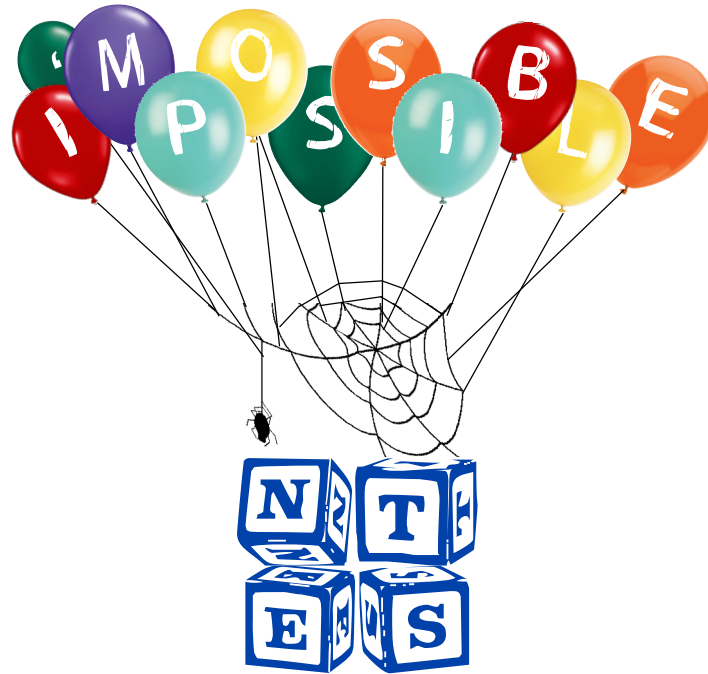


# North Todd Elementary School



With love and patience, nothing  
is impossible.

## Student Handbook 2017-2018

## **NORTH TODD MISSION STATEMENT**

The mission of North Todd Elementary School is to provide all students the opportunity to acquire skills necessary for success.

### **BELIEFS**

We Believe:

1. All students can learn at high levels.
2. Communication between school & home is essential for success.
3. High academic, social & moral achievement of students is expected.
4. Offering an exciting and challenging curriculum will motivate students to learn.
5. An understanding and respect for diversities are crucial to interdependent development.

### **VISION STATEMENT**



Our vision at NTES is for all students to become lifelong learners and productive members of society.

### **COMMITMENT STATEMENT**

We at NTES are committed to teaching essential skills in a safe and inviting environment.

### **GOAL**

The goal at NTES is proficiency for ALL students.

### **GUIDELINES FOR SUCCESS**

Teaching Whiskers our Wildcat Mascot to ROAR:

R espect Myself & Others  
O utstanding Effort  
A wesome Attitude  
R esponsible Citizen

# DISTRICT NEWS

## PRESCHOOL

North Todd is proud to have an exemplary preschool program that has received state recognition. Our preschool program tests 3 and 4 year olds to assess eligibility in this program. If interested, please call Kim Justice, Preschool Consultant at the TC Board of Education, to schedule an appointment for testing.

## ADMISSION REQUIREMENTS

A child who is five (5) years of age on or before August 1st may enter our primary program. Entry into the program requires a birth certificate, KY immunization record, social security number, a recent physical exam, a vision exam by an eye doctor. STUDENTS AGE 5 OR 6 ARE REQUIRED TO HAVE A DENTAL EXAM.

## COMMUNITY EDUCATION

Community education is here to offer the citizens of Todd County an opportunity for Life-Long Learning. A variety of classes will be offered. Information on these classes can be found in the local newspaper, community television station, and flyers throughout the county. Community education is always looking for anyone with special talents to teach these classes. Community education is here to assist the public in use of the school facilities. Arrangements can be made by contacting:



Todd County Board of Education  
205 Airport Road, Elkton, KY 42220  
(270) 265-2436

## TODD COUNTY ATTENDANCE POLICY

The educational program of Todd County Schools is designed for daily participation and attendance of all students. It is important that each student realize that excellent attendance is his/her primary responsibility. We want to educate all students enrolled in this school system, and it all starts by "being here". We desire it use a compassionate

and common-sense approach to attendance. Because students and parent are held accountable for prompt and regular school attendance, you should have a thorough knowledge of what is expected by law, district policy and school policy.

### Truancy Defined

#### Unexcused Absences Procedure at Central Office:

##### 2 Unexcused Absences:

The “2 Unexcused Absence” ad hoc report will be run every Thursday, pulling dates through the previous Friday (students have 3 days to bring notes in & that gives attendance clerks one more day to get the note in IC).

Alert Now automated calls will be made to those students’ parents on that day.

Each school’s attendance clerk will enter those calls in behavior in Infinite Campus and will keep a spreadsheet of those students called, and the date they were called. Once a student has been called for “2 Unexcused” they will not be called again unless they get to 4 unexcused.

##### 4 Unexcused Absences:

The “4 Unexcused Absence” ad hoc report will also be run every Thursday. Ms. Glass will give this list to the Director of Pupil Personnel, Mr. Ed Oyler. The DPP will set up appointment times; Ms. Glass will print and send out the letters with the appointment times. She will also print out the student’s attendance profile, discipline & grades for the DPP to use when meeting with the family.

The DPP will meet with the student/family and go over the attendance policy, discuss reasons for the absences, refer them to any resources, which might help fix the situation, and have parent and student sign an attendance contract. The DPP will also give & discuss with the parent a “final notice” letter.

If the student/parent does not show up for the Truancy Mediation, they will be treated just as if they had met, as they were given the opportunity to meet. In the cases where no one shows up, a final notice letter will be mailed to the parent by the board (with Mr. Oyler’s signature). An exception is if their appointment letter comes back as undeliverable, Mr. Oyler and Ms. Glass will work together to get the correct address & re-mail it.

After the DPP meets with the student/family, Ms. Glass will enter “Truancy Mediation” in the student’s discipline in IC. She will also enter these students name on a spreadsheet with the date of when they met for TM.

Each Thursday Ms. Glass and/or Mr. Oyler will monitor each of the students on the TM spreadsheet to see if they get any more unexcused absences after they meet with the DPP (they still get 3 days to turn in an excuse).

If the student gets any more unexcused absences (6 or more), the DPP will file truancy or educational neglect on the student or parent. If the student is 18 a letter will be sent saying they will be dropped from the roll if they get any more unexcused absences.

Excessive unexcused tardy cases will be submitted to court when referred to the DPP by the Principals.

### Excused Absences

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

- Death or severe illness in the pupil's immediate family.
- Illness of the pupil
- Religious holidays and practices
- One (1) day attendance at the Kentucky State Fair
- Court appearances—A note of verification shall be required
- Drivers test for time it takes for the test only. A note of verification shall be required. (If student is absent the full day, it will be unexcused).

### Returning to school from an absence

Only the school Principal or his/her designee will make excused-unexcused absence decisions. All student absences or tardies are coded as unexcused until the proper note is received. Absences or tardies may be excused by:

- Parent notes – maximum of 5 parent notes per year
- Proper written documentation of a doctor appointment
- Proper written documentation of legal appearance.
- Proper written documentation of a death in the family (funeral)

### Kentucky Law Governing Penalties for School Attendance Violations

#### 159.990 Penalties

Any parent, guardian, custodian, or student over 18 who intentionally fails to comply with the requirements of KRS 159 shall be fined:

- One hundred dollars (\$100.00) for first offense,
- Two hundred and fifty dollars (\$250.00) for the second offense.
- Each subsequent offense shall be classified as a Class B misdemeanor.

### Court Designated (CDW) Involvement

If DPP actions are unsuccessful in eliminating truancy issues, and the number of unexcused attendance events reaches six (6), a referral to the CDW will be made. Within approximately two (2) weeks the CDW will either meet with the parent and student or in extreme situations send them on to court. The goal of the CDW is to resolve the attendance problem and avoid formal court involvement. Within

approximately four (4) weeks the CDW will send to court any student that doesn't comply with CDW agreement.

#### Court Action

If the student is at the middle or high school, the action will be directed toward the student in juvenile court. Parents/guardians are required to appear in court with their child. The judge has indicated that for truancy cases, parents/guardians or the student will reimburse the school district for the lost state funding of \$25.90 per day and court order them to attend as well as successfully complete school. (1<sup>st</sup> Court appearance) Should the attendance problem not be corrected; the judge has indicated that the parents/guardians or student will be held in contempt of court and jailed. If the student is under the age of 18 they may be put in detention or foster care. Parents/Guardians would be required to pay cost of detention or child support to the state in order to reimburse the state for their expenses. (2<sup>nd</sup> Court appearance)

#### Excessive Absenteeism

In order to ensure that students are academically successful, students who miss an excessive number of days (unexcused and excused) will be considered for additional support services that might be available to help with missed work. The principal can involve the Family/Youth Resource Services Center Staff, Social Services or others as deemed appropriate.

#### ATTENDANCE AREAS INSIDE TODD COUNTY

Students must enroll in the elementary school in the attendance area in which they legally reside and attend school in that attendance area. Requests for transfer to another district school must be presented to the board in writing and will be approved only if the request is based on physical, psychological, or educational reasons. Students must maintain good attendance, discipline, and grades in order to remain in the out-of-area school. Otherwise, they will be reassigned to the school where they legally reside.

#### ATTENDANCE DISTRICTS OUTSIDE OF TODD COUNTY

Students must enroll in the school in the district where they legally reside and attend in that district unless the district has a reciprocal agreement with Todd County Schools. Requests for transfer from another district must be presented to the board in writing. Students must maintain good attendance, discipline & good grades in order to remain in the Todd County School system. Otherwise, they will be asked return to the district where they legally reside.

### **ATTENDANCE DISTRICTS OUTSIDE OF STATE**

Students must enroll in the state where they legally reside. KY & Todd County School district have no reciprocal agreement with Tennessee. Requests for transfer from another state must be presented to the board in writing. Parents are responsible for paying tuition equal to the state funds provided for each student. This amount may be prorated on a monthly basis. Students must maintain good attendance, discipline & good grades in order to remain in the TC school system. Otherwise, they will be asked to return to the district where they legally reside.

## **SCHOOL NEWS FOR STUDENT ARRIVAL & DISMISSAL**

### **SCHOOL HOURS**

<b>Door Opens:</b>	<b>7:30 for students going to breakfast</b>
<b>Morning car riders:</b>	<b>7:30 – 8:00, After 8:00, please park and bring students to the main office doors</b>
<b>School Hours:</b>	<b>8:10 – 3:10</b>
<b>Homeroom begins:</b>	<b>8:10</b>
<b>Tardy:</b>	<b>signed in after 8:10 or signed out before 3:10</b>
<b>Afternoon car riders:</b>	<b>3:10 pm (1:35 Friday)</b>
<b>Bus:</b>	<b>3:15 pm (1:35 Friday)</b>

**Early Release Fridays (ERF) – students will be dismissed at 1:35 pm every Friday except during the testing window. Early Release will begin on Friday, August 11<sup>th</sup>, 2017.**

### **STUDENT ARRIVAL**

Students riding buses will arrive to school between 7:15 and 7:25. As buses arrive, students will enter the building through the cafeteria entrance. The front door of the school will not be unlocked until 7:30. Parents are to drop-off students in the car rider line at the front of the building between 7:30-8:00. The car rider line runs most efficiently when everyone follows the procedures in place for student safety. If you need to accompany your child into the building, please find a parking spot in the parking lot.

**PLEASE DO NOT PARK IN THE YELLOW CURBED AREAS.**

As students enter the building they will report to the gym for Town Meeting or the cafeteria for breakfast. Homeroom will begin at 8:10.

**STUDENT DISMISSAL**

Parents that pick up their child in the afternoon must enter the school grounds through Highland Lick Road entrance and pull to the door on the west end of the building. There will be staff on duty to assist your child to your vehicle. Pick up time is 3:10 p.m. If your child is a car rider every day, a pick-up sign is required to be placed in your vehicle with your child's name on it. Contact the school office to request a sign. Parents should not come to the office to pick up students unless the student is being signed out early. **ALL STUDENTS ARE REQUIRED TO FOLLOW THE DISMISSAL PROCEDURE AND GO TO THE HALLWAY FOR STUDENT PICK-UP. PARENTS THAT ARE WAITING IN THE FRONT FOYER WILL NOT BE ABLE TO PICK UP STUDENTS UNTIL ALL CAR RIDERS ARE LOADED FIRST.**

**STUDENT RELEASE/CHECK OUT**

Students can only be released to relatives or friends listed on the information sheet filed in the school office. When filling out the information sheet, please list any and all people who may be available in the event of illness, emergency, etc. Please make the office aware of anyone that is not allowed to pick up your child/children. If changes occur during the school year, please come in and fill out an updated information sheet. Please contact the relatives or friends to inform them that their names have been listed as a contact for your child/children. Also, please keep all numbers updated because we want to make sure that your child/children is safe and we are able to contact someone in case of emergency.





## SCHOOL NEWS

### PARKING

All traffic in front of the building travels counterclockwise around the islands and parking area. **DO NOT PARK IN THE YELLOW AREAS (FIRE LANES). DO NOT BLOCK THE YELLOW AREAS (BUS PICK UP) IN THE AFTERNOONS.** All vehicles are required to park in a marked parking area.

### SCHOOL VISITORS

We welcome and encourage parents to visit frequently and actively participate in the education of their child. For the protection of our students & staff, any individual visiting the school for any reason must first report to the school office. Visitors need to enter the building through the front doors (all other doors are locked), sign in, receive and wear a visitor's tag. Parents/guardians must obey the visitor policy that follows:

1. All visitors, must report to the office and sign in. To eliminate as many classroom disruptions as possible, prior arrangements must be made with teachers to visit classrooms. Please confine your visit to the area designated upon sign in. Please ring the doorbell to be admitted to the building. You will be asked to show a picture id at each visit.
2. Upon signing the visitor's sheet in the office and verification of teacher notification, visitors will be given a visitor's pass.
3. Any visitor in the hallway or rooms without a pass will be asked to report to the office and receive a pass.
4. Before leaving the building, visitors should sign out in the office and return the visitor's pass.
5. Refusal to comply with this policy may result in the visitor being asked to leave the school grounds and/or legal action will occur.
6. Any items brought to students during school hours can be left with the office staff and it will be delivered to the student.

If it should be necessary to speak with a student or teacher directly, the office personnel will make the necessary arrangements. This will be strictly enforced to stop classroom interruptions. Teacher or room visitations must be arranged either directly contacting the teacher or requesting an appointment through the guidance office. If arranged by the teacher, he/she will notify the office. Remember, children not enrolled at North Todd are not permitted to spend the day at school. It is extremely important that classroom activities NOT be interrupted.



### **FOOD GUIDELINES**

No outside food shall be brought in during school hours with the exception of school lunches or for medical necessity.

### **PARENT VOLUNTEER PROGRAM**

The staff at North Todd recognizes the importance of the home, community and school working together to educate your child/children. The NT volunteer program demonstrates the value of the school-community partnership and assists the school in achieving this goal. All volunteers are asked to sign in on the volunteer log in the office to help document volunteer hours for the school report card. Volunteers will share their time, talents, and skills with our students to enrich their educational experience. With the volunteer program, all volunteers must have a **BACKGROUND CHECK completed every school year**. This policy is implemented due to House Bill 136, which was passed into legislation in the year 2000. If you have any questions about the volunteer program, please contact Sarah Evans, Family Resource Center @ 270-277-6800.



### **PARENT - TEACHER ORGANIZATION (PTO)**

Becoming involved in PTO, provides an opportunity to play a major part in your child/children's education. The North Todd PTO is very active in many activities that go on at the school. For more information, please contact Sarah Evans, Family Resource Center.



### **FAMILY RESOURCE CENTER**

The FRC helps to improve student's chances of succeeding in school by assisting children and their families. This is achieved by meeting some of their basic needs by either providing services or by linking families with community agencies. Services include parenting workshops, book & video lending library, after-school enrichment, vision & hearing screening and many other programs. Sarah Evans, FRC Coordinator is here to assist you Monday - Friday, 8:00 a.m. - 3:30 p.m., with after hour appointments available. Please call 270-277-6800 for more information.

### **SBDM COUNCIL**

Principal	Bruce Voth
Teacher	Donna Jo Williams
Teacher	Erin Quinn
Teacher	Angela Slaughter
Parent	Amanda Brown
Parent	Hannah Jolly
Secretary	Joan Dickinson

SBDM gives the opportunity to take part in decisions that affect the school. We also encourage parents to take part in our sub-committees. If you would like to add an item to the school -based agenda, please see the SBDM secretary for the appropriate form. Agenda items must be submitted for consideration one week prior to the meeting. The principal will handle items that are not appropriate for addition for the agenda. See the school morning report, TC Standard, or listen to WEKT 1070 AM (Elkton Radio Station) for the date, time & location of meetings each month. Your participation in the school-based process is encouraged. Parents, students, community members, administrators and teachers play an important role in providing a quality educational system in Todd County.



## **INSTRUCTIONAL NEWS**

### **HOMework POLICY**

The connection between the home and school is very important in a student's life. Parents and teachers must work together to see that each student receives the best education possible. Students may have some amount of homework most days that could be up to approximately 10 times the amount per grade level.

Kindergarten	10 minutes
1st Grade	10 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes



If students say they have no specific assigned task, parents may help the student by studying spelling words, reading from the child's reading book or other reading materials, and /or practicing math problems on the student's level. Assigned homework will be expected back on the date indicated by the teacher. Parents will be notified when students consistently fail to turn in homework. If students continue to neglect turning in homework after notifying parents that the students are not completing assignments, a parent conference will be held to develop a plan to assist the student in completing tasks. When a student misses school with an excused absence, the student will be given an appropriate amount of time to complete the assignments missed. The teacher will determine the amount of time needed to complete assignments. If problems arise, please feel free to contact the school.

### **REPORT CARDS**

NTES operates on a nine-week grading schedule. Report cards are sent home at the end of each 9-week period with the student. If for some reason you do not receive the report card you may contact the school and request a copy. In addition, progress reports are sent home at mid-term of each grading period.

### **PRIMARY GRADING**

The primary program is designed for students from kindergarten through 3rd grade. Students will complete the primary in four or five years depending on their individual needs and abilities. All students are different and therefore those who require extra time to complete the primary should not be considered as failing. Just as some students grow faster than others do, some students will gain skills faster than others will. The primary program is designed to best meet individual student needs. Parents will be kept informed of student's progress at least every nine weeks with a progress report.

Student's skills will be reported on a continuum as follows:

N .....	Novice	P .....	Proficient
A.....	Apprentice	D .....	Distinguished

In addition to this report, teachers will be using portfolios, observations, projects, and other performance assessments to evaluate and assess student progress. Each teacher will maintain an assessment binder to keep track of his or her students' progress. Our faculty hopes that you will work with us by attending conferences & meetings throughout the year to better understand your child/children's progress. Parents & teachers working together truly do make a difference in a child's education.

### **GRADING SCALES FOR 4TH & 5TH GRADES**

A+	100 - 98	B +	89 - 88	C +	79 -78	D +	69 -68
A	97 - 93	B	87 -83	C	77 -73	D	67 -73
A -	92 -90	B -	82 80	C -	72 -70	D -	62 -60
						F	59 & below

### **CONFERENCES**

Parent-teacher conferences are scheduled twice during the school year (once in the fall & once in the spring). Notices will be sent home notifying parents of the dates and times for these conferences. The staff is available to meet with parents to discuss student progress at any time during the school year, if prior arrangements have been made. Please call the guidance counselor to schedule an appointment if not during conference times.



### **RETENTION POLICY**

For guidelines on 5th year primary and retentions, please call the guidance counselor or your child's teacher.

### **TEXTBOOK**

Textbooks are furnished free by the school district. If any book is damaged beyond reasonable use or if the textbook is lost, parents or guardians will be charged the replacement cost. The student that is assigned the book is the one responsible for it.

### **DISCIPLINE POLICY**

North Todd Elementary School believes in the power of a positive environment where all students are treasured for their individual personalities. We have high social expectations for our students and our staff because we know that behavior of individuals and groups can affect our learning environment. In order to maintain an orderly and conducive learning environment, we have set forth the following policy that will be implemented during this school year.

#### **School-wide Guidelines for Success**

**R**espect Myself and Others

**O**utstanding Effort

**A**wesome Attitude

**R**esponsible Citizen

When a student shows a behavior that is not aligned with the guidelines the supervising staff member will follow a three-step process.

**1. Staff will identify behavior as minor or major.**

Minor - Include but not limited to - disruption, disrespect, noncompliance, horseplay, minor physical aggression, inappropriate language, lying, minor bullying/name calling, cheating, rule violation.

Major - Include but not limited to - fighting, physical endangerment, ongoing harassment, chronic bullying, obscene acts/chronic profanity, chronic theft, chronic noncompliance possession of weapons, drugs, or alcohol, violation of technology guidelines - Go to step 3, behaviors will be categorized at the discretion of the staff member.

**2. Minor - Level 1 and Level 2 - Intervention/Consequence**

Staff members will respond to minor offenses starting with a level 1 intervention/consequence, if the behavior continues, a level 2 intervention/consequence will be used. If the behavior persists, the student will be referred to the office (step 3).

Examples of interventions/consequences may include warning, remind/redirect, reteach/redo logical consequence, time-out, restitution, loss of privileges/time, classroom isolation, parent contact, student/parent/teacher conference.

(Not an exhaustive list, interventions/consequences are subject to change and are at the discretion of the supervising staff member or administrator.)

Parents must be contacted in some form once a student has surpassed the level 1 consequence.

**3. Office Referral**

All office referrals are handled by the Principal or Assistant Principal. The parent will be contacted each time an office referral is received. Parents may be asked to attend a meeting with the administrator and the teacher in order to plan for further behavior issues.

Office referrals may result in, but are not limited to - logical consequences, restitution, loss of privileges/time, in-school isolation, after school detention, suspension, corporal punishment (with permission), and expulsion.

**If you have questions about the behavior management policy at North Todd, please do not hesitate to contact your student's teacher or a school administrator.**

### **CORPORAL PUNISHMENT**

In order to cut down on suspensions and the amount of time disruptive students are out of the classroom, the SBDM Council of NTES has decided to implement corporal punishment on a limited basis. Corporal punishment (commonly referred to as paddling or spanking) will be used only with parent permission and only after other efforts have been made to correct the undesirable behavior.

- \* The classroom teacher documents behavior and makes contact with parents.
- \* The administrator makes contact with the parent and assigns disciplinary action to the student.
- \* At the third office referral, the parent will be given the opportunity to sign a consent form to use corporal punishment rather than suspension if the student is referred to the office again.
- \* If and when corporal punishment becomes necessary, it will be administered by the principal or assistant principal and witnessed by at least one additional certified staff member who will complete and sign the appropriate forms. If it is necessary to use corporal punishment the second time, a behavior improvement plan may be completed with the student and parent.
- \* If the undesirable behavior continues then suspension, referral to the Court Designated Worker (CRW) or other actions may be used.
- \* Corporal punishment will be used no more than twice per school year with the same student.
- \* Documentation will be maintained throughout the entire process on the appropriate forms.
- \* Corporal punishment is used as a tool to deter inappropriate student behavior. Parents will be involved throughout the process and be informed of actions taken. Other school personnel such as the guidance counselor, school psychologist, FRC, migrant coordinator, or others may be used at any time in attempted to meet the needs of the student and to assist in correcting the disruptive behavior.

### **BUS NEWS**

If a student is to have different travel plans in the afternoon, a note must be sent with the child that morning. The notes will be collected by the homeroom teacher and sent to the office each morning. **Bus notes are not to be given to the bus drivers.** If an emergency arises and travel plans change after the beginning of the school day, a note must be delivered or faxed to the school. **NO TRANSPORTATION CHANGES WILL BE ACCEPTED AFTER 12:00 P.M. MONDAY - THURSDAY AND AFTER 10:00 ON FRIDAY.** In order to protect our students, phone calls for travel changes will **NOT** be allowed. Siblings of students who participate in after school activities will not be allowed to stay unless participating.

**NO BUS NOTES WILL BE ACCEPTED OVER THE PHONE**

## **BUS RULES**

### **B** -- **BE RESPONSIBLE**

- \* Follow all instructions from school/bus staff.

### **U** -- **USE RESPECT**

- \* Use **RESPECTFUL** language and behavior.
- \* Voice Level 0 (no talking) when bus lights are on.
- \* Voice Level 2 (partner talk) or lower when the bus lights are off.

### **S** -- **SAFETY FIRST**

- \* Remain seated and face forward.
- \* No eating or drinking
- \* Personal electronic devices may be used while seated.

The privilege of any student to ride the Todd County School District School Bus is conditioned upon their **good behavior and satisfactory observance of transportation policies, rules & regulations as described by the school district and North Todd Elementary School.**

Students who fail to cooperate with the driver in observance of school bus policies, rules, and regulations, will be reported to the principal, assistant principal, or designee for disciplinary action. Administrators hold the rights to address the situation as needed. This may include, but not limited to warning, student conference, parent conference, restitution, logical



consequence, re-teaching, bus suspension and elimination of bus privileges. In typical circumstances, the principal, assistant principal, or designee follows the following procedures:

- \* 1st referral --- Warning
- \* 2nd referral --- 1 day bus suspension
- \* 3rd referral --- 2 days bus suspension
- \* 4th referral --- 3 days bus suspension

**PLEASE NOTE THAT MAJOR OFFENSES WILL BE DEALT IN A MORE SEVERE MANNER.**

### **BUS SAFETY**

1. Always try to be on time for catching the bus in the mornings.
2. Stand off the road while waiting for the bus. If you live on the opposite side of the road, wait until the bus stops and the driver motions you to cross before going in front of the bus.
3. When you board the bus go to your seat promptly.
4. Stay in your seat while the bus is moving.
5. Help your driver to keep the floors and aisles free of litter.
6. Keep your feet and legs out of the aisles.
7. Don't get up or make unnecessary noise as to endanger the lives of others as well as your own.
8. Always obey your bus driver for he/she has a great responsibility getting you to and from school safely.
9. Don't put your hands or any objects outside the bus window.
10. Don't damage the bus or tamper with anything.

Section 17 of the pupil transportation of the TC Board of Education states: The board will require the parent/guardian of a student that damages or destroys any part of the bus is to reimburse the board for the amount of the damage.

11. Remain seated until your stop is made.
12. Line up in a single file when getting ready to exit the bus.
13. When unloading, if you are going to the opposite side of the road, wait for the driver to motion for you to cross in front of the bus.
14. It is a violation of KY STATE LAW to bring an animal of any kind on the bus.
15. NO BALLS of any kind will be allowed on the bus.

### FIELD TRIPS

When a field trip is to be taken, your child will bring home a permission form giving the destination, date and time. This form **MUST** be returned with the parent/guardian's signature before your child will be allowed to go. The following rules will apply to parents who wish to ride the bus on trips with their child's class:

1. Prior approval is required in order to submit names to the TC Board of Education for insurance purposes.
2. Parents will be allowed to ride the bus only as long as room is available on the bus and seats are not taken away from other students.
3. **NO** more than 2 parents per room per trip should ride the bus.
4. Any parent who will be supervising students on a field trip or riding the bus will be required to have a criminal background check. **THE BACKGROUND CHECK HAS TO BE DONE THROUGH FAMILY RESOURCE, SARAH EVANS.**
5. On certain trips, such as theaters, tickets are required in advance and any extra people going could cause the students from here or other schools to not be able to see the program; therefore, parents may not be allowed to go on some field trips.
6. Parents may ride the bus only one trip per school year. Exceptions may be made to this rule if no other parents wish to ride the bus on a particular trip.
7. Parents should realize that certain rules and precautions must be followed on trips in order to ensure student safety. Parents on these trips should assist the teacher in helping students follow the rules.
8. Students must ride the bus to the field trip location.
9. If you are taking your child/children home with you early from a field trip, you must give the school office prior notice and sign student out on the student entry/exit log.
10. Before you leave with your child/children you are to let the teacher know that you have your child. This is for the safety of your child.

## **CAFETERIA NEWS**

### CAFETERIA BEHAVIOR

We want the cafeteria to be a relaxed place in which to enjoy the lunch period. Instructional assistants supervise students so that teachers may have a duty-free lunch period. Students must use manners, talk at level one & respect the adult in charge. Major problems will be referred to the classroom teacher, assistant principal or principal.

### CAFETERIA PRICE & INFORMATION

#### **BREAKFAST PRICES**

**Adult .....\$1.75**

**ICE CREAM .....\$ .75**

#### **LUNCH PRICES**

**Adult .....\$3.50**

Todd County Schools (Elementary, Todd County Middle & Academy) will be participating in the Community Eligibility Option (CEO) for the 2017-2018 school year. This will allow **ALL STUDENTS to eat breakfast and lunch for free. No free and reduced forms will need to be sent out, but there will be a HIF form that will be mandatory for each household to fill out and return to the school.**

It shall be the policy of the TC Board of Education that any food brought into the school cafeterias of the county during the period of food service shall be a single, home prepared lunch with the beverage in a non-commercial container. **Students should not bring food that needs to be warmed up.**

Food shall not be shared with other students. **NO FOOD FROM RESTAURANTS CAN BE BROUGHT INTO THE CAFETERIA. THIS IS A STATE MANDATED POLICY.**



### **SCHOOL PICTURES**

School pictures will be taken in the early fall & spring for all grade levels. Graham Photographers will be taking our pictures this year. Class group pictures will be taken in the spring. **NO SPRING RETAKES WILL BE TAKEN!!**

### **DRESS CODE**

The North Todd Elementary School dress code is intended to promote a positive self-image through a neat, clean-cut appearance. Students are encouraged to always take pride in their dress and present a good example to other students and school visitors. Appropriateness is the basic criteria for student dress at North Todd Elementary School. The requirements listed below are for the safety and well-being of all of our students. Students who come to school dressed inappropriately will be sent to the Family Resource Center for clothing or families will be contacted to bring them clothing if none can be found for them at school. We thank parents for their support with this dress code policy.

#### **Shirts/blouses/tops**

1. No spaghetti strap, backless, or strapless tops/blouses
2. The sleeves or straps of tops must be at least the width of three fingers.
3. Sleeveless shirts much come out to the shoulder (no wide arm cuts)
4. The length of tops/blouses must be long enough to be tucked in.
5. Absolutely no midriff area or cleavage may show at any time.
6. Decals, slogans, pictures or 'sayings' that are rude, vulgar, obscene, advise alcohol or alcoholic beverages, promote illegal drugs, or are racially or sexual suggestive are not allowed.

**Pants, Trousers, Jeans, Skirts, Dresses**

1. All pants, including blue jeans, must not drag or sag.
2. The length of shorts, skirts and dresses must be no shorter than two (2) inches above the knee or longer.
3. No spaghetti strap, backless or strapless dresses.
4. Holes above the knee must not show skin.
5. Leggings must be worn under skirts/dresses of appropriate length. Leggings may not be worn as the sole source of pants.

**Shoes**

1. Shoes worn by students should be tennis shoes, or sandals, as long as they are fastened in the front and in the back. NO flip flops will be allowed
2. No roller shoes

**PERSONAL BELONGINGS**

Students are discouraged from bringing personal belongings to school. The following is a list of items not to be brought to school:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| * Skateboards or skates            | * Alcohol, tobacco or narcotics |
| * Jam boxes or portable CD players | * Dice                          |
| * Any type of toy guns or BB guns  | * Trading Card                  |
| * Knives                           | * Laser pointers                |
| * Any type of sporting equipment   | * No inappropriate magazines    |
| * Fireworks                        | * No rolling backpacks          |
| * Lighters or matches              | * Any type of toy               |

If a cell phone is brought to school, it must be out of view and silenced. If a cell phone or a purse is a distraction in class, it can be held in the office for an adult to pick up. The school is not held responsible for any lost or stolen items.

**LOST & FOUND ITEMS**

If your child/children has items that they have misplaced they may check the lost & found area located by the rear doors. If the items are not claimed in a 30-day period they will be donated to a worthy cause. Glasses & jewelry will be turned into the office, and if glasses are not claimed, they will be given to an optometrist's office for recycling.

### **TELEPHONE**

The school telephone is for business calls only. Children are called to the phone only in emergency situations. In order to protect valuable instructional time, teacher receiving calls will have them forwarded to their voice mail and to be returned during their planning time or after school hours.

### **EMERGENCY DRILLS**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. NTES holds the following drills:

- \*Fire
- \*Tornado
- \*Lock Down
- \*Earthquake
- \*Bomb Threat
- \*Bus Evacuations

Please see that your child is dressed appropriately for outside drills. In case of evacuating the building, the students will be moved to a predetermined and safe location. The local media will advise parents/guardians if this should occur. Please do not call the school so that all phone lines can be kept clear to be used by the office personnel.

### **SEVERE WEATHER POLICY**

School will be in session unless the weather makes it dangerous for busses to operate. News of school closings is to be broadcasted on local radio, television stations, & automated phone calls. The TC Board of Education will send out automated phone calls to parents for school closings and emergency information. They are as follows:

#### **RADIO**

WEKT 1070 AM --- Elkton  
WHOP 98.7 --- Hopkinsville  
WBVR 100.3 --- Russellville

#### **TV CHANNELS**

Channel 2  
Channel 4  
Channel 5  
Channel 13

Parents discuss in advance with your child/children who will pick them up or what they need to do in case school is dismissed early. Please avoid phone calls to the school during early dismissal. Please fill out the information sheet concerning emergency contacts with phone numbers, address, name & what your child/children are supposed to do if school is dismissed early. If any information changes throughout the year, please request a new form be sent home.



## STUDENT HANDBOOK

Please sign this form to verify that you have read and understand the rules and procedures in this handbook.

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

My child \_\_\_\_\_ & I have read the 2017-2018 student handbook, and we understand the procedures and rules.

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_