STINGER PRIDE:
“BEE” SAFE, “BEE” RESPECTFUL, “BEE” RESPONSIBLE, “BEE” ALL THAT YOU CAN BE!

Address: 5687 Highway 237, Burlington, KY 41005
Phone (859) 334-4460  Fax (859) 334-4463
Follow us on the web at http://www.stephens.boone.kyschools.us/

STUDENTS, THEIR PARENTS, AND POTENTIAL EMPLOYEES OF THE BOONE COUNTY SCHOOLS ARE HEREBY NOTIFIED THAT THE BOONE COUNTY SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, MARITAL STATUS, GENDER OR DISABILITY IN EMPLOYMENT PROGRAMS, CAREER AND TECHNICAL EDUCATION (VOCATIONAL) OR ACTIVITIES SET FORTH IN COMPLIANCE WITH THE OFFICE OF CIVIL RIGHTS LAWS, TITLE VI, TITLE VII, TITLE IX, ADA AND/OR SECTION 504.

MAIN OFFICE SCHOOL CONTACTS  (859) 334-4460

Mr. James Detwiler, Principal  Mr. Gregory Frank, Assistant Principal
Mrs. Karen Steele, School Counselor  Mrs. Michelle Schilling, School Counselor
Mrs. Mary Hacker, Financial Secretary  Mrs. Elizabeth Jayne, Attendance Clerk
Mrs. Katherine Decker, Receptionist  Mrs. Jean Pingel, Health Clerk
Mrs. Pam Simonson, School Nurse

This agenda belongs to:

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/TOWN ___________________________ ZIP CODE __________

PHONE ____________________________

STUDENT NO. ____________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!  

Printed on recyclable paper
Stephens Elementary School Vision, Mission, and Beliefs

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.” - Dr. Martin Luther King, Jr.

VISION:
At Stephens Elementary School, “Everybody Learns, Every Day!” We are committed to being facilitators of active learning, where all students achieve to the highest level possible. Our students will learn to become contributing citizens of society by fostering positive growth in social and emotional behaviors and attitudes. The genuine collaboration of school, families, and community will create a climate of extraordinary learning, setting our students firmly on a path to Career, College and Life readiness.

MISSION:
- We will focus on best practices for instruction and learning as we teach KY Core Academic Standards and Program of Studies.
- Students will be provided a safe, secure, healthy and clean learning environment.
- We will decrease the achievement gap by addressing learning barriers and issues of equity.
- Students who experience barriers to learning will be supported by exceptional Special Education, Response to Intervention, English Language Learner, and Counseling services to address the students’ individual needs.
- 21st Century technology learning will be integrated with all content areas and will focus on using technology to gain knowledge and information.
- Models of collaboration and shared decision-making will increase teacher, staff, and parent involvement in the planning and evaluation of school programming.
- Student learning will benefit from a high degree of collaboration between school and central office personnel.
- The learning climate will be enhanced by the utilization of a school wide Positive Behavior Intervention System (PBIS) where “Stinger Pride” is defined as Be Respectful, Be Responsible, and Be Safe.
- Program Review will be embraced as a method for evaluating the quality of our instructional programming for Arts & Humanities, Writing, Practical Living, and Primary K-3.
- We will strive to integrate Arts & Humanities learning with core academic content by making meaningful life connections between disciplines and through project based learning.
- A variety of extra-curricular activities will be provided students to enhance learning and to promote a healthy lifestyle.
- We will celebrate student achievement as a unified effort of all community stakeholders.

BELIEFS:
- We believe…
  - That all students will learn.
  - In life-long learning.
  - In the importance of critical thinking and high level learning.
  - In perseverance for solving problems.
  - In cooperation and collaboration.
  - In being respectful, responsible, and safe.
  - In remaining open minded to new ideas.
  - In embracing diversity.
  - In utilizing 21st century technology for gaining 21st century knowledge.
  - That we, the students, will graduate from school Career, College, and Life ready!
2013-2014 STEPHENS ELEMENTARY STAFF

PRESCHOOL & KINDERGARTEN
Linda Carter
Shannon Hager Callahan
Lynn Hallenberg
Alison Childers (Preschool)

1st GRADE
Denise Prescott
Sheila Walton
Esther Kater
Marilyn Baumgartner
Kari Mathews

2ND GRADE
Bonnie Duncan
Kyle Norris
Kate Tallarigo
Chereste West

Multi-age 1st & 2nd GRADES
Annie Schleusner

Multi-age 1st, 2nd, & 3rd GRADES
Karen Huneke

3rd GRADE
Malia Fangmeyer
Andrea Gronefeld
Mindy Kimmich
Lauren Hughes
Traci Kleier

4TH GRADE
Jenny Aylor
Shannon Crawford
Rebecca Franklin
Barbara Stegman
Katie Moore

5th GRADE
Heather Turner
Rodney Hall
Kristie Roberts
Amber Carter
Katie Demoss

INSTUCTIONAL COACH
Amy Mintchell

ARTS & HUMANITIES
Julie Harwood – Art
Cheryl Losey – Technology
Heather Flick – P.E.
Chris Frondorf - Library / Media
Kirk MacKenzie – Music
Chad Caddell - Drama

SPECIAL EDUCATION
Stefanie Dankel - EBD
Julie Hovland – SLD
Jami Johnson – SLD
Jodi Noble – OT
Jennifer Timmerding - PT
Susan Pastor-Richard - FMD
Kathy Petronio – SLD
Cindy Steffen – SLD
Jodi South - Speech
Tracey Jozsa – Speech
Cindy Steffen - SLD
Sheila Utley, Special Education Clerk

ENGLISH LANGUAGE LEARNERS
Christina Griffith
Shelley Freeman

 PARA-EDUCATORS
Kathy Moser, Cindy Van Way, Debbie Connor,
Carolyn Kremer, Trina Purdy, Suzanne Sweikata,
Terri Nelson, Cheryl Hensley, Mary Hoover, Marsha
Scales, Elizabeth Lykins, TaNesha Belcher, Kathy
Lokesak, Margie Hambrick

CUSTODIAL STAFF
Patty Phillips, Head Custodian
Mark Burns, Charles Buttery, Henry Hornsby,
Ron Murray

CAFETERIA STAFF: Marie Cable, Mary Cox, Melinda Hoppenjans, Dortha Michael, Rita Nienaber
2013-2014 Boone County School Calendar

August 13 Opening Day for Teachers
August 14 - First Day of School for Students
September 2 - Labor Day - No school
October 11 & 14 - Teacher training days – No school
November 5 - Teacher training day - No school
November 27, 28 & 29 - Thanksgiving Break
December 23 - January 3 - Winter Break

January 20 - No school for students
February 17 - Teacher training day - No school
March 14 - Teacher training day - No school
April 7-11 - Spring Break
April 18 - Teacher training day - No school
Closing Day - To be determined based on snow days
Make up days - May 22, 23, 27, 28, 29, & 30
June 2, 3, 4, & 5

CURRICULUM AND INSTRUCTION

KENTUCKY CORE ACADEMIC STANDARDS (KCAS)

Forty-eight states in the U.S., including Kentucky, have adopted the Common Core State Standards for English Language Arts and Mathematics. These standards were designed to provide U.S. children with a curriculum of rigor, content depth and mastery.

English Language Arts (ELA) includes reading, writing, grammar, spelling, speaking, listening, as well as using 21st century technology for the presentation of ideas and information. Stephens follows a “balanced literacy” instructional approach for ELA. Teachers pull from a variety of materials and texts, and often integrate ELA content with Science, Social Studies, and the Arts & Humanities curriculum.


Science, Social Studies, Writing, Practical Living, and Arts & Humanities: Instruction for these disciplines addresses the learning standards outlined by Kentucky’s Program of Studies.

You can learn more about the KY learning standards at http://www.education.ky.gov/KDE.

Intervention and Extension

Instruction is differentiated across all curricular areas throughout the school day based on the individual learning needs of each student. Individual learning needs are determined by our Response to Intervention (RTI) model where students are assessed three times per year in Reading and Mathematics (or Early Literacy and Numeracy in the lower primary grades). Students are monitored weekly to determine if specially prescribed interventions are effective in meeting student learning needs.

GIFTED AND TALENTED

Extended Learning at Stephens Elementary identifies students in grades 4-5 as gifted and talented in the areas of General Intellectual Ability, Specific Academic Ability, Creativity, Leadership, and/or Visual and Performing Arts Ability. Students in grades 4-5 are identified as gifted and talented based on a culmination of test scores, work samples, teacher/parent surveys, and teacher recommendation. Identification is based on Kentucky and Boone County regulations. Services to meet the needs of the students that qualify include, but are not limited to, the following: Collaborative Teaching and Consultation Services, Enrichment Services, Independent Study, and Differentiated Study Experiences. Students in grades K-3 can be recommended for the Primary Talent Pool based on teacher and parent recommendations.
Special Education/IEP Meetings

If your child has an Individualized Education Plan, the law requires that we meet annually to review your child’s progress and to develop a new plan. We are also required to re-evaluate all children in special education every three years to determine eligibility. Notices for meetings are sent at least two weeks prior to the scheduled date. If you are not able to attend in person, you may choose to attend via phone conference, or you may call to reschedule. If you have a scheduled meeting on a day that school is closed due to inclement weather, your meeting will be cancelled and you will be contacted to reschedule. If your meeting time falls during a one or two hour school delay, your meeting will be cancelled and rescheduled. However, all other meetings scheduled on that day will be held during the scheduled time.

Please note that as a parent/guardian, it is your right to request a meeting at any time throughout the school year to discuss and review your child’s progress.

Positive Behavioral and Interventions and Supports (PBIS)

Stephens Elementary employs PBIS to maximize learning for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS emphasizes that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students. Stephens’s staff will be using the most effective and most positive approach to addressing even the most severe problem behaviors. Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, and academic success is maximized. PBIS offers many benefits such as maximizing instructional time, improving overall school behavior, having clear and consistent policies and reducing office referrals.

Positive School-Wide Expectations have been developed by the Stephens staff. These expectations will guide all common area and classroom expectations throughout the year. The Stephens Elementary Expectations are called “Stinger Pride”.

STINGER PRIDE

1. “BEE” RESPONSIBLE
2. “BEE” RESPECTFUL
3. “BEE” SAFE

Students will be held responsible for showing their “Stinger Pride” at all times, both during school and at after-school activities. Teachers will implement positive classroom management programs in their classrooms. Discipline referrals will be classified as Minor and Major Behavior Referrals. Minor behaviors will be handled in the classroom. If a student makes an inappropriate choice, the teacher may use nonverbal interventions such as eye contact, close proximity, tap on desk or shaking head “no” to redirect the student. If the behavior persists, verbal interventions such as telling the student to stop, brief side discussions, explaining to the student that his/her actions are a violation of a rule or procedure will occur. If the behavior still persists, consequential interventions may occur such as a time out, separation, loss of privilege, written assignment, parent phone call, and/or parent conference. Students may also receive a Minor Behavior Referral form from their teacher which will need to be signed by the parent. Three Minor Behavior Referrals will result in a Major Behavior Referral.

If a Major Behavior incident occurs, the student will be sent directly to the office with a Major Behavior Referral. The situation will be assessed by the administrator and action implemented. Some possible consequential interventions may include loss of privilege, written assignment, parent conference, lunch detention, after school detention, Saturday School, suspension and/or expulsion. The parents will be contacted regarding actions taken by the administration.

A packet will be sent home at the beginning of the year giving you more information regarding PBIS. Teachers will also review PBIS information during their curriculum nights. As an integral part of our school community, we would appreciate your support and partnership as we implement this positive and consistent approach.
DETENTION

Detention will be held for one (1) hour after school. Students report promptly at 3:45 P.M. to the office. A student arriving late or not showing up for detention will be required to serve an additional detention; therefore, two detentions will be assigned to replace one missed detention. Any student who does not report by 3:55 P.M. will be considered to have cut detention and will be issued an additional detention. Detention takes precedence over any other commitment/responsibility. Parents are notified of each detention. The detention date is determined by the administrator. A student may not be excused from serving a detention unless an emergency arises; being inconvenienced, missing activities/sports, or having carpool difficulties do not constitute emergencies. The request for reassigning the time to serve a detention must be requested by the parent to the administrator prior to the time the detention is to be served for consideration.

SATURDAY SCHOOL

Saturday school is held from 8:30 - 11:30 a.m. Although Saturday School is held at Stephens Elementary, it is a Boone County program and follows Boone County guidelines. Students are required to sit quietly and complete all assigned work. Saturday school dates are determined by the administrator. Any student who does not work will be reassigned Saturday school. A student may not be excused from serving Saturday School unless an emergency arises; being inconvenienced, missing activities/sports, or having carpool difficulties do not constitute emergencies. Missing Saturday school will result in an automatic two day out-of-school suspension.

OUT OF SCHOOL SUSPENSION

A Suspension entails the following: the student will be given oral notice of the charge(s) leading to the suspension, given an explanation of the evidence in support of the suspension and given the opportunity to present his/her own version of the facts concerning the charge. The parent/guardian will be notified and required to meet with an administrator prior to returning to school. Students will be expected to complete assignments; however, they will not receive credit.

EXPULSION

The board may expel any student for misconduct as defined by law. Action to expel a student shall not be taken until the student has had an opportunity for a hearing before the board. The board’s decision shall be final. In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed. (board policy 09.435)

SEARCH AND SEIZURES

All students must be aware that desks, cabinets, closets, classrooms, and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of student code of conduct.

BUS CONDUCT

Riding the school bus is a privilege. Students must obey and follow all rules and procedures in accordance with Boone County School Policy in order to maintain this privilege. Students who do not will be reported to Stephens administration and receive disciplinary action which may include suspension from the school bus. For the safety of the all students, we expect our students to behave and respect the driver and each other on the bus as well as at the bus stop. The consequences include but are not limited to the following: verbal warning, parent notification, detention, written assignment, Saturday School, three day bus suspension, five day bus suspension, ten day bus suspension, and/or removal from the bus. Parents will be notified regarding bus consequences.
PARENT GROUPS & VOLUNTEERS

SITE BASE DECISION MAKING (SBDM) COUNCIL

The School Council shall have the responsibility to set school policy consistent with district board policy, which shall provide an environment to enhance the students’ achievement and help the school meet the goals established by KRS 158.645 and KRS 158.6451. The principal shall be the primary administrator and the instructional leader of the school and, with the assistance of the total school staff, shall administer the policies established by the school council and the Board of Education.

Elections are held once a year in the spring. Parents nominate and vote for their representatives and teachers nominate and vote for their representatives. More information about Site Based Council including meetings, agendas and elections can be found on the Stephens website.

2013-14 SBDM COUNCIL MEMBERS
Jim Detwiler - Principal/Chair
Mary Hacker – Secretary
Stephanie Donoghue, Parent Representative
Kim Webb - Parent Representative
Heather Flick - Teacher Representative
Marilyn Baumgartner - Teacher Representative
Susan Pastor Richard – Teacher Representative

PARENT TEACHER ASSOCIATION (PTA)

The success of Stephens Elementary is due in large part to the incredible involvement of our parents. So just what does Stephens Elementary PTA do? The PTA supports our students and teachers with added programs, supplies, services and funding to stretch the state’s allowance for education such as Accelerated Reader, technology equipment, assemblies including arts & humanities programs, playground equipment and club support. These programs give our teachers the extra tools that would normally not be available, to enrich the knowledge and learning of our children.

The PTA can’t do it without you. Please consider becoming involved by volunteering and joining our PTA. Dues are $5 per person, per year payable to Stephens Elementary PTA. PTA meetings are held at least four times a year. Please visit the PTA website www.stephenspta.com or the Facebook page www.facebook.com/stephenspta for much more information, or to sign up for our newsletter.

2013-14 PTA BOARD MEMBERS:
Julia D. Pile, President
Alicia Duggan, Vice President, Outreach
Kelly Earick, Vice President, Social Media
Lindsay Harkins, Vice President, Membership
Zach Schaffner, Vice President, Website
Amy Schroder, Vice President, Programs
Ann Dailey, Secretary
Annette Ley, Treasurer
There are a number of ways you can help Stephens Students through the PTA, both monetarily & non-monetarily. Many ways to support us are as easy as doing what you are already doing but adding Stephens PTA as community organization recipient. Please visit the Supporting Stephens and Opportunities/Programs sections of our website www.stephenspta.com to learn about all the various ways you can help Stephens students “Bee” the best they can be! While you are there, sign up for our newsletter to keep update on all of the happenings with the Stephens Elementary PTA.

**STRONG FATHERS AT STEPHENS**

New to our school in 2012-13, Strong Fathers is a training, technical assistance, and facilitation organization that is focused on strengthening children by strengthening fathers and families. Through staff training, consultation, and event facilitation, our goal is to improve the educational environment in order that men may become more involved in the lives of their children. Strong Fathers at Stephens plans and facilitates events at the school, organizational, and community level to bring men together with their children in the presence of other men to discover their true strength as fathers. Dads – be watching for more information about Strong Fathers events sent home throughout the school year!

**BACKGROUND CHECKS FOR VOLUNTEERS**

In order to volunteer, chaperone a field trip, attend class activities or eat lunch at Stephens Elementary, a parent/guardian must complete a Criminal Background Check. These are required to be submitted once upon your child’s enrollment at Stephens. Forms can be obtained from the school office, downloaded from the Stephens Website (http://www.stephens.boone.kyschools.us). Grandparents and other relatives who would like to volunteer at Stephens on a regular basis must also have an approved background check on file.

**VISITOR SIGN IN / SCHOOL SAFETY**

School is a place of learning. As such, we are diligent in ensuring that there are no interruptions to instruction during the school day. In addition, unfortunate events in our society have made school safety a top priority. In order to provide a safe environment for the students, all visitors MUST sign IN and OUT at the elementary office and receive their VISITOR’S PASS for all programs including book fairs, lunch, daily volunteers, and visiting parents. Visitors may not go directly to the classroom or cafeteria. Parents and visitors signs are posted at each entryway reminding visitors to report to the office. Parents visiting for lunch, book fairs or other specific programs are signed in to attend that event only. For the safety of our students, visitors must sign out immediately following the event and may not visit any other part of the building. We thank you for adhering to these rules, as they are intended to protect your child as well as all Stephens’ citizens.

**EXTRA-CURRICULAR ACTIVITIES**

Stephens students are eligible to participate in many extra-curricular activities. Some of these include: Academic Competition Teams, Quick Recall, Future Problem Solvers, Lego League, Art Club, Journalism Club, Basketball, KarateTown USA class, Cross Country, Cheerleading, Drama, Chorus, Mozart & Beethoven Strings, Walking Club, and Girls on the Run. Also included are special events such as plays, performances, dinners, etc.

In order to be eligible for any extra-curricular activity, a student MUST maintain their academic standing/grades, good attendance/behavior and have a signed permission form from their teacher as well as their parents. If a student fails to maintain their academic standing/grades, good attendance and good behavior during the season and/or grading period, he must suspend participation until attendance, academics/grades and behavior improve. Final decisions are left to the discretion of the administration.
All parents, students and friends are cordially invited to attend the many activities that occur during the school year. **IT IS THE RESPONSIBILITY OF THE PARENTS** to provide transportation to and from such functions before and after school. Children should be picked up punctually after the completion of an activity, practice, or ball game. Failure to pick up students on time from extra-curricular activities may result in the child being removed from the activity. All rules and regulations that govern students during the day are also applicable at all after school activities. Parents are encouraged to enforce rules of good behavior at such functions.

**ACADEMIC TEAM**

The Academic Team is an extracurricular activity for 4th and 5th grade students. The team consists of approximately 15 students, selected by written and verbal exams. The Academic Team is made up of three teams: Quick Recall, Written Assessment, and Future Problem Solving. The Quick Recall team competes in the Northern Kentucky Academic League. At the end of the season, the Academic team competes in the Governor’s Cup competition. **In 2012-13, the Stephens Elementary Academic Team was the District Champion and Regional Governor’s Cup 3rd place winner!**

**ENROLLMENT / WITHDRAWAL POLICIES**

**ENROLLMENT/PARENTAL AUTHORITY**

Any student enrolled at Stephens Elementary is required to reside in the Stephens School District. All students must live under the care and authority of their parents or legal guardians. For the school’s purposes, the parent with whom the child resides is known as the custodial parent. Any short-term exceptions to this policy must be reported to the principal.

**CUSTODIAL AND NON-CUSTODIAL PARENTS’ RIGHTS AND RESPONSIBILITIES**

Stephens Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Stephens Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Stephens Elementary is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences as well as the authority to request that a student be released early or be absent from school for a legitimate reason. However, only the custodial parent has the right to withdraw the student from school.

**DIVORCED, SEPARATED, OR SINGLE PARENTS**

The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the students.
2. Both parents shall have the right to release the student under their care.
NOTICE OF NONDISCRIMINATORY POLICY

Stephens Elementary allows students of any race, color, age, gender, disability, medical condition, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or athletic and other school related programs.

WITHDRAWAL POLICY

Any student who withdraws from Stephens Elementary must do the following:
- Have a parent or guardian call the school indicating the withdrawal date.
- Fill out a Withdrawal/Transfer of Records form in the office.
- Inform the new school that they must officially request, in writing, school records from Stephens Elementary.
- Return any media center books or other school materials to the office.
- Pay all book fines, fees and cafeteria charges.
- Any student who moves or lives out of the district must be withdrawn immediately and enrolled in a new school assigned to their residence.

PUBLISHING STUDENT INFORMATION

To publicize the achievements and accomplishments of our students, Stephens Elementary may publish students’ names, photographs or achievements in school publications (e.g. the school newspaper, the school yearbook, morning announcements, PTA Newsletter, Principal’s Newsletter) or release information to local newspapers and/or broadcast media. We may also post the information on the school’s website. In accordance with the Buckley Amendment, parents may deny permission for the school to publish any or all of this information by notifying the school in writing. (A form for this purpose is provided in the packet on the first day of school or upon enrollment after the school year begins.)

FINANCIAL INFORMATION FOR 2013-2014 SCHOOL YEAR

FEES

School Fees - Grades Pre-K-5 = $55
School fees are paid on Fee Night, which occurs the week before school begins. Reduced fees for those who qualify are $20 (a form must be filled out).

FIELDTRIP COSTS

Teachers will request funds from parents for fieldtrips and transportation prior to each field.

PLEASE DO NOT SEND ANY MONEY FOR ACADEMIC TEAM, INTRAMURAL BASKETBALL OR CHEERLEADING WHEN YOU PAY STUDENT FEES. YOU WILL BE NOTIFIED WHEN THESE ADDITIONAL CHARGES ARE TO BE PAID.
ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES

ATTENDANCE

Stephens Attendance Policy is in compliance with the Boone County Schools Attendance Guidelines as well as Kentucky State Statutes. Attendance is monitored through Infinite Campus. Students must be in their classroom for instruction when the school day begins at 8:55 a.m. Students just arriving at the front doors of school at 8:55 a.m. will be considered tardy. Parents must sign their child in or out in the office in the event of a tardy/early dismissal as well as send in a note the following day. Parents must call school when their child is absent. A note should also be sent to school regarding a child’s absence as soon as the child returns to school. Notes/emails regarding absences must be sent to the attendance secretary to be considered. Emails sent to the teacher must also be sent to the attendance clerk.

All absences, tardies, and early dismissals are considered “events.” We will accept an accumulation of five events (absences, tardies, and/or early dismissals) prior to winter break and an accumulation of five events (absences, tardies, and/or early dismissals) after winter break with a parent note submitted within two weeks of the event. Any event after those excused by the five allowable parent notes must be accompanied by a doctor’s note in order to be excused. Doctors’ notes are always considered excused and not counted toward the 5 events. Doctor’s notes must be submitted within two weeks of the event in order to be excused. Only the dates on the original doctor’s statement will be excused for a medical reason.

In accordance with Boone County Schools Attendance Guidelines and Kentucky State Statute, attendance is no longer tabulated as Whole Day Absence or Half Day Absence. If a child misses 60 minutes or less of class time, the child is considered tardy. If a child misses more than 60 minutes of class time, this constitutes an absence. A tardy or early dismissal cannot exceed 60 minutes. All absences, tardies, and early dismissals are considered “events” and will be recorded on the child’s attendance record. All unexcused events will be counted toward truancy. All events are considered unexcused until a parent note (not to exceed the five allowable limit) or a doctor’s note is received by the school within two weeks following the absence.

K.R.S 159.150 defines truancy as any child who has been absent from school without a valid excuse for three (3) or more events, or tardy to school without a valid excuse for three (3) or more events is truant. Any child who has been reported truant two (2) or more times is a habitual truant. Letters regarding truancy will be sent directly to the parent.

School attendance is critical and directly related to student achievement. Attendance is the responsibility of the parent. If your child is absent, please call the school before 8:55 a.m. If a call is not received by 9:15 a.m., the office will contact you by phone. Students may be dropped off at school at 8:10 a.m. At this time, they will go to the cafeteria. Students may go to their classroom beginning at 8:30 a.m. The teacher will provide instructional activities at that time. Parents are encouraged to use the Boone County Schools bus service in order to avoid traffic.

Make-Up Work for Absences

If your child is absent two or more consecutive days, Stephens Elementary requests that you call the school office to arrange for homework to be picked up.

Any student with an excused absence/event will be provided the opportunity to make up work and tests missed within one week. It will be at the discretion of the teacher as to whether homework will be provided prior to the absence. If your child has been absent, a note MUST be sent to the teacher upon his/her return to school, even if you already called the school office, or if the child was absent due to unexcused reasons.

EDUCATIONAL ENHANCEMENT OPPORTUNITY (EE0)

EEO days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an extraordinary educational opportunity. The expectation is that the activity for which the excuse was granted would provide a high-quality, educationally relevant experience that supports the student’s in-school program.

In order for a principal to approve an EEO day, the principal must determine that the activity has significant educational value. Examples that are provided in the statute are participation in educational foreign exchange programs, or in intensive instructional, experiential or performance programs in English, mathematics,
science, social studies, the arts, and foreign language.  **In general, family vacations taken when school is in session will not meet criteria for an EEO as intended by KRS 159.035**

Applications for an EEO must be submitted for approval a minimum of ten school days prior to the first absence. EEO’s are reviewed and approved by the principal on an individual basis. Students must submit a report of the content learned/covered during their absence. Early primary students (K-1) can submit journals or drawings of their experience with captions written underneath.  EEO’s may be granted up to a maximum of ten school days during the school year.

**ABSENCE AND PARTICIPATION IN SCHOOL ACTIVITIES**

A student who is absent from school for more than half a school day may not participate in or attend any school related sports, clubs or other events on the same day.  Extenuating circumstances may be presented to the principal for special consideration.

**PERFECT ATTENDANCE**

In order to be eligible for perfect attendance, a student must not miss a day of school or have more than three tardies for the entire year.  Tardies are defined as arriving after 8:55 am, leaving before 3:40 pm, or leaving during the school day for less than an hour.  Students who earn perfect attendance will be recognized annually.

**SCHOOL REGULATIONS, PROCEDURES, AND POLICIES**

**DROP-OFF AT ARRIVAL**

Students who are dropped off will not be permitted to enter the building until 8:10 a.m. Students arriving between 8:10 a.m. - 8:30 a.m. **must report to the cafeteria.** Students in the classroom or hallway prior to 8:30 a.m. will be subject to disciplinary action. Any student not seated in their homeroom by 8:55 a.m. will be considered tardy and must report to the office for an admittance slip. **If a child is tardy, a parent or guardian must accompany the child to the office and sign them in.** In addition, a note signed by the parent regarding the tardy must be provided. Traffic does not exclude a student from receiving a tardy.

School session times for 1st through 5th grade: 8:55 a.m. - 3:40 p.m., Kindergarten AM: 8:55 a.m. - 12:03 p.m., and Kindergarten PM is 12:32 p.m. - 3:40 p.m. Students are encouraged to ride the bus to school. If you choose to drop off your child, there is a separate student drop off location. Parents may not enter the loop in front of the school to drop off children. All students must enter the front doors of the school. Parents will not be permitted to walk their child to their classroom after the first week of school. Parents should make appointments if they need to talk to the teacher. This is to ensure that instructional time is not interrupted and the safety of the all students is considered.

**CAFETERIA/LUNCH**

Students may either pay for their meals daily, or set up a pre-paid account in the cafeteria. Each student is assigned a number to use for paying via the pre-paid account. Each student is assigned a number to use for in the cafeteria. If you feel you qualify, please return the Free and Reduced lunch form you receive on the first day. The cost of a student lunch is $2.00 and the cost of breakfast is $1.00. Parents may request that snacks not be purchased through the student account. A student may charge 3 times. **After 3 times, the student will receive an alternative lunch until the charge is paid.** No charges will be allowed the last two weeks of school.

Parents/Visitors are permitted to eat lunch with their child if there is room available. One friend may accompany the parent and child if room is available. Due to Federal Guidelines, food from restaurants is not permitted in the cafeteria. Students are not permitted to have soda during the school day. Visitors must have a
background check and sign in and out in order to eat lunch with their child. Parents/Visitors are not permitted in any other part of the building. After eating with their child, the visitor must sign out before leaving.

VISITORS MAY BE LIMITED IF CLASS SIZES EXCEED CAFETERIA SPACE. Visitors and their child will sit at the side table in the cafeteria. Students may invite one friend to sit with them at the side table.

EMERGENCY CARD

It is very important that the emergency cards be filled out completely and the information always is accurate and up-to-date. If your child is ill or has an accident, this is the information we use to contact you. If there are any changes, please notify the office with written notification. For any daily changes, a note must be received in the office signed by the parent or guardian. Your child’s emergency card should also list who may or may not pick up your child. **Children will not be released to persons whose names do not appear on the emergency card.** We must have at least two numbers of family/friends who can be contacted to pick up your child. Please make sure that your contact numbers stay current in the office. In the event of an early dismissal, we must be able to get in touch with parents and those authorized to pick up your child/children.

STUDENT PROGRAMS, CELEBRATIONS, AND EVENTS DURING THE DAY

We welcome parents to participate and attend events that take place during the school day. In order to ensure the safety of all students, please make sure you have a background check on file to attend events and celebrations. Due to attendance policies, students **will not** be permitted to leave with their parents/guardians when the program, celebrations and events have concluded from the classroom. Parents must go to the cafeteria and wait for their child to be dismissed at the end of the school day. If they typically ride the bus, the school must be notified at the beginning of the school day that you intend to take them home with you. **Please remember that if a student leaves school before the official dismissal time, they will be marked tardy and/or absent and an event will be recorded on your child’s attendance record.**

STUDENT DISMISSAL PRECAUTIONS

A student will be released to a non-custodial parent, guardian, or other person if the person picking up the student is listed on the student emergency card on file in the school office and has written permission from the custodial parent. The school official must be able to identify the non-custodial parent, guardian, or other person by means of picture identification.

SCHOOL DELAY/CLOSING INFORMATION

If the school is on a delay, dismissed early or closed due to inclement weather, it will be specifically announced as Boone County Schools on the radio or television. If school is going to be dismissed early, parents will be notified through the Global Connect All Call Phone System. The Superintendent makes weather-related decisions regarding one/two hour delays, early dismissals, and school closings.

TELEPHONES

Telephones in the office are for school business or emergencies only. This means if a student forgets a book, homework assignment, lunch money, etc., they will have to bring it in the following day. Student cell phones are **NOT** permitted on campus, nor are they permitted on the school bus. Students who bring cell phones to school or have them on the bus will have their phones confiscated and their parents will be notified to pick up the phone. Additional consequences may be found in the Boone County Code of Conduct.
MEDICATION

Boone County Board of Education Policy 09.2241:

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency supplies shall be maintained in the first-aid room.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file.

Prescription medicine may be brought to school only as required by administrative procedures. No more than one (1) week's supply shall be sent each time. It must be deposited with the Principal/designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

1. Asthma inhalers may be carried by an asthmatic student at any time provided the parent/legal guardian and physician files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication.²

2. Students with diabetes mellitus shall be permitted to carry their blood glucose monitoring equipment and supplies, (which may include water, candy, and insulin based on their treatment modality), with them at all times and test blood glucose levels whenever necessary. Provided the parent/guardian and physician file a completed authorization form each year.

3. Epi-pens may be carried by a student with severe, life-threatening allergies, provided the parent/legal guardian and physician file a completed authorization form each year, as required by law. Noted on this form, a student may be permitted to self-administer their medication.

A school medication release form shall be completed by the parent/guardian when any prescribed medication, including prescription, herbal and dietary supplements, and non-prescription over-the-counter medications, which are essential for the student to remain in school, are brought to school. The specific instructions included with the medication and supplied by the family and health care provider on the medication release form, shall be followed during administration of the medication.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

WELLNESS POLICY

All students shall participate in moderate to vigorous physical activity each day as follows:

- Each student in grades 1-5 shall engage in at least 10 minutes of planned moderate to vigorous physical activity each day. With input from the teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangements must fit within the limits of our facility and staffing and be compatible with our school improvement plan.
- Each student shall participate in physical education following the school wide rotation schedule.
- Each student in grades 1-5 shall have up to 20 minutes a day of supervised activity, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide space and equipment to make that activity possible and appealing to students.
- Teachers shall make all responsible efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
- Our school shall assess students' level of physical activity at least once a year. The council shall select an assessment tool by the start of each school year, and the principal shall develop a schedule for completing that assessment.

Our school shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Our practical living curriculum shall address the full Core Content, including health, consumerism, dance, and physical education.
- The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.
- The provision of this policy shall be implemented to comply with provisions required by federal law, state law, and local board policy.

**EMERGENCY PROCEDURES**

Fire, tornado, earthquake and bus safety drills are conducted regularly to develop safety practices that will help students move quickly in an orderly manner to pre-designated safety areas. We, therefore, would expect students to remain at school during a severe weather alert. Parents will not be permitted to remove students from the building during an emergency, until the warnings have been lifted (tornado warning, etc.). This is to ensure the safety of all students.

**LOST AND FOUND**

If your child has lost something, he/she should look the school Lost and Found. The lost and found items are donated at the end of each month. Therefore, it is important to look for an item as soon as you notice it is missing. We recommend that you place your child’s name in all articles of clothing, books, lunch boxes and backpacks.

**MESSAGES**

Any message intended for your child must be received by 3:00 p.m. Otherwise, we run the risk of not getting an important message to your child before school is dismissed. All carpool and after school activities and arrangements need to be finalized with your child before he/she comes to school each day.

**PARTY INVITATIONS**

The distribution of party invitations at school is prohibited.

**TOYS / ELECTRONICS AT SCHOOL**

Unless otherwise requested by the teacher, all toys and/or collectibles (i.e. sports cards, trading cards, toys, stuffed animals, etc.) are to remain at home. This includes having toys on the bus. Electronic devices such as iPods, cell phones, CD’s and players with headphones, electronic games, etc. should not be brought to school. Toys/electronics brought at school may be confiscated and the parents contacted to pick them up. Skateboarding, bike riding and rollerblading are not permitted on school grounds. Once the school has fully implemented a Bring Your Own Technology (BYOT) policy, students may be permitted to bring and use hand-held devices for learning activities as directed by the teacher. You will be notified of policies, rules, and procedures that will govern BYOT once they are implemented at Stephens.

**BUILDING AND SCHOOL GROUNDS**

All requests for the use of the school facilities after school must be made in writing and approved by the principal. Adults MUST supervise children that use our facilities during/after school hours. Students are expected to follow the same procedures after school as they do during the school day. Students are subject to disciplinary action at all afterschool activities or events. The Blue Carpet area is NOT a safe place for children to play, and therefore, children are not to be left unattended there at any time.
BOONE WOODS

Stephens will have the use of Boone Woods Park during the school day with teacher supervision. There is a trail from the school to the park for Stephens’ staff and student use. A permission form will be sent home at the beginning of the year and kept on file throughout the school year to enable your child to visit Boone Woods throughout the school year.

BOOKSTORE ITEMS

Notebooks, paper, pencils, erasers and other seasonal items are available from the bookstore each morning before school starts and the store located in the school lobby. The Bookstore will be open from 8:15 - 8:45.

GRADING PERIODS

Kindergarten and Grades 1, 2, & 3 (approx. every 12 weeks)
Grades 4 and 5 (approx. every 9 weeks):

HONOR ROLL

Students in grades four and five who make all A’s or B’s, without a grade of C in any area, are listed on the Honor Roll at the end of each grading period. The grading scale is as follows:

A = 94 - 100; B = 87 - 93; C = 78 - 86; D = 70 - 77; F = 0 - 69.

CONFERENCES / VISITING CLASSROOMS

We encourage parents and teachers to work together. If you wish to speak with a teacher, principal, or counselor, please make an appointment through the office. You are welcome to visit your child’s classroom at any time, provided you inform the teacher at least a day prior to the visit. Please stop by the office to pick up a “Visitors Pass” anytime you are in the building. Your visit must not cause any undue interruptions for the class. Confidentiality and ethical behavior must be displayed at all times by visitors. Any breach of confidentiality or unethical behavior determined by the administration will result in the visitor’s rights to visit the classroom to be revoked.

STUDENT OF THE MONTH

A student is chosen by the homeroom teacher each month to be the Student of the Month. Students are nominated by exemplifying good character (i.e. respect, responsibility, caring). These traits are emphasized as part of the program at Stephens, teaching Life Skills and Life Long Guidelines. The Student of the Month Awards are given at school during the school day. A letter is sent home with the students who have been chosen from each class so that parents can make plans to attend.

TECHNOLOGY

Stephens Elementary follows the Boone County Acceptable Use Policy. This policy can be found in the Boone County Code of Conduct. Students and parents are required to sign the AUP Permission Form found in the Boone County Code of Conduct or the packet of information sent home the first day of school or upon enrollment. School e-mail accounts are for educational use only. Students who misuse their e-mail accounts or internet access will be subject to disciplinary action and loss of email and/or internet privileges.
PERMANENT PICK-UPS

Parents who are picking up their child at the end of the school day are to park their car in the visitor’s parking lot and enter the cafeteria through the side door of the building, rather than go through the lobby. Cafeteria doors will be opened at 3:35 p.m. Those children who are being picked up will be directed to the cafeteria immediately upon dismissal. All those waiting to pick up students are asked to be seated until the children are dismissed. All adults must provide their driver’s license as proof of identity. After the child has been checked out by the pick-up attendant on duty in the cafeteria, parents and students should depart through the side door of the cafeteria, NOT the front doors. This is for the safety of all students. Please cooperate with staff regarding parent pick-up procedures for the safety of your child and others.

If you are choosing to provide private transportation for your child, it is imperative that you pick up your child prior to 3:50 p.m. in the cafeteria. If you are persistently late in retrieving your child, you will be contacted by one of our school administrators.

OCCASIONAL PICKUPS

Parents must send in a note with their child in the morning if she/he will be picked up after school that day. Only in cases of emergency will changes in pickup procedures be accepted during the day. Absolutely no changes in pickup procedures will be accepted after 3:00 p.m. for the safety of your child. The note will be our notice to have your child waiting with the permanent pickups in the cafeteria. The parent will wait in the cafeteria. If the school is not notified in advance that the child is being picked up, the child will be sent home on the bus.

Any parent who needs to pick up a child early from school will need to sign their child out in the office. Please park in the outer parking lot, closest to the highway, and enter the building through the secure office door. Please note: if your child is signed out as an early dismissal, it will be documented as a tardy/event.

TRAFFIC AND PARKING

The first loop in the front of the building is the driveway to the KINDERGARTEN/PRE-SCHOOL LOOP. This loop will be used by kindergarten parents who will be picking up their child at 12:03 p.m. This loop will also be used by P.M. kindergarten parents who will be dropping off their child at 12:32 p.m. for the afternoon kindergarten. Preschool parents dropping off students for 12:03 will drop off their student in the parent drop off lane. Please note, this loop will not be for grades 1-5, because of the extra traffic congestion that this would create.

The second loop in the front of the building is the BUS LOOP. NO PARKING is permitted in the BUS LOOP at any time. This loop is for buses and emergency vehicles only! Parents may not pick up or drop off students in the bus loop at any time.

The third loop is the PARENT DROP OFF LOOP. Parents must use this loop to drop off students. It is ONE WAY toward the building and EXIT through the parking lot. There is NO PARKING permitted along the sidewalk of the PARENT DROP OFF LOOP. DO NOT LEAVE YOUR VEHICLE AT ANY TIME as this will stop the flow of traffic.

If you need to enter the building, please park in the lot nearest Highway 237. Please do not park in unauthorized spaces. At unannounced times, police will be here to issue citations to cars in unauthorized spaces. Handicap parking is provided for vehicles displaying a handicap pass only.

Please respect other drivers as well as our school safety procedures while parking and driving through our lot. Vehicles parked illegally may receive a ticket from Boone County Sheriff’s Department. The Boone County Sheriff’s department will also be contacted for unsafe driving.
DRESS CODE POLICY

Students with inappropriate clothing/accessories are subject to disciplinary action. Parents may be contacted to bring appropriate clothing to school. On field trips, special activity days, and picture days, dress code must be followed. The principal must approve any exceptions in advance. The administrators retain the right to determine whether an article of clothing or an accessory is appropriate to wear to school.

SHIRTS
- Shirts with or without collars are permitted.
- Traditional outerwear t-shirts and sweatshirts are permitted (No undershirts)
- Stephens collared shirts, Stephens sweatshirts, and Stephens t-shirts are permitted.
Not Permitted: Crop tops, tank tops, spaghetti straps, halters, tube tops, or bare backs or midriffs.

PANTS
- Slacks with button or elastic waist in any color are acceptable.
- Jeans are permitted.
- Capris may be worn during the entire school year.
Not Permitted: Breakaway, spandex, leather, leather-like, pants with holes, rips or tears.

DRESSES
- Dresses, skirts, and skorts must be of appropriate length (mid-thigh or longer).

SHORTS
- Shorts of appropriate length (mid-thigh or longer) may be worn after Spring Break and up to November 1.
Not Permitted: Spandex, cutoff, leather, leather-like, shorts with holes, rips or tears.

FOOTWEAR
- Socks, tights, or hose must be worn at all times.
Not Permitted: Sandals (no open toe or open heel), flip flops, clogs, jellies, aqua socks, cowboy boots, platform shoes, skate shoes and crocs.

ADDITIONAL ITEMS THAT ARE NOT PERMITTED
- Any clothing and/or accessories with obscene, crude, or rude pictures or sayings that pertain to drugs, alcohol, tobacco, violence, sex, or discrimination of any kind.
- Any clothing that is too big, too long, too short, or too tight, which constitutes a risk of injury or distraction to the educational process.
- Hats or scarves of any kind, unless specified as “Hat Day”.
- Painting of hair or haircuts that are distractive to the learning environment.
- Dying hair an unnatural color.
- Body, face, or hair glitter/paint.
- Writing across the buttocks of pants or shorts.
- Excessive jewelry or make-up.
- Any clothing or accessory that is disruptive to the learning process.