



**Steeplechase Elementary  
Parent Handbook 2021-2022**

**Main Office Number:  
859-485-3500**

**Office Hours: 8:00am-4:30pm**

**Principal: Lisa Resing  
Assistant Principal: Chris Deel  
Counselor: Rebecca Franklin  
Counselor: Terri Hall**

**Mission Statement:** Every student will leave SCES as a passionate leader who is an empathetic, resilient, and a responsible citizen.

**Vision Statement:** We will collaborate to ensure a safe and supportive environment in which all students and staff are motivated and celebrated as they achieve high levels of growth and learning.

**Assurance Statement:** This student/parent handbook assures that school rules and discipline will be fair and no person will be discriminated against because of his/her race, color, gender, national origin, disability, or ancestry. Due process will be followed according to Kentucky Revised Statutes.

### **Accelerated Reader Program**

The Accelerated Reader Program (AR) is a web-based program that assesses your child's comprehension of reading literature. Students will read books and receive incentives throughout the year. Please support student incentives by adding Steeplechase Elementary to your Kroger Plus Cards.

### **After School Care**

After School Care is provided through a community organization known as the Learning Grove. Information can be found on the school webpage or you may contact them directly at 859-431-2075. Currently before school care is not available.

### **Agenda/Planner**

All students grade 2-5 will receive an agenda book on the first day of school. We encourage you to check the agenda book each evening for teacher's

comments, homework assignments, etc. The fee for the agenda is included in your child's initial school fees. If the agenda is lost or damaged during the school year, there will be a \$5.00 replacement fee.

PK-1st grade students will have a take home folder that will be sent home. Teachers will share details with parents.

### **Animals at School**

Animals are not permitted in the school building without educational purpose or principal permission. Animals outside the school must be contained/leashed or caged.

### **Attendance**

Regular attendance in Kentucky schools is mandatory per KRS 159.010. The complete attendance policy is located on our website. However the following are some guidelines to our attendance policy.

- **Daily Reporting of Absences**  
If your child will be absent or tardy to school, please call the office by 9:00 am. In addition, a written excuse is required on the child's return to school. If a note is not received within 3 days the event will be considered unexcused. The note must include the student's first and last name, homeroom teacher, the date(s) of absence and a valid reason for the event.
- **Absence Events**  
In the state of Kentucky, any period of absences, whether it is one minute or all day, is considered an absence event.
- **Excused Events**  
The following are recognized as reasons for an excused absence: Illness of student, death/severe illness or birth of student immediate family member, religious holidays, state fair attendance or reasons determined by principal. There is a limit of 5 excused events before a doctor's note is required for each subsequent event. We can not accept doctor notes if the child was not actually seen by a doctor.
- **Unexcused Events**  
The State of Kentucky mandates that at 3 unexcused events, we contact you either by phone or letter to inform you that your

child is considered truant. These letters are automatically generated and are for the purpose of awareness. We will again contact you at 4 unexcused events, but in addition we will contact our Truancy Intervention Team who may visit your home. If your child accumulates 6 unexcused events, we are required by law to file truancy charges through our local courts.

- **Tardies/Early Dismissal**

The State of Kentucky determines the time considered for a tardy. Each child's attendance is calculated based on arrival/dismissal time. A student can be tardy at the beginning, middle, or the end of the school day. Students with a parent note or doctor's note may be excused. Students without a note will be considered unexcused. These tardies **WILL** count towards the 5 events allowed. Early dismissal from school requires a written note by the parent or guardian. The written request should include the child's first and last name, homeroom teacher name, the time they will be picked up, the reason, and who will be picking up the student. Students will not be called to the main office until you arrive to pick them up. All students will have to be signed out in the office.

- **Late Drop-off**

Students arriving later than 8:40 am will have to be signed in through our main office as tardy.

- **Educational Enhancement Opportunity (EHO)**

If you need to take a family trip during the school year and it has an educational value, you can apply for an EHO. If approved, your child will be counted as present. There is a maximum 10 day limit per year for EHOs. EHOs may be picked up in the school office and must be turned in at least 1 week prior to the trip for approval. EHOs also require alternative assignment requirements. Please see administration for details.

### **Behavior/PBIS**

All students will follow the school-wide Positive

Behavior Intervention Supports (PBIS). The goal of SCES is to ensure a fair, consistent, and safe behavior policy that will share a common vision, common language, and common experiences for all students.

The policy is designed to minimize behavioral issues that negatively interfere with the educational process. The policy promotes safety, respect, and responsibility in all areas through the normal routine of the school day. Class DOJO will be used in all classrooms as a student behavior tracking system. Parents can instantly view and receive notification of individual student progress and receive teacher communication directly through a digital app. Please note the Principal and Assistant Principal do not receive email notifications of parent responses through DOJO. If you need to talk to an administrator, please email them directly or call.

Your child's homeroom teacher will send the tracking link for DOJO during the first week of school. When negative behavior requires disciplinary action, an office referral will be completed and sent home with the student. Office referrals become part of the student record in Infinite Campus. Any incident involving administration could result in detention or school suspension. If any issues do occur, please contact the homeroom teacher first for clarification of the issue.

Steeplechase Elementary has clearly defined expectations for all school settings: classrooms, cafeteria, restrooms, playground, hallway, and assemblies. The use of established, well-communicated school wide expectations ensures the guidelines for behavior within the building are adequately communicated and enforced to ensure the safety of the students. To help students remember the expectations we use the acronym LEAD.

Lead with the 7 Habits  
Exhibit Safety  
Act Respectfully  
Demonstrate Responsibility

### **Bell Schedules/School Hours**

**8:05 am:** Doors open from student Breakfast

**8:30am:** Students dismissed to classroom

**8:40am:** Instructional time begins. Students arriving after must be signed into the office by a

guardian and will be marked tardy.

**11:00 am- 1:00pm:** Student Lunches

**3:35 pm:** Afternoon announcements

**3:40pm:** Students dismissed

### Birthdays

We understand how important birthdays are to our students. On the announcements we will recognize birthdays. Students are permitted to bring a small treat for their classmates following the school snack list. We do encourage healthy choices and non-food items if possible. Due to food allergies, please remember items must be store bought and contain a list of ingredients. To limit classroom instruction loss, treats will be given out in a 10 minute time frame. Due to privacy laws, we cannot give out student addresses or phone numbers.

### Book Fairs

We will have two Book Fairs a year, one in the fall and one in the spring. During each book fair week, there will be a parent night. This gives you an opportunity to come shop with your child. Your child will also have a scheduled time during the school week. A book fair schedule will be sent home.

### Buses

For safety, students are expected to act in a reasonable, quiet, and orderly manner on and at the bus stop. Students will use safety manners loading, riding, or unloading. If you have concerns about specific situations on the bus or specific bus drivers, please contact the bus garage at 859-384-5340. Bus service is a privilege and may be denied for unsafe behaviors. Students must ride their assigned bus. Bus drivers will drop students off at school or their assigned bus stop only. All preschool/kindergarten students MUST have an adult at the bus stop. If no one is present, the student will be returned to school per district transportation guidelines.

### Cafeteria

Lunch is one of the few times during the school day in which your child can interact with his/her peers. Classes will have assigned tables.

### Cafeteria Visitors:

For parents wishing to eat with their children please follow the guidelines:

- Parents/students are required to purchase the school lunch or bring a packed lunch. NO meals from restaurants are permitted due to federal/state guidelines.
- Visitors must sign in at the front office, to receive a visitor badge and proceed to cafeteria
- Please sit in the designated visitor section with only your child. Other students are not permitted to sit with visitors.
- After the lunch period, visitors must go directly to the main office to sign out.
- Failure to comply with procedures will result in loss of visitation privileges.

### Lunch and Breakfast Prices

All student lunch and breakfast will be at no charge for the 2021-2022 school year. Adult lunch will be \$4.00. Additional items including snacks or drinks (extras) are available to purchase. You can limit the purchase of these items by emailing our cafeteria manager, [tiffany.bamberger@boone.kyschools.us](mailto:tiffany.bamberger@boone.kyschools.us) to make the adjustments to your child's lunch account.

### Calendar

Aug 18 - Students Start (K-5)  
Aug 25 - Preschool Starts  
Sept 6 - No School  
Oct 8 - No School  
Oct 11 - No School  
Nov 24-26 - Thanksgiving - No School  
Dec 20-31 - Winter Break  
Jan 17 - No School  
Feb 21 - No School  
Mar 18 - No School  
Apr 11-15 - Spring Break  
May 17 - No School  
May 18 - Last Day for All Students

### Celebrations

We have 3 celebration days a year. A Harvest Celebration will be the last week of October, Winter Celebration (prior to winter break) and a Valentine Celebration on Valentine's Day. Please remember that even on celebration days we follow

the approved treat list. All grade levels plan their celebrations differently and the teachers will communicate the plans.

### Cell Phones

Students are not permitted to use cell phones while at school or on the school bus. Steeplechase is not responsible for broken, stolen, or misplaced cell phones. If students need to use a phone they may have access to the school phone through a school staff member.

### Communication

Effective communication is essential for us at Steeplechase Elementary. We want all of our parents/guardians to have timely information. We have several methods of getting information to you.

- **Communication Folder:** This is a purple plastic folder that is sent home each Thursday to return to school on Friday.
- **Class Dojo:** parents/guardians will receive information about signing up
- **Website:**  
[https://www.boone.kyschools.us/school\\_home.aspx?schoolid=30](https://www.boone.kyschools.us/school_home.aspx?schoolid=30)
- **Social Media:** Follow us on Twitter @steeplechaseEL
- **Infinite Campus email messages**
- **Newsletters**
- **Automated Phone Messages**
- **Student Agenda**
- **Email**

### Chromebooks

Every student K-5th will receive an issued Chromebook. Chromebooks will remain at school until we experience inclement weather or NTI days. If lost or damaged, the student will be responsible for replacement.

### Conferences

Parent/Teacher conferences will be held in the fall and in the spring. This will be a group session format to maximize information. Individual student data will be prepared for distribution. If you have big issues to discuss, please schedule an individual meeting with the teacher during the teacher's planning or before or after school.

### Counselor

Our two counselors will meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by students, teachers, or parents. Counselors will also be scheduling and facilitating all Admission and Release Committee (ARC) and 504 Plan meetings.

NorthKey Counseling Services are available for students. For more information please contact our school counselors.

### Dress Code

Students should be dressed and groomed to compliment the school environment. A groomed student is neatly dressed, has clean clothing and a clean body. We ask all apparel to be modest and tasteful. Students and their clothing should be neat and clean in appearance and clothing should fit appropriately. The following attire is prohibited, but not limited to, oversized, baggy pants or torn clothing; clothing and accessories having obscene, crude, or rude pictures or statements; bare-feet, no flip-flops, high heels, or wheelies; bare torso, short shorts or skirts; hats or caps; sunglasses; **anything that constitutes a risk of distraction to the educational process should not be worn.** Appropriate shorts are permitted at the beginning of the school year with the deadline being November 1<sup>st</sup> (weather permitting). Shorts can also be worn beginning the Monday following spring break until the end of the school year. Please dress your child appropriately for the weather. Hair dyes and additional hair accessories may be worn with good judgement. The Principal will have the flexibility to make adjustments to the dress code due to student medical or religious reasons.

### Emergency Contacts

Emergency contact will only be contacted in the event the parent/guardian cannot be reached. Emergency contacts cannot pick up a student without a written permission from the parent/guardian if the school did not initiate the contact.

### Emergency Drills

We are required by statute to have fire drills once per month with two in the first 30 days of school. The first one must be held within the first 2 weeks of school. Additionally we are required to

have 1 lockdown drill, 1 tornado/severe weather drill, and 1 earthquake drill in the first month of school and again in January. All the drills are taken seriously and provide practice to the students in case of an emergency.

### **Extracurricular Activities**

We try to provide a number of extracurricular activities to allow students to feel a connection to the school beyond academics. Following is a list of current activities, but more may be added at any time.

- Academic Team for 4<sup>th</sup> and 5<sup>th</sup> grade
- Art Club
- Book Club
- Chorus
- Earth Club
- Girls on the Run
- Intramural Basketball
- Lego/Robotics
- Odyssey of the Mind
- Running Club

All students are eligible to participate in age appropriate school sponsor events. Students must maintain a C average with no fail grades and have limited discipline referrals to actively participate. A student who is absent from school may not participate in extracurricular activities the day they were absent.

### **Family Resource Center (FRC)**

The Family Resource Center is provided to enhance our student's ability to succeed in school by assisting children, youth, and families in meeting some of their needs. The FRC provides assistance with referrals to individual counseling, referrals to drug and alcohol abuse services, clothing, workshops on various topics of interest to parents, accessing services for children in need, parenting skills classes, improved medical/health service, emergency assistance/basic needs, school supplies, and home visits to assist parents with their areas of need. If you are in need, please contact Renee Wooten, our FRC Coordinator.

### **Field Trips**

We make every effort to ensure that children have educational enhancement opportunities outside of school at least once during the school year. Field trips are organized by either the

homeroom teacher or unified arts teachers. All students must have a completed permission slip form signed by a parent/guardian for each trip in order to attend. Any parent/guardian wishing to help chaperone a field trip must complete the certified volunteer guidelines including a criminal background check once every two years.

### **First Aid Room**

We have a full time First Aid Clerk that will work in conjunction with the part time nurse assigned to Steeplechase Elementary. Kentucky Regulations and district policy:

- Parents/Doctors need to complete the medication consent form. The information on the front of the pharmacy bottle must match what is written on the consent form.
- All medication needs to be brought to school in the original pharmacy containers.
- We may only keep one week's supply of medication at school.
- Any over the counter medications must also be brought to the First Aid Room with a consent form. Students do not carry any type of medications with them (exceptions for an inhaler or epipen)
- To carry the inhaler or epipen, a consent form needs to be signed and approved and kept in the First Aid Room.
- Students must be fever free for 24 hour prior to attending school.
- If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the student is excluded from school. .

If you have any questions, please contact the school nurse or our clinician.

### **Fundraising**

Fundraising is necessary to support many programs in the school. We will not facilitate a fundraiser that requires children to go door to door selling items. Other types of fundraisers that we may have are restaurant fundraiser events, Kroger rewards, Walkathon, Box Tops for Education.

## Grading

Our primary program uses an upgraded skills-based report card. Unified Arts classes (Art, Music, PE, World Language, Steam, and Library) will issue conduct grades only in our primary program. Our intermediate grades (4<sup>th</sup> & 5<sup>th</sup>) will use the following alphabetical system for core content and the Unified Arts classes.

A 90-100

B 80-89

C 70-79

Below 70 is I for incomplete until June 30<sup>th</sup> of the academic year. Students with an I will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an I after June 30<sup>th</sup>, it becomes a failing grade.

Report cards are issued quarterly. The intermediate grades will receive midterms issued every 4  $\frac{1}{2}$  weeks.

### Grading Periods

1 <sup>st</sup> Quarter	8/18/21 - 10/18/21
2 <sup>nd</sup> Quarter	10/19/21 - 12/17/21
3 <sup>rd</sup> Quarter	1/3/21 - 3/8/21
4 <sup>th</sup> Quarter	3/9/21 - 5/20/21

\*dates may change if calendar changes\*

### Head Lice Policy

Absences from school due to head lice infestations will be considered excused the day the child is sent home and one day following (for a maximum of 2 days). A total of 2 incidents will be excused per school year. Absences/incidents occurring after that time will be considered unexcused.

### Homework

Assigned homework will have a specific purpose. Homework will provide the opportunity for:

- Additional practice of newly-learned skills
- Students learn to budget their time
- To use out of school learning resources
- Growth in responsibility
- Parents better understand the day's learning objective

Teachers will assign homework as needed and appropriately for each grade level. Each teacher shall establish a method for assigning, receiving, recording, and evaluating homework.

Please encourage your child with their homework habits by showing interest, providing an environment conducive to study and helping develop study schedules.

### Inclement Weather

There may be occasions when school is delayed or cancelled due to inclement weather. In such a case, parents and students should tune to a major television or radio station for school delays or closings. Please be sure to listen for **Boone County Schools**. Steeplechase Elementary may also make an automated phone call when there is a school closing, delay, or early dismissal. Please be sure to keep the office updated with any phone number changes throughout the year so you can receive automated messages. If you do not receive a phone call, please contact the school office.

### Instruction/Academics

**Differentiation:** Each teacher differentiates the curriculum in the classroom. This means that the teachers teach to each child's level.

**Response to Intervention (RTI):** is used to remediate and bring all kids to grade level in reading and math.

**Gifted and Talented (GATES) Program:** Students that demonstrate unusual academic skills in the primary grades may be referred to the Primary Talent Pool. In grade 4, testing begins in order to start the qualification process of the GATES program. After official identification is made in a specific area, a GSSP (gifted student service plan) is developed.

**Extended School Services (ESS):** ESS is our student assistance program that provides extra assistance to students struggling with math or reading. This program is usually provided after the school day (after school program) or in the summer.

**English Language Learner (ELL):** ELL students are those who speak a language other than English at home and are not yet fully proficient in English. The ELL program builds student's English

proficiency levels in order to communicate effectively and facilitates student's success in mastering academic content material.

**Special Education Services-** Students who have an IEP (Individual Education Plan) will receive additional services based on student needs as determined by the ARC Meeting. .

### **Lost and Found**

Lost items such as coats, books, etc. are turned into the office. If a student loses an item it is the student and parents responsibility to come to school and identify the item(s).

### **Morning Procedures**

Students are dismissed to their homerooms at 8:30am. Students are expected to be in their homerooms no later than 8:40am. Students are dismissed daily at 3:35 and busses depart approximately 5-10 minutes after dismissal.

- Doors open at 8:05am for breakfast. The doors will not be unlocked prior to this time. Please do not leave students unattended.

### **Parking Lot/Bus Loop**

During the hours of 7:30am-4:30pm, the bus loop should be used for buses only. At no time should the bus loop be used for student drop off or pick-up or for temporary parking.

For parent drop off and pick up please use the parent loop. Pull forward to drop off students at designated spots. Please do not pass vehicles in the line for safety.

### **Parent Pick-up Procedure**

Car tags will be issued for students that are picked up on a regular basis. These can be picked up at the Back to School Night Event or in the school office.

If you need to pick up your student at the end of the day, please send a note with your child in the morning. We understand that sometimes situations will arise, but we will not accept phone calls for parent pick-ups after 3:15 pm.

### **PTO**

We will establish our Parent Teacher Organization (PTO) in the 2021-2022 school year. More information will be provided. If you are interested please contact the main office.

### **SBDM Council**

The Site Based Decision Making (SBDM) Council will be composed of one principal, 4 teachers, 3 parents and is a cooperative decision making body.

The SBDM Council's focus is on student achievement. Please visit the school web page to view the SBDM meeting dates and times and other documents. If you are interested in participating please contact the school office.

### **School Pictures**

Individual photographs of students will be taken in the fall and spring through Lifetouch. Purchasing pictures is a voluntary basis, however every child will be photographed for school purposes (Infinite Campus, medical reasons, and yearbook).

### **School Resource Officer (SRO)**

All Boone County Schools have a School Resource Officer assigned to the building. The SRO's are employed by the Boone County Sheriff's Department and follow all procedural guidelines as determined by that office. We encourage students to meet and talk with the SRO regarding concerns that they may have over personal, peer, school or home safety. Deputy Ryan Strange is our school resource officer.

### **School Safety**

At Steeplechase Elementary School, it is the goal of all stakeholders to provide the safest environment possible. Outside of this goal, the learning process is hindered and academic success is greatly compromised. Therefore, we stand committed to ensuring student safety and security. Our school is equipped with a buzzer system and security cameras. We will ask visitors to show a picture ID to staff members upon entry for the safety of all students. All visitors must sign in at the front office and have a direct reason for the visit and approved by a teacher or administrator.

### **School Supplies**

The School Supply list is on the school webpage.

### **Technology**

Students will be issued school technology which will eliminate the need for bringing personal devices. Personal devices are not permitted. Students, Parents/Guardians, and teachers will agree to the Boone County Acceptable Use Policy.

### **Unified Arts**

Classes will attend one Unified Arts class on a 2 day rotating schedule. Teachers will notify you of the schedule for their class. Students K-5th will participate in Art, Music, STEAM, Physical Education, and World Language classes.

### **Visitors**

All visitors must be preapproved for visits through teacher and principal. Visitors must check in with a picture id at the front office and pick up a visitor's badge. You are only permitted to go to the area designated on the badge.

Parents/Guardians will not be allowed to visit classrooms or teachers without an appointment. Please contact your child's teacher to set up an appointment prior to arriving at school.

### **Volunteers**

To become a volunteer you must complete a background check and complete training. Background checks are good for 2 years and the training is good for the entire time your children attend Steeplechase Elementary. The state charges a fee of \$10 for all background checks. Please allow 4 weeks for background checks to be processed. You will find the volunteer training and requirements on the school website.

### **Walkers**

Walking to and from school promotes health and exercise. We encourage all students who walk to and from school to be accompanied by an adult. Students who walk to and from school without supervision must have a parent/guardian note on file in the main office. All students walking home each afternoon must sign out at the designated location with a staff member and obtain a walker sticker. Students should go directly home from

school. All K-2 students should be accompanied by an adult or intermediate aged student.

### **Website**

Visit our school website for important information.  
[https://www.boone.kyschools.us/school\\_home.aspx?schoolid=30](https://www.boone.kyschools.us/school_home.aspx?schoolid=30)

### **Withdraw From School**

If a student moves out of the Steeplechase Elementary School district, the parent/guardian must officially withdraw the student from school. To complete the withdraw process, the following steps must be taken:

- Complete a withdrawal form
- Pay all fees and charges
- Return library books and materials and Chromebook that have been loaned to the student. All items must be in good condition or the parent/guardian will be charged a replacement cost.



**Steeplechase Elementary School**  
**Parent/Student Handbook**

**ACKNOWLEDGEMENT**

As the parent/Guardian of

\_\_\_\_\_

We have read and discussed the parent/student handbook of SCES with our child and understand the general information and the school rules and regulations of Steeplechase Elementary School.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Homeroom Teacher

\_\_\_\_\_

Date



Return this form to the school.

