

Principal, Venessa Cromer

Student Handbook 2025-2026

School Guidance Counselor,
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Waco Elementary School
359 Waco Loop Road
Phone: 1-859-387-3600
Fax: 1-859-387-3620

Waco Vision Statement:

All students transitioning from Waco Elementary School to middle school will be performing at or above grade level benchmarks in reading and math.

Waco Mission Statement:

Waco Elementary staff strives to create a challenging learning environment through appropriate instruction for individual differences and learning styles. We work to create a safe, nurturing and supportive environment where students can build self-confidence. We are committed to having parents, educators and community members involved in students' learning.

Waco Elementary School
359 Waco Loop Road
Phone number: 1-859-387-3600
Fax number: 1-859-387-3620
Office hours are from 7:30 a.m. - 3:30 p.m.; when school is in session

School Hours

School begins at 7:45 a.m. and ends at 2:45 p.m. Tardies will be recorded at 7:45 a.m. Students who are transported by parents are not to arrive at school **BEFORE TEACHERS ARE ON DUTY AT 7:20 a.m.**

School Calendar

The school calendar can be accessed on the Madison County Schools website:

<https://www.madison.kyschools.us/calendars>

MORNING ARRIVAL/AFTERNOON DEPARTURE

All students in Pre-K, Kindergarten, 1st, and 2nd grade should be dropped off/ picked up at the library door in the back of the building. Students in grades 3-5 should be dropped off/ picked up in the front of the building next to the main office. Students may enter the building beginning at 7:20 a.m. If a child is eating breakfast they should go straight to the cafeteria; otherwise, students will report to the classroom. Breakfast will be served from 7:20-7:40 a.m.

Beginning at 7:40 a.m. students will receive a grab and go breakfast and report to their classroom. All students will be dismissed for the day at 2:40 p.m. (bus riders).

BUS EXPECTATIONS

Students are given a copy of the bus rules for parents to sign and return to school. The privilege of any student to ride a school bus is conditioned upon their observance of the rules and regulations set forth by the Madison County Board of Education. Expectations are posted on the bus along with CHAMPS school-wide expectations. Drivers will inform students of their expectations for appropriate behavior.

TRANSPORTATION CHANGES

NO CHANGES WILL BE TAKEN OVER THE PHONE, through DOJO OR BY EMAIL. It is a child safety issue as well as a liability issue.

Changes will be taken by either a hand-written, typed or faxed note, with parent/guardian signature and date. If you fax a note, you must ensure that it was received. Please get any faxed changes to us BY 2:00 p.m. to ensure we have time to process them. Fax #

1-859-387-3620. It will be the responsibility of the parent/guardian to notify an adult, identified on the check-out-card, in the event of an emergency to pick the child up from the school office no later than 2:40 p.m. or be present at the arrival destination.

CHECKOUT PROCEDURES

Students may check out from school only through the office. Only the persons listed on the check-out card will be able to check a student out from school and are required to present proper identification in person. It is the responsibility of the parent/guardian to inform the office of any changes to the check-out card such as new phone number, address, legal guardianship changes, etc.

ATTENDANCE

Waco Elementary School encourages consistent attendance, which is essential for maintaining high academic achievement. We adhere to the Madison County Schools' Attendance Policies. Excused and unexcused absences and tardiness will be monitored carefully on a daily basis. Both unexcused and excused absences/tardies will be recorded and will remain on the child's attendance record. Excused absences include: illness, death in family, doctor/dental appointment, family emergencies, and family trips. These absences are excused only when there is documentation from parent/guardian or physician to explain the absence. (Unexcused absences include: no documentation/note from parent/guardian after an absence, no physician's statement to verify doctor/dentist appointments and illnesses, etc.) When a student has been absent from school, the following procedures will be followed:

Absences and Excuses Policy 09.123

- Students shall be allowed the same number of days to complete make-up work, as they were absent, plus one (1).

- If a student is excusably absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school.
- If a student is excusably absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, a request for assignments may be made by calling the Principal's office or the counseling office.
- Work may be made up for unexcused absences at the discretion of the teacher involved.

Absences and Excuse Procedure 09.123AP.1

- 4 parent notes per semester (Each note may excuse one day's absence)
- 2 parent notes for tardies per semester (separate from, and in addition of the four parent notes)
- Notes should be received within five school days upon returning to school.

An excused absence or tardiness is one for which work may be made up.
Such as:

- Death or severe illness in the pupils immediate family
 - Illness of the pupil
 - Religious holidays and practices
 - One day for attendance at the Kentucky State Fair
- One day for deployment or return of a parent to or from federal active duty
- Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities.

Tardiness

Any check-ins 1 hour after the day starts will be counted as tardy. Any other check-in will be counted as an absence. Any check-outs 1 hour before the day comes to a close, will be counted as a tardy. Any other check-out will be counted as an absence.

Truancy

Any student who has been absent from school without a valid excuse for 3 or more days, or tardy without a valid excuse on 3 or more days, is truant.

A letter may be sent to the parent when a student becomes truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. At this point, a school official may conduct a conference with the parents. Any additional absences may result in a home visit from the District Attendance Advocate during which a Final Notice may be issued. Any additional absences after the Final Notice may result in referral to court. When a student transfers between schools, all attendance records also transfer.

Waco Elementary Dress Code Policy

As schools are primarily educational institutions, attention should be given to neatness, cleanliness, and modesty. Students, faculty, and employees are expected to wear appropriate dress, not only at school, but also at all school-sponsored activities. The school staff may take steps as outlined for a student who does not meet those requirements. Appropriate dress may be loaned to the student from the resource center or the parent may be contacted.

1. Clothes should have no decal-type patch or emblem that is obscene, suggestive, disrespectful, or which contains slogans, words or in any way depicts alcohol, drugs, or any other illegal or immoral implication is prohibited.
2. Shorts, skorts, dresses, and skirts must be of appropriate length (Finger length of middle finger on hand when arm is extended at side) and undergarments must not be visible.

3. **Midriff blouses, halter-tops, and shirts that do not extend completely to the lower garment are not allowed. Also, no tank tops, spaghetti straps, or sleeveless undershirts may be worn in the upper grades (3rd, 4th, and 5th) unless worn under or over another acceptable shirt.**
4. **Hats and sunglasses may not be worn in the school building; unless specified for a school wide event.**
5. **Shirts and shoes must be worn at all times. Safe and comfortable shoes are required. NO shoes should be worn with a heel over two inches. Cleats or shoes with wheels are not permitted as they may damage floors**
6. **Clothing that could be harmful or dangerous to other students is not allowed (i.e. slam bracelets or large hoop earrings).**
7. **Students should wear appropriate socks and tennis shoes on gym days. Flip flops should not be worn during recess and other physical activities.**
8. **Smart Watches, cell phones, smart glasses and/or technological devices are to be turned OFF when students enter the building, remain off and be placed in the child's backpack throughout the day. This does not apply to students who have a medical issue. The device will be used to monitor health conditions ONLY! Example: glucose reader, hearing aids, etc.**
9. **Hooded sweatshirts are permitted. Hoods MAY NOT be worn up in the school building.**

PARENT CONFERENCES

Individual student progress is reported to parents through report cards, progress sheets, student planners, and through parent teacher conferences. Teachers often meet with individual parents who wish to discuss their child's achievement. If at any point in the year you wish to conference with your child's teacher, please feel free to contact the teacher by e-mail or during their planning period, to schedule a conference time. You may also contact the teacher by writing a note and sending it in with the child. If your child receives three red cards within a nine-week period, it is an expectation you meet with the grade level team to develop a contract/intervention plan.

ACCOMPLISHMENTS AND ACTIVITIES

Waco students have an opportunity to participate in many extra-curricular and co-curricular activities such as but not limited to; Academic Team, , Archery Club, Fellowship of Christian Athletes (FCA), Student Technology Leadership Program, Cardinal Choir, Girl Scouts, PTO Class Basketball Games and Musical Performances, and/or Art/Writing/Speech/Poster Contests.

Students are recognized for their academic and behavioral efforts and achievement throughout the school year.

PARENT-TEACHER COMMUNICATION FOLDER

A red vinyl communication folder will be provided for each child, These will come home throughout the week. Graded work, behavior note, information fliers, and newsletters will travel home by the communication folder. Student planners should be signed by parent(s) and returned the following morning.

ASSESSMENT

Students at Waco Elementary are continually assessed at local, district, and state levels. Data collected from these assessments is used to modify and plan instructional activities based on individual student needs. This data is also used to determine placement of school programs and resources. Our standardized assessments include: iReady, F and P, and KSA, as well as summative unit assessments.

MEDICATION

The staff of Waco Elementary is dedicated to the well-being of all students. We understand that there may be times during the school year that your child needs to have medication administered during the school day. The following guidelines must be followed in order for the school to provide the service for your child;

1. All medication **MUST** be delivered in the **ORIGINAL CONTAINER** with the following information on the container;

*Name of student

*Name of the medication

*Dosage (all half dosages must be divided at home or by the pharmacist) including specific time to be given.)

*Name of the drug store and/or physician if it is a prescription.

2. Parent/Guardian must sign a consent form before any medication (over-the-counter and/or prescription) can be dispensed. Medication that is prescribed 3 times a day will not be dispensed during school.
3. A student cannot transport medication (over-the-counter and prescription). If the student is a bus rider and needs to bring medication to school, he/she should give the container with the consent form to the bus driver when boarding the bus.

LUNCH AND BREAKFAST

MEAL PRICES FOR 2025-2026 (subject to change)

Waco Elementary School is a CEP, Community Eligibility Program, school which means all students are provided breakfast and lunch at no cost to the student. Additional purchases of food items will be sold at a cost to the student. Adult Breakfast is \$ 3.50 Adult Lunch is \$ 5.00

MENU REQUIREMENTS as of THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010

- All students will be required to take either a fruit or vegetable to complete the reimbursable meal requirement.
- OVS-Offer Versus Serve; under OVS, schools must offer all the required food components and quantities, and students are required to select at least 3 full components
- Students may select all 5 components
- All students except preschool participate in the OVS option.
- Schools must offer 5 food components as listed
 - * Meat/meat alternate
 - *Fruit
 - *Vegetable
 - *Grain
 - *Milk
- Students are allowed to decline 2 of the 5, but must select at least a fruit or vegetable as one of their 3
- Contact the food service office at 859-625-6026 if you have any questions

PAYMENT PROCEDURES

CASH OR CHECK: Students and adults may pay by cash or check. Money can be deposited in student/adult (staff) accounts for future purchases. Adults are NOT permitted to charge.

ONLINE MEAL PAYMENTS

www.myschoolbucks.com is an on-line payment system that will allow you to make deposits into your student's meal accounts. My School Bucks Offers....

- Safety- virtually eliminates worries about your child carrying money to school
- Convenience- Make payments when it is convenient for you, 24 hours a day, 7 days a week
- Control-
 - *receive low balance email reminders (set your own limits!)
 - *monitor your student's account balances online
 - * view your student's cafeteria purchases - **this option is still available even if you do not make any online deposits**

- Efficiency- Make payments for all of your children in one easy step, even if they attend different schools in the district
- Flexibility-
 - * Make payments using your Visa, Master Card, Discover, checking account (credit/debit)
 - * Option to have payments automatically each month
 - * Receive deposit confirmations sent directly to your email account
- Money deposited into www.myschoolbucks.com will usually arrive at the school by the next morning. You can set your low balance settings to remind when it is time to add more money. Be sure to not set too low.
- Security is a priority at www.myschoolbucks.com. The system is secure and provides the highest level of protection for all of your information. All transactions use 128-bit encryption. Any information provided by our users remains confidential. For more information, the Privacy Policy and Terms of Use can be found on the website.
- **Getting started is easy!** Simply go to www.myschoolbucks.com and register using the "Start Here" link on the right side of the page. A confirmation email and your registration will be complete. Once you log in, you can add as many students as you would like by entering each student's school, their name and date of birth.
- This system allows you to check balances, review transaction history, and receive low balance alerts from the account, but you will have the opportunity to review any fees (and cancel if you choose) before you are charged. A suggestion... if you have more than one student make all deposits at one time- you will only be charged one convenience fee. If you make deposits individually, you will be charged the convenience fee each time. If you have any questions, you can email Support@myschoolbucks.com

A nutritional diet is important for a growing child. We would like to ask for your cooperation in not sending carbonated drinks, caffeinated drinks, energy drinks or sugar based juices to school for lunch. Also, we would like to ask for your cooperation with not bringing in food from outside restaurants. Absolutely no glass containers of any kind.

HEALTHY CELEBRATIONS

Waco Elementary is committed to promoting a positive learning environment by providing healthy celebrations that shift the focus from the food to the child. Our school will celebrate children's birthdays with one celebration; per month. Staff/Parents should try to choose a variety of activities, games and crafts that children enjoy. When food is served, make it count with healthy snacks. See FB posts and classroom newsletters for celebration dates. Healthy celebration day is the only day parents are permitted to send in items for birthday celebrations. This allows instructional time to be protected.

TELEPHONE USAGE

Only in cases of emergency will classroom teachers be permitted to receive phone calls during class time. Parents should make arrangements to conference with teachers during their planning time or outside of regular school hours. Students are not allowed, except when authorized by the principal or staff, to use the school telephone. In case of emergency, the child's teacher or the staff will make the necessary calls. The office staff will be available to deliver messages to the teacher or to students, in cases of emergency. If a student chooses to bring a cell phone to school, the cell phone must be turned off from 7:20 a.m.- 3:10 p.m. and remain off throughout the day in the child's backpack. The school is not responsible for lost, damaged or stolen devices. (This does not apply to students with medical conditions who use their device as a monitor.)

SEND IT

Waco Elementary School uses an automated messaging system to notify parents of absences, special events, early dismissals, and other school business.

FACEBOOK

Photos and information are posted on the school's Facebook page. Like "Waco Elementary School" page on Facebook in order to view photos of school events, feel connected to your child while they are in the school setting, be informed about what he or she is learning at school and be apprised of upcoming events and programs.

VISITORS

The security of our students is of foremost concern. All visitors must enter the building through the front entrance. For the safety of our children all other doors will be locked. All visitors must report to the office. **UNDER NO CIRCUMSTANCES IS A VISITOR TO GO TO A CLASSROOM BEFORE REPORTING TO THE SCHOOL OFFICE.** Visitors who are in our school on official school business must wear an identification badge when they leave the office area to enter any other section of our building.

FAMILY RESOURCE CENTER (FRC) 1-859-387-3642

Family Resource Centers (FRC) were created by the Kentucky Education Reform Act to help students be more successful in school. The FRC assists families in locating resources within the community to help meet their basic needs (food, clothing, shelter, and health services). The FRC offers academic enrichment programs and activities for Waco students and their families (Red Ribbon Week, Dental Health Programs, Line Dance Team, LEAP, Book Buddies, Volunteer Training, Dollars & Sense, etc.) Programs for parents and students are offered as a direct service and/or through partnerships with school, community, civic, and faith-based organizations. The FRC seeks to empower families so that they are better equipped to meet their own needs. The FRC has an active Advisory Council consisting of staff, parents, and community members.

Madison County School District 1-859-387-3600 extension 3615

SCHOOL HEALTH CLINIC

The mission of the Madison County School District School Health Clinic is to protect the health and well-being of all students thereby promoting student success. **Clinic days and times vary from school to school. Contact your child's school to learn the nurses' clinic schedule.**

The following is available to all students **whose consent forms have been signed:**

1. **Nursing Assessment of health problems with referral to Local Health Care Provider as needed**
2. Over the counter GENERIC medication
3. Hearing, dental, vision screenings
4. Immunization outreach and follow-up
5. Writes Emergency Action Plans for chronic health conditions which require care at school for:
 - **DIABETES**
 - **ASTHMA** that requires the use of a nebulizer or inhaler
 - **SEIZURES**
 - **ALLERGY** (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
 - **Other EAP's for other special health conditions** as needed

Confidentiality:

All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.

We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures
- Training employees about privacy policies and procedures

DISTRICT/SCHOOL INFORMATION- www.madison.kyschools.us

Parents and students may access the district and school websites through the Madison County Schools' homepage for more school information and updates. Online learning resources, activities, and opportunities are listed at the site.

SCHOOL FEE

There is a school fee of \$7.00 per student. Students who qualify for free or reduced lunch, as identified by a completed HIF form, are not required to pay school fees. Fees will be collected in September.

RETURNED CHECKS

Returned checks- Madison County Schools utilizes a third-party vendor to collect returned checks. The collection company will also assess a collection fee.

STUDENT ASSISTANCE

Instructional resources are provided during the school day, In addition to classroom teachers, students have access to additional instructional assistance through our Reading Recovery Program (first grade only), Math Intervention, Extended School Services (ESS), Title I teachers/Paraeducators, ECU students, and other Resource Teachers based on student needs. State and federal laws require reasonable accommodations for students with identified disabilities.

PARENT/GUARDIAN INVOLVEMENT

Parents/Guardians: We strongly encourage you to be involved in the education of your children at Waco Elementary. Research shows that students are far more likely to be successful in school when parents/guardians play an active role in their education. We need volunteers and welcome your assistance. In order to work with students during field trips, instructional time, and/or class celebrations, volunteers, (including parents/guardians and/or guests) must complete Madison County Schools requirement of confidentiality training. These training sessions are held throughout the school year to provide every parent a chance to participate in our activities for that school term. Once you have completed all initial training requirements, the Madison County Schools will mail you a renewal letter each summer to complete and submit by the deadline. Contact the FRC Director for additional information and inquiries.

There are several opportunities for parents/guardians to become involved at Waco including (but not limited to):

- The School Based Decision Making Council (SBDM) - which determines school policy and organization.
- The Family Resource Center Advisory Council- which provides support for student/family/community needs.
- The Parent Teacher Organization (PTO) - which includes parents and teachers who work together to enhance the educational, cultural, and recreational experiences of our Waco students.
- School Committees and Classroom Volunteers - see your child's classroom teacher for more information.

Feel free

to contact the office (1-859-387-3600) with any questions concerning involvement opportunities.

SCHOOL SAFETY AND EMERGENCY PROCEDURES

Waco Elementary School has an Emergency Management Plan (EMO) in preparation for an emergency such as a fire, tornado, earthquake, threatening conditions, or a chemical stockpile situation. Drills are conducted during the school year to make certain that students, teachers, and staff members are familiar with the safety procedures for each emergency. Classroom teachers give the students instructions on the proper actions to take during each type of drill.

The Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office at Waco School. Also, please notify the school (main office and classroom teacher) if your child has other threatening allergies.

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to take possession of a weapon or other dangerous object; or to protect property from serious harm. Students have a right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this code, a school rule, or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers. The Board does not permit use of corporal punishments as a disciplinary technique.

WACO ELEMENTARY SCHOOL

The Waco Elementary School Guidelines for Success reflect those attitudes, behaviors and traits that we feel will help students succeed. These guidelines are our school's anchors for our Positive Behavior Intervention System. PBIS and CHAMPS expectations will be implemented school-wide to promote positive behavior.

GUIDELINES FOR STUDENT SUCCESS

- **C**ooperate with others.
- **A**lways be safe.
- **R**espect others and yourself.
- **D**o your best.
- **S**how responsibility.