

Crofton Elementary School Student Handbook 2019-2020



12145 S. Madisonville Road
Crofton, KY 42240
Phone: (270) 887-7190

Family Resource Center: (270) 887-7193

Lori Dexter, Principal

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School Mission Statement

We're learning, growing, achieving, and preparing for success in the 21st Century.

Welcome to Crofton Elementary School!

Welcome to a new year here at Crofton Elementary. We the staff and administration would like to welcome all parents/guardians into our building. We encourage parents/guardians to participate in any way you can in your child's education. We invite you to become a volunteer in our building and work with us to serve our students. If you would like to volunteer, please contact Lynne Prince, Family Resource Director.

It is our hope that this handbook will inform parents and students of school policies and regulations. Any concerns not addressed in this handbook can be directed to the staff at Crofton.

Again, welcome to Crofton, home of the Cougars. Let's work together to make this a year to celebrate and appreciate every child, every day.

Communication

Crofton Elementary School keeps an updated website highlighting important dates and information. The website can be found at <http://crofton.christian.kyschools.us/>

School-wide communication folders will be sent home every MONDAY. The folders will include school newsletters with important dates, student recognition, and grade level newsletters including content information.

If parents/guardians have questions about their child's classroom, the teacher is the first point of contact. If a parent/guardian continues to have questions, they should feel free to contact the guidance counselor or administration as needed.

Safety

Safety is priority here at Crofton Elementary. We will have fire, severe weather, earthquake, and lockdown drills throughout the year to ensure our students are ready for any emergency. If you ever have questions about our drills, please ask and we will be happy to provide more information. We will continue to practice our ALICE drill to prepare for the unlikely event of an intruder entering our building. We have attached information at the end of this handbook that provides more information on the ALICE drill. We appreciate your patience as we implement daily safety protocols for releasing students. We require identification to check out a student or for individuals to move past the office. In addition, we will only release students to individuals who are on the student's emergency card and those on that card will be the only individuals allowed to eat with the students. We thank you ahead of time for your cooperation.

FAMILY RESOURCE CENTER

Lynne Prince, Director

Center Hours and Schedule

Open 5 days per week

7:00 a.m. – 3:00 p.m.

The Family Resource Centers have been created as part of the Kentucky Education Reform Act. The intent of the center is to enhance students' abilities to succeed in school by assisting children and families in meeting some of their basic needs. This will be done by providing community services at the centers or by linking families to agencies in their communities. Family Resource Centers are developed by single schools or groups of schools that have at least 20% of their students eligible for the free lunch program. Centers receive a state grant based on number of students eligible for free lunch meals. However, once a center has been established, all children regardless of the income of their families will be served. Services will be especially beneficial for those students who are at risk or are not performing well in school.

Services the Crofton Family Resource Center can provide families:

Students

- Provide school supplies
- Provide adequate clothing, socks, and shoes
- Provide a free eye exam and glasses if needed
- Assist with obtaining a birth certificate for your child
- Assist and schedule appointments for health related reasons to medical and dental facilities
- Act as a liaison for you and your child's teacher regarding educational concerns
- If you do not have health insurance – call us – you may qualify for a free health program for your child
- Refer your child to a community program that will assist in their well-being and positive growth.
- Referrals to after-school care and payment assistance
- Assistance with GED & TABE (Adult Ed./Family Circle)

Parents/Guardians

- Help with utilities and food (referral to community agencies)
- Support for single parents
- Holiday assistance
- Support for grandparents raising grandchildren
- Information about volunteering at your child's school
- Help during a crisis
- We can help with your questions about our attendance policy
- Parental Involvement

Guidance

Ashley Gates, our guidance counselor, is available to talk to students needing her services. Mrs. Gates can also work with parents to acquire additional services to students through Pennyroyal Mental Health during school.

School Hours

SCHOOL HOURS ARE 7:20 A.M. UNTIL 2:20 P.M.

ARRIVAL:

Our school day begins with morning assembly in the gymnasium at 7:15 a.m. **A student is tardy after 7:20 a.m.** If a child is late, a parent must accompany him/her to the office and sign in the child. Excessive tardies will be reported to the Director of Pupil Personnel. Three (3) unexcused tardies will equal one (1) unexcused absence.

District Policy requires that any child leaving the school grounds during regular school hours must be signed out by a parent/guardian through the school office. Any other person must have written permission from the parent/guardian before the child will be released from school. Crofton School will not release a child without proper notification and will not release a child to anyone who is not on the child's emergency release list. All adults will be required to present a photo identification each time they enter Crofton Elementary to check a student out. Only adults on a student's emergency release list will be able to sit with this student at lunch.

MORNING ASSEMBLY:

All students will attend a morning assembly at the start of every school day beginning at 7:15 a.m. Students will have the opportunity to eat breakfast starting at 6:55 am and then will go to the gymnasium.

Attendance Policy

PLEASE SEE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE FOR FULL DETAILS

Important: A student who is absent must bring a note signed by his/her parent/guardian stating the reason for the absence. This note shall be presented upon the student's return within five (5) days, or the absence will be unexcused.

Compulsory Attendance

A. The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

1. There are seven valid reasons for excused absences authorized by the Board:
 - a. Illness of pupil (part of 6 excused days)
 - b. Death in family (part of 6 excused days)
 - c. Appointment with health professional (student only)
 - d. Driver's test
 - e. 1 day attendance to Kentucky State Fair

- f. Court Order
 - g. Other as determined by the Principal
2. Students on school-sponsored trips are counted present and are responsible for make-up work.
 3. Court appearances are excused if signed by the judge or the clerk of the court.
 4. A student who is absent must bring a note signed by his/her parent/guardian stating the reason for the absence. This note shall be presented upon the student's return within five (5) days, or the absence will be unexcused.
 5. When the school notifies a parent/guardian that a student is sick and should be picked up, the remainder of that day will be excused. For any day missed after that, a note must be sent when the student returns to school.
 6. Christian County has a "no live lice" policy. If the student has chronic/reoccurring head lice, any days missed after the first time the student is sent home will be unexcused. Principal may use discretion when making a decision concerning absences.
 7. A student who is absent because of personal illness and goes to a health professional shall present the health professional's statement within a reasonable time not to exceed five (5) days. A health professional's statement will be accepted for the student's personal illness only, not for illness of any member of his/her family.
 8. Request for an excused absence other than that stated in this provision of the Code of Acceptable Behavior must be made in advance to the principal.
 9. Three (3) unexcused tardies are equivalent to one (1) unexcused absence. A tardy will be recorded when a student misses sixty minutes or less of the school day. This includes late arrivals, mid-day appointments less than 60 minutes, and early check-out.

Truancy Policy

HB 72 Enforcement of Truancy Laws (3/25/05)

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days as truant; identify as a habitual truant a student who has been reported as truant two (2) or more times, hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty first birthday, accountable if the student fails to comply with truancy laws, **hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth (18th) birthday accountable if the student fail to comply with school truancy laws**; hold the court-appointed guardian of a public school student who has not reached his/her twenty first (21st) birthday accountable if the student fails to comply with school truancy laws, requires school district personnel to inform students, parent, guardians, and custodians of the penalties for violating school truancy laws,; identify as a habitual truant a student who has been reported as truant two (2) or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Three (3) unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

Arrival Procedures at Crofton

To ensure a safe and orderly start to the school day for your child, please read and adhere to the following time schedule and guidelines at Crofton. Arriving at Crofton before 7:05 will allow you to get in and out of the school area much quicker than those arriving later. Students will be dropped off at the front entrance of the school between 6:45 and 7:20. After 7:20, parents will have to park and check in students at the front office.

No students are to be dropped off until 6:45 a.m.; students will stay in the lobby until 6:55 a.m.

6:55 Breakfast is served in the cafeteria. All students planning to eat need to arrive by 7:05.

7:15 Morning Assembly begins for all students in the gym.

7:20 the tardy bell rings and the doors are locked. **All students not in the building when the 7:20 bell rings will be counted tardy and must be checked in at the front office by an adult. Students checking in must be accompanied/checked in by an adult on the check-in list.**

Student Guidelines

1. All students will go directly to the gymnasium for the morning assembly unless they are eating breakfast.
2. Please arrive by 7:05 am if you will be eating breakfast at school.
3. Students will take their backpacks with them to the gymnasium. No students will be allowed to leave backpacks in their classroom or in the hallway.
4. Only students with special items such as snacks or projects will be allowed to walk items down to their classrooms and then report to the gym.

Dismissal Procedures at Crofton

Crofton students follow a specific procedure when departing school each day. We will begin dismissing school at 2:25 p.m. Teachers will escort their students to the appropriate places for dismissal. To ensure a safe and efficient dismissal for all students, we have established the following guidelines.

1. **Any temporary change in afternoon transportation must be communicated in writing.** Changes can be communicated by a letter brought or sent to the school. If necessary, transportation changes may be made by email to (crofton.cougars@christian.kyschools.us) In the event you email your request please call to confirm receipt. **We do not accept transportation changes by phone.** All transportation changes will have to be verified by office staff before any changes will be approved. **All transportation changes must arrive to the school no later than 1:30 p.m. No student will be allowed to check out of school after 2:10 p.m.** Only parents/legal guardians can make transportation changes unless parents sign an authorized form giving permission.

2. **Any individual picking up a student from school must be on the student's emergency release list.** If an individual is not on the list, the student will not be released to him or her. A legal guardian of the student will be contacted to provide alternate transportation. This is for the safety of our students. We appreciate your support and cooperation in this matter. Crofton staff will check all individuals for proper identification.
3. Pickup for students will be in the front of the building. All parents are asked to remain in line at all times. **We ask that no one leave their vehicle and enter the building during dismissal.** Students will be sent out to the appropriate paw print when you pull up in front of the building.

Releasing Students to Parents or Guardians During the School Day

No students will be released early (before students leave the room to load buses) without being properly checked out in the office. The office staff will notify the teacher of the checkout.

No student will be released before the end of the day without a request for early dismissal from the student's parents/guardian. In keeping with this procedure, it becomes prudent that:

- A. Children of estranged parents may be released to either parent unless there is a court order to the contrary.
- B. No student will be released to anyone other than the parent/guardian unless the parent/guardian has filed a written list of names, such as grandparents or baby-sitters prior to the time of early release.

If a person appears at school requesting the early dismissal of a student, the person will be asked to show proper identification such as a driver's license. (Even if the person presents appropriate identification, the person's name must be on file as an authorized adult (on the student's emergency list) before the student may be dismissed to leave school with the adult.)

A student may be released to a person with lawful authority to take custody of the student (e.g., a police officer with a warrant). In such case, the student's parents shall be notified at the earliest opportunity.

In order to document the early release of students, we are asking anyone who signs students out or in, to fill out the following information in the office: date, time, and signature, purpose of check-in/out, child's name and relationship to child.

Medication

No medicine will be given to students at Crofton unless given to the school nurse and authorized by the student's physician. Appropriate forms must be signed before medicine will be distributed and will only be done by personnel trained to do so. Students are not allowed to transport medicine or self-medicate.

Instructional Time

In order to limit classroom disruptions, parents are always welcome to contact teachers/staff during their planning or after school. In addition to their normal instruction time, teachers will work to differentiate instruction to meet students' needs. Students performing below grade level will receive additional assistance through our RTI (Response to Intervention) program; parents will be notified when this occurs.

Homework Policy

Students, parents/guardians, and the school recognize that the completion of homework is a team effort. Please review these guidelines with your children:

Homework: (assignments to be completed at home)

1. It will be the responsibility of the teacher to work with the child and the parent/guardian to make up any work the child has not completed.
2. When an assignment is not completed on the due date, the student may miss classroom privileges.

Student Behavior

PBIS

For the 2019-2020 school year, Crofton Elementary will once again be implementing PBIS (Positive Behavior Intervention & Supports) and Leader In Me, school-wide. Teachers and staff will teach and enforce consistent procedures and expectations throughout the building. Students will be rewarded in a variety of ways for following these expectations. Once a month, students will be rewarded for earning their points for following the School Wide Expectations (PRIDE) Students are expected to be Positive, Respectful, Independent, Determined, EVERYDAY! Students will also be recognized in various other ways approved by the Leadership Action/ PBIS committee.

PBIS and Leader In Me will be implemented to increase instructional time and ensure all students will be provided with an atmosphere conducive to learning.

Code Of Acceptable Behavior and Discipline

The Christian County Public Schools Code of Acceptable Behavior and Discipline will be followed by the administration at Crofton in making decisions concerning discipline. The Code of Acceptable Behavior and Discipline will be provided to all new students and available upon request for families needing another copy. **Please note that actions such as fighting and threatening will not be tolerated at Crofton and can result in consequences such as the in-school suspension room, after school detention, out of school suspension or referral for an ISP placement. Behavior such as being disrespectful towards adults or interrupting instruction will also result in in-school suspension room or after school detention. Students are prohibited from bringing electronic devices to school, and such devices will be confiscated from the students and will be returned to parents only. If seen or heard, cell phones will be taken from students and must be picked up by parents.** Additional information on student behavior, including a specific conduct and discipline policies, is contained in the Christian County Public Schools Code of Acceptable Behavior and Discipline.

Bullying

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. These unwanted verbal, physical or social behaviors that occur on school premises, on school sponsored transportation, or at school sponsored events, or disrupts the educational process will not be tolerated at Crofton Elementary and consequences will follow the District Code of Acceptable Behavior. This is for the safety of all Crofton students. Mrs. Gates, our guidance counselor and/or the Assistant Principal will speak with each class about bullying. Crofton Elementary also has many ways for students to report bullying: **complete a bullying report and turn it in to the guidance office or Assistant Principal's office, privately tell a teacher or staff member, or report it on a piece of paper and give it to a teacher or staff member.**

Dress and Appearance

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health and/or safety of other pupils is prohibited.

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code.

Cell Phones

Cell phones may be brought to school, but must remain in backpacks and turned off. No student cell phone use will be allowed during school hours. Students caught with cell phones out will lose the privilege of having a cell phone at school.

Crofton's Extra Curricular Activities

Crofton School has numerous activities for students to be involved including:

Academic Team - Governor's Cup - Governor's Cup is an Academic Team Competition including four areas: (1) Written Assessment in all subject areas, (2) Future Problem Solving, (3) Quick Recall and (4) Writing. Competitions will be held at the school, district and regional levels. Practice meets may be held with other schools if time permits. There will be a cap size of 20 students.

Students desiring to participate must meet the following criteria:

1. A student in the 4th, 5th or 6th grade achieving above his or her peers in an academic area
2. A strong desire to participate
3. After school transportation
4. Good sportsmanship

A Student may be disqualified from the program for the following:

1. Not following the leaders' directions
2. being disrespectful to leaders or other students
3. Transportation arriving late 2 times
4. Test scores during practices
5. Being assigned to the safe room or out of school suspension

It is imperative that all students have strong parental support.

Gifted/Talented – Students in 4th and 5th grade may be identified in the Gifted and Talented Program. These students will be placed in Cluster groups and will receive enrichment in their area of identification. Students in grade K – 3 may be identified as being in the Primary Talent Pool. These students will receive enrichment within their classroom.

Sixth Grade Band – Students will participate in band during their special areas times, except on the days they have P.E. Any further information will be provided by the band teacher, Mr. Calvin Warren.

STLP- Student Technology Leadership Program, Coach- Elizabeth Crunk

Information/registration regarding community programs such as Junior Pro Basketball/Cheerleading and YMCA sports will be sent home as we are notified.

Cafeteria Meal Prices

Breakfast: (6:55-7:20)	Adult	\$2.50
Lunch	Milk	\$0.30
	Adult	\$3.50

Crofton is a CEO (Community Eligibility Option) school. (All students eat free breakfast and lunch) All students must pick up a complete meal to be free. All adults must pay. Students must pay for all a la carte items.

1. There will be a \$45.00 service charge on each returned check.
2. Parents or guardians are welcome to eat with their child in the cafeteria by purchasing a meal at the adult price.
3. Charge Meal Policy/Christian County Public School – no one is allowed to charge at any time.

Please Note: Fast foods are not to be brought into the cafeteria. This is state law. Also, canned drinks are to be covered with aluminum foil. State law on advertising is the main reason for this policy. Also, no food is to be bought, sold, or given away as a reward until 30 minutes after the last lunch shift closes.

Crofton PTO

2019-2020

President – Brittany Noel
Vice President – Stephanie Law
Secretary – Crystal Alexander
Treasurer – Amber Ezell

The Crofton Parent-Teacher Organization meets at 6:00 pm on the last Tuesday of each month in the school library. Parents are encouraged to attend and participate as a way to support their students.

Crofton School Based Decision Making Council

2018-2019

Lori Dexter – Principal
Erin Westerfield– Parent

Ciera Wilford- Parent
Melinda Stallons –Teacher
Tracy Mohon – Teacher
Andrea Osbron – Teacher

The Council members will be responsible for adopting policies in the following areas: curriculum, assignment of staff, assignment of students, determining schedules of school days, determining use of school space, planning and resolution of issues regarding instructional practices, determining discipline/classroom management, extracurricular programs and technology.

Our Council will only function effectively if parents, teachers and community persons are willing to serve on committees, which will develop all policies for council approval. Crofton's SBDM Council meeting dates and times will be posted in the foyer of the school. Parents are always welcomed to attend.

Title I School-Wide Program Parent Involvement

Title I -Parent Involvement is an important part of the education process at Crofton. Our school-wide program gives us the opportunity to provide the best for all our students. When parents are meaningfully involved with their children's education, children achieve at a higher level and have more positive attitudes toward school.

Parent Teacher Organization - The purpose of the PTO is to solicit cooperation among parents, students, teachers and the administrators of Crofton Elementary School in order to provide the best possible learning environment for students attending the school, to support school programs and to promote progress according to the school goals. All parents are encouraged to join the PTO. Watch the school newsletter for PTO meeting and activities. Through our membership and volunteer services you can ensure that we meet our goals successfully.

School Visits - Parents and visitors are always welcome at Crofton. However, as a safety measure, we ask that all visitors first report to the school office and obtain permission for their presence in the building. You will also be asked to sign in and wear a visitor sticker if going to other areas in the school besides the office. We encourage you to visit your child at school. You may arrange for a classroom visit by contacting your child's teacher. You may also request a parent-teacher conference. Throughout the school year, our cafeteria staff plans special days for parents to spend lunch with their children.

School Volunteers - Volunteers enable us to expand our educational programs as well as to allow for greater individual attention. Volunteers work at the school on a daily basis. Many of our volunteers work at full-time jobs and some do not have children attending Crofton. There are many areas in which we need volunteer help: the library, classroom projects, individual tutoring, field trips and special activities. Throughout the year you will be given the opportunity to help. Contact your child's teacher or the school office if there is something you would like to do for us. **WE NEED YOU!** Volunteers who supervise children by law are required to have a background check at the expense of the district.

Parent Teacher Conferences – **Teachers will conference with parents of all students at the end of the first nine weeks.** At any time during the school year conferences are encouraged to discuss concerns and/or problem areas. To make your child's time at school profitable, parent and teachers

must work together. Good home-school relations are vital. Parents should, for example, refrain from making negative remarks about a teacher or the school in the presence of their children. If your child is not making satisfactory progress or appears to be disturbed about school or homework, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Requests for conferences will receive prompt replies.

Christian County School District's Wellness Program

Crofton has adopted the Christian County School District's Wellness Program. This program sets forth nutritional guidelines on food that is eaten by students while in school. This program also promotes physical activity for all students. We encourage all parents to help us in this effort by making nutritious choices when sending food to school. Whether sending a snack or lunch to school, please try to choose a healthy option over more traditional, less healthy choices.

Nutrition:

School meals will follow established policies to include breakfast, lunch (free and reduced), and summer food service program.

Beverages: Juice beverages will contain 100% juice and flavored waters must contain no carbonation and 0 calories. Milk products will be 1% milk or fat-free milk.

Food: Foods will contain no more than 30% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and no more than 10% of its calories from saturated and trans fat combined and will have no more than 30% of its weight from added sugars.

Rewards/Fund-Raisers: Staff members shall follow the above guidelines for fundraisers with the exception of concession stands. Rewards other than food items should be given to students. When food items are used as rewards, the nutritional guidelines above will be followed.

Celebrations: Schools will limit celebrations that involve food during the school day to no more than one party per class per month. Each party will include no more than one food beverage that does not meet the nutrition guidelines. To ensure that foods provided to students are safe and sanitary, all foods and snacks served to students must be purchased and pre-packaged rather than homemade, and include an ingredient label.

Faculty and Staff

Leadership

Principal – Lori Dexter

Assistant Principal- Debbie Brown

Curriculum Specialist – Tracy Mohon

Guidance Counselor- Ashley Gates

Staff

Preschool Teacher –

Christy Young

Kindergarten –

Elizabeth McKnight

Preschool Assistant –

Melissa Pyle

Alice Doss

1st Grade –

Cari Brake

Janice Ridenour

2nd Grade –

Andrea Osbron

Janice Johnston

3 rd Grade –	Tiffany Cummings Emily Russell	4 th Grade –	Angela Felty Elizabeth Crunk
5 th Grade –	Jessica Fentress Laura Cook	6 th Grade –	Meagan Finley Staci Johnson
Resource/Collaboration –	Bethany Yielding Melinda Stallons Cayla Blake	Speech –	Katie Yoemans
Library/Music/Art/Drama –	Mary Wright	P.E./Math Interventions –	Paul Hooke
Instructional Assistants –	Jackie Hickman April Robertson Regina Morris Shelly DiMatties Annette Holmes	Permanent Substitute-	Tana Loden
Computer Lab –	Amy Cansler		
6 th Grade Band –	Calvin Warren		
District Reading Recovery Leader-	Anita Armstrong		
Front Office –	Crystal Alexander Jackie Hickman		
Attendance Clerk-	Sharon Sanders		
Bookkeeper –	Crystal Alexander		
Nurse-	Megan Kidd		
Family Resource Center Coordinator –	Lynne Prince		
Cafeteria –	Angie Stephens (Manager) Elizabeth Miller Jane Ann Davis Jean Dunning	Susie Tyler Vicki Stewart	
Custodians –	Jesse Duncan- Lead Jack Oris		
Bus Drivers –	Cindy Baker Mark Stephens Teri Matheny Remy Allen Brenda West Linda Glenn	Judith Smith Jenny Newby Bobbie Shreeves Nikki Killibrew Julie Layton Bill Alexander	