE

Students Found to have Nits ONLY

A student found to have nits only is NOT to be excluded from school. The Nurse will contact the student's parent/legal guardian notifying them of the findings and will send home the "School Notice of Nits Only" letter. Students with nits only will have their head rechecked by the school nurse or the trained staff daily until the student is nit free.

Students Found to have Live Head Lice

A student found to have live head lice is to be excluded from school. Students must be lice free in order to return to school. If the student leaves school before dismissal, time missed will be marked as excused. However, each subsequent day missed due to head lice is unexcused.

BUILDING ASBESTOS MANAGEMENT PLAN

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials (ACBM) are located in the school. The ACBM poses no health concerns as long as it remains in good condition. The ACBM is inspected every six months to ensure it remains in good condition while AHERA report is updated/ made available for review upon request.

FIELD TRIPS

Field trips are a valuable opportunity for rewarding students for their accomplishments, participation in competitions, or for instructional enhancement. Students are expected to conduct themselves appropriately at all times and represent the school in a positive manner. Rich Pond administration reserves the right to prohibit students from attending due to academic, attendance, behavioral, or safety concerns. Electronic devices are allowed on a case-by-case basis by the sponsor(s) of the trip. Parents who wish to attend field trips should notify the teacher ahead of time and must provide their own transportation. You must also have a current background check.

OUT OF DISTRICT STUDENTS

Students who wish to attend Rich Pond as "Out of District" or "transfer" students are only allowed:

- if there is capacity at the requested grade level;
- with principal approval, and;
- if there are no disciplinary, academic, attendance, or other issues.

On April 1 of each year the district posts an application on their website. Students are considered on a first-come, first-served basis. Priority may be given to students currently attending, children of WCPS staff, and siblings of students currently attending.

It is the responsibility of parents to keep the school abreast of address or residency changes which occur throughout the year, regardless of if the student was initially enrolled as a Rich Pond districted student. Communication is the key and the school has the right to request additional proof of residency. Ownership of property within the school district is not sufficient; it is based on where the student primarily resides. If parents appear to be falsifying, misrepresenting, or otherwise misleading the school regarding this, residency may be revoked by the principal immediately, which could result in students having to change schools during the year.

ELECTRONIC DEVICES POLICY

The Rich Pond Elementary faculty and staff realize that in today's time, many children have personal electronic devices. We also understand that use of some devices is warranted in certain situations. However, students who bring devices to Rich Pond Elementary must follow the guidelines below. **In some emergency situations, students MAY be allowed to use cell phones as long as it is permissible by school and law enforcement officials.**

1. Cell phones and wearable devices are allowed at school but are to be kept in the student's backpack. Devices which are primarily for gaming are not allowed except when permitted on special days by the teacher or principal.
2. All permitted devices, including cell phones, are to be turned off, remain off, and kept out of sight from the time a student comes under the supervision of Rich Pond Elementary personnel until the student is no longer under the supervision of Rich Pond Elementary. Note: students are under the supervision of the school while riding the bus, but students should follow the guidelines established by their bus driver.
3. Should a parent or guardian receive a call or text from his/her child during the school day from their phone/device, the child is in direct violation of this policy. Only school phones are to be used for communication between parent or guardian and child. Students may use their cell phone only when permitted and while under the supervision of school personnel.
4. Electronic devices are not to be on or visible while on any field trip, competition, or other event that occurs during the school day unless specific permission is granted by the teacher, coach, or principal.
5. Unauthorized use or having a phone or other device visible will result in confiscation of the device. In such an event, electronic devices and their contents (pictures, text messages, etc.) are subject to a search and seizure as are all other personal items brought into the school setting.
6. Rich Pond Elementary is not responsible for lost, stolen, or damaged electronic devices.

Should a student violate any of the items above, the following consequences will apply:

First offense—The device will be confiscated by a school employee and turned over to the administration. A parent or guardian will be required to pick the phone up at school.

Second offense— The device will be confiscated by a school employee and turned over to the administration. The student will serve one day of detention and a parent or guardian will be required to pick the phone up at school at the time the student serves detention.

Third offense-- The device will be confiscated by a school employee and turned over to the administration. The phone will remain in the school's possession for one week (seven days), after which, a parent or guardian will be required to pick up the phone and meet with the administration. The student will serve one day of In School Suspension.

Fourth and final offense-- The device will be confiscated by a school employee and turned over to the administration. The phone will remain in the school's possession for a period of two weeks (14 days), after which, a parent or guardian will be required to pick up the phone and meet with the administration. The student will serve three days in the ABC room. **The student will also lose the privilege of having any electronic devices at school. Should a student continue to bring any device to school after their fourth offense, they will be subject to additional consequences and possible suspension from school.**

DRESS CODE

The Warren County School Systems feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education. Students should always dress appropriately for the occasion and **avoid extremes** in dress, cosmetics, and hair styles/colors. Students should feel a responsibility to present a suitable appearance in order that they may reflect credit upon themselves, their family, school, and community.

The Board establishes the following standards because of its conviction that student attitude is closely related to dress and appearance. It is also felt that the climate for learning in schools is enhanced by a student body that is suitably dressed and well groomed.

Elementary (Grades K-6)

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 conditions, which in the judgment of the principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of the other pupils, is prohibited.
- Piercings are only allowed in the ear.
- Rich Pond students may not have any visible, permanent tattoos. If a student does have a tattoo, it must be covered at all times.
- Hats may not be worn in school unless they are necessary for health or safety purposes.
- Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- Shorts may be worn provided proper decorum is maintained. Extremes should be avoided (e.g., shortness and tightness of garment). **As a general guideline for students in 5th and 6th - shorts and skirts should extend beyond the fingertips when the student is standing with arms in a relaxed position.**
- Tights/leggings **are** allowed. However, they **are not** considered equal to pants if they are skin-tight. The top (shirt, sweater, etc.) or the skirt covering it should be fingertip length.
- Any type of pants or jeans shall not have holes above the knee to where skin can be seen through the hole.
- Patches, emblems and clothing depicting vulgarity or advertising tobacco products, alcoholic beverages or illegal substances shall not be permitted.
- Appropriate shoes shall be required at all times (e.g., gym shoes in P.E. classes).
- **For safety, flip-flops are not to be worn at Rich Pond Elementary.** Specifically, the sole of the footwear should remain in contact with the foot at all times.
- The tops of shoulders should be covered at all times for students in 5th-6th grades.

Questions about dress code: You are encouraged to email the principal or assistant principal for clarification if you are unsure prior to sending your child to school wearing an item that may not be allowed.

Dress Code Enforcement: School administrators shall enforce the dress code in their schools with assistance from staff. In instances involving clothing not specifically included in the preceding regulations or involving variations of clothing covered in the regulations, the principal shall interpret this policy. On pre-announced days or special events, students may be exempted from the dress code.

Violations: This dress 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 him/her in the correction of the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

BUSES

If there is a problem on the bus the parents should try to contact the driver. If the problem cannot be resolved, then the assistant principal or transportation office (270-843-3703) should be contacted. All students must do as the driver instructs them or furnish their own transportation. All students must be seated before a bus is in motion. We ask you to cooperate with us to enforce these policies for the safety of your child(ren). Riding the bus is a privilege, not a right. Students who persistently violate bus rules may have their riding privileges suspended. Bus suspensions start with three days, and can in extreme circumstances, be in effect for the entire school year. Parents will be notified of any bus suspension so that they can make other arrangements for getting their child to and from school.

On very rare occasions and for various reasons, a bus may be running behind. Parents are NOT allowed to meet the bus and pick up their child. This is a matter of safety for your child and others on the bus. Please do not call the school, transportation, or contact the driver. Any variation from this is at the discretion of the principal.

Bus drivers reserve the right to assign seating to ensure safety and appropriate behavior.