

Custer Elementary School

HOME OF THE PANTHERS

Student Handbook 2019-2020

14880 Hwy 690
PO Box 9
Custer, KY 40115
Phone: (270)756-3040
Fax: (270) 756-3041

Custer Elementary School Mission Statement:

At Custer Elementary School, we strive for a positive learning environment to promote Character, Excellence, and Success for every student.



BE BLUE!

CUSTER ELEMENTARY SCHOOL



14880 Hwy 690
PO Box 9
Custer, KY 40115

*Character
Excellence
Success*

Mrs. Renee Wright, Principal

Bradley Mattingly, Curriculum Specialist • Christie Marple, Guidance Counselor • Marilyn Lucas, Secretary/Bookkeeper

PRINCIPAL'S MESSAGE

Dear Parent/Guardians and Students,

Welcome to Custer Elementary School home of the Panthers. Our staff provides an exemplary instructional program and our focus is student success. We strive for students to experience a well-rounded program that helps them harness their uniqueness and strengths. We promote the idea of excellence in all areas and remind students of this daily.

Our community is extremely active and is supported by very caring and committed members. We are proud of the efforts made by our children, staff, and parents. At Custer we will work together as a TEAM. As a TEAM, we know our school will continue to excel. Our staff will continue to strive to provide a distinguished program while our community supports our efforts.

You, as parents, are the most critical part of our school success. You take an active and crucial role in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to learn. I strongly encourage you to be an active part of your child's education by making sure they get to school on time and attend school regularly. Please ensure that your child reads each and every night. Academics require practice, just like piano, baseball, basketball, and dance.

There are many ways you can get involved at school. Become a member of our PTO. They do so much to support our school programs. They provide many field trips for all of our students. Your participation in the PTO fundraisers is a critical part in making these field trips possible. Become a volunteer. Ask how you can become a volunteer and be a part of our family! Please sign up for NOTIFY ME to receive information about events at school. You may also keep up with activities on our Custer Elementary webpage and on our FB page.

You will find your child's teacher is your best resource and I encourage you to build a positive partnership with them. I look forward to working with you as partners in educating your children. I am honored to be your Principal at Custer and I look forward to working with our community.

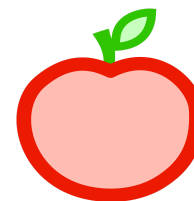
An Acknowledgement Form will be sent home on the first day of school. With your child, please sign and return the form to indicate that you have received, read, and understood the 2019-2020 CES Student Handbook.

I am anticipating an exciting and successful year here at Custer Elementary. If you have any questions, please feel free to contact me at 756-3040, so that I can help you in any way that I can. Open communication between home and school is vital to the educational success of our students and our school, and by working together we can make great things happen!

Sincerely,

Renee Wright

Renee Wright
Principal



CES Faculty & Staff

Administration

Renee Wright	Principal
Christie Marple	Counselor
Bradley Mattingly	Curriculum Specialist

Teachers

Bethany Wilfong	Kindergarten
Stephanie Taylor	K/1st grade
Molly Fackler	1st grade
Austin Carman	2nd grade
Tiffany Tate	3rd grade
Theresa Kennedy	4th grade
Kendra Vowels	4th/5th grade
Ashley Ledford	5th grade
Rachel Lyons	Headstart/Preschool
Alana Flatt	Resource Teacher
Jay Burns	Resource Teacher
Laura Priest	Library/Media Specialist/Art
Arsenio Cash	PE
Paul Rotramel	Music
Becky Thompson	Speech Pathologist
Terri Haycraft	Gifted and Talented Coordinator/Teacher

Support Staff and Special Services

Marilyn Lucas	Secretary/Bookkeeper
Christina Butler	Family Resource Center Coordinator
Winona Ramsey	Instructional Assistant
Priscilla Osgood	Instructional Assistant
Beth Ann Garrett	Instructional Assistant
Linda Dyer	Instructional Assistant
Pam Miller	Instructional Assistant
Lisa Davis	Instructional Assistant
Jennay Jeffries	Instructional Assistant
Tricia Dennis	Instructional Assistant
Rhonda Basham	Custodian
Kayla Ramsey	Custodian

Cafeteria Staff

Brittany Drane	Manager/Cook
Carnell Mason	Cook
Brittany Tucker	Cashier/Instructional Assistant

SCHOOL HOURS



School Office Hours	7:15 a.m. – 3:30 p.m.
School Hours	8:00 a.m. – 3:00 p.m.
Breakfast Served	7:15 a.m. – 7:40 a.m.
Lunch Served	10:45 a.m. – 11:50 a.m.

***All students arriving late or leaving early must be signed in/out at the office by an accompanying adult.**

VISITOR PROCEDURES

The safety and security of all students is our top priority at CES. While we welcome you into our school at any time, we do ask that you follow our visitor procedures.

In order to maintain a safe environment for all of our students, we require that all visitors, parents, and volunteers follow the visitors’ procedures posted on the front door and in the front lobby. Our visitors’ procedures are as follows:

- Please park in the parking spaces provided in the front parking lot and enter the school through the main entrance. There are signs at every door directing parents and visitors to enter through the front office. Please do not knock at another door and request for a student or staff to open the door for you. All staff and students have been instructed to direct all visitors to enter through the main entrance.
- At the front door, please push the intercom button. A staff member will ask you to identify yourself before being admitted to the building.
- Once in the building, please report to the office to sign in. Once you are signed in, then a visitor’s pass will be issued to you.
- Before leaving the school, please return to the office and sign out.
- **Please note** – All visitors and parents will be asked to show a picture ID when entering the school and must use this to sign in.

MORNING DROP OFF AND AFTERNOON PICK UP PROCEDURES

During morning drop off time (7:15-7:59 a.m.), please follow these procedures:

- After 8:00 a.m. the student must be accompanied by an adult, and sign in to the office.
- **Our school doors open at 7:15 a.m. All students who are brought to school by a parent/guardian should be dropped off at the back entrance of the gym between 7:15 and 7:40 a.m. After 7:40 a.m., students may be dropped off at the front entrance.**
- If you are walking your child into school, please park in a parking space in the front parking lot and walk your child in through the front entrance.
- If you need to speak with your child’s teacher, please stop in the office, request the teacher to be called to office, and wait in office area or leave a message at the front office and the teacher will get in touch with you. Our staff members have morning duties and may not be able to leave their location.
- Please do not park in the back and enter the building through the back doors during car drop times. Staff members on duty do not have sign in sheets or visitor’s passes, and they cannot leave their post to escort you to the office.

During afternoon pick up time (2:55 p.m.), please follow these procedures:

- At 2:55 p.m. students who are being picked up from school will be taken out to their vehicles. If you pick your child up from school in the afternoons, please stay in your vehicle and form one line at the back of the school building along the canopy.
- You **MUST** have the placard (sign) with the student's last name visible for the child to be released from the building. If you do not have the placard, you will be instructed to drive to the front of the school and come into the front office to pick up your child. If anyone else will be picking up your child, they **MUST** have the placard with student's last name in order pick up your child.
- There will be designated pickup locations marked with striping.
- We will be loading multiple students at a time during dismissal. Students will be notified when their ride is approaching one of the designated numbered pickup locations.
- If you need to come in the school in the afternoon to pick up your child, please park in a parking space in the front of the building and come into the front office.

Additional Information:

- When entering or exiting the parking lot, especially during drop off and pick up times, please drive slowly and carefully. Please observe all stop signs, and follow the directions of all staff members.
- Students who ride the school bus will enter and exit at the front of the building, and there is a great deal of bus traffic at the front during opening and dismissal times. Please do not drive or park in the bus lot at the front of the school building for any reason between 7:00 and 7:30 a.m. and 2:45 and 3:15 p.m.
- Bus transportation is a privilege to be determined by the student's behavior and observance of bus rules and procedures. These rules are printed and distributed by the Breckinridge County Board of Education, and can be found in the yellow bus form in the Information Packet. Please go over these rules with your child, and discuss proper, safe behavior with your child. If a child persistently fails to obey bus rules or exhibits major behavior infractions on the bus, he/she may lose riding privileges for an amount of time to be determined by the principal and/or Assistant Superintendent Richard Butler.
- **If a student needs to change his/her bus stop, even for one (1) day, it is necessary for the parents to contact the office (by note or phone call) and make that request. The student must present the bus driver with a note, signed by the principal, giving permission for the change. If the school has not been contacted by the parent about a change in procedure, the student will be sent home according to his or her regular dismissal procedure. District policy prohibits students from riding any other buses other than their assigned bus.**

Thank you for your cooperation in following these procedures. Your support in helping us keep our students safe is greatly appreciated!

ATTENDANCE

Regular and punctual attendance is essential to a student's success in school. We ask that our families make a commitment to daily and punctual attendance, thereby establishing a pattern of responsible behavior that will make them successful in the future. Parents have a responsibility to recognize the legal obligation to ensure daily and punctual attendance as required by KRS 159.150.

ABSENCES

- If your child is absent from school, please call the school to notify us.
- When a student must be absent from school, a parent or doctor's note should be sent to the school office with the student upon returning from being absent.
- Written excuses shall include the full name of the student, date or dates absent, reason for that absence, and full signature of the parent or doctor. These may include the following:
 - Death or severe illness in the student's immediate family
 - Illness of the student
 - Religious holidays and practices
 - One (1) day for attendance at the Kentucky State Fair
 - Departure or return of parent/guardian called to active military duty
 - Other valid reasons as determined by the principal

- Written excuses from a parent to explain student illness or other reasons for absences will be accepted six (6) times per school year. This will be a one-to-one basis (each day out, a parent note will be required). All other absences require a doctor's note in order to be considered an excused absence.
- Failure to provide written explanation of an absence will result in an unexcused absence until proper explanation is provided.
- Students who have lice or nits, pink eye, or are vomiting will be sent home. These are considered communicable conditions and absence is not optional in consideration for the health of others. Only 2 excused absences per year are permitted for head lice/nits.

TARDINESS

- Late arrival disrupts class and causes loss of instructional time for all students in that class; therefore, prompt arrival at school is expected of all students.
- Any student who arrives after 8:00 a.m. is considered tardy.

TRUANCY DEFINED

- Any student who has been absent from school without valid excuse for three (3) or more days and/or tardy without valid excuse on three (3) or more days will have a letter sent home to the student's parent/guardian.
- Any student who has been absent from school without valid excuses for five (5) or more days and/or tardy without valid excuse on five (5) or more days will have a second letter sent home to the student's parent/guardian, and a home visit will be conducted by school personnel.
- Any student who has been absent from school without valid excuse for six (6) or more days and/or tardy without valid excuse on six (6) or more days will be considered truant and the truancy process will begin.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.
- Actions by the school as a result of truancy may result (but are not limited to) the following: notification by letter, home visits, scheduled conferences with the principal and/or other school personnel, and notification to the district Director of Pupil Personnel.
- Habitual truancy may result in a thorough assessment of a student's home situation. This assessment may result in a written report submitted to a Court Designated Worker (CDW). Written assessments submitted to the CDW may be referred for formal court processing.

STUDENT RECOGNITIONS

At Custer Elementary, we like to recognize students in a variety of ways. We display pictures, send articles to the local paper, and recognize students at morning assembly. The federal Family Educational Right and Privacy Act (FERPA) requires that public school districts keep personally identifiable student information confidential. One exception is called "directory information." This includes items such as a student's name, address, telephone number, sports or recognized activities. You will receive notice in your child's backpack on the first day of school explaining this in detail. Please review and send the form back so that we fully comply with your wishes on this matter. If the form is not returned, we will assume that you do not want any type of publication as described.

TELEPHONE USE & EMERGENCY CONTACTS

Students are not to use school phones except in cases of emergency or illness. Please make necessary arrangements with your child before school. In case of illness or accident, the office will call you or a designated person on your emergency list. Phone numbers on Student Census forms and Information forms will be the only numbers that can be called. Please list at least three (3) emergency numbers. Please be advised that students are not allowed to have cell phones out at school for any reason.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of home, cell or work phone number, address, or of a change in emergency information/designated people for pick up during the academic school year.

FREE BREAKFAST AND LUNCH

We are excited to announce breakfast and lunch will be served free of charge to all elementary school students next year due to the district's participation in the Community Eligibility Provision (CEP). The district qualified for this provision based

on its high percentage of free/reduced meals served. All students will have an opportunity to go through breakfast and lunch lines and enjoy two free meals each day while at school, so please encourage your child to participate in our free breakfast and lunch program.

CLASSROOM PARTIES

We request that any snacks provided for classroom parties be store bought. Any drinks provided for parties must follow the KRS 158.854 beverage regulations.

The allowable beverages are:

1. Milk or flavored milk no more than 1% fat.
2. Water.
3. 100% fruit juice or vegetable juice.
4. Any beverage that contains no more than ten (10) grams sugar per serving.
5. Elementary beverage size no larger than 17 oz., except for water.

MEDICATIONS

We encourage medicine to be administered at home if at all possible. School staff members are prohibited from providing or administering any medication to any student, unless he or she has been properly trained to dispense medication.

Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication must be given at school, it is required that the medication be personally brought into the school by the parent. All paperwork must be filled out and signed before medication can be dispensed, and the following procedures are to be followed:

- Parents are required to sign an **Authorization to Give Medication Form** that includes the name of the medication and instructions for its administration.
- Medication must be sent to school in its **original container with the prescription clearly attached**. KRS 218A.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."
- The first dosage of a new medication or a change in dosage of a current medication may not be given at school.
- It is the responsibility of the parent to inform the school staff of any changes or discontinuations of medication.

A more comprehensive explanation of medication administration guidelines will be sent home on the first day of school.

BIRTH CERTIFICATE

All students enrolling in a Kentucky Public School are required to present a certified copy of their birth certificate at the time of enrollment. Certificates issued by the hospital are not considered certified copies. Failure to present appropriate documentation may result in denial of enrollment and notification to law enforcement agencies. If you need assistance, please see our guidance counselor, who can assist you with ordering an official birth certificate for your child.

IMMUNIZATIONS/MEDICAL EXAMS

Since March of 2000, state law mandates that a valid Kentucky immunization certificate be on file within two weeks of enrollment in school (KRS 156.070, 156.160 Section 2 #8). State Law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, and poliomyelitis (DPT). A measles/mumps/rubella (MMR) vaccination is also required.

Effective July 1, 2018, all students in kindergarten through twelfth grade must show proof of having received 2 doses of Hepatitis A vaccine to attend school.

Any student enrolling in a Kentucky public school is required to have a Kentucky physical examination. Students enrolling in kindergarten after January 2011 are also required to have Kentucky eye and dental examinations.

Failure to provide documentation of these immunizations or examinations may result in denial of enrollment.

HEAD LICE POLICY

Due to its highly contagious nature, no child will be allowed to enter or remain at school if head lice and/or nits (eggs) are present. To help prevent the spread of head lice, parents should check their children’s hair weekly. If you find any evidence of head lice, please treat your child at home thoroughly, remove all nits, and notify the school so that other children can be checked. Periodic checks by trained personnel may be conducted throughout the school year, and parents will be notified if their child has head lice. In order to return to school, the student must be rechecked by trained school personnel. Breckinridge County School Board policy states that no student will be excused for more than two days for head lice. If you have any questions about treating head lice, please contact our school’s Family Resource Center or the health department for treatment guidelines.

P.T.O.

The Custer Elementary Parent/Teacher Organization (PTO) is an active and important organization, and we welcome your involvement. Please join us by becoming an active member and participating in the various activities throughout the school year. Meetings are scheduled regularly during the school year. Please watch for announcements in your monthly newsletters. The PTO Officers for the 2018-2019 school year are: President-Celia Medley, Vice-President- Kayla Burns, Secretary-Vacant, and Treasurer-Jennifer Coates.

FIRE/TORNADO/EARTHQUAKE/INTRUDER DRILLS

Every precaution is taken to ensure the safety of your child during school hours. Periodic drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. When field trips are scheduled, a signed permission form from a parent or guardian is required.

COMPUTER USAGE

Students are expected to respect all computers and equipment. If a student intentionally damages a computer or computer equipment, he/she will be responsible for replacing the damaged equipment. Students must adhere to the Breckinridge County School District’s policy for acceptable use of internet/technology.

VOLUNTEER PROGRAM

Custer Elementary School welcomes parent volunteers to work in a variety of roles including assisting teachers in the classroom, working with students on necessary skills, assisting with special programs and activities, and chaperoning field trips. All volunteers must complete a background check annually, and the background check must come back approved before the volunteer may begin working at the school.

REPORT CARDS AND PARENT CONFERENCES

Grading periods are on a nine-week cycle. Parent-Teacher Conferences/Student-led Conferences are scheduled during the first and third grading periods. Staff members and parents may request a conference at various other times during the school year as needed. Please feel free to contact the school at any time if you have questions regarding your child’s progress, grades, or other assessment measures.

In Determining Grades for Report Card:

- A 90-100
- B 80-89
- C 74-79
- D 68-73
- F 0-67

2019-2020 Grading Period Information

	Mid-Term	End of Quarter	Report Cards
1st Nine Weeks August 7-October 3	Week of September 2	Thursday, October 3	Parent/Teacher Conferences Tuesday, October 15
2nd Nine Weeks October 14-December 19	Week of November 11	Thursday, December 19	Thursday, December 19
3rd Nine Weeks January 6-March 6	Week of February 3	Friday, March 6	Parent/Teacher Conferences Thursday, March 12
4th Nine Weeks March 9-May 12	Wednesday, April 17	Tuesday, May 12	Last Day of School

SCHOOL-BASED DECISION MAKING COUNCIL (SBDM)

Each public school in Kentucky is governed by a School Based Decision Making Council (SBDM). School councils have the responsibility to set school policy and make decisions in order to provide an environment to enhance student achievement and help meet the goals of the school. The Custer Elementary School SBDM Council consists of the Principal, three (3) teachers, and two (2) parent representatives. Your teacher representatives for the 2018-2019 school year are Bradley Mattingly, Laura Priest, and Stephanie Taylor. Your parent representatives are Jackie Magness and Amber Mills. Please feel free to contact any SBDM Council member with concerns or suggestions regarding policies at Custer Elementary School.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student safety. The school will attempt to contact a parent to relay early school dismissal information; however, it is the parent/guardians' responsibility to monitor news reports via television and radio stations for this information during times of inclement weather. Delays/closing information will be available first on the Breckinridge County Schools Weather Hotline. The number is 756-3125. Information will also be broadcast to local radio and television stations.

NOTIFY ME COMMUNICATION PROGRAM

Breckinridge County Schools and Custer Elementary School utilize the Notify Me parent communication tool. You may sign up to receive important school and district information regarding school events, as well as cancellations and closings during the winter months. There is also an option to sign up to receive text messages regarding school cancellations. A weekly newsletter is sent out to all participants, as well as other important school information. You may sign up for the Notify Me program by clicking on the link on our school webpage at <http://ces.breck.kyschools.us/>.

CUSTER ELEMENTARY SCHOOL DISCIPLINE POLICY

Each staff member at Custer Elementary accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the discipline committee and the Site Based Decision Making Council. The staff and council request parental support in helping maintain appropriate conduct in the school.

The following discipline plan focuses on increasing student responsibility for his/her actions and encourages self-respect and consideration for the rights, feelings and property of others. Guidelines have been established which follow the Breckinridge County District Code of Acceptable Behavior and Discipline.

Classroom Discipline Procedures

To ensure class safety and order, teachers are to develop a classroom behavior plan with clear expectations and consequences in place. This plan is to be communicated to students the first day of school and reviewed frequently. The plan also needs to be communicated with parents within the first week of school. Positive rewards should be developed for those who consistently follow rules and procedures.

Student Code of Conduct

Students attending Custer Elementary School are expected to display a level of behavior which is acceptable to school personnel and the community. No student has the right to interfere with the opportunity of an education by their actions, poor manners, or lack of consideration. The Breckinridge County Board of Education has published a county-wide discipline policy. The following reminders are for the students and parents/guardians of Custer Elementary School. These rules apply on the school grounds or at any event or location where Custer Elementary School is represented.

Students are expected to:

- Report to school daily prepared to study, learn, and complete all assignments.
- Respect and obey teachers and staff.
- Respect their fellow students.
- Walk quietly throughout the school.
- Listen and be attentive in class.
- Maintain and improve the appearance of the school and grounds.

Students are not allowed to:

- Fight or provoke a fight on school property or buses, at bus stops, or at any school-sponsored event.
- Use inappropriate language/profanity.
- Possess or use tobacco products or paraphernalia on school grounds.
- Possess or use drugs, alcohol, fireworks, paging devices, radios, audio/video electronics, cell phones, water guns, or pocket knives on school property.
- Gamble, bring playing cards or any inappropriate/unauthorized item (unless approved by the Principal and teacher).
- Buy, sell, or trade personal items at school and/or on the school bus.
- Cheat.
- Possess any type of weapon.
- Chewing gum will be left up to the individual teachers.
- Exhibit any behavior that interferes with the instructional program.
- Leave campus for any reason during the school day unless properly checked out through the school office.

CUSTER ELEMENTARY SCHOOL DISCIPLINE POLICY

The CES discipline policy and procedures focus on increasing student responsibility for his/her actions and encouraging self-respect and consideration for the rights, feelings, and property of others. Each staff member at CES accepts responsibility for setting high expectations and maintaining discipline, as well as, developing a respectful learning environment. School discipline requires the partnership of parents, students, and staff to work together.

Awareness of the school's expectations for student behavior, rights, responsibilities and consequences (if expectations are not met) will help in maintaining a positive learning environment that provides students three basic rights: the right to be safe, the right to feel safe, and the right to learn. To ensure that all students enjoy these rights, each student must expect

the best of oneself, challenge his/her mind, accept responsibility for his/her actions, and respect all staff, peers, and the environment.

A student may benefit from services offered by the school counselor and may be referred as needed.

These rules apply on the school grounds or at any event or location where CES is represented. All students are expected to:

C - Care for one another

E - Excel in all you do

S – Show pride in yourself and your school

The following procedures are typically followed when inappropriate behavior is observed:

- Student’s initial behavioral incidents in the classroom follows each teacher’s classroom management plan.
- Serious or repeated behavior problems will be referred to an administrator. Written documentation and/or a student referral form will accompany students who are sent to the office. The administrator will determine consequences, which will follow the included infraction chart. The administrator will notify parents by telephone, and a parent conference may be necessary. The teacher will be notified of the action taken.
- When in-school alternatives are not successful, a conference will be arranged that usually involve the student, parents, counselor, and a school administrator. During the conference, parents will be made aware of the resources available through the school system as well as outside agencies that might be called upon for assistance. Specific infractions and the assigned consequences for each infraction follow.

Parents will automatically be notified about student administrative detentions and suspensions, as well as expulsion requests.

NOTICE: This policy has been approved by the CES Site-Based Decision Making Council and the Breckinridge County Board of Education and complies with the Breckinridge County District Code of Acceptable Behavior and discipline.

Infraction	Description	Minimum	Maximum
Bullying/Harassment	Repeated unwelcome statements or threats that create a hostile environment, including harmful gossip and rumors	Staff Intervention, administrative intervention, parent notification	Administrative action, Possible harassment charges
Cell Phones/Electronic Communication Devices, and other inappropriate items	Improper use during the instructional school day of devices including, but not limited to pagers, cell phones, iPods, CD players, radios, electronic games, toys	Warning, Confiscation of device, parent notification, return to parent	Detention
Cheating or plagiarism	Taking/using another’s work and presenting it as one’s own without proper attribution;	0% for the task and re-do the task, parent notification	Administrative action

Computer Abuse	Inappropriate use of computer facilities, violates district network contract	Loss of computer network use, parent notification	Administrative action, replacement/payment of damaged items
Dangerous Weapons	Carrying or storing, possessing firearms, knives, or any other implement which could be used in a lethal way (to self or others). Toy or look-alike weapons are included in this policy.	Administrative action, short term suspension, parent notification	Expulsion with police notification, long term suspension
Disruptive Behavior	Any behavior that interferes with the education or safety of others, or distracts or disrupts	Staff intervention, parent notification, refer to guidance	Suspension
Dress	Any style of clothing that causes a distraction or disruption of school activities, endangers health or safety, is associated with weapons, is sexual, or promotes the use of tobacco, alcohol, or drugs.	Staff intervention, parent notification, alternative clothing	Administrative action
Extortion	Any act or attempt to secure money, property, or other gain through threat or physical harm	Administrative action	Administrative action
Failure to report to detention	Failure to serve assigned detention	Administrative action, parent notification	In-School Suspension
Fighting	Students punching, shoving, or hitting others	In-school Suspension	Suspension, Alternate placement
Gum Chewing	Not permitted in common areas (i.e., gym, cafeteria, labs, etc.), Permitted only in classroom according to each teacher's discretion,	Staff intervention	Administrative action
Horseplay	Actions that could cause physical harm (i.e., tripping, pushing, running, not keeping hands to themselves, etc.)	Staff intervention, parent notification, administrative referral	Administrative action
Insubordination	Refusing to carry out a reasonable request of a staff member	Staff intervention, parent notification	Administrative action

Intoxicants, Possession, or Use	Possession of any alcohol, illegal drugs, unauthorized medication	Suspension with expulsion request	Expulsion, police notification
Leaving School, unauthorized	Leaving school grounds without express permission	Administrative action	Administrative action
Locker Infractions	Unauthorized sharing of a locker , tampering with or entering any locker other than one's own assigned locker	Staff intervention, administrative referral	Administrative action
Physical Attack	Physical assault of a staff member or student with intent to do bodily harm on school grounds or in conjunction with any school-related activity	Administrative action, short term suspension, parent notification	Expulsion with police notification, long term suspension
Profanity, obscenity	Using profane, obscene, or vulgar language, drawings, gestures, etc...	Staff intervention, detention	Suspension
Public Display of Affection (PDA)	Kissing, holding hands, embracing	Staff/counselor intervention, parent notification	Administrative action
Sexual Harassment	Repeated unwelcome sexual advances, request for sexual favors, and/or any other inappropriate verbal, written, or physical conduct of a sexual nature	Staff Intervention, administrative intervention, parent notification	Administrative action, Possible harassment charges
Skipping Class	Failure to report to class or assigned area	Staff intervention, parent notification, administrative referral	Administrative action
Theft/Burglary	Taking of individual/school property that belongs to someone else	Administrative action, restitution	Suspension, police referral, restitution
Tobacco	Smoking, possession or use of any tobacco substance on school grounds or in conjunction with a school related activity	Administrative action, Health Department Tobacco Education Course	Suspension, police notification
Truancy	Illegal absence from school	Administrative action, home visit, truancy letters, parent notification	Referral to Director of Pupil Personnel
Vandalism/Graffiti	Destruction or defacement of school property; writing or	Detention, restitution, parent notification	Suspension, restitution, police notification

	drawing on anything that belongs to another		
Verbal Abuse	Insulting or verbally abusing another; racial, ethnic, gender, and religious slurs are included in this policy	Administrative action	Administrative action

***Administrative action may consist of but not limited to the following actions based on the infraction and the frequency: isolation for breakfast, isolation for lunch, before school detention, in school detention, after school detention, lunch detention, assigned seating, parent supply change of clothes, send for threat assessment, escorting student to class, principal and student conference, principal and parent/guardian conference, loss of extra-curricular participation privileges, etc.**

Special Note: Inappropriate items brought to school will be confiscated and given to school administration, and items will be returned at the administration's discretion.

CUSTER ELEMENTARY SCHOOL DRESS CODE POLICY

The following dress code guidelines will be administered equitably at Custer Elementary School. This policy has been approved by the Custer Elementary School SBDM.

- All clothing will be modest and fit appropriately without offensive slogans; including but not limited to profanity, vulgarity, gang-related, alcohol and drugs, and violence.
- Any article of clothing, accessories, tattoos, symbols, and/or make up that are affiliated with an organized gang are prohibited.
- Students will remove hats and coats upon entering the building.
- If leggings are worn, a shirt covering the waist and hips must be worn over the leggings.
- All shorts and pants will be worn at the waist. Shorts and skirts will be at a respectable length. Shorts may be worn prior to fall break and after spring break.
- Shirts will have sleeves, be non-revealing, and fit appropriately (not too tight or too loose).
- Any shoes that may pose a safety hazard should not be worn to school. Examples: platforms, flip-flops, backless sandals, and hee-lies.
- Make-up in moderation and natural hair color are expected.
- Earrings may not dangle more than 1" below the ear lobe. For safety reasons, hoop earrings may be no larger than ½ inch in diameter.
- No excessive jewelry, chains, or bandanas may be worn.
- Backpacks are to be of the type worn on the back (no rolling backpacks). No added backpack accessories are acceptable.
- No tattoos or body graffiti (includes but not limited to temporary tattoos and body art)

A list of prohibited clothing and accessories is on file in the Principal's office and may be obtained at any time. The principal may add to the list at his/her discretion.

Exemptions to the preceding guidelines may be applied to special school activities and extracurricular activities as designated by the principal.

If a child is determined to be wearing inappropriate clothing, the parents will be called first. If parent cannot be contacted, he/she will be provided with clothing from the Family Resource clothes closet.

Custer Elementary School Parent Engagement Policy

EXPECTATIONS FOR PARENT ENGAGEMENT

Custer Elementary School has adopted the following parent engagement policy and plan. This policy and the plan to implement it have been developed jointly and in agreement with and will be distributed to all participating parents in the school wide Title I program.

All participating parents in the school wide program shall be provided:

- timely information and opportunities to meet with staff,
- an interpretation of their child's assessment results,
- a description and explanation of the school curriculum, assessment and discipline policies,
- a copy of the academic expectations and academic components of the school consolidated plan,
- an opportunity to sign the Parent-School Learning Compact

SHARED RESPONSIBILITY FOR HIGH STUDENT PERFORMANCE

Custer Elementary School has jointly developed with parents, for all students, a Parent-School Learning Compact that describes:

- the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations,
- ways in which each parent will be responsible for supporting his/her child's learning,
- students' responsibilities
- the ongoing communication between parents and teachers through parent/teacher conferences at which time the learning compact will be discussed, progress reports to parents, observation of classroom activities, and opportunities to volunteer and participate in their child's school.

BUILDING CAPACITY FOR ENGAGEMENT

Custer Elementary School shall build the capacity for strong parent engagement by:

- providing assistance to parents on how to monitor their child's performance and on how to participate in their child's education.
- providing materials and training to parents to help improve their child's achievement.
- providing other assistance such as our family resource center where parents can learn about child development, parenting skills, problem-solving skills, and skills that would enable parents to become full partners in the education of their child.
- developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and secondary schools.
- educating school staff in effective use of parent volunteers in the classroom.
- educating all school staff on how to work with parents as equal partners

---Please complete and return this page to your child's classroom teacher.---

**CUSTER ELEMENTARY SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM 2019-2020**

Our signatures indicate that we have received, read, and understand the 2019-2020 Custer Elementary Student Handbook

Student Name (please print)

Grade

Homeroom Teacher

Student Signature

Date

Parent/Guardian Signature

Date

Custer Elementary School

Parent-School Learning Compact

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be engaged in a partnership with your child's school. You and your child should complete your section and return to school.

Parent

I want my child to achieve; therefore, I will encourage my child by doing the following:

- ✓ See that my child attends school regularly and is on time.
- ✓ Support school staff on maintaining proper discipline.
- ✓ Set aside a specific time and place for homework.
- ✓ Check homework daily.
- ✓ Speak with or write to my child's teacher on a regular basis.
- ✓ Encourage my child and be aware of what my child is learning.
- ✓ Read with my child and let my child see me read regularly.

(Parent Signature) _____

Student

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- ✓ Attend school regularly.
- ✓ Be prepared for school each day with completed assignments and supplies.
- ✓ Work cooperatively with my classmates.
- ✓ Respect myself, my school, and other people.
- ✓ Follow school and bus rules for student conduct.
- ✓ Give my best effort each day.

(Student Signature) _____

Teacher

It is important that students achieve; therefore, I will strive to do the following:

- ✓ Encourage students and parents by communicating regularly about student progress.
- ✓ Contact parents to convey something positive about students.
- ✓ Provide high quality instruction in a supportive environment.
- ✓ Provide varied learning opportunities for students to enable them to meet academic expectations.
- ✓ Hold high expectations for all students.
- ✓ Make myself and my classroom accessible to parents.
- ✓ Demonstrate professional behavior and a positive attitude.
- ✓ Respect cultural differences of students and their families.

(Teacher Signature) _____

Principal

I support this compact for parent engagement; therefore, I will strive to do the following:

- ✓ Provide an environment that allows for positive communication between the teacher, parent, and student.
- ✓ Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.
- ✓ Provide newsletters, calendars, and other communiquéé to parents.
- ✓ Demonstrate professional behavior and a positive attitude.
- ✓ Treat staff members equally and fairly.

(Principal Signature) _____

Please sign and return this form to your child's classroom teacher.

Revised: April 30, 2002