

ERPENBECK ELEMENTARY SCHOOL
2018-2019
STUDENT & PARENT HANDBOOK

Jessica Pass, Principal
Jonathan Stefanopoulos, Assistant Principal
Jennifer Neace, Counselor
Jill Baird, Counselor

ERPENBECK ELEMENTARY SCHOOL
9001 WETHERINGTON BLVD.
FLORENCE, KENTUCKY 41042
PHONE (859) 384-7200 FAX (859) 384-5376

Follow us on the web at
http://www.boone.kyschools.us/school_home.aspx?schoolid=13

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.



Erpenbeck Elementary School

9001 Wetherington Blvd., Florence, KY 41042

Dear Parents and Students,

Welcome to your school! It is an exciting time and I am looking forward to creating a school of excellence together and watching our students become lifelong learners! Together, as partners in education, we will work hard for each and every student with the ultimate goal of achieving “Career, College and Life Readiness” by the end of high school. The foundation for this begins at Erpenbeck, and we are passionate about ensuring success for all students in this endeavor.

The following pages of this handbook outline the rules, policies, and procedures that we are required to follow here at Erpenbeck Elementary School, so that we can teach and learn in an environment that is safe, fair, and organized for all. If at any time you have any questions about items outlined in this handbook, or about anything pertaining to the school, please contact your child’s teacher, me, or any of the administration and staff listed below.

Erpenbeck Elementary is an extraordinary school. We have top-notch teachers and staff who are committed to providing the best for your child. Erpenbeck Elementary will provide a quality education for your child and will be a rewarding experience for your entire family!

Sincerely,

Jessica Pass, Principal

Important School Contacts (859) 384-7200

Administrative Staff

Jessica Pass, Principal
Jonathan Stefanopoulos, Assistant Principal
Jennifer Neace, School Counselor
Jill Baird, School Counselor

Health Office Staff

Aimee Lind, School Nurse
Beth LaBree, Health Clerk

School Office Staff

Maggie Boone, Financial Secretary
Krista Duvall, Attendance & Records
Emily Browning, Front Desk Receptionist
April Boswell, Receptionist

We Believe!

We believe that all children should be given the opportunity to acquire the knowledge and skills necessary to achieve their greatest potential!

We believe that all children should be educated in a caring, nurturing environment!

We believe that all children have a wide range of abilities, talents and needs that need to be met!

We believe that all children should be given the opportunity to learn, grow and develop a strong, positive self-concept!

Expectations of an Erpenbeck Mustang---MUSTANG PRIDE!!!

BE RESPECTFUL

I speak respectfully to others.

I treat others respectfully.

I am tolerant of differences.

I am open to others.

I forgive others.

I am kind.

I care.

I AM RESPECTFUL!

BE RESPONSIBLE

I come to school on time prepared to work and study.

I put forth my best effort ALWAYS.

I follow directions, and participate cooperatively in class.

I know I am responsible for my actions.

I am accountable.

I am self-disciplined.

I work.

I AM RESPONSIBLE!

BE SAFE

I follow school safety procedures.

I conduct myself in a safe manner.

I value others and the property of others.

I protect the environment.

I am careful.

I think.

I AM SAFE

2018-2019 Erpenbeck Elementary Staff

PRESCHOOL

Jami Haas

KINDERGARTEN

Brenna Ascherman
Samantha Richards
Terina Plunkett

1ST GRADE

Sarah Foltz
Alison Hodorowski
Lisa Meyer
Megan Morris
Amy Poe

2nd Grade

Viki Baker
Vickie Dittenber
Sara Schreckenhofer
Gina Stewart
Shelli Voelker

3rd Grade

Toni Hook
Ashley Moeller
Michelle Roland
Nicole Servizzi
Whitney Scudder

4th Grade

Karen Fletcher
Christy Hance
Karen Linder
Katy Piercefield
Gwen Todd

5TH GRADE

Kelli Honour
Jennifer Paulin
Ashley McFarland
Rusty Scott
Colleen Warman

SPECIAL AREAS

Shannon Aulick-RTI
Karen Carothers-Technology
Christina Fogle-Art
Kim Fry-World Language
Julia Holland - Music
Jessica Klosinski - STEAM
Belinda Taylor - Library
David Stefanopoulos - PE

SPECIAL EDUCATION

Nicole Baker
Stacie Fogt
Myra Newman
Erin Wells

INSTRUCTIONAL COACH

Shannon Smith

SPEECH

Meghan Laux

PSYCHOLOGIST

Janelle Raney

ELL

Adon Polatka

Office Staff

Maggie Boone - Financial Secretary
April Boswell - Receptionist
Emily Browning - Receptionist
Krista DuVall - Attendance Clerk/Receptionist

First Aid Room

Aimee Lind RN - School Nurse
Beth LaBree - Health Clerk

CUSTODIANS

April Burns
Rod Nesius
Bruce Persinger - Head Custodian
Don Raines

PARA-EDUCATORS

Amanda Cole
Sharon Fedders
Pat Gilliland
Bernadette Haywood
Tina Klette
Amy Knight
Jennifer Rankin
Tracey Rice
Maureen Sheehy
Tina Faul
Keri Colmar

Cafeteria Staff

Lisa Fields
Leah Hubbard - Cafeteria Manager
Connie Jackson
Stephanie Mollere
Lori Rosati

Cafeteria Aides
Terina Plunkett

Important Dates

EES REPORT CARD DATES 2018-2019

FIRST QUARTER: August 15 2018- October 16 2018

MIDTERM

- Midterm Ends: Friday, September 14th
- Post Grades: 8 AM Thursday, September 20th
- Midterms Home: Friday, September 21st

REPORT CARD

- 1ST Quarter Ends: Tuesday, October 16th
- Post Grades: 8 AM Monday, October 22nd
- Report Cards Home: Tuesday, October 23rd

SECOND QUARTER: October 17 2018- December 19 2018

MIDTERM

- Midterm Ends: Wednesday, November 21st
- Post Grades: 8 AM Tuesday, November 27th
- Midterms Home: Wednesday, November 28th

REPORT CARD

- 2ND Quarter Ends: Wednesday, December 19th
- Post Grades: 8 AM Wednesday, January 9th
- Report Cards Home: Thursday, January 10th

THIRD QUARTER: January 3 2019- March 08 2019

MIDTERM

- Midterm Ends: Tuesday, February 5th
- Post grades: 8 AM Monday, February 11th
- Midterms Home: Tuesday, February 12th

REPORT CARD

- 3RD Quarter Ends: Friday, March 8th
- Grades Posted By: 8 AM Thursday, March 14th
- Report Cards Home: Monday, March 18th

FOURTH QUARTER: March 11 2019- May 22 2019

MIDTERM

- Midterm Ends: Wednesday, April 17th
- Post grades: 8 AM, Tuesday April 23rd
- Midterms Home: Wednesday, April 24th

END OF YEAR REPORT CARD INFORMATION TO FOLLOW FOR BOTH PRIMARY AND INTERMEDIATES GRADES.

CURRICULUM AND INSTRUCTION

English Language Arts and Mathematics: Kentucky Core Academic Standards

Forty-eight states in the U.S., including Kentucky, have adopted the new Common Core State Standards for English Language Arts and Mathematics. The standards are now known as Kentucky Core Academic Standards (KCAS) and we are in our 7th year of implementation of these standards. These standards were designed to provide U.S. children with a curriculum of 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. Erpenbeck follows a “balanced literacy” instructional approach for ELA. EES will follow the district approved curriculum for ELA. Teachers pull from a variety of materials and texts, and often integrate ELA content with Science and Social Studies curriculum.

Mathematics learning standards will be addressed by utilizing the Everyday Math program and supplementing any resources necessary to help our students master grade level standards.

Social Studies, Practical Living, and Arts & Humanities: Instruction for these disciplines adhere to the learning standards outlined by the Program of Studies that is now aligned with the Kentucky Core Academic Standards or (KCAS).

Science: Instruction is presented to students as the NGSS (Next Generation Science Standards) focusing on many performance expectations where our students actually “do” science.

Grading Scale

The grading scale for grades K-3 is as follows: AS=Area of Strength, SP=Satisfactory Progress, PH=Progressing with Help, AC=Area of Concern, NA=Not Applicable at this Time.

The grading scale for 4th and 5th grade is as follows: A = 90 - 100; B = 80 - 89; C = 70-79. Anything below a 70 is I for Incomplete.

Personalized Learning

Instruction is differentiated across all curricular areas throughout the school day based on the individual learning needs of each student. In addition, every grade level operates one period a day where students are provided either intervention services or learning extension opportunities in the areas of Reading and Mathematics.

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. Growth for ALL students is our priority daily.

Intervention/ enrichment is the extra support our teachers individually design and provide for a student based on their learning development. At Erpenbeck, all students will be receiving levels of interventions at some point. If we are truly pushing and challenging each student, then every child should go through the productive struggle of mastering a challenging concept or skill. Our teachers use their knowledge of the student's learning to make the path and pace appropriate for each child.

Gifted and Talented

Boone County Schools identify 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 standardized test scores that fall in the 9th stanine and at the 96% or above national percentile ranking. Additional identifying criteria will include; 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, Differentiated Study Experiences. Students in grades K-3 can be recommended for the Primary Talent Pool based on teacher and parent recommendations.

Positive Behavioral and Interventions and Supports (PBIS)

Erpenbeck Elementary will implement PBIS this year 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. Erpenbeck'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. 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 Erpenbeck staff. These expectations, "Mustang Pride" will guide all common area and classroom expectations throughout the year. The Erpenbeck Elementary expectations are called **MUSTANG PRIDE**.

1. **BE RESPECTFUL**
2. **BE RESPONSIBLE**
3. **BE SAFE**

Students, staff, and parents will be held responsible for showing their “Mustang Pride” at all times both during school and 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, clip down, parent phone call, and/or parent conference. 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. The parents will be contacted.

Discipline is first and foremost a matter of personal responsibility to oneself and to Erpenbeck Elementary rules and regulations. When students make an inappropriate choice, they understand that they will be governed by classroom rules as well as the school rules and procedures and policies established by the Board of Education whether during the school day, after school, school trips, on the bus or activities at other schools. ALL STUDENTS ARE REQUIRED TO FOLLOW THE BOONE COUNTY CODE OF CONDUCT PROVIDED TO EACH STUDENT THE FIRST DAY OF SCHOOL. Students and parents are required to sign the form found in the Code of Conduct or the packet of information sent home.

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.

LEVELS OF DISCIPLINE

Discipline is always viewed as a way to help a student learn. Consequences are the means by which students are held accountable and given feedback on behavior that may violate procedures and regulations. Consequences are based on the offense and at the discretion of the administration. Possible consequences may include but are not limited to conferencing with an administrator and/or counselor, parent notification, student conference, written assignment, lunch detention, time out, after school detention, Saturday school, out of school suspension, and expulsion.

Detention

Detention will be held for one (1) hour after school. Students report promptly at 3:40 P.M. to the office. A student arriving late or not showing up for detention may be required to serve an additional detention; therefore, two detentions may be assigned to replace one missed detention. **Detention takes precedence over any other commitment/responsibility.** Parents are notified of each detention. The detention date is determined by the Administrator and the parent. **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 re-assigning 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 the result of but not limited to chronic misbehavior or failure to abide by school rules and regulations. Saturday school will be held from 8:30 - 11:30 at Stephens Elementary School in Burlington. 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

This Suspension is the result of severe chronic misbehavior. Out of school 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. A search may be conducted by the principal/designee only upon a reasonable suspicion of violation of student code or State or Federal regulations. A further search of the student's person, handbag, athletic bag or clothing may then be conducted, if a reasonable suspicion exists.

Bus Conduct

Riding the school bus is a privilege. Students must obey and follow all rules and procedures in accordance with Erpenbeck expectations and Boone County School Policy in order to maintain this privilege. Students who do not will be reported to Erpenbeck 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, One Day Suspension, Three Day Suspension, Five Day Suspension, Ten Day Suspension, Immediate Removal from Bus. Disciplinary action is based on the offense and may not occur in this order.

PROGRAMS AND GROUPS

Site Based Decision Making Council (SBDM)

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 for SBDM are held 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 will be found on the Erpenbeck website.

The 2017-2018 SBDM Council will meet monthly. A schedule of meeting dates and times will be released after the SBDM Council following their first meeting in July.

Erpenbeck Elementary Parent Teacher Student Organization (PTSO)

The success of Erpenbeck Elementary will be impacted greatly by the incredible involvement of our parents. So just what does Erpenbeck Elementary PTSO do? The PTSO supports our students and teachers with added programs, supplies, services and funding to stretch the state's allowance for education such as Accelerated Reader, assemblies, playground equipment, technology, classroom needs 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 PTSO can't do it without you. Please consider becoming involved by volunteering and supporting our Parent Teacher Student Organization. PTSO meetings are held monthly. Check the ***PTSO Corner*** in the Erpenbeck Enquirer for upcoming dates of activities.

2017-2018 PTA BOARD
Erpenbeck Elementary

President

Tracey Downing
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Vice President

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1375 Wilshire Court
Union, Ky 41091
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(859)638-2068

Treasurer

Katherine Moore
2209 Penrose Way
Union, KY 41091
(864)421-2152

EXTRA-CURRICULAR ACTIVITIES

Erpenbeck students are eligible to participate in many extra-curricular activities. Some of these may include: Academic Competition Teams, Quick Recall, Future Problem Solvers, Basketball, Cheerleading, Chorus, Odyssey of the Mind, Lego League, Girls on the Run, and other teacher-sponsored extra-curricular clubs, provided that we have a coach/sponsor for that particular extra-curricular activity. Also included are special events such as plays, performances, musicals, etc.

In order to be eligible for any extra-curricular activity, a student MUST maintain their

academic standing/grades, good attendance and acceptable behavior. A student must also 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/she must suspend participation until attendance, academics/grades and behavior improve. In order for a student to participate in any extra-curricular events, students must be present for at least ½ of the school day on the day of the event. Final decisions are left to the discretion of the principal.

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.

We all represent Erpenbeck. Mustang Pride will be mandatory for all extra-curricular activities by staff, parents and students.

ENROLLMENT/WITHDRAWAL POLICIES

Enrollment/Parental Authority

Any student enrolled at Erpenbeck Elementary is required to reside in the Erpenbeck 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

Erpenbeck 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 staff and administration. In the absence of a court order to the contrary, Erpenbeck Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Erpenbeck 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. In some situations, shared parenting is granted by the courts and in these cases, the school will follow the legal documentation signed by the judge that we keep on file. 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.

Release of the student or information concerning the student to a single parent or a divorced/separated parent will be accomplished according to the following procedures:

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

Erpenbeck 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, and athletic and other school related programs.

Withdrawal Policy

Any student who withdraws from Erpenbeck 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 Erpenbeck 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

FINANCIAL INFORMATION FOR 2017-18 SCHOOL YEAR

Fees

Preschool: \$27.50 K and 1st: \$65 2nd – 5th: \$70

School Fees

School fees are paid before or on Open House which occurs before school begins. Fees can be paid through the Parent Portal online access. Reduced fees for those who qualify can be applied for using the reduced or free lunch forms accessed online.

Transportation Costs

Field trip money will be collected prior to each field trip along with the actual field trip expense.

PLEASE DO NOT SEND ANY MONEY FOR ACADEMIC TEAM, INTRAMURAL BASKETBALL OR CHEERLEADING WHEN YOU PAY STUDENT FEES. YOU WILL BE NOTIFIED WHEN ANY ADDITIONAL PARTICIPATION EXPENSES ARE TO BE PAID.

WAYS YOU CAN HELP ERPENBECK STUDENTS

Please find, described below, several ways that you can assist Erpenbeck Elementary generate monies for instructional materials and operating cost. We thank you in advance for participating in these programs.

Box Tops

Please send in Box Tops from General Mills Products; we earn cash for health and safety programs at the school. Label with student & teachers' names.

Kroger Cards

Kroger has now made fundraising easier with the Kroger Community Rewards Program! A percentage of your Kroger purchases can benefit Erpenbeck Elementary. Visit the PTA website for further information.

ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES

Erpenbeck's Attendance Policy is in compliance with the Boone County Schools Attendance Guidelines as well as Kentucky State Statutes. Students are required to attend school regularly and punctually. Time lost in the classroom is never fully recovered. Students are in attendance for a six hour or 360 minute instructional day.

Attendance is monitored through Infinite Campus. Students must be in their classroom for instruction when the school day begins at 8:45 a.m. Students just arriving at the front doors of school at 8:45 a.m. will be considered tardy. **Parents need to 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 need to call school when their child is absent, and a note must be sent to school regarding a child's absence as soon as the child returns to school.**

All absences, tardies and early dismissals are considered "events." We will accept an accumulation of 6 events (absences, tardies, and/or early dismissals) with a parent note submitted within two weeks of the event. One note for each event is required. You are permitted 6 parent notes a year. If your child visits the doctor, please send in the doctor's

note only. It is not necessary to send both a parent note and doctor note for the same absence. After 6 parent notes, absences will be unexcused unless a doctor's note is given. Doctors' notes are always considered excused and not counted toward the 6 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 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/early dismissal from school without a valid excuse for three (3) or more events is truant. Truants shall be reported to the Principal and/or Director of Pupil Personnel who shall take action per Boone County School guidelines. Letters regarding truancy will be sent directly to the parent. Any child who has been reported truant two (2) or more times is a habitual truant and will result in a referral to court.

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 8:45 a.m. If a call is not received by 9:15 a.m., the office will contact you by an automated phone call. Students may be dropped off at school starting at 8:00 a.m by using our drop off loop. At this time, students will go to the cafeteria. Students may go to their classroom beginning at 8:35 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. For more information regarding the Boone County Attendance Guidelines, please refer to the Boone County Schools Code of Conduct Book at www.boone.kyschools.us.

Absence Make-Up Work Policy

If your child is absent two or more consecutive days, Erpenbeck 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 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. Work missed as a result of a suspension may or may not receive full credit.

Educational Enhancement Opportunity (EHO)

EHO 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 EHO 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.

Applications for an EHO must be submitted for approval a minimum of ten school days prior to the first absence. EHO'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. EHO's may be granted up to a maximum of ten school days during the school year.

No Educational Enhancement Opportunities will be granted during the Testing Window in the spring. If "Take Your Child to Work Day" falls within the testing window, any absence/tardy for this purpose will be unexcused.

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 any tardies for the entire year. Tardies are defined as arriving after 8:45 a.m., leaving before 3:40 p.m. or leaving during the school day. Students who earn perfect attendance will be recognized annually.

SCHOOL REGULATIONS, PROCEDURES, AND POLICIES

Students who are dropped off will not be permitted to enter the building until 8:00 a.m. Students arriving between 8:00 a.m. - 8:35 a.m. **must report to the cafeteria**. Students in the classroom or hallway prior to 8:35 a.m. will be subject to disciplinary action. Any student not seated in their homeroom by 8:45 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: 8:45 a.m. - 3:40 p.m., Kindergarten AM: 8:45 a.m. - 11:55 p.m., and Kindergarten PM is 12:25 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 bus loop in front of the school to drop off children. **All students must enter the front door of the school unless they are dropped off between 8:00 -8:30 am in our drop off loop - they will enter through the side gym door. Parents will not be permitted to walk their child to their classroom after the first day of school. Parents should make appointments if they need to talk to the teacher. This is to ensure that instructional time is not interrupted.**

Bus Transportation

All students will be assigned to a bus based on their pick up/drop off location. Students will not be able to ride any school bus other than their assigned bus. Bus passes will not be issued for alternate locations. If students need to be picked up or dropped off at a location other than their designated stop, it will be the parents' responsibility to provide transportation. Students will be assigned to the bus that services the stop closest to their home address unless otherwise noted in the school database. If the alternate stop location differs from the home address (i.e. daycare, babysitter, etc.), it must be prearranged with the school and transportation department, be within the school's attendance boundary based on home address and be a permanent location for the school year, and be the designated location where the student is picked up and/or dropped off whenever the students is transported on a Boone County bus.

Please have your child at the bus stop five minutes before the bus arrival. If the bus driver misses your bus stop, please bring your child to school and call the bus garage at 384-8384 so they can determine what happened. Please be aware that this could occur when there is a substitute bus driver. If you have a concern with transportation, please call the bus garage.

Background Checks(Youth Leader Form) For Volunteers

In order to volunteer, chaperone a field trip, or work with students at Erpenbeck Elementary, a parent/guardian must obtain an acceptable criminal background check. These will be required every two school years and forms can be obtained from the school office. Grandparents and other relatives who would like to volunteer or chaperone at Erpenbeck on a regular basis must also have an approved background check on file. There is a \$10 charge by cash, check or money order made payable to: Erpenbeck Elementary School to complete this application.

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 have their driver's license to ID at**

the front desk. Visitors must also sign IN and OUT at the elementary office and receive their VISITOR'S PASS to wear in the building. This is required for all programs including book fairs, lunch, daily volunteers, and visiting parents. Do 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.

Cafeteria/ Lunch

Each student is assigned a computerized number to use in the cafeteria. Students may either pay for their meals daily, or set up a pre-paid account in the cafeteria. You can now put money in your child's lunch account online. You can also access the free and reduced lunch form online. The cost of a student lunch is \$2.25 and the cost of breakfast is \$1.00. Reduced breakfast is \$.40 and reduced lunch is \$.40. If a parent wishes to eat lunch at school with their student the cost is \$3.00. Parents may request that snacks not be purchased through the student account. A student may charge 3 times. No charges will be allowed the last two weeks of school. Parents/Visitors are permitted to eat lunch with their child, once a week with no siblings. There is a limit of 2 guests per student. Any other visitor needs to be approved by the parent in writing. The courtyard will be reserved for classes to use, but if it is not in use on a given day by any classes then it may be used by lunch visitors. Parents and visitors should eat lunch at the designated GUEST tables in the cafeteria or in the the courtyard as previously described. However, due to Federal guidelines, ***food from restaurants is not permitted in the cafeteria.*** Visitors must have their driver's license to check in at the front desk and sign in and out at the office in order to eat lunch with their child. Lunch 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 a designated visitor's table. All visitors must observe all cafeteria procedures and school expectations or they will be asked to leave.

Emergency Card

Your child's emergency card should list who may or may not pick up your child. **It is very important that the 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/GUARDIAN. 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. **As a reminder, if any changes are made to your child's dismissal plan on any given day,**

the office must be notified in writing prior to 3:00pm.

Student Programs, Celebrations, and Events During the Day

Students **will not** be permitted to leave early without it affecting their attendance. If you plan to take your child with you, the office must be notified at the beginning of the school day. **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/or 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 REMIND text/email system sent out by Mrs. Pass. The Superintendent makes weather-related decisions regarding one/two hour delays, early dismissals, and school closings.

Facebook and Twitter and our school website also are ways we communicate out important school announcements.

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.

Publishing Student Information

To publicize the achievements and accomplishments of our students, Erpenbeck Elementary may publish student names, photographs or achievements in school publications (e.g. the school e-newsletter, the school yearbook, morning announcements, PTSO 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.

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.

Emergency Procedures

Fire, tornado, earthquake, lockdown 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 warning alert.

Lost and Found

If your child has lost something, he/she should look in the lost and found first. 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.

Pick-up Notes

For any daily pick-up changes, please send an email or written note signed by the parent/guardian containing the following information: child's first and last name, teacher's name, first and last name of the person picking up the student. You can email the front office staff at ees.mustangs@boone.kyschools.us **THESE NOTES REGARDING CHANGES OF DISMISSAL OR EMAILS MUST BE RECEIVED INTO THE OFFICE BEFORE 3:00PM.**

Birthdays, Celebrations, Treats

The distribution of party invitations at school is prohibited. Please refer to individual class procedures for birthday/recognition guidelines. Although we enjoy celebrating our students, balloons, flowers, etc. should not be sent to school because of the disruption to the educational process.

Daily Snacks

Please follow the teacher's guidelines for snacks during the school day. Please send in only nutritious snacks during the school day. Gum is not permitted unless given by the teacher.

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. Toys/electronics brought at school may be confiscated and the parents contacted to pick them up.

Building and School Grounds

All requests for the use of the school facilities after school must be made in writing, submitted to the assistant principal and approved by the principal. MUST supervise children that use our facilities during/after school hours! Board policies will be followed regarding facility use.

Lost Textbooks and Library Books

Students need to be responsible for all textbooks, library books, and other instructional materials given to them. Please be aware that parents and/or guardians will be charged and payment expected for all lost or highly damaged materials.

Conferences/Visiting Classrooms

If you wish to speak with a teacher, principal, or counselor, please make an appointment through the office or directly with the teacher. Each visitor must sign-in and sign-out at the school office as: volunteer, classroom visitor or cafeteria/lunch visitor.

Each visitor will be issued identification relative to the purpose and location of the visit. Each visitor will abide by the *Confidentiality Statement* as provided by the Boone County Board of Education.

Classroom Observation

An individual wishing to observe in the classroom shall submit a *Classroom Observation Request* form including the date, time and purpose of the proposed classroom visit at least forty-eight (48) hours in advance through the Principal or designee. The classroom visit will be approved or disapproved by the Principal or designee. If approved, the visit will be coordinated with the classroom teacher and accompanied by the Principal or designee. An explanation will be given on the *Classroom Observation Request* form if disapproved.

All visitors must sign in/out at the office prior to the agreed upon observation time. A visitor's badge will be issued and the Principal or designee will be notified.

The class observation shall be limited to one class period, not to exceed forty (40) minutes. The visitor shall not interrupt the classroom setting; therefore, the time of the visit will be determined by the Principal or designee. During the school year, an individual shall be limited to two (2) classroom observations. Individuals may be requested to complete a school-developed questionnaire pertaining to the observation.

Individual cases concerning classroom observations may be taken under consideration by the Principal or designee after consultation with the teacher. The Principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at anytime she/he perceives the change to be in the best interest of the children, parent or teacher. The Principal's or designee's decision per classroom observation requests will be stated on the *Classroom Observation Request* form.

Technology

Erpenbeck 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 email accounts are for educational use only. Students who misuse their e-mail accounts will be subject to disciplinary action and loss of email privileges.

Chromebooks

Every 1st-5th grade student will have access to Chromebooks to use throughout the school day. Our school-wide discipline procedures apply to ensure proper use of these devices. Students will be monitored and inappropriate behavior using the devices will not be tolerated. More information to come regarding Chromebook usage soon...

DRESS CODE POLICY *The dress code will consist of the following:*

Shirts

Shirts with or without collars are permitted.

Traditional outerwear t-shirts and sweatshirts (No undershirts)

Erpenbeck collared shirts, Erpenbeck sweatshirts, and Erpenbeck t-shirts are permitted.

Not Permitted: Crop tops, tank tops, spaghetti straps, halters, tube tops, or bare backs or midriffs.

Pants (All pants must fit to the waist)

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

Students/parents need to listen to weather forecasts to determine when it is appropriate to wear shorts.

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, 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 distracting to the learning environment (Example: mohawks longer than an inch)
- Dying hair an unnatural color
- Body, face, or hair glitter/paint
- Writing across the buttocks of pants or shorts
- Excessive jewelry or makeup
- **Any clothing or accessory that is disruptive to the learning process**

Additional Information

- 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.**

Erpenbeck Elementary

PARENT PICK-UP AND DROP OFF PROCEDURES

Students are encouraged to ride the bus to and from school. If you choose to provide transportation for your child, there are designated procedures that parents must follow for the safety of all students.

MORNING DROP OFF PROCEDURES 8:00-8:35

Parents may drop off students at the side gym door from 8:00 am to 8:35 in the drive-through lane (lane that is closest to school). Parents will stay in the car. Students arriving between 8:00 and 8:35 will go to the cafeteria where they may choose to eat breakfast. At 8:35, students will be dismissed from the cafeteria to walk to their classes. The side gym door will then close, and students being dropped off at this time will walk around the front of the building and enter the front lobby doors.

FOR PM KINDERGARTEN DROP OFF: Please use the drive-through lane. Students will wait in their cars until approximately 12:25. At this time, teachers will meet the students at the front corner of the building. If you arrive after the teachers have returned to the building, you must park and walk your child to the front office, as he/she will be considered late.

** Parents who need to enter the building (volunteering, assisting child with carrying of projects, needing to visit the office, etc.) will park in the main parking lot. All parents and/or guests must be buzzed in through the front office.*

AFTERNOON PICK UP PROCEDURES AT 3:40

***Parents may ONLY pick up their students after they have completed the Parent Pick Up form and received their number tags.**

Permanent Pick Up

Please be aware that preschool students will be picked up at 3:20. Preschool parents will line up in the drive-through lane in front of the busses. Preschool parents are the only parents allowed to park in front of the busses due to the earlier dismissal time.

- Parents may use the drive-through lane.
- Parents will receive a color-coded number card to be hung from the rear-view mirror. The children will receive a matching color-coded number card that should be placed on their backpack. The parents will stay in the car line, and the children will be released by a staff member. **Students will not be sent to you if your card is not displayed in your car.**

- If you forget your card, you will need to park and wait while staff checks your ID and radios in to the office to verify that you are allowed to pick up that child.

FOR AM KINDERGARTEN PICK UP: Please arrive at 11:50 and use the drive-through lane.

Occasional Pick Up

***You must notify school by 3:00 PM in writing or by email to the following email address: ees.mustangs@boone.kyschools.us that your child will be picked up that particular day including the name of the**

person who will be picking up the child. The person identified as picking up the child must bring a photo ID when picking up.

- Occasional Pick Ups will use the drive-through lane
- Once the office is notified, the student will be issued a slip that will include the name of the adult provided in the written request.

Walkers

***If you wish for your student to walk home, you must fill out the designated form.**

Parents who are walking home with their children need to wait on the sidewalk by the bicycle racks to meet their child to walk home. Please see WALKER/BICYCLE RIDER POLICY.

TRAFFIC SAFETY PROCEDURES

1) **All traffic is one-way.** By having all lanes as one-way, we feel that this will provide a safer environment for our students, parents, and staff. **We thank you in advance for following our traffic patterns.**

Please do not park in handicapped spots or non-parking areas.

2) **Parents may not use the main bus loop at all this year.** Throughout the day we have buses going to/from field trips and making midday bus runs for preschool and kindergarten. The Fire Marshall also requires that there be complete access to this part of the grounds for emergency vehicles and for use of the fire hydrant.

THE FIRST DAY OF SCHOOL

Normal drop off and pick up procedures will be followed on the first day of school. However, parents are also welcome to park in the parking lot and walk students into their classrooms on the first day. Parents and students will only be permitted to enter through the front doors. If your student would normally ride the bus, but he/she will be picked-up the first day, please follow the procedure for the Occasional Pick Up listed above.

WALKER/BICYCLE RIDER POLICY

- Walkers and bike riders shall access school property via the crosswalk on Wetherington Blvd.
- On school property, bike riders are required to walk their bikes around the bus loop to the bike racks at the front of the building.
- Each bike rider must wear a bike helmet and lock his/her bike to the rack.
- Students are not permitted to enter the parking area.
- Only bicycles are permitted on school property.

In the morning, walkers and bike riders may begin entering the school at 8:00 through the cafeteria doors. Students may enter the building through the back door at 8:35. Those arriving at 8:35 or after should enter through the front doors.

In the afternoon, walkers and bike riders will sign out with the bus assistant and then be released through the front, side or back door. They must have an identification card on their backpack.

*** To keep walker/bicycle rider privileges, students must follow this policy.**

STUDENT HANDBOOK ACKNOWLEDGEMENT

2018-19

The Erpenbeck Student Handbook ensures the safety of all students during the school day. The policies contained in this handbook ensure that your child will receive the best education possible. Please visit erpenbeck.boone.kyschools.us to view the handbook.

As the parent/guardian of _____, we have read and discussed the Erpenbeck Elementary policies and procedures and agree to abide by them for the safety and well-being of my child.

In addition, we have consulted the Boone County Schools Board of Education Code of Conduct and the Acceptable Use procedures accessible at <http://www.boone.kyschools.us/> We have discussed these with our child and understand that they apply to all students at all times on Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

We understand the expectations, rights, responsibilities and guidelines outlined within and understand that it is our responsibility to convey to our child the importance of meeting them and using the technology resources responsibly. We also agree to abide and support these rules including our use of the Infinite Campus Parent/Guardian portal.

Boone County Schools' network communications are not private, and may be viewed by Boone County School personnel, or by someone appointed by them, to ensure that all guidelines are followed.

StudentSignature _____ Date _____

Parent/Guardian
Signature _____ Date _____

Parent/Guardian
Signature _____ Date _____