

Newport Primary School

Handbook 2024 - 2025



1102 York Street
Newport, Kentucky 41071

Telephone: (859) 292 - 3011
Fax: (859) 292 - 0771

Office Hours: Monday - Friday
7:30 am - 4:00 pm

At NPS we
Nurture students
Prepare students
Support students

SCHOOL INFORMATION

District Website

www.newportwildcats.org

From the district webpage, click on the SCHOOLS dropdown menu.

Administration Team

Matt Atkins, Principal

matt.atkins@newport.kyschools.us

Nichole Hayden, Assistant Principal

nichole.hayden@newport.kyschools.us

Tracy Kaake, School Counselor

tracy.kaake@newport.kyschools.us

Laura Booher, Instructional Coach

laura.booher@newport.kyschools.us

Autumn Slankard, MTSS Instructional Coach

autumn.slankard@newport.kyschools.us

Student Services

Pam Huff, Attendance Clerk

pam.huff@newport.kyschools.us

Molly Wesley, Family Resource Coordinator

molly.wesley@newport.kyschools.us

(859) 431-6662



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Arrival and Dismissal

Arrival

The arrival gate on York Street is open from 7:30am - 8:00am. The gate closes promptly at 8:00am.

Students should be in class by 8:05 when instruction begins. If arriving after 8:00am students should enter through the main office. Students are considered tardy at 8:05am.

Breakfast is open from 7:30am - 8:00am. Students should arrive by 7:50 to ensure they have time to eat and are not tardy to class. Students should be in class by 8:05am.

Dismissal

The school day ends at 3:05pm. The York Street and Putnam Street gates are opened at 3:08pm. Preschool and Kindergarten students are dismissed in the courtyard. Each class sits at a table. First and Second grade students are dismissed on the back playground. Students should leave the school grounds immediately after dismissal. The playground is not open during dismissal. Students are expected to be picked up by 3:20.

Due to the age of our students, they will only be released to high school age siblings or adults listed in their Infinite Campus account and cannot leave school grounds alone without permission on file. If your child will be picked up by an intermediate or middle school-aged sibling, complete a Dismissal Release form prior to school beginning. These will be available at open house or can be completed anytime during the school year if circumstances change at the main office.

***Changes to Student Release List**

Students can *only* be released to the adults listed in their Infinite Campus account. Changes can be made by coming into the main office. Changes cannot be made over the phone or by sending in a note. Changes can only be made in person to ensure it is the legal parent/guardian making changes. It is highly recommended to add several extra adults on their pickup list just in case as you never know what circumstances may arise and you need someone else to pick up your child.

School Visitors

We limit visitors during the school day due to school safety and an effort to protect classroom instruction from interruptions. All school visitors during the school day must check in at the front office. State identification is required as this is scanned into the Raptor security system. All school visitors must check out in the office when leaving by turning in your name sticker. The only exception for office check in with an ID, is for large school-wide events held during the school day such as awards ceremonies or family engagement events. Some visits require a background check such as field trip chaperones, FRC volunteers, eating lunch with your child or volunteering for other school day activities.

Lunch with Students

Lunch times:

- Kindergarten – 10:55 am -11:20 am
- 1st Grade – 11:30 am -11:55 am
- 2nd Grade – 12:00 pm -12:25 pm

Student and parent visitors eat in room 115. Please note that your child must return to class at the end of their lunch period.

Code of Acceptable Behavior and Discipline

The Newport Independent School District Code of Acceptable Behavior and Discipline should be read in conjunction with this NPS Handbook. Please refer to the document for an extensive explanation of student/family/staff rights and responsibilities in regards to the student disciplinary process. Discipline policies and procedures will be enforced consistently and fairly to all students. The policies and procedures are essential to the smooth and efficient operation of our school and conducive to the development of good citizenship and academic achievement. These policies and procedures, along with the cooperation of students, families, and staff will allow us to fulfill this responsibility. Below are policies and procedures specific to Newport Primary School.

At Newport Primary School we follow the *Wildcat Way*. The Wildcat Way has two goals:

1. Students are equipped with essential social skills to prepare them for their future.
2. Students are provided a greater sense of belonging within the school, outside of their everyday classroom community.

At the heart of the Wildcat Way, we have three core expectations that are taught to students beginning in preschool. These expectations are broad concepts that apply to all people in every setting across our school. Expectations facilitate an overall positive climate for adults and children alike.

Be Safe	Be Responsible	Be Respectful
		

Within the classroom and school, rules are established for specific settings aligned to these core expectations.

Here is an example of applying our core expectations to establish rules for specific settings.

	Bathroom	Hallway	Cafeteria
Be Safe	Walking feet Wash hands	Walking feet Eyes and feet forward	Walking feet No sharing of food from from
Be Responsible	Flush Throw your paper towel in the trash can	Pick up trash you drop Line leader stops at the stop signs	Throw away all trash Set your tray on the cart
Be Respectful	Quiet voices Give people privacy	Voice level 0 Keep hands and feet to self Maintain personal space	Voice level 0, 1 or 2 Raise your hand for help

Our Wildcat Way also consists of seven essential social skills we call the Wildcat Way rules. One Wildcat Way rule is revealed at the beginning of each month during an assembly. With practice and reinforcement, we hope these become automatic responses for our students at school, home and in the community.

Students earn Cat Cash for following school-wide and classroom expectations. Each month students have the opportunity to shop at our Cat Cash store for rewards.

House System

Each student and staff member belong to one of six Houses. Students are assigned a House in Kindergarten and remain in this House through second grade. The purpose of the House system is to build school culture and sense of belonging within our school and across grade levels. We celebrate with our Houses in lieu of a traditional

Halloween and Christmas class party and also have a House party the Friday before spring break.



House Tokens

Students can earn House tokens for following the Wildcat Way. The token color corresponds to that student's House color (e.g. yellow for Amistad, blue for Reveur). The student adds this token to small jars in their

The Wildcat Way

- I will greet adults by looking in their eyes. I will use their name, Ma'am or Sir.
- I will keep my eyes on the speaker.
- I will immediately say "Thank You" when given something. I will perform random acts of kindness.
- I will speak in complete sentences.
- I will tell the truth.
- I will say "Excuse Me" if someone bumps into me, even if it's not my fault.
- I will congratulate others when they succeed.

classroom. Each month students empty the classroom House jars into the larger school-wide House jars as a friendly competition among Houses as to which House has earned the most.



Curriculum and Assessment

Curriculum

Wonders Reading series - core reading curriculum

University of Florida Literacy Institute (UFLI) Foundations - phonics curriculum

Math in Focus - core math curriculum

i-Ready - an triannual diagnostic assessment that provides an individualized learning pathway for both Reading and Math

Students participate in five special area courses throughout the school year.

Art Education - Ms. Hofstetter

Physical Education - Ms. Whitfield

Music Education - Ms. Herzner

Project Lead the Way - Mrs. Reese

Social Studies & Culture - Ms. Ewing

Mrs. Reese is our Media Specialist, commonly referred to as School Librarian. Some days students are in Project Lead the Way (science/technology curriculum) while other days students are in the library.

During Media Lab times, students will be allowed to check out books from our school library. Kindergarten and first grade students are allowed to check out one book to keep in their classroom book boxes. Second grade students are allowed to check out books and take them home to read. Students must return their book in order to check out another.

Assessments

Students' academic performance is measured throughout the school year using a variety of assessment tools.

i-Ready diagnostics are taken by all students in grades Kindergarten through 2nd grade in September for Reading and Math. This assessment determines their i-Ready learning pathway. The diagnostic is taken again in December and March to show their growth for the school year and reset the learning pathway.

Unit assessments are completed in the classroom every few weeks to assess students' mastery of standards.

Aimsweb is a fluency assessment. Each student will be given one or two one-minute assessments in math and reading in September, January, and May. The results will help us to determine which students are in need of academic support and in which specific areas. Teachers will use aimsweb to monitor students' progress in foundational math and reading skills throughout the school year.

Grading Scales

Students will receive four report cards during the school year. Primary grades are not scored on a numerical scale, but an evaluation code as follows:

NA = Not Assessed	The concept or skill has not been introduced.
N = Novice	The student has been introduced to the skill or concept has not made progress toward independently mastering the skill.
A = Apprentice	The student has made some progress toward independently mastering the skill. The teacher needs to provide support.
P = Proficient	The student is successful in meeting the basic expectations of the concept or skill at grade level.
D = Distinguished	The student is consistently successful in meeting the expectations of the concept or skill at grade level or beyond independently.

Student Recognition

Attendance

Each month students with perfect attendance are recognized during our school-wide assembly on the first Monday of each month.

Student of the Month

Each month beginning in October, one student from each class is recognized as Wildcat of the Month. This is based on following the wildcat way and following our three core expectations: be safe; be respectful; and be responsible.

Student Ambassador Groups: Leaders, Achievers and Believers

Students at NPS may be identified as a leader, an achiever or a believer based on academic and behavior data or teacher recommendation.

Student Ambassador Groups		
Leaders	Achievers	Believers
<ul style="list-style-type: none">Consistently meets classroom academic expectations (classwork, homework, i-Ready practice/lessons)Consistently meets classroom and schoolwide behavior expectationsGets along well with others	<ul style="list-style-type: none">i-Ready Assessment scores are at or above the 65th percentileConsistently meets classroom academic expectations (classwork, homework, i-Ready)Consistently meets classroom and schoolwide behavior expectations rules and meets behavior expectationsGets along well with others	<ul style="list-style-type: none">Strives to always try their bestManages emotions and demonstrates good problem-solving skillsConsistently meets classroom and schoolwide behavior expectations rules and meets behavior expectationsGets along well with others
Each student Ambassador group will have different privileges and leadership opportunities which could include recognition at assemblies, celebrations, lunch groups, participation in morning announcements, peer mentoring, and assisting with building tours for new students.		

iReady Celebrations

Students are given time during the school day to work through their iReady pathway determined by their initial placement assessment in September. The goal for all students is to complete five lessons per week. At the end of each month, those students meeting this expectation have the

opportunity to participate in an additional activity.



24-25 i-Ready Celebrations

Month	Lessons Needed	Celebration
September	8	October 3
October	9	November 8
November	6	December 6
December	6	January 10
January	7	February 7
February	7	March 7
March	8	April 3
April	6	May 2

Awards

On the last day of school students are recognized for performance and effort during the school year. Awards include meeting proficient or distinguished on iReady assessments, meeting their personal iReady math and/or reading goals, Citizenship and Attendance.

Academics

Students are recognized for meeting benchmarks on the mid-year iReady math and reading assessments as well as those that are making progress in reading and math intervention.

Food Service ~ Cafeteria

Food Service Director: Lisa Rizzo

lisa.rizzo@newport.kyschools.us

Food Service Supervisor: Kim Guffey

kim.guffey@newport.kyschools.us

School Meals

Students are offered free breakfast and lunch each day. Regardless of income, all families should complete the Annual Household Income form (FRAM) form per household. This data is used to continue providing free meals to *all* students.

Breakfast and lunch menus are posted monthly on our district website. Click *District* on the homepage then *Food Service* and you will find links to the menu and additional information about our food program and School Wellness Policy.

Packed Lunches

Students may choose to pack their lunch. Student packed lunches must contain healthy foods. Candy, soft drinks, energy, and caffeinated drinks are not allowed. Often students bring potato chips to school to eat with their school lunch. Full-sized bags should not be brought to school. Individual sized bags of chips or chips placed in a smaller bag or container are acceptable.

Due to health and safety guidelines students are not permitted to share food brought to school.

Additional School and Office Information

School Resource Officer

A school resource officer is available full-time in Newport Schools. Officer Carla Jones is a qualified and sworn police officer who operates within the school district at the discretion of the building Principal in conjunction with the Newport Police Department. A school official may request the assistance of the SRO to assist in any manner of school functions which are deemed appropriate or necessary.

Change of Phone Number, Address, and/or Email

Please notify the office immediately if any contact information changes. We need current information at all times so you can be reached if needed. Email and text messaging is used frequently to communicate important information. Changes to your child's Infinite Campus account can only be done in person in the main office.

School Communication

A daily folder is used to send home student work and important information.

The district and school uses Remind to send out text messages to families. The main phone number listed in your child's Infinite Campus accounts is the number that will receive the text messages.

Email is used to send out electronic monthly newsletters in addition to other important information.

In addition to these forms of communication, our school utilizes our district website, Facebook page and marquee located on the 11th Street side of the building.

Changes to Dismissal

Any message intended for your child must be received in our office by 2:30PM. Otherwise, we run the risk of not getting an important message to your child before school is dismissed. We do understand that emergencies happen which may cause you to need a message delivered later than 2:00PM, but in all other circumstances please call earlier.

School Counselor

Newport Primary School has a full time school counselor, Ms. Tracy Kaake. The primary purpose of our school counselor is to help students realize their fullest potential both in elementary school and in their own personal life. The counselor is here to help with problems related to school, home, friends, and other aspects of their life. She also provides Social-Emotional Learning lessons to all students through Second Steps.

Family Resource and Youth Service Center

Ms. Molly Wesley is our FRC coordinator. The purpose of FRYSCs is to enhance students' abilities to succeed in the school by assisting children, youth, and families in meeting some of their basic needs.

Extra-Curricular Activities

Newport Primary School offers extra-curricular opportunities. Activities may vary from year to year depending on coaching availability and partnerships with local organizations.

Football and cheerleading at this age is available through the community youth leagues and not affiliated with the school system. We do help this league advertise during sign ups. Other information on community events hosted by the city or other community agencies may be communicated through our school.

Student Technology Leadership Program (STLP) is offered each school year to specifically selected first and second grade students. Our media specialist, Mrs. Reese, is the club sponsor. This group works after school one day a week on various projects to increase their knowledge and application of technology, as well as, to practice public speaking/presentation skills. Good candidates display strong leadership skills, technology proficiency, and the ability and confidence to speak in a group setting. The final STLP members are selected by October based on various teacher recommendations.

Chorus club is led by our music teacher Ms. Herzner. This group meets after school one day a week where they learn about music, learn new songs and prepare for performances done throughout the school year. This group is determined based on enthusiasm for music and behavior throughout the school day. Students who meet these benchmarks are invited and must turn in a permission slip signed by a guardian from home.

Homework Expectations

Definition

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests.

Teacher Responsibilities

When homework is assigned, teachers will:

1. In an age-appropriate manner, ensure that students understand how to complete the assigned homework.
2. Assign appropriate homework that is designed to support instructional goals, and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Provides opportunities for curriculum enrichment and real-world applications.
3. Assign appropriate amounts of homework, which may vary depending on the subject matter and students' needs.
4. Return collected homework in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards.
5. Ensure that students understand and can explain not only homework directions but also the purpose of any given homework assignment as well as how it relates to what they are learning in class.
6. Keep accurate records of homework assignments.

Principal Responsibilities

The principal will ensure that:

- Ensure that homework is not used as a punishment or reward.

Student Responsibilities

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Keep and complete homework in the same place at home each day and take books and materials directly to that study area.
2. Plan the best time to complete work.
3. Complete work so that it is neat and legible.
4. Return work on time. There may be appropriate consequences assigned for incomplete work.

Parental Support

Parents will be urged to actively involve themselves with their children's homework by doing the following:

1. Showing interest with questions about and comments on the work children bring home.
2. Providing a suitable place to study that is free from distractions and by supplying needed materials for completing homework.
3. Assisting their child with time management.
4. Checking to see that work is complete and ready to return to school.
5. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
6. Staying in close communication with teachers.

Field Trip Expectations

Newport Primary seeks to provide students with varied experiences. This includes taking students on field trips throughout the year. To ensure that field trips are successful, it is important that all students have safe behavior.

In the event your child's behavior might prevent them from safely attending the trip, the teacher or administrator will contact you. Based on their behavior prior to a field trip or on previous field trips, it may be necessary to have a parent chaperone (or approved family member). It may be necessary for the safety of your child and the group, that your child not attend. This will be determined on a case by case basis by the administration. If there is a cost associated with the field trip, the chaperone will need to incur this cost.

Written permission is required for all field trips. Our district has a one-time, year-long permission slip that is completed at the beginning of the year. Prior to any field trip, parents/guardians will be notified of specific details of the field trip via newsletter, Remind and a note home. If your child can not attend a specific field trip throughout the year, contact your child's teacher.