



# **North Pointe Elementary School Boone County School District 2023– 2024**

## **Mission Statement**

The North Pointe Elementary learning community believes in a nurturing environment where children can learn and grow through authentic 21<sup>st</sup> century experiences to be career, college, and life ready.

## **Core Values**

At North Pointe Elementary we will ensure that:

1. We make decisions based upon what is right for students.
2. Every child is challenged to reach his or her fullest potential.
3. We guide students to take ownership of their learning.
4. We will engage the community in collaboration.

## **North Pointe Elementary School**

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## **NORTH POINTE ELEMENTARY** **STUDENT HANDBOOK**

### **SCHOOL DAY TIMES**

Grades K-5: 8:45 a.m. - 3:35 p.m.  
Pre-School AM: 8:50 a.m. - 12:00 p.m.  
Pre-School PM: 12:00 p.m. - 3:20 p.m.

Doors open for student arrival at 8:30 a.m.  
Kindergarten is a full day program.

### **2023-2024 SCHOOL CALENDAR**

The school year calendar is determined by the Boone County Board of Education and is as follows:

August 14	Opening Day for Teachers
August 17	First Day for Students (K-5)
August 23	First Day for Preschool
September 4	Labor Day (no school)
October 6-9	Fall Break – (no school)
October 18	Parent-Teacher conference
October 19	Parent-Teacher conference
October 26	Early Release Day*
November 22-24	Thanksgiving Break (no school)
Dec 20-Jan 2	Winter Break (no school)
January 3	Students return to school
January 15	Martin Luther King Jr. Day (no school)
February 19	Teacher Training Day (no school)
March 1	Early Release Day*
March 15	Teacher Training Day (no school)
April 8-12	Spring Break (no school)
May 21	Election Day (no school)
May 23	Tentative last day of school for students
May 24	Tentative Closing Day for teachers

\*There are two Early Release Days on the calendar. On these days, students will attend school for the first half of the day and will be released from school early. Teachers will participate in professional learning in the afternoons.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE INFORMATION**

North Pointe's Attendance Policy is based on the Boone County School Board Policy. Students are required to attend school regularly and punctually.

While we do not want our students to come to school when they are ill, we do expect them to be at school whenever possible. Lost instructional time is difficult to make up. There is no substitute for the actual participation in the daily activities of the classroom. Most of those activities cannot be replicated outside of the school day. If you miss a day, you miss a lot!

Upon a student's return from an absence, parents/guardians **MUST** send a note, **even** if a phone call was made. One note can be written for a multi-day absence. However, each day is counted as a separate parent note. You are permitted 8 parent notes a year in order to excuse 8 absences. Parent notes can be utilized to excuse:

- Death or severe illness in the pupil's immediate family
- Illness of the pupil
- Religious holidays and practices
- One (1) day for attendance to the Kentucky State Fair
- Documented military leave
- One (1) day prior to departure of parent/guardian called to active military duty

- One (1) day upon the return of parent/guardian from active military duty
- Visitation 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
- Other valid reasons as determined by the principal

If your child visits a doctor please send in the doctor's note only. **It is not necessary to send both a parent and a doctor note for the same absence.** You will not be "charged" a parent note if you have a doctor's statement. Multiple absences can be covered by the same doctor's note. However, each day is counted as a separate event. After 8 doctor's notes/events, a Medical Excuse Form (available from the office or on the school webpage) must be completed by the parent and doctor in order for a medical absence to be excused. The Medical Excuse Form should be submitted in addition to the regular doctor's note for medical excuses in excess of 8 days. All parent and doctor notes **MUST** be submitted within 5 school days or the events may remain unexcused. It is the parent's responsibility to ensure that notes are submitted in a timely manner. Parents can review their child's attendance and ensure that notes were received by the office by utilizing the Parent Portal.

After 8 parent notes are used, absences will be unexcused without a medical note. Days missed due to suspension are unexcused.

### **CHRONIC ABSENTEEISM**

Attendance is important! A student who misses 10% or more of the academic year is considered chronically absent. A student can be considered chronically absent even if all missed days are excused. It is a misconception that absences are only a problem if they are unexcused. However, missing school for ANY reason, excused or unexcused, puts a student at risk.

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absenteeism is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences add up quickly. Missing just 2 days a month would designate a student as chronically absent and is likely to have a negative academic impact. Therefore, make good attendance a priority.

### **ATTENDANCE AND PARTICIPATION IN ACTIVITIES**

A student who is absent from school for more than half of a school day may not participate in or attend any school related sports, clubs, or activities/events on the same day. Extenuating circumstances may be presented to the principal for special consideration.

### **EARLY DISMISSAL/TARDY**

Early dismissals and tardy events both appear as a tardy on the attendance report and report card. When a child is checked in/out for a medical/dental appointment, please provide a note from the healthcare provider the next day. If a medical note is not provided, a parent note may be used to excuse the tardy/early dismissal. Otherwise the event will be marked unexcused.

**Students must be in their classroom for instruction at 8:45 AM when the school day begins. Students not in their classrooms or arriving at the front doors of the school at 8:45 AM will be considered tardy.**

If your child is a car rider, please allow ample time for your child to get breakfast (optional) and make it to class prior to the bell ringing. When a child is tardy, an adult must come into the building to sign in the student. Failure to do this will result in the tardy being automatically unexcused unless a parent note is provided.

## TRUANCY

Any absence or tardy is considered an "event." **Any student who has been absent from school without a valid excuse for three or more events, or tardy for three or more events, is truant.** Truants shall be reported to the Principal and/or Director of Pupil Personnel who shall take appropriate action per Boone County Schools Attendance Guidelines. Please be aware that in the state of Kentucky unexcused tardies and unexcused absences are given equal weight.

**A student who has been reported twice as a truant (any combination of six unexcused absences or tardy events) is considered a habitual truant resulting in a referral to the court.**

## EDUCATIONAL ENHANCEMENT

A parent may request, in advance, an excused absence for his/her child to pursue an educational enhancement opportunity (EHO) outside of school. When evaluating the request the principal will see how the activity meets the following 3 criteria: 1) having an educational purpose, 2) having "significant educational value", and 3) how the activity is directly related to one of the Kentucky Academic Standards. No Educational Enhancement Opportunities will be granted during the Testing Window in the spring. If "Take Your Child to Work Day" falls within the testing window, any absence/tardy for this purpose will be unexcused. Truancy will be considered before approving EHOs. Students are responsible for the completion of school work missed and the learning of topics covered during an EHO. Remember that students are still missing school while using an EHO. Missing school for any reason can have negative impacts on a child's learning. It is best to plan trips and educational activities outside of times when school is in session.

## MAKE-UP WORK

Make-up work shall be permitted for absences and must be completed within the time specified by the teacher. It is the student's/parent's responsibility to contact the teacher for make-up work. It will be at the discretion of the teacher whether homework will be provided prior to the absence. It may not be possible for teachers to provide work in advance of an absence. Work missed as a result of a suspension may or may not receive full credit.

## GRADING INFORMATION

### GRADING PERIOD REPORTS

Report cards for all grades are issued every 9 weeks (Quarters). For intermediate students (Grades 4-5) mid-term progress statements will go home to any student who has an I (Incomplete) grade halfway through the quarter. Parents can also monitor their child's grades at any time in the Parent Portal.

In the fall, parent-teacher conferences will be held October 18 & 19. We encourage you to ask for a conference at other times during the school year as needed. It is critical for teachers and parents to have open lines of two way communication in order to ensure student success.

### Grading Quarters

**1<sup>st</sup> Grading Period:** Aug. 17– Oct. 17

Midterm ends Sept. 15

Report cards sent home Oct. 24

(Parent/Teacher conference required on Oct. 18 – Oct. 19)

**2<sup>nd</sup> Grading Period:** Oct. 18 – Dec. 19

Midterm ends Nov 15

Report cards sent home Jan. 9

**3<sup>rd</sup> Grading Period:** Jan. 3 – Mar. 8

Midterm ends Feb 5

Report cards sent home March 18

**4<sup>th</sup> Grading Period:** Mar. 9 - May 23

Midterm ends April 19

Report cards sent home last day of school.

## GRADE 4 and 5 REPORTING GUIDELINES

The following applies to grades four and five.

A= 90-100    B= 80-89    C= 70-79

BELOW 70 = Incomplete

Students will be expected to work with teachers to remediate Incomplete grades.

## PRIMARY REPORTING GUIDELINES

Primary Report Cards in accordance with the State Regulations on the Primary Program are ungraded and reflect the continuous progress of each student. Terminology utilized includes the following:

AS= Area of Strength

SP= Satisfactory Progress

PH= Progressing with Help

AC= Area of Concern

NA= Not Applicable at this Time

## BEHAVIOR INFORMATION

### HELP YOUR CHILD HAVE A GREAT YEAR

Your child's school day depends a great deal on how his/her day begins at home before school. Make sure your child gets enough rest at night and a good breakfast to start the day. Talk with your child about his/her school day. Check for homework assignments and help your child structure his/her time to complete them. Check with your child periodically regarding lunch charges, overdue books, etc. **MOST OF ALL READ TO, OR WITH, YOUR CHILD EVERYDAY.** Studies prove this is one of the most effective ways to help your child be successful in school. Encourage reading by modeling this behavior.

### BEHAVIOR EXPECTATIONS

North Pointe has established a behavioral expectation program based on Positive Behavior Instructional Support (**P.B.I.S.**) P.B.I.S. promotes teaching students appropriate behaviors, as well as utilizing discipline models that focus on positive behaviors and interventions. Our staff and several parent representatives have undergone extensive training and worked to develop a comprehensive program for our school. You will hear students and teachers referring to **P.A.W.S.** - an acronym developed within our P.B.I.S. approach to remind students of behavioral expectations—

#### **North Pointe Panthers:**

Practice safety

Act respectfully

Work responsibly

Strive for their personal best

Expectations will be taught school-wide with behaviors for specific areas clearly posted and communicated to students and staff. In addition, we have established a consistent reward and consequence system.

## CLASS DOJO MONITORING and COMMUNICATION APP

Teachers utilize Class Dojo to help monitor behavior in the classroom and to help acknowledge positive student behavior and discourage negative student behavior. All parents/guardians can be added to the teacher's classroom Class Dojo account to receive information on your child's behavior, class announcements, and other information that your teacher shares. We encourage all parents to connect with your child's teacher through the app and check it regularly for classroom and school updates.

## DETENTION

Sometimes it becomes necessary for the teachers or the administrators to assign a one hour detention to a student for either missing work or inappropriate behavior. The teacher or the administrator will assign the specific date/time of the detention.

## PANTHER AWARDS

A monthly Panther Recognition Award is given to a student from each homeroom. The following are the guidelines that the teacher utilizes in making the selection.

### Criteria

Student demonstrates P.A.W.S.

- Practices Safety
- Acts Respectfully
- Works Responsibly
- Strives for his/her personal best

### Additionally, teachers will select at least one:

- Shows good use of Life skills (Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort, Common Sense, Problem-Solving, Responsibility, Patience, Friendship, Curiosity, Cooperation, Caring, Courage, Pride)
- Consistently works hard with a positive attitude
- Shows leadership in class
- Helpful to other students/classmates
- Has shown improvement in the following area: \_\_\_\_\_

## SCHOOL GUIDANCE PROGRAM

The guidance program at North Pointe is available to help students, parents and teachers develop positive learning experiences. Services include, but are not limited to: individual counseling for routine needs, group counseling, classroom guidance, the coordination of assessments and referrals for special education. School guidance counseling cannot replace clinical therapy for students who necessitate higher levels of support. Classroom Guidance focuses on social emotional health and well-being, accepting diversity, friendship skills, teaching good decision making skills, etc.

## STUDENT DRESS AND APPEARANCE

North Pointe will follow the Boone County Student Handbook Dress Code. The following guidelines/clarifications will apply to North Pointe students.

**General:** Shorts/skirts/dresses must reach below fingertips when hands are at sides. Clothing with obscene, crude, or rude pictures or sayings or those pertaining to drugs, alcohol, tobacco, or violence will not be permitted. If there is a problem with clothing, parents will be notified and asked to bring appropriate clothing to school. Any dress or appearance that is disruptive to the educational process, as determined by the principal, is prohibited. Repeated violations of the dress code may result in disciplinary action.

**Tops:** No mesh clothing, tube tops, or bare midriffs permitted. Sleeveless shirts must come to the shoulder and be properly hemmed.

**Shoes:** Shoes/sandals must have a strap around the back. **No flip flops may be worn. The school also strongly discourages all sandals and open-toed shoes for safety purposes.** Flat-soled shoes are recommended for safety reasons. Gym shoes must be worn for gym class. **Students wearing unsafe shoes may be excluded from physical activity and/or Physical Education Class.**

**Make-up:** Excessive make-up and/or perfume/cologne should not be worn to school. No make-up or perfume/cologne should be brought to school.

**Shorts:** Shorts may be worn as long as the weather permits. Caution should be taken if the temperature falls below 65. Parents need to consider that the building is air-conditioned. All shorts and pants must be pulled up to the waist with no undergarments showing.

**Jewelry:** No excessive jewelry or chains may be worn at school.

**Hats/Hoods:** Should not be worn at any time inside the school building except on designated days.

In cold weather, coats must be worn for outdoor recess. A student may have to remain indoors if the teacher deems the temperature too cold for the student's attire.

## RESPECT for ALL PEOPLE

At North Pointe we expect all teachers, staff, parents, students, and community members to be courteous and treat each other with respect at all times. There are proper ways to discuss individual differences of opinions. If a parent has a concern about a teacher or a classroom issue, the parent must first contact the teacher directly (per Boone County Teacher Contract).

KRS 161.190 "Abuse of a teacher is prohibited. Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows, or should know, that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school."

## HARASSMENT/DISCRIMINATION

Harassment/discrimination is intimidation by threats or actual physical violence, the creation, by whatever means, of a climate of hostility, or intimidation, or the use of language, conduct or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual. Harassment / discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex or disability is prohibited.

Students who engage in harassment and/or discrimination of an employee or another student based on an individual's race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action as directed by the Superintendent.

Conduct and/or actions prohibited under this policy include, but are not limited to:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion or disability;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Members of one gender in a class being subjected to sexual remarks by the other gender in the context of the classroom or school function.
4. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin or disability of the student;
5. Limiting students' access to educational tools such as computers, based on the student's gender, race, color, religion, national origin or disability;
6. Teaching a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student

No one shall retaliate against a student because he/she has filed a written grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of harassment/discrimination of an individual or because he/she has opposed language or conduct that violates this policy.

### GENERAL GUIDELINES

1. Trading or selling of personal property is prohibited. Please be sure to thoroughly discuss this rule with your children. Item value is often not understood by young children. Students also often regret trading their items which then causes disruption to the educational environment. The school is not responsible for items that students buy, sell, or trade at school. These items are often not recoverable.
2. Children should not bring novelties or playthings (such as toys, trading cards, etc.) to school or on the bus without permission from their teacher or principal. These items are often lost. The school cannot be responsible for any lost personal possessions (toys, money, etc.).
3. The following items (real or toy) are not permitted for reasons of safety: fireworks, dangerous instruments, KNIVES OR WEAPONS OF ANY TYPE OR SIZE, slingshots, rockets, matches, lighters, tobacco products, or alcoholic beverages.
4. No skateboarding at any time on the campus, including after school hours.
5. Chewing gum is not permitted, unless specifically identified as part of a student's instructional plan (IEP, 504, intervention, etc) or permitted by the teacher.
6. Parents should instill in their children a sense of responsibility for checking that they have all necessary items for the next day of school. On occasion, if a parent is bringing items to school, such as forgotten homework, back-packs, lunches, etc. they must be dropped off in the front office. The front office will make arrangements to get the items to the correct classroom.

## TRANSPORTATION INFORMATION

### BUS TRANSPORTATION

1. All students will be assigned to a bus based on their pick up / drop off location.  
**Students will not be able to ride any school bus other than their assigned bus.**
2. **BUS PASSES WILL NOT BE ISSUED FOR ALTERNATE LOCATIONS.** If students need to be picked up or dropped off at a location other than their designated stop, it will be the parents' responsibility to provide transportation.
3. Students are not allowed to take balloons, glass or live animals on the bus. Students should not take large items on the bus that would extend past their normal seating space.
4. Students will be assigned to the bus that services the stop closest to their home address unless alternative arrangements are made through the transportation department. If the alternate stop location differs from the home address (i.e. daycare, babysitter etc.), it must:
  - Be prearranged with the school and transportation department.
  - Be within the school's attendance boundary based on home address.
  - Be a **permanent** location for the school year.
  - Be the designated location where the student is picked up and/or dropped off whenever the student is transported on a Boone County bus.
5. Please have your child at the bus stop at least 10 minutes prior to scheduled bus arrival. We strongly encourage adults to stay with students (especially primary students) until the bus arrives.
6. In order to ensure the safety of ALL students riding the bus, we WILL NOT permit students to create a disturbance on the bus. Riding the bus is a **privilege, not a right**. Any student displaying inappropriate behavior on the bus will be subject to disciplinary action, including possible forfeiture of riding privileges.
7. If the bus driver forgets your bus stop, please bring your child to school and call the bus garage at 586-0878 so they can determine what happened. Please be aware that many times we do have substitute bus drivers and errors occur.
8. Parents can find bus stop locations and times using the Bus Route Finder on the district transportation page.

If you have a concern with transportation, please call the **bus garage at 859-586-0878**.

### ZONAR MYVIEW BUS TRACKING APP

Bus stop times will vary daily due to circumstances, such as traffic conditions. There are also times when the transportation department will need to change a regular bus route time, due to a variety of reasons, such as double runs and traffic accidents. Therefore it is recommended that all parents utilize the Zonar MyView Bus Tracking App to receive real time updates on their child's bus location. The school will provide information to parents on how to access the app.

## DROP –OFF & PICK-UP PROCEDURES

### **PARENT AM DROP-OFF PROCEDURES:**

#### **Option 1: Transported by bus**

STUDENTS ARE ENCOURAGED TO RIDE THE BUS TO SCHOOL.

#### **Option 2: Use the Drop-Off Lane**

Parents may drop off students from 8:30 a.m. to 8:45 a.m. in the drive-through lane on the east side of the building (lane that is closest to the building). Parents need to keep in mind that classes start at 8:45 a.m.; therefore students need travel time to be IN CLASS at 8:45 a.m. to avoid being tardy. Students should ideally be out of the car rider line by 8:40 a.m.

**Please do not drop off students in the parking lot.** If your child needs assistance, parents may park and escort children through traffic crossings to sidewalks. Once the child is on the sidewalk that is near the building, the parent may let the child continue on his/her own. **Parents are responsible for supervision until the doors open at 8:30 a.m. Doors will not open until 8:30 a.m.**

If you walk the student to the front entrance, please keep in mind that teachers are on duty and have been assigned responsibilities starting at 8:30 a.m. If you need a conference you must schedule it with the teacher at another time.

#### Drop-Off Procedures:

1. Pull forward as far as possible within the areas marked by the traffic cones. This may mean that you pull past the crosswalk. **DO NOT STOP DIRECTLY IN FRONT OF THE BUILDING** by the crosswalk.
2. When the line stops, if your car is within the boundary of the traffic cones, your child should exit at that time.
3. Students should **ONLY** exit on the passenger side of the vehicle nearest the building. If your child needs to exit on the driver side, please park in the lot and walk your child to the crosswalk.
4. Students should be able to exit the vehicle quickly and independently. If your child cannot do so, please park in the lot and walk your child to the crosswalk.
5. Students should use the time waiting in line to gather their belongings and be prepared to exit the vehicle quickly.
6. Parents should not exit the vehicle for any reason (child safety locks, help with child restraints, etc). If the parent needs to exit the vehicle, they should park and walk their child to the crosswalk.
7. Parents are responsible for notifying others transporting their child of these procedures.
8. Do not release students from the vehicle in the morning until staff members are present and stationed at the car rider line to safely monitor students.

#### **Option 3: Walkers/Bike Riders**

Parents/guardians may opt to walk or bike with their child to school. Students should not walk or bike to school without a parent or adult supervision due to safety concerns. A parent/guardian must supervise their child until the doors open at 8:30 AM. Students are welcome to use the bike rack near the front of the school.

### **PARENT PM PICK-UP PROCEDURES:**

#### **PICK-UP NOTES**

For any daily pick-up changes, a written note signed by the parent/guardian must be received in the morning by the classroom teacher. The note must contain the following information: child's first and last name, teacher's name, first and last name of the person picking up the student, and the date. A note must be sent in EACH day that there is a change. Notes must also be sent in when a student is staying after school for an extra-curricular activity.

PHONE CALLS, TEXTS, EMAILS, MESSAGES IN COMMUNICATION APPS, AND FAXES MAY NOT BE RECEIVED IN A TIMELY MANNER AND THEREFORE FOR YOUR CHILD'S SAFETY, THESE CANNOT BE ACCEPTED. Substitute teachers also do not have access to these communication means.

If a written note has not been sent with the child, the parent may bring a note to the office no later than 3:00 p.m. One of the office staff will call the child to the office. The parent may then give the written note to the child. The child upon returning to the classroom will give the note to the teacher who will follow established procedures. Office staff cannot put written notes about dismissal into a teacher's mailbox. No transportation changes will be accepted after 3:00 p.m. Unexpected or late in the day transportation changes often cause confusion and jeopardize student safety.

#### **Option 1: Transported by bus**

STUDENTS ARE ENCOURAGED TO RIDE THE BUS HOME FROM SCHOOL.

#### **Option 2: Parent Drive-Through**

**Permanent Pick-ups:** Parents use the drive-through lane on the east side of the building to pick up children (lane that is closest to the building). All families will be assigned a number and provided a car tag. Parents or adults designated by parents will display the assigned number on a hanging car tag displayed in the front windshield. School personnel will release the children to each vehicle. Telling staff your car tag number is not sufficient. Staff must see the tag. If you forget your car tag or your car tag is not displayed, you may be asked to circle to the end of the car rider line. Then, after other students are dismissed, staff will check IDs and radio to the office that you are allowed to pick up that child.

**Occasional Pick-ups:** Occasional student pick-ups will also use the car rider lane. Students will need to provide their teacher a written note in the morning so that the teacher knows to send the student to car riders for dismissal. The note must include the first and last name of the person picking up the student. The person identified to pick up the student must have their ID available. If a note was not sent in or brought in prior to 3:00 p.m., the student will utilize their typical mode of transportation. No students will be dismissed from the office at the end of the day. Only students leaving early before the dismissal bell will be dismissed from the office. Early dismissals count as a tardy event.

#### **Option 3: Walking/Biking**

Students walking or biking home from school must be supervised. Parents may walk to North Pointe to pick up children. Walkers will be released from the Walker Door (Door A1) which is the door on the west side of the bus loop. Bikes should be walked while on campus. **Staff is instructed to release students to designated adults only. Please do not send underage siblings/friends to pick up students.** Staff members releasing students through the walker door may vary due to staff absences. Never assume that the person releasing your child will recognize you. Always have your ID available.

## **TRAFFIC SAFETY PROCEDURES**

1. All traffic is one-way.
2. All visitors and staff must park in the parking lot adjacent to the building. Please do not park in handicapped spots, non-parking areas, or in traffic lanes.
3. Parents may use the bus loop from 9:15 – 2:45 p.m. for short pickups and drop-offs IF no buses are present in the loop. The Fire Marshall requires that there be complete access to this part of the grounds for emergency vehicles and for use of the fire hydrant.
4. **NEVER ENTER BUS LOOP IF BUSES ARE PRESENT.**
5. If a bus enters the loop after you are parked, you may need to wait for the bus to exit the loop before you can exit. **NEVER DRIVE PAST A BUS WITH ITS STOP SIGN OUT.** This is illegal and violations will be ticketed.

6. Please keep in mind that all traffic regulations must be strictly followed. Our school resource officer monitors parking, traffic and use of restraint systems (seat belts/car seats).

### **BEFORE AND AFTER SCHOOL CARE**

Students enter the school and report directly to their classroom at 8:30 a.m. Students are dismissed at 3:35 p.m. If you need AM supervision prior to 8:30 a.m. or PM supervision after 3:35 p.m., you may enroll your children in the child care program provided by the YMCA, if space is available. Morning hours for the YMCA are 6:30 - 8:30 a.m. Afternoon hours for the YMCA are: 3:35 - 6:00 p.m. This is a private pay program. Students must be enrolled before being dropped off for this supervision. For more information please call the YMCA at (859) 534-5700.

As a service to parents, the transportation department will also transport students to and from two childcare facilities in the Hebron location - Children's House and Kindercare.

### **VISITOR INFORMATION**

#### **REQUIRED IDENTIFICATION AND VISITORS**

Parents, guardians and visitors need a valid ID when volunteering, eating lunch and/or picking up children from school (end of the day, during the day, or after an extra-curricular activity). Although many staff members know the parents/guardians, there may be times that other staff members will be assisting with sign-out.

#### **PARENTS, VISITORS & VOLUNTEER GUIDELINES**

For the safety of our students, visitors must obtain a pass and check **in and out** at the front office (unless otherwise designated by staff). A driver's license/state issued picture ID is required. Please allow time for this screening process. A visitor sticker will be provided and must be visibly worn at all times. Staff will ask visitors to show their visitor's sticker. Anyone without a visitor's sticker will be escorted back to the office.

Any classroom visits or volunteer opportunities must be pre-arranged with the teacher. Siblings, small children, and strollers are not permitted in classrooms due to limited space and to ensure minimal interruption of the educational process (This includes during classroom celebrations). At times the number of classroom visitors may be limited by teachers and/or administrators.

All adult visitors must be dressed appropriately. As a general guideline, visitors must follow the same dress code requirements as students. The school administrators reserve the right to ask any visitor to leave the building if their attire is a distraction to the educational process. **Parents who violate the Visitor's Guidelines may be restricted from visiting the school.**

Teachers cannot meet with parents while they are supervising students. Please do not attempt to conference with teachers while visiting or volunteering. The school staff is happy to meet with you at pre-arranged times.

Volunteers may be required to complete a volunteer orientation.

#### **VOLUNTEER/ CHAPERONE BACKGROUND CHECK**

Parents and other approved adults who wish to attend field trips, volunteer, or assist in the classroom must complete a security background check. The State of Kentucky charges a \$10 processing fee per background check which is due at the time of form submission. The background check is required by State Law. This background check will be good for up to 3 years. Even if you have had a background check through another agency or organization, you will still need to submit a background check through the school. We will not accept other background checks that individuals submit. A school district employee may submit a copy of their school badge in lieu of a background check because

one was already completed through the school system upon hiring. Background checks must be completed well in advance of volunteering or chaperoning, as this process can take time to complete.

### **FIELD TRIPS**

Students are permitted to participate in field trips only with written permission of the parent or guardian. Permission slips are sent home prior to the trip, and it is the student's responsibility to return the slip signed. Failure to return the permission slip by the designated date may result in loss of permission to attend. It may not be possible to make additional arrangements for students at the last minute. **For safety reasons, younger siblings may not attend field trips.** If a trip ends during the school day students are expected to return to class. If a child does not return to class he/she should be signed out in the office and the early dismissal will be unexcused unless a parent note is utilized. If a field trip ends after 3:35 p.m. parents must sign out the child from the teacher prior to leaving school grounds.

### **OTHER GENERAL INFORMATION**

#### **CONTACT INFORMATION**

Your child's information lists his/her name, address and phone number, parent/guardian contact information as well as who may or may not pick up your child. If there are any changes, please notify the office **immediately**. It is imperative that you identify emergency contacts in case we are unable to reach a parent/guardian.

#### **COMMUNICATION**

Good communication between parents and the school staff is essential for student success. Parents can communicate with teachers via email, phone, planners and pre-scheduled conferences. Many teachers also use communication apps to maintain parent communication. Teachers are working with students during the school day, so immediate responses are not feasible. School newsletters will be distributed regularly through electronic means. Please provide a current e-mail address.

#### **PARENT PORTAL**

Parents are encouraged to sign up for a Parent Portal account. To do this, you will need to obtain a unique identification code from the school office. Because these codes will allow you to obtain access to your child's school information, they can only be given to parents in person with a valid ID.

On the Parent Portal, you can monitor your child's grades, check their attendance, see if notes were turned in, check immunization status, monitor fees, etc.

#### **INCLEMENT WEATHER**

Remember, a one or two hour delay can become an all-day closing. **DO NOT BRING YOUR CHILD TO SCHOOL EARLY**, due to the possibility of a school delay or closing. We do not have supervision available in such instances. Please listen to delay messages for specifics on preschool.

- **1 hour delay** – doors open at 9:30 a.m.; school begins at 9:45 a.m.
- **2 hour delay** – doors open at 10:30 a.m.; school begins at 10:45 a.m.
- There may be days when the weather conditions prevent the opening of schools for in-person instruction. However, if schools are closed to in-person instruction, students may be required to attend class virtually. Attendance and participation will still be counted on these days.



## INFORMATION NOTIFICATION SYSTEMS

The Boone County School district utilizes local media, social media, and the district web pages to notify the community in the event of an emergency or inclement weather.

For the 2023-2024 school year North Pointe will again be using an automated text and email notification system. In the case of snow days, school delays, early dismissals, and other important notices, families may receive an automated phone call, email, and/or text message informing them of the situation. Please do not rely on this system exclusively as technical issues occasionally arise.

## EMERGENCY DRILLS AND PROCEDURES

Fire, tornado, earthquake, lockdown, and bus safety drills are held regularly to develop safety practices that will help students and staff to respond appropriately in the event of a real emergency. If an emergency occurs during dismissal students will remain in the safest location possible which may result in a delay of dismissal.

## BIRTHDAY CELEBRATIONS

**Invitations to birthday parties and/or celebrations shall not be distributed at school, even if the entire class is invited.** Please refer to individual class procedures for birthday recognition guidelines. Please be cognizant of allergies.

No class lists, telephone numbers, addresses, etc. will be provided by the school or classroom teachers. Parents may initiate a procedure to collect and/or distribute this information. For example, the room parent may distribute a pre-approved school form that individual parents may choose to complete and submit back to the homeroom parent. The homeroom parent will then compile a list and distribute it to all participating families.

While we love birthdays, no student deliveries should be made to the school, including flowers, balloons, etc. They will not be sent to classrooms or transported home on the bus.

## DAILY SNACKS

Follow the teacher's guidelines for snacks and treats during the school day. Whenever possible, please only send in snacks that are nutritious. Gum is not permitted unless specifically given by the teacher.

## TELECOMMUNICATION DEVICES

All telecommunication devices (including phones, watches, and other devices that make or receive calls/texts, etc) should be silenced or turned off during the school day and placed in a student's backpack. Students shall not use or access these devices during the instructional school day.

Students may not make or receive calls/texts during the instructional day. Students may utilize telecommunication devices before or after school with staff permission to communicate with parents on important matters, such as transportation to/from extracurricular events, etc.

Due to the expensive nature of such items, students are encouraged to leave them at home. Students are responsible for devices they bring to school. The school shall not be responsible for loss, theft, or destruction of personal devices brought onto school property.

## ACCEPTABLE TECHNOLOGY USAGE

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data, and files stored or transmitted via the district resources may be reviewed and/or removed.

## LOST AND FOUND

Whenever possible, parents should mark personal items such as school supplies, lunchboxes, and clothing with students' names. The Lost and Found is located in the back hallway outside of the cafeteria. If your child has lost something, he/she should look there first. Your child may also check in the front office for more valuable items such as jewelry or glasses. You are welcome to help your child search for any lost items after you have stopped in the office and received a visitor's pass. Unclaimed items will be donated multiple times throughout the year.

## LOST TEXTBOOKS, LIBRARY BOOKS, CHROMEBOOKS

Students are responsible for all textbooks, library books, technology devices, and other instructional materials given to them. Please be aware that parents and/or guardians will be charged and payment expected during the school year for lost or highly damaged materials.

## PHYSICAL EDUCATION/ PRACTICAL LIVING

Students participate in Physical Education class, unless otherwise specified by a medical doctor. Gym shoes are required for the safety of your child and the care of the gym floor.

## PARENT TEACHER ASSOCIATION (PTA)

The North Pointe PTA is proud to sponsor many wonderful programs and events throughout the school year. Some of them include: Fall Fundraiser, Kentucky Kids Day, AR Store, in-school field trips, educational programming, festivals, and much more! If you are interested in becoming a member, volunteering, or have any questions, please contact PTA President Live Gamble. We are looking forward to a wonderful 2023-2024 school year.

## EXTRACURRICULAR ACTIVITIES AND SCHOOL EVENTS

All parents and students are cordially invited to attend the activities that occur during the school year. These extracurricular activities are important extensions to the academic program, as well as providing social activities for families.

Parents are responsible for enforcing the rules of good behavior at such functions. **Parents must monitor their children at all times. Failure to do so may result in discipline by the school to include the loss of the privilege to participate in the activity.** Parents who fail to follow procedures will be asked to leave with their children.

Students may have the opportunity to participate in various activities throughout the year such as basketball, cheerleading, chorus, academic teams, plays, Student Council, Girls on the Run, archery, etc. The programs that are offered through the school may vary from year to year.

In order to participate in such activities, North Pointe students are expected to perform to the best of their abilities, both academically and behaviorally. SBDM Council has developed specific expectations for students' participation in extracurricular activities. If there is evidence that a student is not working to his/her potential in either of these areas, the student may be suspended from participation until sufficient improvement is noted. The final decision for suspension and reinstatement from activities rests with the principal after conferring with the teacher, coach, club sponsor, parents, and/or student.

**Failure to pick up students on time from extracurricular activities may result in the student being removed from the activity.**

If you are sending someone else to pick up your child, a note should be sent in the morning identifying who will be picking up your child.

### SCHOOL FEES

The 2022-2024 school fees for

- Grades K through 3rd are \$65.00 (this includes \$55 for general fee and \$10 for digital materials fee).
- Grades 4th and 5th are \$70 (this includes \$55 for general fee, \$10 for digital materials fee, and \$5 agenda fee)

The school fee is waived or reduced for a student upon qualification for the Free/Reduced Lunch Program.

**Note: Free/Reduced Lunch application must be completed every year and is available on-line or from the school office. Please complete as early as possible to avoid additional charges.**

Several activities also have participation fees. The fee schedule is adjusted for families that qualify for free/reduced meals. (ALL FEES ARE SUBJECT TO CHANGE)

### USE OF SCHOOL GROUNDS AND BUILDING

The playground and surrounding areas, including the basketball court, should not be used by non-North Pointe students until 6:00 PM. There is an afterschool children's program which uses these areas. For safety reasons no one should ride bikes on school grounds when school is in session, after care programs are in process, or when school events are in process (plays, clubs, meetings, etc.)

Middle school students are released earlier than elementary. Please do not allow middle school students to come to NPE during this busy time, as it can create an unsafe situation.

All requests to use the school building after hours should be made in writing and submitted to the assistant principal or principal for approval. A certified staff member MUST supervise students and/or adults using the facilities. All other requests will be denied. Board policies will be followed regarding facility use.

### ANIMAL POLICY

A school administrator must approve in advance any animal that is brought onto school property during school or school activities. We ask that you not walk dogs on school grounds – especially at drop off and pick-up times.

### SCHOOL-BASED DECISION-MAKING COUNCIL

Our School-Based Decision Making council is composed of two parents, three teachers and the principal who meet on an agreed upon schedule. The council determines some school policy. Meeting dates will be published in the school newsletter, on the website and on the SBDM bulletin board.

## CAFETERIA INFORMATION

### FOOD SERVICE PAYMENT OPTIONS

For the 2023-2024 school year, students will be charged for all school meals (breakfast and lunch) unless they qualify for free/reduced meals. Students will be charged for extra entrees, extra snacks (ice cream, fruit roll ups, etc), and milk for students choosing to pack. Students can pay for these items by utilizing an electronic payment system or by sending cash or check to school. The amount of money you send in for your child is immediately deposited into his/her account. In addition, parents have the option to make deposits (includes a small processing fee), review purchases, and check balances online at [myschoolbucks.com](http://myschoolbucks.com).

Each student has an individual code he/she enters as he/she goes through the cafeteria line each day.

Any question about your child's lunch, lunch account or lunch charges should be addressed to Jodee Artero at 334-7006.

### 2022-2023 MEAL PRICES

Student Breakfast - \$2.00  
Adult Breakfast - a la carte  
Student Lunch (P-5) - \$3.25  
Adult Lunch - a la carte

Students may also qualify for free lunch. Students who qualify for reduced meals will receive meals at no charge.

### FREE/REDUCED BREAKFAST/LUNCH

If there are financial difficulties, parents are encouraged to submit an annual application for free or reduced meals. The Federal Government sets the guidelines for free/reduced lunch qualification. This application also affects school fees. In addition, a variety of programs and funding sources are based upon free and reduced lunch numbers so it is important that we have accurate numbers of those who qualify.

**Note: Free/Reduced Lunch application must be completed every year and is available on-line.**

### CAFETERIA VISITOR EXPECTATIONS

North Pointe always welcomes visitors to eat lunch with one of their children or relatives. We have established the following lunchroom procedures for students and/or guests:

- 1) When you first arrive at school, please go to the office to obtain a visitor's pass.
- 2) If you are unable to find your child when you get to the cafeteria, check with one of the lunchroom supervisors. They are more than willing to assist you.
- 3) When you have lunch with your child you will either eat at the designated tables or in the courtyard (weather permitting). Please do not sit at your child's **classroom** table as seating may be limited. Please remain in these designated seating areas of the cafeteria. Parents/guests may not visit with other students while eating lunch in the cafeteria/courtyard.
- 4) Visitors may only eat lunch with their child. **STUDENTS MAY NOT BRING A FRIEND WITH THEM WHEN EATING WITH A GUEST.**
- 5) Outside food is permitted, but may not be shared with students other than your child.
- 6) Once the class is picked up by the teacher, the visitor should return to the office to check out. Visitors are not permitted to walk students back to the classroom. Lunch visitors are not permitted in any other part of the building.
- 7) If someone other than an adult listed in Infinite Campus is coming to eat lunch with your child, please notify the office that you give permission for this person to eat with your child.

## HEALTH INFORMATION

### FIRST AID ROOM

There is a trained staff support person to assist with your child's first aid needs. Students may visit the First Aid Room with the permission of their teacher. Parents will be contacted when students exhibit fevers or obvious signs of illness.

## ADMINISTRATION OF MEDICATION AT SCHOOL

Board Policy prohibits students from bringing medication to school (Policy 11.50). Parents are responsible for bringing medications to school. Medication must be given to the staff support person in the First Aid Room in the **ORIGINAL PRESCRIPTION BOTTLE ONLY**, with the name of the student, the name of the medication, time and amount of medication to be given. ADMINISTRATION OF MEDICATION WILL BE DOCUMENTED. DO NOT SEND MORE THAN A WEEK'S SUPPLY AT A TIME. If Over the Counter medication is sent in it **must** be in the original bottle also.

1. **A consent form (available in the First Aide Room and the North Pointe website under school forms, medical forms) signed by the parent and physician must accompany all medication to be taken at school. The medication is stored in the First Aide Room (unless other arrangements have been made by the principal and school nurse).**
2. **Over-the-counter medications including cough drops and sunscreen, require a consent form to be signed by the parent and again needs to be brought and stored in the First Aid Room.**
3. **If it is necessary for your child to carry their medication at all times (example: inhaler, epi-pen) there is an additional form required to be completed by the physician and the parents.**
4. **Teachers should also receive notices from the parents when medication is to be taken at school. It is the student's responsibility to comply with the doctor's orders concerning administration of drugs.**
5. **Whenever possible it is best to administer medications at home.**

## SCHOOL STAFF

Kelly Smith	Principal
Cory Franklin	Assistant Principal
Rebecca Franklin	School Counselor
Amy Mintchell	Instructional Coach
Daniel Campbell	Attendance Clerk
Jackie Lyons	Staff Support
Melissa Watkins	Financial Secretary
Kelly Buys	School Nurse
Melea Boelter	Health Clerk
Jodee Arteeno	Cafeteria Manager
Kevin Winscher	Head Custodian

**Note: Information in this handbook is subject to change at any time and can be reviewed regularly for any updates or changes.**

