

ADAIR COUNTY ELEMENTARY SCHOOL

2018-19

STUDENT HANDBOOK

Table of Contents

Absences & Tardiness.....	6
Cafeteria Guidelines	10
Curriculum	14
Bus Notes	5
Dress Code	7
Exceptional Services	4
Faculty & Staff	2
Family Resource Center	13
Gift Policy	14
Grades & Grading	7
In School Suspension.....	8
Library Media Center	11
Medications	4
Other Safety Concerns	13
Parents & Visitors	6
Response to Intervention (RTI)	16
Rules for Common Areas	9
Snack & Recess	10
Student Drop-Off/Pick-Up	5
Teacher Authority	7
Telephone/Cell Phone Usage	8
Title 1	13

**Adair County Elementary School
FACULTY & STAFF 2018-2019**

870 Indian Drive

Columbia, KY 42728

Phone (270) 384-0077

ACES Faculty & Staff

Steve Burton, Principal	Sommer Brown, Assistant Principal
Teresa Absher, Counselor	Christina Janes, Counselor Secretary
Jennifer Kemp, Curriculum Specialist	Pam Bivens, 21 st Century Coordinator
Pam Compton, 3 rd Grade Teacher	Lana Glasgow, Librarian
Sarah Dean, 3 rd Grade Teacher	Paula Bault, Arts & Humanities Teacher
Tera McQueary, 3 rd Grade Teacher	Rachel Bardin, Arts & Humanities Teacher
Beth Ellison, 3 rd Grade Teacher	Ryan McQueary, P.E. Teacher
Denesa McCann, 3 rd Grade Teacher	Alice Curry, Technology
Julie Smith, 3 rd Grade Teacher	Tammy Shelton, Title 1
Patricia Aaron, 3 rd Grade Teacher	Pam Cundiff, Special Education Teacher
Cindy Smith, 3 rd Grade Teacher	Bart Hadley, Special Education Teacher
Leslie Wade, 3 rd Grade Teacher	Chris Downs, Special Education Teacher
Jason Curry, 4 th Grade Teacher	Jamian Bailey, Special Education Teacher
Courtney Grant, 4 th Grade Teacher	Mike Mantooth, Special Education Teacher
Lisa Newell-Hare, 4 th Grade Teacher	Missy Garmon, Special Education Teacher
Lisa Godsey, 4 th Grade Teacher	Mary Keen, Speech
Sheila Huff, 4 th Grade Teacher	Christina Williams, Speech Secretary
Kristy Bright, 4 th Grade Teacher	Brenda Bennett, Receptionist/Secretary
Jeana Pike, 4 th Grade Teacher	Sharon Pickett, Bookkeeper
Samantha Rich, 4 th Grade Teacher	Debbie Cowan, Family Resource Center Dir.
Ashley Simpson, 5 th Grade Teacher	Valerie Woody, Custodian
Angie Smith, 5 th Grade Teacher	Jr. Edrington, Custodian
Miranda Ellis, 5 th Grade Teacher	Cynthia Hancock, Instructional Assistant
Amanda Webster, 5 th Grade Teacher	Violet Graves, Instructional Assistant
Vickie Houk, 5 th Grade Teacher	Sheila Hare, Instructional Assistant
Robin Hancock, 5 th Grade Teacher	Amy Irvin, School Nurse
Breanna Coffey, 5 th Grade Teacher	Sheila Lawhorn, Cook
Sydney Bright, 5 th Grade Teacher	Ada Neat, Cook
Telissa Moore, Instructional Assistant	Julita Spoon, Cook
Shawn Alfaro, Cook	Tish Stubbs, Cook
Ruth Melton, Cook	Treasa Willis, Cook
Rita Nokes, Cook	LeSara McKinney, Custodian

Welcome

We, the faculty and staff of Adair County Elementary School, would like to welcome you. We are very excited about the upcoming school year. We look forward to a rewarding and successful school year. WE ARE ACES!!

At Adair County Elementary, we understand the importance of our responsibility to the children of our community. We will strive every day to help children reach their full potential. We want you to know that we will love and care for each child that comes through our doors. Our goal is for child to know how much we love them and for them to become a leader of their own life. We will strive every day to continuously improve our performance in order to better serve your child's education.

PLEASE REFER TO THE CODE OF PUPIL MANUAL FOR DISTRICT POLICIES AND PROCEDURES. ADDITIONAL ITEMS ARE INCLUDED IN THIS BOOKLET CONCERNING ADAIR COUNTY ELEMENTARY SCHOOL.

Philosophy and Objectives

Our faculty tries to provide a program of education that is concerned with the total development of the elementary age child.

*To help students develop their abilities to observe, listen, read, think, speak, calculate, and write with purpose and comprehension.

*To assist students in the resolution of their problems so that they may effectively cope with fears, anxieties, and frustrations.

*To plan activities and situations that provide experiences which develop the student in his/her social, emotional and character development.

*To expand and enrich the learning process mandated by KERA (Kentucky Education Reform Act).

*To provide learning experiences designed to develop healthy attitudes and values necessary for living in our democratic society.

*To establish a program that provides for the development of the health and physical fitness for all students.

*To provide experiences that will ensure a smoother transition from the elementary school into middle and high school.

*To encourage every student to become the leader of their life choices.

Exceptional Services

Special Education Resources
Speech Therapist
Accelerated Math
Accelerated Reading
Library/Media Center

Physical Education
Morning ESS
Internet Access
Family Resource
Intervention Instructors

Medications

Medication taken during school hours: Parents must obtain a permission form from their child's school in order to take any type of medication during school hours. All prescription medications and over-the-counter medications must be turned in to the office for dispensing by authorized personnel. All medication must be in the original container. Only the dosage noted on the bottle may be given. If the dosage changes, you must send a new bottle with the corrected dosage. Medication will be placed in a safe place in the office and dispensed by authorized school personnel or the school health nurse. Students will report to the office to take medication. All medications are logged when they are given.

We cannot give your child ANY non-prescription medication without parental consent. If you wish your child to take Tylenol or Aspirin, please fill out the forms sent home on the first day of school. Notes will only be kept on file for one school year. The one that you sent last year is no longer valid.

If your child cannot drink milk for breakfast or lunch, we must have proper written documentation. A doctor should also document all food allergies.

STUDENT DROP-OFF/PICK-UP

Drop-Off

Students are to be dropped off at the gym door entrance in the back of the school. Doors open promptly at 7:00 a.m. CST (Central Standard Time). The front of the school is for bus loading and unloading. Doors will close promptly at 7:40 a.m. and at that time your child will need to be dropped off at the front of the school. Breakfast is served until 7:45 a.m.

For the safety of your child please do not drop them off before 7:00 a.m. (Central Standard Time). Due to other responsibilities cooks and custodians cannot be responsible for supervising students.

Pick-Up (after school day)

Anyone picking up students in the afternoon will enter the gymnasium and sign out the student. There will be a school employee in the gymnasium at 2:30 for you to sign them out. At 2:45, those students will be called to the gymnasium. Students who are picked up before 2:45 will be tardy.

If your child is picked up every day and you arrive by 2:40, then you may choose to sign for car riders pick up. Your child will be included on a preprinted colored sign out sheet every afternoon after signing this form. For safety reasons, you will still have to sign students out, you will just use the colored sign out form instead. We will already have your child's name/homeroom teacher on this form. We will announce all car riders to the gym first. Then individual names for students will be called for those students who are picked up occasionally. If you go to more than one school and cannot arrive by 2:40, then just go ahead and sign your child out as an occasional car rider.

When parking, please do not park in the emergency lanes or grass in the back of the school. Please park in designated parking areas only.

Pick-Up (during school day)

If a student must leave early, you must come to the school office and sign him/her out. The student will then be called to the front office. Every student must have on file a list of people authorized to sign him/her out. Students will not be released to anyone not on that list. Please park in designated parking areas in the front of the school when picking up your child.

BUS NOTES

If your child needs to ride a bus that they normally do not ride they need a bus note. Please send bus notes with the address of the location your child will be riding to. Also, remind students to bring bus notes to the office in the morning to ensure everything is taken care of by bus time.

PARENTS AND VISITORS

All parents/visitors must enter through the front door, sign in, and obtain a nametag. Please sign out when you leave the building. All exterior doors remain locked from the outside when school is in sessions with the exception of the two middle doors at the front entrance. Panic bars allow students and personnel to get out safely in case of an emergency. Designated days may be set aside each year for parents and other guests to eat lunch with students.

ABSENCES AND TARDINESS

Students who arrive after 7:45 a.m. (CST) are counted tardy and **MUST** be signed in by a parent or guardian. Students cannot sign themselves into school. According to state law, students leaving before 2:45 p.m. (CST) are also counted tardy. State guidelines mandate that your child be in attendance 100% of the school day. The school day at ACES is defined as 7:45 a.m. to 2:45 p.m. Attendance is kept on a state mandated computer system. Students arriving after 7:45 a.m. are tardy. Students who leave before 2:45 p.m. are also tardy. Attendance will be calculated using minutes and percentages of days missed instead of simple tardies and half-day absences. Minutes missed will add up to tardies and/or an attendance event. An attendance event is anything over 60 minutes in a school day. If a student leaves at any point during the school day, this will accumulate to the percentage of the day/days that they have been absent from school.

Excessive tardies and/or absences from school may lead to contact from school or district staff. Excessive tardies and/or absences that are not remedied may result in district personnel referring the case to the court system. For information about when parents are notified about student tardiness and absences, please refer to the Adair County Code of Pupil Conduct manual.

Documenting Absences and Tardies

It is the responsibility of the parent or guardian to notify the school as to the reason for a student's absence or tardy. **THIS MUST BE DONE IN WRITING** on the day that the child returns to school. **PHONE CALLS ARE NOT ACCEPTABLE.** We must keep written excuses on file. If you do not send a note, your child is automatically coded as UNEXCUSED. This also applies to tardies. (Refer to attendance policy in Adair County Code of Pupil Conduct manual) If your child is absent from school, you may receive a phone call from the school verifying your child's absence.

It is the student's responsibility to get missed assignments from the teachers and complete them in a reasonable time (1-3 days). Teachers are only responsible for allowing students to make-up work missed on days that have been declared an excused absence. Any work missed may result in a zero for that day's work. All parent notes and doctor notes must be turned into the school no later than five (5) days after the day(s) that were missed.

DRESS CODE

In addition to all dress codes that are listed in the district handbook, Adair County Elementary School **will not permit shorts, skirts, or culottes to be shorter than four (4) inches above the knee.**

TEACHER AUTHORITY

All teachers in this school are considered your child's teacher. Students are expected to show respect and follow his/her directions. All other employees (cooks, custodians, instructional assistants, secretaries, etc.) are also expected to be treated with respect.

GRADES & GRADING

Grades and reports of progress will be given out each nine weeks of school. Report cards of grades 3-5 will be standards-based and will reflect mastery of standards as set forth by the state of Kentucky.

If you do not receive a progress report every nine weeks, it is recommended you call the teacher or request a teacher conference. Some teachers may send deficiency reports home so that you will know if there is a problem before the nine weeks ends.

If you wish to talk to a teacher(s) about grades or other concerns, please call the school to schedule a meeting with them during their planning period. Teachers will not be pulled out of classes for unscheduled conferences.

Curriculum at Adair County Elementary School conforms to the Kentucky Program of Studies and Common Core and meets guidelines established by the district and state. Primary students are reported on the approved Primary Progress Report. It may be necessary for some students in the primary program to take five years to complete four years of work (kindergarten through third grade), which is how the ungraded primary is structured.

TELEPHONE USAGE

Phones in the classroom are for emergency use only. The office phones are only available to students in times of emergency. Students will not be called to the office phone. If you call you will be asked to leave a message for your student.

Cell phone use at ACES is strictly prohibited during class without permission from a teacher. This includes calls, texts, or any other use of cell phones. A student being caught using a cell phone without permission may be subjected to disciplinary action.

IN SCHOOL SUSPENSION

Students may receive discipline slips for late, incomplete, missing, or unacceptable work and unacceptable behavior. The principal/assistant principal may assign a student to detention when he/she receives an excessive amount of discipline slips in a nine-week grading period (can be for grades, behavior, or a combination). In-school behavior modification (removal from class) is used when other measures have failed. An example of an ISBM would be removal to the office, to another classroom, or some alternate location. Detention may be in the form of lunch detention in which students are required to eat lunch by themselves or after school detention in which students would be required to stay after school for a set period of time.

RULES FOR COMMON AREAS

Please talk to your child about the following rules. Teachers will be delivering lessons on the following behaviors during the first few days of school. Please help your child understand the expectations for the following common areas.

Hallway

1. Walk at all times.
2. Walk on the colored stripe on the right side of the hall.
3. Keep your hands to your side or behind your back.
4. Face forward.
5. No loud voices.

Restrooms

1. Enter quietly.
2. Use the restroom.
3. Wash and dry your hands.
4. Leave quietly.

Cafeteria

1. Enter the cafeteria quietly and in single file.
2. Go through the cafeteria line.
3. Remember to say please and thank you.
4. Eat quietly.
5. When talking, use soft voices.
6. Stay seated.
7. Leave your table and the floor around your table clean. No food or paper should be left on tables or floor.

SNACK & RECESS

Snack privileges are given to ACES students. This is not required by the state or local board policies. We do not sell snack, but students may bring one from home. It is sometimes necessary to withhold these privileges from students for academic or disciplinary reasons. Faculty and staff will use reasonable judgment when withholding these privileges.

With the state legislation passing Senate Bill 172 (SB172), that restricts types of snacks and drinks that students have at school, we ask that students not be allowed to bring soft drinks for snack. Juices and water are healthier alternatives that your child will be welcome to bring.

Due to the emphasis on nutrition, it is necessary to limit parties to special occasions. It is permissible to bring or send things to share on your child's birthday or special days, but all treats must be individually pre-wrapped (for example, Little Debbie cakes, popsicles, etc.) No homemade items can be distributed to children. These items cannot be distributed before 1:00 p.m., per federal lunch programs. Also, no soft drinks can be brought into school. In an attempt to fully comply with SB172 please make efforts to provide healthy snacks at these parties.

CAFETERIA GUIDELINES

1. Deposit all lunch and breakfast litter in wastebasket.
2. Return all trays and utensils to the dishwashing area.
3. Leave all tables and the floor in a clean condition.
4. Do not take food out of the cafeteria unless you are told you may do so.
- 5. Students are not allowed to bring soft drinks into the cafeteria in cans, bottles, cups, or a thermos. Soft drinks at breakfast and lunch violate state and federal lunch guidelines.**
6. Students should remain seated and talk quietly with a neighbor. Low voices should be used when entering the cafeteria and when going through the lunch lines.
7. No glass containers of any kind are permissible.
8. No sharing of food with others, including milk.
9. Always use good manners and be polite to cafeteria workers and monitors. Remember to say "please" and "thank-you."
10. Keep your hands off other people's trays and other people's food. Keep your hands to yourself in line.
11. Throwing of food, spitting milk, juice or food, will result in disciplinary action.

The Adair County Board of Education Food Service will be participating in the Community Eligibility Provision (CEP) for the 2018-19 school year. All students will be served breakfast and lunch at no charge. Extra items must be paid for at time of purchase, no charging will be allowed. -- Carol Roy, School Food Service Director, Adair County Board of Education, (270) 384-2476

ADULT/VISITOR BREAKFAST -- \$1.75

ADULT/VISITOR LUNCH -- \$3.50

LIBRARY MEDIA CENTER

MISSION STATEMENT

The mission of the Adair County Elementary School Library Media Center is to support the staff and students in reaching curriculum goals and promote a life-long love of reading, using print materials as well as a variety of media.

GENERAL LIBRARY RULES

1. All students in the school are entitled to use the Library /Media Center and to check out books, provided they have teacher permission.
2. Reference books, such as encyclopedias and dictionaries, are to be used in the Library/Media Center. Earlier editions will be available for overnight check out.
3. All other books may be borrowed for one week. If a student needs a book for more than one week , they need to recheck their book for an extended time. Please note-- students may check out books only if their record is clear. A clear record means no overdue books.
4. Students must pay for damaged books, magazines, and all lost books. Payment is based on book replacement cost. This should be done in a timely manner so that the student may continue checking out during the school year.
5. No book may be taken from the Library/Media Center without being checked out.
6. Students must not sub-lend books. The student who check out the book is still held responsible for the care, return, and fines.
7. Students may check out 1-2 Library books (depending on grade level) at a time. If several books are needed for special assignments, the student should speak to the Library/Media Specialist and accommodations will be made.
8. To access the internet, students must have on file a signed Student Authorized Acceptable Use Policy.
9. There is no food or drink allowed in the Library/Media Center.

CIRCULATION POLICY

1. Book check-out is for one week. If a student needs more than the allotted one week, they must bring the book into the library for renewal. Books that are in high demand may only renewed once.
2. Students in grades 3-5 may check-out two books each. One of these MUST be an AR book. If several books are needed for a special assignment, the student should speak to the librarian and accommodations will be made.

LIBRARY MEDIA CENTER NOTES TO PARENTS

We encourage students to choose books at their appropriate reading level and interest area so as to promote reading achievement. Please show interest in your child's reading activities by asking your child about their books and spending reading time at home with the library books. If you feel the book is above or below their reading ability, please discuss this with your child. Also, feel free to contact the Library/Media Specialist to discuss this.

Please help your child take care of his/her library book by setting aside a "special place" at home just for the library book.

OVERDUE FEES:

All other books may be borrowed for one week. If a student need a book for more than one week, they need to bring their book to the library and recheck it for an extended time. Otherwise, there will be a 5 cent per day overdue charge for any book that has not been turned in or renewed. There will be a \$5.00 limit on these charges. There will also be a "Forgiveness Week" each month where students can turn in books and their overdue charges will be cleared from their record. Teachers will also be a monthly list of their homeroom students with overdue charges.

OTHER SAFETY FEATURE CONCERNS

Safety features are in place to ensure that your child is safe while at school. Every classroom has a phone for emergencies and all exterior doors have locks that limit unauthorized access. Drills are held on a regular basis as required by law in the areas of fire safety, earthquake preparedness, tornado safety, and what to do in the event an intruder enters the building. Please talk to your child about these drills and their importance. If they know what to expect, they will feel more comfortable.

Other safety issues that have arisen have necessitated the need for the following rules to be implemented:

- Student backpacks must be free of wheels and cannot be the kind that roll. They are a safety hazard, causing children to fall getting on and off the bus. Also, students will leave backpacks in their homeroom locker during the school day. They will not need to carry them with them to each class. They have caused falls in the classrooms due to lack of storage space.
- Roller blade shoes or any shoes with wheels are also prohibited.
- Please ensure that your child has shoes that are comfortable and safe. Please be aware that your child will have days in which they will be going to the playground or other areas during wellness and PE times.

FAMILY RESOURCE

Our goal is to help students be successful in school by removing barriers to learning and helping families meet their needs. We serve as a link between families, schools and community resources. Year-around services are available to all families and students of Adair County Elementary School. The services that we can help with providing include, but are not limited to the following: Health Services/Referrals, Parent and Child Education Programs, Lending Library of Educational and Parenting Resources, Advocacy, Student Career Awareness, Summer and After-School Programs/Referrals, Student Programs, Drug Prevention, Safety Assistance with Basic Needs, Educational Support

Feel free to contact us if we can be of assistance. Call 270-384-9112 and ask for Debbie Cowan, program coordinator.

GIFT POLICY

Please remember the following rules when gifts or balloons to students at school:

1. No breakable items are to be sent to school.
2. All balloons and large item(s) are not allowed to be sent home on the bus. This is a district policy and is enacted for the safety of all children riding on district transportation. If you do send large items or balloons to school please make arrangements to have them picked up at school. The discretion as to what may be sent on the bus will be made by Mr. Burton, Mrs. Brown, transportation director, bus driver, or any combination of the previously mentioned employees.
3. All gifts must be left in the office. No items may be taken directly to the student in their classroom.
4. Balloons and gifts will not be sent directly to the classroom. They will remain in the office until the afternoon where they will be sent home with the students or picked up by parent/guardian.

A.C.E.S CURRICULUM

The curriculum here at Adair County Elementary School is dictated by the Kentucky Department of Education's Core Content, Program of Studies, and Common Core Standards. You may obtain a copy of these documents at the Kentucky Department of Education website.

Adair County Elementary School

Title I Parental Involvement Policy

Policy Description- Title I School -wide Program Parent Involvement Policy

Adair County Elementary school is committed to making efforts to build a strong parent-school partnership. We realize that parental involvement in a child's education is necessary for a child's successful completion of school tasks. To support the home-school partnership we will make efforts to utilize the following procedures:

- 1. At the beginning of the school year, the parent/guardian of all all students will be encouraged to attend an open house of the school. This meeting will inform parents of the schools participation in Title I and see input from the parents, guardians, and community members that attend.*
- 2. An additional number of meetings will be planned throughout the school year. Child care and home visits may be provided as needed. The purpose of these organized, ongoing, and timely meetings will be to gain parental input in the Title I program.*
- 3. Information about the Title I program will be provided in the form of program reports, phone calls, conferences, home visits, and parental involvement programs. To the extent possible, information will be sent home in a language used in the home.*
- 4. Title I staff will coordinate parent involvement programs among parents, school, and community by providing materials and services to students and parents, involving Family Resource Centers and Adult Education Act, as well as other trainings. Title I staff will also provide assistance to parents in becoming full partners in their child's education by signing school compacts at the beginning of each school year that give specific details to expectations of parents, students, principals, and teachers. Parents will also be encouraged to have their children attend Title I activities at the school.*
- 5. Parents are also encouraged to be involved in their son/daughter's education on a day to day basis. Communication from school will occur on a regular basis to help keep parents/guardians informed.*
- 6. Any activity of a parent desiring to volunteer in a classroom must meet prior approval from school staff and school/district guidelines. No activity may be disruptive to the educational classroom setting.*
- 7. Parent teacher conferences will be scheduled throughout the school year to help keep parents informed and actively involved in the pace of their child's progress.*
- 8. Progress reports and report cards will be sent home periodically throughout the grading periods to keep parents informed of students progress and up to date grades.*
- 9. Infinite Campus Parent Portal will be made available to parents that wish to sign up. The school will encourage this and actively assist parents in receiving IC Parent Portal Information.*

Adair County Public Schools

Response to Intervention Notification

Introduction

Adair County Public Schools recognize that all students learn differently, believe in providing the highest quality of education for every student, and commit to helping all students succeed. To meet this goal, a three-tiered approach to instruction is implemented, known as Response to Intervention (RTI).

What is RTI?

RTI is a process that schools use to help students who are struggling educationally. Through RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions, and adjust the intensity and nature of those interventions depending on a student's responsiveness. Research-based interventions target specific areas of concern and are provided by trained school personnel based on the individual needs of the student. Progress monitoring data helps guide instruction. This process helps identify students with disabilities. (National Center on RTI)

- * Tier I interventions include the core content instruction that is provided to all students in the whole-group setting.
- * Tier II interventions include supplemental interventions provided in a small group setting, in addition to core content instruction, and target specific areas of concern.
- * Tier III interventions include intensive interventions provided in an individual or small group setting, in addition to core content instruction, and target specific areas of concerns.

What is the Goal of RTI?

The goal of RTI is to implement and monitor core instruction with 80%-90% of students achieving 80%-90% proficiency. This goal can be applied to any assessment administered from the district level to the classroom level. Data is used to dynamically inform, group, and adjust instruction in Tier I, and to help determine additional resources and instructional supports to be provided in Tier II and Tier III for students.

How is RTI implemented?

RTI is primarily a regular education responsibility; however, collaborative teaming plays a key role in implementation. Each school has RTI teams that meet to review student progress. These teams may consist of the principal, guidance counselor, regular education teacher(s), interventionist(s), and other district personnel as needed.

RTI requires an ongoing process of self-evaluation, and RTI discussions lead to areas of improvement and professional development. For example, schools should consider questions such as, "Where is the school now?" and "What steps are necessary to move RTI forward to the next level?"