

Richardsville Elementary  
Guardian/Student Handbook  
"It's a GREAT day to be a Bobcat!"



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Lyndsey Thomason, Principal

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Welcome to Richardsville Elementary School!

Hello Bobcat Family!

As I begin my first year serving as principal, I want to take this opportunity to welcome you to Richardsville Elementary School. The faculty, staff, and I look forward to working with you in providing the very best learning experience for your child.

The Richardsville Parent/Student Handbook contains important information relating to student safety, academics, and opportunities for student achievement. Furthermore, you will find ways to engage in your student's experience at Richardsville.

In addition to our handbook, I encourage you to access the Warren County District handbook that can be found from a link on the Richardsville Elementary website at <http://warrencountyschools.org/richardsville>. A vast number of resources, including newsletters, may be accessed on this site. A computer workstation is available for parent use in our Family Resource Center. Hard copies are always available at the school.

The faculty and staff at Richardsville Elementary have high academic and behavioral expectations for all of our students. We want to challenge each student to become the best they can be. Thank you for entrusting us to educate your child. Always know that YOU, our family partners, are a very important part of Richardsville Elementary. I have no doubt this will be a wonderful year at Richardsville!

Respectfully,

Lyndsey Thomason

## *PREFACE*

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

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

# ELEMENTARY SCHOOL ATTENDANCE INFORMATION AND PROCEDURES

Why an Attendance Procedure?

1. It is the law.
2. We know students can boost their academic achievement with regular school attendance. When absences are necessary, parents are asked to call the attendance office on the day the student will be absent.

May my child provide the school with a note if I want the absence or tardy to be considered "excused"?

Yes. STUDENTS MUST BRING A NOTE, signed by a parent/guardian with an approved Warren County Schools absence listed on the note, upon their return to school. A valid doctor or dentist note will also excuse an absence for health or dental issues. All written absence excuses must be received within five (5) school days of a student's return to school. If notes are not received within five school days, the absence(s) will be UNEXCUSED. Upon return from an absence, students should take their notes to the office. Please do not ask the attendance clerk to make exceptions to the rules; he/she is not authorized to do so.

Is there a limit to the number of notes a parent may provide to obtain "excused" absences?

Yes. A maximum of seven parent/guardian notes is allowed per school year. A parent/guardian note is only valid for one day of absence/tardy. A doctor's note will cover a health event of consecutive days. Once a student uses all their parent notes for that semester/year, only a third party note, document or other information requested by the school may result in an excuse of the absence or tardy. Otherwise, all absences and tardies after the seven excused parent note events will be unexcused.

What does the Warren County Board of Education consider to be an excusable absence or tardy at the elementary school level?

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities. Educational Enhancement Opportunity forms (EHO's) must be requested and approved at least 10 days in advance of the time requested.

### What is Truancy?

Truant defined: KRS 159.150 provides that within the previous twelve (12) months, any public school student who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse for three (3) or more days is a truant.

### What is Habitual Truancy?

If a student accumulates six unexcused absences, six unexcused tardies, or a combination of both equaling six, the student is considered habitually truant and court action may be taken to improve attendance. Additionally, any school student who has been reported as a truant two (2) or more times is a "habitual truant".

### What action will the school take in case of truancy?

Once a student has at least three unexcused absences/tardies, the parent/guardian will receive a letter of notification from the school. If a student reaches at least six unexcused/absences, a second letter of notification will be given to the family. Students reaching the status of habitual truant, six or more

absences/tardies, can expect to receive a home visit from a school district official. Continued absences and/or tardies after the home visit will be cause for the school district to file a petition with the courts.

## TRUANCY PROCESS

- 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.

What is the procedure for early dismissal?

Parents/guardians wanting to pick up students during the school day should go to the office and sign the log with the student name and reason for dismissal. The school is responsible for the safety of each student, therefore, parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the **DISMISSAL & EMERGENCY CARD**, which is maintained by the school. It is the parent's/guardian's responsibility to make sure the **DISMISSAL & EMERGENCY CARD** information is current.

Following the steps below can save time for parents, students, and staff members:

1. If a student needs to leave for an appointment during the school day, a parent/guardian must check the student out of school in the office and provide a reason for early dismissal.
2. The attendance clerk will phone the teacher to dismiss the student upon the arrival of the parent/guardian.
3. The student is to report to the office to officially sign out.
4. Students will need to bring in any excuse notes from the doctor, dentist, court, etc. within five (5) days to have the absence excused.
5. When the parent/guardian signs the student out, a written excuse may still be required to excuse the absence.

May my child makeup assignments missed because of absence from school?

It is the responsibility of each student who misses school to acquire his/her missed assignments from the teachers. This should be done upon the student's return to school, even if the missed classes are not meeting that day. If the student misses two or more consecutive days, the parent may call the office or check the teacher's website for the student's homework and or assignments. Due dates will be determined by the teacher.

What should my child do if he/she becomes ill at school?

When illness occurs:

1. Your child should notify his/her teacher and ask him/her to inform the school nurse.
2. If it is determined the child will leave school due to illness determined by the school nurse, the child will be dismissed once the parent/guardian or other person listed on the DISMISSAL & EMERGENCY CARD arrives to get your child.
3. Your child must be signed out through the office.

IF A PARENT CHECKS A STUDENT OUT IS A NOTE IS STILL REQUIRED? Yes

School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents/guardians must register medications with the office to be dispensed to students.

PLEASE NOTE THAT YOUR CHILD'S SCHOOL WILL ATTEMPT TO MAKE DAILY CONTACT WITH A PARENT/GUARDIAN IF YOUR CHILD IS ABSENT FROM SCHOOL.

\*\*The Richardsville attendance clerk will call all parents/guardians of students who are absent. If you have any questions regarding this new policy, please contact the school.

### SCHOOL HOURS

Regular school hours are as follows: 8:30-3:30 p.m. School doors will open at 8:00 to receive students. Any student arriving after 8:30 a.m. or picked up before 3:30 p.m. will be counted tardy and must be signed in/out of the front office.

If you require early drop off prior to 8:00 AM, a request must be made to the principal and approved by the principal. Early drop off will be from 7:30 AM - 7:45 AM.

### VISITORS

All visitors must report to the office when entering the school for any reason. Visitors will be issued a sticker to wear while in the building. When leaving, please stop back by the office and sign out. Parents are encouraged to visit our school whenever possible; however, if parents plan to talk with a teacher, a conference time must be made in advance by calling the school, sending a note, or emailing the teacher.

### STUDENT DISMISSAL FROM SCHOOL

No student is ever dismissed from the classroom unless the office notifies the teacher. If someone is picking up a student, he/she must be the legal guardian of the student and/or be listed on the emergency card. Early dismissals are documented on the sign-out sheet. There are many ending preparations in the classroom and the office at the end of the day. To ensure that your child received all instructions, notices, and announcements, please try to avoid picking them up the last fifteen minutes of the school day. We fully understand that emergencies do arise and that there may be times that you cannot avoid picking up your child early from school.

A child is not to leave the school grounds during the regular school day for any reason. If it is necessary for a parent to bring something to school or deliver a message during school hours, he/she should come to the office. This service can be done through one of the school secretaries.

Students going home with a friend or requiring a change of transportation must have a note signed from the parent giving permission or an email sent to [rves.transportation@warren.kyschools.us](mailto:rves.transportation@warren.kyschools.us) before 2:30. Notes should be given to one of the school secretaries upon arriving at school, and then they will issue the correct pass.

### Preschool Car Rider Instructions—

#### Parent Transportation for Preschool Students

Regardless of whether a child is transported to and from school by private means on a daily basis or occasionally, the following guidelines provide for the safety and must be strictly followed. Preschool children may not be dropped in the morning car rider line unless an adult takes the child from the



parent and an adult takes the hand of the child. Preschool children may not enter the building without an adult. Parents/designated guardians must stay with the child until greeted by a member of the school staff.

The preschool teacher or instructional assistant (or designated school staff member) will accompany each child to the child's vehicle at group dismissal. It is the responsibility of the parent/designated guardian to secure the child into a child safety restraint. Anyone picking up a preschooler must be listed on the child's emergency card. Anyone picking up a preschool child may be asked to provide photo identification.

### CAR RIDERS for K-6

Morning drop off-- Please drop off students at the front of the building. To ensure student safety, please remain in a single file car line.

### Afternoon dismissal procedures-

Car riders will be dismissed to go to the Great Hall where staff will supervise students. Staff with radios will call the names of students who will exit the school to the cars. Drivers picking up students are expected to demonstrate courtesy while in line and yield to students and staff. The SAFETY of our students and staff is paramount. Students will not be dismissed from the office between 3:20-3:45, unless there is an emergency. Please do not park and come into the building to retrieve your student(s).

IF THE CAR RIDER LINE IS FULL, PLEASE PARK BRIEFLY AT THE COMMUNITY CENTER AND WAIT UNTIL THE LINE GETS MOVING. PLEASE DO NOT BLOCK THE MAIN ROAD AS IT CREATES A DANGEROUS SITUATION FOR ALL AND POTENTIALLY BLOCKS BUSES ENTERING THE SCHOOL.

### TELEPHONE USE

The school phone is for school business and unexpected emergencies. Please do not ask to use the phone for things that should have been taken care of at home (for example: seeking permission to spend the night with another child). No child or staff member will be called to the telephone except in the case of an emergency, however, you may be transferred to a staff member's voicemail to leave a message. An answering service is provided for evening hours if you need to leave a message for a particular staff member. The school phone number is: 777-3232

NOTES FROM PARENTS—If a change to transportation should occur, please notify the office by 2:45 p.m. An email must be sent to [ves.transportation@warren.kyschools.us](mailto:ves.transportation@warren.kyschools.us). The office will send a response back

to the parent notifying them the change has been made. No change to transportation will be made over the phone due to security reasons.

1. Students must have a note from parents/guardians if they are to ride a bus other than the one assigned.
2. Students must have a note from parents/guardians if someone other than the parents/guardians are picking them up from school.
3. Students must have a note giving the reason for not participating in physical education.
4. Students must have an official form signed by parents/guardians before going to educational field trips.

### EMERGENCY CARDS

Each student must have an emergency card on file in the office. Please be sure you understand what is stated on the card and that it has been properly signed. Notify the office if corrections are to be made. Only those people listed on the card will be allowed to pick up your child from school unless a note is sent with your child allowing another to pick your child up.

### WITHDRAWAL FROM SCHOOL

Parents who are planning to withdraw their child(ren) from Richardsville should inform the school at least one week prior to withdrawal. When the school receives official documentation from the new school, records will be sent promptly.

### DRESS

All students are expected to wear attire appropriate for school. General guidelines to follow: student shirts must cover the midriff area when raising their arms above their head, shorts and/or dresses must come to their fingertips when arms are placed down their sides, no backless shoes are permitted, clothing with inappropriate pictures or prints should not be worn (includes clothing that could be considered offensive such as rebel flags, displaying words/pictures of alcoholic beverages/tobacco/vaping products and anything that references acts of violence), straps on tank top shirts should be at least the width of two fingers. Any staff member may refer any child with questionable attire to the office. We will attempt to notify parents, however if parent contact cannot be made, the Family Resource Center will assist the student in obtaining appropriate clothing.

If you are in doubt about what to wear, ask your teacher or principal. Please note WCPS District Student Handbook.

### SOLICITATION

Students at Richardsville Elementary are not to engage in any type of buying, selling, trading, or distribution of articles to one another on school property unless they have the written permission of the principal.

### TEXTBOOKS

Textbooks are furnished to all students at no charge. However, there will be a fine levied on any student who abuses or destroys any textbook during the school year. According to the Warren County Board of Education, ALL STUDENTS ARE RESPONSIBLE FOR THEIR OWN BOOKS REGARDLESS OF WHAT HAPPENS TO THEM. If a student is assessed a fine for damaging a textbook and does not pay the fine, the student will not be allowed to continue using free state textbooks until the fine is paid.

### SMOKING

Richardsville Elementary, along with all Warren County Public Schools property, is a TOBACCO-FREE campus. Thank you for helping our students learn in a healthy environment.

### MEDICATION POLICY

If a student is required to take ANY medication during school hours, the following procedure is required:

1. The PARENT must bring the medication in its original container and the required form for dispensing medication signed to the Health Room directly to the office. The official form must be completed and signed by the parent/guardian.
2. The official form will be signed by two witnesses and kept in the nurse room.
3. The student will be released at the designated time to take the medication.
4. The certified school staff member will record administered medication.

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

## FAMILY RESOURCE CENTER

The Richardsville Family Resource Center was established in 1991 to break down barriers for students and families that prevent the students from learning. The center offers a variety of services including a lending library of educational toys and games, parenting materials, referrals to service agencies and assistance during family crisis times. Ms. Casey Campbell is the Center Coordinator and the phone number is 270-777-3678. Center hours are 7:30 am - 4:00 pm. Parent volunteers are encouraged to help during FRC activities.

## GUIDANCE

Guidance and counseling services will be offered to all students at Richardsville Elementary School. Our guidance counselor will be working with large groups, small groups, and individuals. Examples of issues that might be addressed are self-esteem, social skills, peer pressure, drug and alcohol education, decision-making, and vocational choices.

## STUDENT BEHAVIOR

With input from the faculty and staff, the Positive Behavior Interventions and Supports (PBIS)/Discipline Committee shall develop an action plan for PBIS. This plan shall have council approval. The committee will meet monthly to review discipline referrals in order to monitor the action plan and give recommendations for adjustments in school-wide procedures. Monthly reports will be reported to the school council and faculty.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Digital form of the local district code shall be made available to all staff prior to the beginning of each school year, and to all parents upon enrollment of their child each year using the Student Handbook. Hard copies of the student handbook will be available upon request. The school council shall automatically adopt any subsequent amendments to the code by the local board of education.

### Voice Levels

0-No talking

1-Whisper

2-Small Group Voice

3-Normal Conversation Voice

#### 4-Outside Voice

Voice levels will be observed by both students and adults throughout the building. When in the halls or restrooms, adults may speak at a level 1.

#### In-School Suspension (ISS) ROOM

- Grade level teams will provide a folder of work to the ISS aide for students to complete while the classroom teacher is gathering the daily work.
- Principal/Surrogate will notify classroom teacher and ISS room aide of the ISS room stay, and then walk the student to the ISS room.
- Teacher will send daily work to ISS room.
- Expectations will be reviewed 3-5 times per day.
- Classroom work completed in the ISS room will be sent to the teacher at the end of each day.
- Students will be given time to exercise, eat breakfast/lunch, and time to participate in activities, which teach social skills, and/or community service.
- Duration of time spent in the ISS Room will be determined by the principal or surrogate (extent of offense, prior infractions, grade level, etc)

#### ISS Room Rules

- ❖ Students stay in their seat
- ❖ Level 0 voice level used
- ❖ Students will raise their hands for help
- ❖ Classwork will be correctly completed
- ❖ Classwork completed in an appropriate amount of time

#### BUS EXPECTATIONS - Be Responsible, Use Respect, and Safety First

##### Be Responsible:

- Be at the Bus Stop 5 minutes early
- Have backpacks and be ready to board the bus

##### Use Respect:

- Go directly to your seat
- Stay in your seat: keep bottom to bottom and back to back
- Keep your feet on the floor and hands to yourself
- Use level 2 voice while riding the bus

##### Safety First:

- Always stand far enough back for the driver to see you at the bus stop

- Stay seated until the bus comes to a complete stop
- Exit the bus by using the handrail to keep from falling
- Never pick up anything you may drop in front or under the bus
- (Danger Zone) Remember, if you can't see the bus driver they can't see you!
- Watch for the driver to motion you to cross

#### BUS REWARDS/CONSEQUENCES

- First referral- Warning
- Second referral-Parent Contact
- Third referral-3 day Bus Suspension
- Fourth referral-5 day Bus Suspension (Student/parent must meet with Principal and the Director of Transportation prior to riding privileges being restored)
- Fifth referral-10 Bus Suspension
- Sixth referral-Loss of Riding Privileges

\*\*Bus drivers will use Positive Bus Slips for good behavior. Students will be rewarded when they have earned 3 positive bus slips with a token to spend in the token tower for prizes.

Please know that it is a privilege to ride a school bus. Safety is the highest priority!

#### POSITIVE BEHAVIORAL REFERRALS for following the Guidelines for Success

- Students will be given Positive Office Referrals for outstanding behavior. These are the students who go above and beyond each day. Students will be recognized and celebrated by someone on the Administration team.

#### PRINCIPAL'S DISCRETION

When a teacher or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through fair and consistent application of district policies and procedures.

#### DUE PROCESS

The due process procedure will be adhered to in connection with the suspension or expulsion of a pupil from school. Note WCBE District Handbook

## ZERO TOLERANCE

Richardsville Elementary has zero tolerance for the following offenses: possession of a weapon, possession of tobacco products, drugs, alcohol, or any controlled substance, physical or verbal threats of harm to others, sexual harassment, or other repeated offenses. Immediate disciplinary action will be taken. All facts will be taken into consideration and, ultimately, the decision for consequences lie solely with the principal.

## SUSPENSION

The principal may suspend pupils for misconduct. If a child is suspended a report will be filed with the Superintendent and written communication and/or a phone call will be made with the parent. The principal reserves the right to deny any student that has been assigned to the ISS (In School Suspension) room or suspended the privileges of attending various school activities.

### *PBIS Field Trip/Extra Curricular Guidelines:*

*Students at Richardsville have the opportunity to participate in many activities throughout the year. These can include: field trips, classroom parties, club events, extended trips, and any other event that could possibly take a student out of our building or take time away from instruction.*

Field trips are one of the most enjoyable aspects of a student's school experience. Students have the fun of learning new things, the joy of sharing the trip with friends, and the excitement of doing something different from the normal daily routine. As a parent, you may be unaware of our field trip/extra curricular policies, and that may inadvertently create an awkward situation for the teacher, yourself, or students.

Students should continue to follow all universal procedures daily. This includes: Responsible and Respectful, Engaging Leaders and Learners, and Strive for Success. These are procedures that are expected to be followed and adhered to at Richardsville. The guidelines also connect with classroom procedures and expectations. Productivity is a tool that indicates to all as to how each student is showing success. Greater opportunities are earned by those students who show positive behavior and learning. If these concepts are followed through, students will be allowed positive incentives to enhance their learning opportunities.

Students who struggle in achieving the above and have exhausted all academic/behavior interventions will be asked to refrain from attending the

extracurriculars (ex: running club, social events, academic team, chess team, etc.) Students who lose an opportunity such as a party/activity due to an absence from school, will miss the next party/activity scheduled within the instructional calendar year.

**\*\*Students who receive 3 referrals-Administration, parents, students, and teachers will meet for a Restorative Meeting. This will be a chance for all parties to discuss problems and solutions for the student.**

### Current RES Guidelines:

R - Respectful and Responsible

E - Empowering Leaders and Learners

S - Strive for Excellence

- Based upon teacher behavior systems implemented in the classrooms, expectations are followed based upon rewards or consequences given.
- Teachers can use Class Dojo or make parent phone calls based upon the discretion of need or continued behavior of the student.
- Once teachers have exhausted options in the classroom, the guidance counselor and Student Services Coordinator will be notified to begin a process of behavior intervention/restorative practices with the student.
- Restorative Justice is a program that allows students to restore behavior to the classroom and to parties involved with the specific behavior that occurred. The behavior is considered, and examples of the restorative practice could include: cleaning duties around the school, kind gestures to others, writing letters to individuals, and speaking positive communication with others, etc.
- Students who would be considered for a major discipline infraction: fighting, foul language, danger to self, or failure to comply would be then sent to the ISS room (in-school suspension) and a phone call would be made home. This process would consist of the student completing all assignments, in an alternative instructional setting, via technology. There is no classroom instruction missed due to the student being connected to the classroom instruction for the duration of the day.
- **\*\*Students who receive 3 referrals-Administration, parents, student, and teachers will meet for a Restorative Meeting. This will be a chance for all parties to discuss problems and solutions for the student.**
- Administration would then follow through with out of school suspension, or further consequences would be put in place.



## LUNCHROOM—PLEASE NOTE: FREE BREAKFAST AND LUNCH WILL BE PROVIDED TO ALL STUDENTS!

The school operates a lunchroom open to both students and staff. Parents are invited to eat lunch with their child at any time, but should notify the office especially prior to holidays so that adequate amounts of food can be prepared. Guardians will eat with their student and their student only on the stage. Students are expected to follow the cafeteria procedures outlined in the positive behavior program procedures while in the cafeteria. If you have any questions concerning the cafeteria, please call our school cafeteria at 270-777-1854.

### Physical Education-

Physical education is required for all students. A written excuse from a parent is required for temporarily missing PE. A medical statement is required for prolonged absences. Students are also required to wear appropriate tennis shoes to protect their feet and the gym floor.

### STUDY TRIPS

Study trips off the campus for educational purposes are taken during the school year. The students are under the supervision of teachers and other authorized personnel. Parents are welcome to accompany students on study trips to serve as chaperones, however any parent or adult serving as a chaperone must complete the parent volunteer training and criminal background check prior to a chaperoning assignment. This training and background check will be provided several times during the year through our Family Resource Center Coordinator. Before a student may be on any study trip, it is necessary that the child has a permission form signed by their parent. Study trips are a privilege and not a right. Inclusion must be earned.

### SCHOOL PICTURES

Individual and group colored pictures are made each year. Parents and students will be notified as to the date in advance. Purchasing of these pictures is optional.

### PARENT VOLUNTEERS

All parents are encouraged to become a volunteer. Training and a criminal background check is required prior to volunteering or serving as a chaperone on

a school trip. Please contact the Family Resource Center Coordinator, Casey Campbell at 270-777-3678 if you are interested in volunteering.

### STUDENT ACTIVITIES

A variety of activities are sponsored by or meet at our school. Assemblies are conducted for both educational and entertainment purposes and are considered part of the school program. All of our clubs and organizations have membership guidelines and some have fee requirements.

A list of clubs and activities include: Boy Scouts, Cub Scouts, Jr BETA Club, STLP, Boys to Men, Robotics, Academic Team, Craft Club, X Team, Primary Running Club, Archery, Band and Chorus. Parents will be informed of the time all activities will conclude so that proper arrangements for pickup can be made.

### Communication

Newsletters may be accessed through our school's website or Class Dojo. Teacher websites will have weekly newsletters uploaded. If you would prefer a paper copy, please notify your student's teacher and one will be provided to you.

[http://www.warrencountyschools.org/school\\_home.aspx?schoolid=20](http://www.warrencountyschools.org/school_home.aspx?schoolid=20)

### LIBRARY

Nothing improves reading like reading. Our library is open to all students. Books may be checked out and taken home to read or study; however, students are responsible for the care and return of the books. A fee will be charged for a damaged book and full replacement cost will be required for lost books. There will also be a processing fee charged for lost or damaged books. Payment for lost or damaged books must be received in full before additional books can be checked out.

### SBDM

Richardsville Elementary is an active School Based Decision Making school. Our SBDM council meets monthly on a date and time set by the council. Parent representatives for 2023-2024 are Jason Watts and Jennifer Basil. Teacher Representatives are Ashley Cummings, Danielle Hudson, Savannah McDonald. We encourage parents and community members to be an active part of our decision-making process. We hope you will feel free to visit the school and become actively involved.

## SCHOOL INSURANCE

Accident insurance will be available to all students at Richardsville Elementary. Participation in certain activities may require insurance coverage.

## LOST AND FOUND

Any lost articles that have been turned in may be picked up in the Family Resource Center after proper identification. If articles are found in or around the building, please turn them in to the Family Resource Center. Please consider adding your child's name inside each article of clothing, especially jackets. We urge parents to call or come by the center to look for items that children may have lost.

## IMMUNIZATIONS

No child shall be eligible to enroll as a primary-12th-grade student in any school of the district without first presenting a Kentucky Immunization Certificate stating that the immunization program has been or will be completed pursuant to the provisions of KRS 158.035.

## BIRTH CERTIFICATE

Upon initial enrollment in the district in any grade, a parent must present the student's original birth certificate or a certified copy of a birth certificate in order that an accurate recording of the date and place of birth may be on the school record.

## PHYSICALS

Upon entering school for the first time in the district, in any grade, a pupil must present a certificate of physical fitness from her/his physician or present a health record from the school last attended showing that she/he had the proper examination within the time prescribed by the State Health Code. All students entering 6th grade must have an updated physical and immunization.

## VISION EXAMS

A law has been passed in the state of Kentucky, which mandates eye examinations for all students entering preschool, Headstart or kindergarten. KRS 156.160.8 (g) requires proof of a vision exam by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a child is enrolled in public school, public preschool, or Headstart. The Kentucky Department of Education, Cabinet of

Health Services, and professional associations have developed a standardized form for your child's eye exam. Please be sure your child's eye exam is recorded on the "Kentucky Eye Examination Form for School Entry." If this standardized form is not used, the record will not be accepted.

### INTERNET AND ELECTRONIC MAIL USAGE

Richardsville Elementary School has obtained access to the internet and electronic mail. Through internet access by teachers and students, students can reap many educational benefits. The internet provides a valuable tool for the teaching and learning process. District policy requires that all elementary students who use the internet must have a signed permission form from parents or guardians, and that any use by those students must be under the supervision of their teacher or another staff member designated by the teacher. We do not anticipate there being any problem with student use. However, because of the objectionable material available on the internet, and for our protection and yours, we ask that you understand the following:

"As the parent or guardian of a primary/elementary school student I have read the Acceptable Use Policy for Electronic Resources and understand that my child may be given access to electronic resources. I understand that this access is designed for educational purposes and will be under the direct supervision of a teacher or instructional assistant. Furthermore, I understand that the Warren County Public School District has taken reasonable precautions to eliminate access to non-educational controversial material. However, I also recognize it is impossible for WCPS to restrict access to all controversial material and I will not hold them responsible for materials this student may acquire on the network. I hereby give me permission for my child to access the electronic resources of the WCPS. I further agree that use of these resources shall not include any transaction, which may result in criminal or financial liability for the Warren County Schools. If such does occur the undersigned accepts full responsibility."

### Photography and Information

A Warren County Board of Education Student Opt Out Form is available if you would like to request your child's image and identification information not be used in various publications, television productions, and Internet sites. The Opt Out Form is located on the student Emergency Card.

## SAFETY

The safety of your child is our number one priority. Each month, staff and students participate in a variety of scheduled drills that include fire, tornado, earthquake, bomb threats, bus evacuations, lock-downs. The staff and students take each drill seriously as though it is a real emergency. The school is equipped with two weather radios, which immediately inform the administrator of any severe weather.

## EVACUATION Plan

In the event that an emergency arises that requires our students to be evacuated to an off-site evacuation site, the following plan will be enacted.

Site 1—Students will be transported by bus to Site 1. Parents, wishing to pick their students up at this location, will go to the front office. Richardsville Elementary staff will meet you to sign your student out. Please bring a picture ID. Important-We can only release students to individuals who are on the emergency card. Unless parents are notified by an all-call message, buses will run a regular route from WEHS.

Site 2- If the event occurs at the end of the day and it is determined that students can safely be transported on their normal routes, students will be bused to the Site 2 and wait for dismissal instructions. Students, who are normal car riders and after school students, will be transported by bus at dismissal to Site 2. Students will exit the bus. Staff will assist you in checking out. Make sure that you have proper ID and your car rider sign with you.

\*\*\*Parents will be notified by an all call to the phone number that has been designated on the student's emergency card. If an evacuation has occurred, you will receive one of the following messages.

All Call Message—

### Evacuation to Site 1:

*This is Lyndsey Thomason, principal of Richardsville Elementary. Due to a safety emergency at the school, students and staff have been safely evacuated to Site 1 location name. If you choose to pick up your student, please enter through the main entrance of the site 2 address. Make sure that you have a picture ID. The office staff from Richardsville will assist you. Otherwise, buses will be dismissed from the school for afternoon routes at the normal dismissal time.*

*Please know that additional information concerning today's event will be communicated to you in a timely manner.*

### Evacuation to Site 2-

*This is Lyndsey Thomason, principal of Richardsville Elementary. Due to a safety emergency that occurred at the end of the day, students and staff have been safely evacuated to the Site 2 location name for dismissal. The busses will be dismissed from this location for their normal afternoon routes. If your student is scheduled to be a car rider, please go to (site 2 address) and wait in the parking lot. The office staff will assist you in dismissal. To ensure your student's safety, have a picture ID available. Please know that additional information concerning today's event will be communicated to you in a timely manner.*

### ASBESTOS MANAGEMENT PLAN

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, Warren County Public Schools maintain copies of updated asbestos management plans in the front office of only those school buildings with asbestos. If a school is asbestos free, the school will have a copy of a certification from the registered architect in the front office to the effect that the building was built with no asbestos materials and therefore will have a file or record showing the building as asbestos free. This file will take the place of the 3-ring binders . If asbestos containing materials are present in a WCPS school documentation is available to insure these buildings are in good condition and pose no threat to the building occupants or the general public. To ensure this, the materials are inspected every six months by a third-party environmental consultant with all inspection records maintained within the Asbestos Management Plan with the WCPS Maintenance Department. Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person.

## Richardsville Elementary School

### Title I School-Wide Plan

At Richardsville Elementary, we utilize Federally-funded Title I funds to enable us to provide a high quality education for every child. Our goal is that every student achieves a successful elementary school learning experience in order to equip all students with the necessary skills to be productive students at the next level.

This year, Richardsville Elementary School is offering a school-wide Title I program. Every primary student receives 90 minutes of core reading and 60 minutes of core math instruction. In addition, students receive 30 minutes of additional reading and 30 minutes of additional time (RTI) for math. The Title I program is designed to provide additional assistance for intervention, extra practice and enrichment. A reading and math intervention teacher may pull students to work in a small group during the 30-minute sessions. During both core and RTI times, students are engaged in a variety of researched-based instructional materials and activities. The staff at Richardsville Elementary utilizes a variety of assessments to measure students' progress. Examples of data include: HMH weekly assessments, HMH Growth Measures, Fastbridge assessments, teacher-made assessments and other computer-based resources to monitor students' progress.

### Richardsville Elementary Learning Compact/Contract

Richardsville Elementary School is committed to the belief that all children can learn at a high level. We understand the importance that teachers, administrators and families work together to improve student achievement.

### THE TEACHER'S PLEDGE

We understand that you have entrusted us with your child's learning. We believe that we can provide the best education possible for your students. In order to help your child be a successful learner, we will:

- treat all children with respect.
- provide a high quality instruction by utilizing research-based activities and materials.
- have high expectations for all students.
- work with families, the community and other professionals to support student learning.
- provide a safe, supportive and effective learning environment.

- keep parents informed through multiple communication platforms.
- provide challenging tasks that require higher-order thinking so that each student can achieve his/her potential.
- participate in professional development activities that will enable us to better assist your student in achieving his/her goal.
- engage your child in a variety of student leadership opportunities.

### THE FAMILY'S PLEDGE

I understand I am my child's most important teacher. I understand participation in my child's education will help them to achieve their goals. I will be an active participant in my child's education by doing the following:

- Check that all homework and assignments are completed each night.
- Provide a quiet place for my child to work at home.
- Discuss with my child what he/she has learned at school each day.
- Encourage my child to follow the BEST procedures at school and on the bus.
- Read with my child every day.
- Ensures that my child arrives at school on time every day.
- Keep in touch with the teacher.
- Attend parent/teacher conferences and planned meetings to discuss student achievement.
- Be aware of what my student is learning.
- Make sure that my child gets a good night's sleep.
- Be supportive of important educational decisions made for my child by the school staff.

### THE STUDENT'S PLEDGE

I understand my education is VERY important to me. I will put forth my BEST attitude and effort so I will receive the BEST education possible by doing the following:

- Attend school regularly
- Work hard to do my BEST
- Complete all homework/assignments
- Follow the BEST procedures at school and on the bus
- Ask for help when I need it
- Communicate with my family about what and how I am doing at school



This compact supports our willingness to work together to ensure that your child has a successful learning experience at Richardsville Elementary. We understand that your child's education is important.

## Homework and Grading Policy

Adopted by SBDM in September 2020

### POLICY HOMEWORK

#### A. Statement

Homework policies are distributed to the parents and students. The policies are reviewed annually by the council and then a determination will be made whether to develop an Ad hoc committee to revise the policies.

#### Richardsville Elementary

#### Homework Policy

Research suggests that homework does not help students achieve mastery of skills. RES will not assign homework to students, unless students have not finished their daily classwork assignments. Students are encouraged to read 20-30 minutes every night.

#### Missed Work for Absences

- If your child is absent for an extended time (3 or more days), you can request work be sent home by calling the office by 9:30 a.m. The assignments will be available in the office by 3:45 p.m. Sufficient time must be given for teachers to get materials to the office.
- If your child is absent less than 3 days, make-up work will be given to the student upon return to school. Adequate time will be given to complete the assignments.
  - There will be no homework or additional classroom testing during the state-testing window for students participating in the assessment.
  - On nights of school programs or Family Fun Nights, a homework pass that can be used for the work assigned the day of the program/event only. It cannot be used for projects.

#### Activities you can do at home that will enrich your child's education

1. Read to your child regularly. Beginning readers need simple stories with repetition, rhyme and interesting pictures. Older readers need high interest stories (non-fiction,

- chapter books, biographies, magazines). Listening to stories helps children learn important vocabulary and the rhythm of reading.
2. Encourage your child's writing. Listen to their stories. Help with spelling when asked.
  3. Notice the print in your home or in town. Play games in the car, at the grocery store, or on walks finding letters and words, making price comparisons, etc.
  4. Visit the library regularly. Check out books to read at home. Allow your child to have his/her own library card.
  5. Let your child see YOU read! Discuss what you read with your child. Show how you use print such as telephone books, greeting cards, coupons, recipes, etc.
  6. Provide your child with writing materials: Paper, pencil, markers, erasers, models of letters, journals, diaries etc. Encourage him/her to draw pictures, tell stories, and write thank you notes or letters to friends and family.
  7. Establish a time and place for completing homework or doing enrichment activities.
  8. Participate in cultural activities: theater, art exhibits, museums, dance productions, musical concerts, etc.

## POLICY

### EXPLANATION OF MARKS

#### Kindergarten through Third

E- Excellent Progress

S - Satisfactory (a student who is developing at expected level)

P - Making Progress (a student who needs additional time and practice to acquire concepts)

N - Not Meeting Grade Level Standards

N/A-Not Assessed at this Time

#### Grades 4-6 Academics / Subjects

- 90 - 100 = Excellent Progress (90-93 A- 94-96-A 97-100 A+)
- 80 - 89 = Good Progress (80-83 B- 84-86-B 87-89 B+)
- 70 - 79 = Meets Expectations (70-73 C- 74-76-C 77-79 C+)
- 60 - 69 = Needs Improvement (60-63 D- 64-66-D 67-69 D+)
- 59 and below = Unsatisfactory (F)
- \*\*Comments on report cards should be positive and supportive. Specific concerns should be dealt with by means of conferences.\*\*

## GUIDELINES FOR GRADING

Grades should reflect the student's academic achievement.

Each teacher's grade book should contain on average one grade per week in math and reading.

- There should be a minimum of five grades per grading period in all other subjects.
- A minimum of two tests or quizzes should be given each quarter.
- The lowest grade earned will be 50%.
- Infinite Campus should be updated weekly with grades.
- Infinite Campus parent login information will be sent home at least once per year (parents may request more frequently if needed).

Examples of student work (not a complete list) of each category:

- Tests/Quizzes
- Multiple-choice questions
- oral exams
- constructed response questions
- textbook curriculum correlated
- teacher designed
- student generated
- chapter test
- unit tests

## REPORT CARDS

Report cards containing student grades in each subject must be provided to parents/guardians following each nine-weeks reporting period. The report cards must provide for the signature of the parent/guardian and be returned to the school. If the report card with the parental signature is not returned to the school within five (5) school days, the teacher shall make a good faith effort to ensure that the parent/guardian is informed of the student's progress.

## MAKEUP WORK

- Students shall be expected to make up assignments and tests after absences. Students shall receive a 50% on any assignment not made up within the allotted time.

- Students shall be permitted to take tests administered in any class missed because of absence.
- For any class missed, the teacher may assign the student make-up work based on the instructional content covered on the day(s) missed and the needs of the individual student. Students will be expected to master the missed instructional content and skills.
- A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.