THORNWILDE ELEMENTARY SCHOOL
Together Everyone Succeeds

2017 – 2018
STUDENT & PARENT HANDBOOK

Pamela Thamann, Principal
Kendrea Tillett, Assistant Principal
Amy Godwin, Counselor

THORNWILDE ELEMENTARY SCHOOL
1760 ELMBURN LANE
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Follow us on the web at: http://thornwilde.boone.k12.ky.us/

UPDATED: August 22, 2017
Note: All information contained in this Handbook is subject to change.

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.
Dear Parents and Students,

I look forward to another great year at Thornwilde Elementary School! We welcome you to be a part of Thornwilde Elementary. Our motto is “Together Everyone Succeeds” and that truly is our belief. The excellent education that we strive to provide is only possible with all of us working together. Our parents and community are an extremely important part of our school. Together, as partners in education, we will work hard for each and every student with the ultimate goal of achieving “Career and College Readiness” by the end of high school. The foundation for this begins at Thornwilde, and we are passionate about ensuring success for all students in this endeavor.

The following pages of this handbook outline the policies and procedures that all of us are required to follow at Thornwilde Elementary School. These policies and procedures allow all of our students to learn in an environment that is safe, fair, organized and focused on excellence. 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 or any of the administrative or support staff listed below.

Thornwilde Elementary is an extraordinary school. We have top-notch teachers and staff who are committed to providing the best for your child each and every day. We are a community of learners who work to provide a positive, enriching and challenging learning environment for your child. We believe that our CATS Pride is vital for success. By following the policies and procedures in this handbook, we are able to display our CATS Pride and provide a world class education for all students. Your children, our students, will always be our top priority as we all strive for “Excellence” together.

Sincerely,

Pamela Thamann, Principal

Administrative Staff
Pamela Thamann, Principal
Kendrea Tillett, Assistant Principal
Amy Godwin, School Counselor

Health Office Staff
Kelly Buys, School Nurse
Toni Harms, Staff Support – Health Clerk

School Office Staff
Pat Clark, School Secretary
Eileen Marks, Staff Support
Sandra Linden, Staff Support

School Contact Information
(P) 859-586-3900
(F) 859-586-0295
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Mission Statement: Thornwilde Elementary is committed to providing a positive, enriching and challenging learning environment to help all children reach their full potential. Through rigorous instruction, employing 21st century skills of communication, collaboration, critical thinking, and creativity, we strive to make all students lifelong learners and productive, positive members of society.

Expectations of a Thornwilde Wildcat:
All students and staff are expected to follow their CATS Pride and choose Kindness each and every day! Outlined below are our CATS PRIDE Expectations and our KINDNESS PLEDGE. It will be important for all to have a clear understanding on how to apply and demonstrate expectations from both! See page 9 for more information.

CATS PRIDE EXPECTATIONS

C—CHALLENGE YOURSELF
I strive to do my best every day.
I work to reach my highest potential.
I approach tasks with a positive attitude.
  I follow procedures.
  I work hard.
  I am smart.
  I try.
I CHALLENGE MYSELF!

A—ACT RESPONSIBLY
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 hard.
I ACT RESPONSIBLY!

T—TREAT EVERYONE RESPECTFULLY
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 TREAT EVERYONE RESPECTFULLY!

S—STAY SAFE ALWAYS
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 STAY SAFE ALWAYS!

KINDNESS PLEDGE

As a Thornwilde Wildcat,
I pledge to choose kindness,
because kindness is a key to life.

I will treat people the way I want to be treated.

I will do the right thing and be kind.

Throughout my life, I will choose kind!
2017-2018 THORNWILDE ELEMENTARY STAFF

KINDERCARTEN
Rebecca Browning
Kim Kominski – K Para Ed
Melanie Christmas
Ann Gerken – K Para Ed
Andrea Smith
Jennifer Jacobs – K Para Ed

1st GRADE
Katie Hale
Katie Hart
Olivia Hathorn
Melissa Turner
Amanda Young

2nd GRADE
Jaclyn Bayless
Carrie Emmons
Jessica Kaeser
Laura Merced
Michelle Windows

3rd GRADE
Paige Dooley
Danielle Giannini
Barb McMillan
Susan Mead
Allison Vazquez

4th GRADE
Allison Groneck
Kristen Meyer
Brooke Trainer
Mackenzie Webster

5th GRADE
Deshae Barnhorst
Jen Kidman
Ally Murray
Laura Noey
Bonnie Schobert

SPECIALS
Katie Davis (Art)
Megan Warner (Gym)
Christa Hockensmith (Library/Media)
Timothy Mitchell (Music)
Teresa Haney (STEAM)
Vonnie Campbell (World Language)
Amber Smith (Technology)
Courtney Stephenson (Drama)

SPECIAL EDUCATION
Michelle Lambert
Kathy Petronio
Urvija Patel
Kim Staton
Ann Osuna – Special Ed Para
Jodi Hall – Special Ed Coordinator (Itinerant)

CUSTODIAL STAFF
Howard Whitaker (Head Custodian)
Tim Black
Gretchen Shinkle
Bill Kidd

CAFETERIA STAFF
Megan Perry (Cafeteria Manager)
Regina Bell
Pam Bausch
Donna Lentz
Jennifer Segbers
Linda Sharits
Lori Murray (Cafeteria Aide)
Angie Swaney (Cafeteria Aide)

MISCELLANEOUS
Amy Atkins (Instructional Coach)
Alisa Alcock (EL)
Brandi Bucher (Psychologist)
Lisa Brown (RTI)
Dawnita Reathaford (RTI – Para Ed)
Heather Helinski (Speech)
Jennifer Clause (PT)
Kim Alford (OT)
Roben Dixon (Special Ed Clerk)
Mary O’Connor (YMCA Programming)

OFFICE STAFF
Pat Clark (Secretary)
Eileen Marks (Attendance)
Sandra Linden (Receptionist)
Toni Harms (Health Clerk)
Kelly Buys (School Nurse)

ADMINISTRATIVE STAFF
Pam Thamann (Principal)
Kendrea Tillett (Assistant Principal)
Amy Godwin (Guidance Counselor)
**Kentucky Core Academic Standards (KCAS)**
Kentucky Core Academic Standards (KCAS) for English/Language Arts, Mathematics, Science, Social Studies, Practical Living/Career Studies, and Arts and Humanities provide the core framework for skill acquisition at Thornwilde Elementary. All of these standards and expectations can be found on the Kentucky Department of Education website at:  [http://www.education.ky.gov](http://www.education.ky.gov)

**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. Thornwilde follows a “balanced literacy” instructional approach for ELA. Teachers pull from a variety of materials and texts, and often integrate ELA content with Science and Social Studies curriculum.

**Mathematics** includes Operations and Algebraic Thinking, Numbers and Operations in Base 10 and in Fractions, Measurement and Data, and Geometry. Thornwilde offers many hands-on mathematics activities and incorporates problem solving and higher order thinking into the curriculum.

**Science, Social Studies, Practical Living/Career Studies, and Arts & Humanities Instruction** adhere to the learning standards and are integrated into the curriculum. Students are also offered instruction in Music, Visual Arts, Physical Education, Library, Technology, World Language and STEAM (Science, Technology, Engineering, Art & Mathematics).

**Grading Scales – NEW FOR 2017-2018**
The grading scale for grades K-3 (Primary) is as follows:
- **SP** = Satisfactory Progress
- **PH** = Progressing with Help
- **AC** = Area of Concern
- **NA** = Not Applicable at this Time

The grading scale for grades 4-5 (Intermediate) is as follows:
- **A** = 90 - 100
- **B** = 80 - 89
- **C** = 70 - 79

Below 70 is “I” for INCOMPLETE until June 30 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, then it becomes a failing grade.

This new grading scale provides comparability of student achievement between Boone County Schools and that of many other districts across the nation.

**Tentative Grading Period Reports**
The following is an outline of the grading periods for the school year. They are tentative and may change due to snow days and calendar changes approved by the school board.

**Intermediate Grading Periods:**
- Grades 4-5 are based on a quarterly grading period.
- Students will receive 4 report cards a year.
- Students will receive “mid-term” reports as well.

<table>
<thead>
<tr>
<th>Intermediate</th>
<th>Primary</th>
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<tr>
<td>1 8/16-11/7</td>
<td>1 8/14-10/12</td>
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<td>3 2/23-5/24</td>
<td>3 12/25-3/8</td>
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Tentative Grading Period Reports, continued

Primary Grading Periods:
Grades K-3 are based on a trimester grading period. Students will receive 3 report cards a year.

Refer to the Infinite Campus Parent Portal section of this handbook on the next page to view information about monitoring grades for your student.

Infinite Campus Parent Portal
Parent Portal is an online resource for parents of students attending any Boone County School. Parents are assigned a 32-digit Portal Activation Key to set up an online account. Parents are able to review their child’s/children’s grades, view attendance, pay school fees online, etc. (Note: Grades are only posted for 4th and 5th grade.) The activation key is specific to a parent and is good for grades K-12.

When activating your Campus Portal account for the first time – you must bring photo identification to the school office and your activation key will be processed. Parents must then log into the website to set up user names, passwords, and to monitor information. Complete instructions on how to register online are provided with your activation key information. The Parent Portal website is: https://kyede13.infinitecampus.org/campus/portal/boone.jsp

Parent/Teacher Conferences
These will be held on October 19 and October 26 from 4:00 to 7:00 p.m. Please make every effort to attend conferences so that we can work together for the success of your child. It is very important to have an open line of communication between parents and teachers throughout the school year. We encourage you to request additional Parent/Teacher Conferences throughout the school year if you ever have any questions or concerns. Partnering together ensures success for our Wildcats!

Intervention and Extension
Instruction is differentiated across all curricular areas throughout the 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.

At Thornwilde, our focus is on growth in all content areas for each and every student, every day. Individual learning needs are determined by our Response to Intervention (RTI) model where students are assessed three times per year in Reading and Mathematics using STAR Reading, Math, and Early Literacy. Students who become part of the RTI model are monitored bi-weekly to determine if specially prescribed interventions are effective in meeting student learning needs.

Homework
In order to achieve academic excellence for all Thornwilde students, students will be assigned homework to practice and reinforce skills nightly. This could include reading, practicing math facts, computer programs, written assignments, projects, etc.

- All students are expected to read 15 minutes nightly for K-2 and 20 minutes nightly for grades 3-5.
- All students are expected to practice math facts for 5 minutes every night to ensure math fact fluency is reached.
- Students in grades 1-5 record their nightly homework in their student agenda books and parents initial the agenda nightly indicating that the work has been completed accurately.

Homework is a part of the student’s responsibility. Students who do not complete homework will receive a Minor Behavioral Referral and parents will be contacted. Three Minor Referrals will result in a Major Behavioral Referral, and the student will be referred to the administration for further consequences.
**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 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, Differentiated Study Experiences. Students in **grades K-3** can become a part of the Primary Talent Pool based on achievement, data collection, and teacher/parent recommendations.

**Positive Behavioral Interventions and Supports (PBIS)**

Thornwilde Elementary implements 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!**

Most students will succeed when a positive school culture is promoted. Positive and 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 work together with effective academic instruction in a positive and safe school climate to maximize success for all students.

Thornwilde’s staff uses the most effective and most positive approach to addressing even the most severe problem behaviors. 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 Thornwilde staff. These expectations are called “CATS Pride”. These expectations guide all common area and classroom expectations throughout the year. Common areas include, but are not limited to assemblies and special events, wellness (recess), lunch time, riding the bus, etc. The CATS Pride expectations are:

- **C**hallenge Yourself
- **A**ct Responsibly
- **T**reat Everyone Respectfully
- **S**tay Safe Always

**Students, staff, and parents** are responsible for showing their “CATS Pride” at all times both during school, before/after school activities and when riding the bus to, and/or from school. Teachers will implement positive classroom management programs in their classrooms to help students learn and follow their CATS Pride daily.

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.

**Choose Kindness**

As part of our daily routine, students will recite the Kindness Pledge. The Kindness Pledge and adherence to its principles are part of our PBIS program. Examples of how to choose kindness and how it applies to PBIS will be reviewed with all students throughout the school year.
Boone County Code of Conduct & CATS Pride
Discipline is first and foremost a matter of personal responsibility to oneself and to Thornwilde 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. A copy of this code is available online from the Boone County Schools website or a booklet is available upon request.

ALL STUDENTS ARE ALSO EXPECTED TO DEMONSTRATE THEIR CATS PRIDE. CATS Pride expectations are outlined in the Student & Parent Handbook, and are continually reviewed with students. This Handbook is available online on the TES website or can be made available upon request.

Note: Students and parents are required as part of the enrollment process, to sign and return to school forms found in the Boone County Code of Conduct and the Thornwilde Student & Parent Handbook as documentation that they understand and will be held accountable for adhering to all outlined policies.

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, before or after school detention, Saturday School, out of school suspension, and expulsion.

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.

Discipline – Minor & Major Discipline Referrals
If inappropriate behavior persists, the student will receive a Minor Discipline Referral or a Major Discipline Referral – depending on the situation. Interventions may include consequences such as time out, separation, loss of privilege, written assignment, detention, Saturday School, or suspension.

When a child receives a Discipline Referral (Minor or Major), a parent will be contacted. Also, a copy of the referral will be sent home. It must be signed by the parent and returned to school with student the next day.

Minor behavior infractions will be handled in the classroom by the teacher.

If a Major behavior incident occurs, the student will be sent directly to the office to be seen by an administrator. The situation will then be assessed by the administrator and action implemented. Note, three Minor Discipline Referrals may result in a Major Discipline Referral, resulting in a visit to the administration for further consequences.
Detention
Detention will be held for one (1) hour before or after school. Students report promptly at either 7:30 a.m. or 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 7:35 a.m. will be considered to have missed detention and will be issued an additional detention.

**Detention takes precedence over any other commitment/responsibility.** Student participation in extracurricular activities is not considered when a detention is assigned. Parents are always notified regarding 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. The principal will make the final determination.

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 a.m. at Stephens Elementary School.

Students are required to sit quietly and complete all assigned work during Saturday School. Saturday School dates are determined by the administrator. Any student who does not work during the Saturday School 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 Out-of-School Suspension.

Out of School Suspension/Expulsion and Search & Seizures
Please refer to the Boone County Code of Conduct for detailed information regarding these aspects. The Code of Conduct Handbook is available through the Boone County School's website or a hard copy of the booklet can be requested through the TES office.

Bus Conduct
Riding the school bus is a **privilege.** Students must obey and follow all rules and procedures in accordance with Thornwilde expectations and Boone County School Code of Conduct Policies in order to maintain this privilege.

For the safety of 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. All students must follow their CATS Pride while at the stop and on the bus at all times. Failure to do so will result in consequences including, but not limited to the following: verbal warning, parent notification, detention, written assignment, Saturday School, one to ten-day bus suspension, and/or immediate removal from bus. Disciplinary action is based on the offense and may not occur in this order.

“**CATS Pride on the Ride**” expectations will be reviewed with each student riding a bus.
BEHAVIORAL EXPECTATIONS & POLICIES

**Discrimination/Bullying/Cyber-Bullying/Harassment and Intimidation**
Harassment, Discrimination, Bullying and Cyber-Bullying is prohibited at all times on school property and off school grounds during school-sponsored activities.

This prohibition also applies to visitors to the school who may come into contact with employees and students. Discrimination, bullying, cyber-bullying, harassment and intimidation are serious offenses. The Boone County Code of Conduct will be followed for all reports of this nature.

**Behavior Expectations During Extra-Curricular Activities & Events**
Students and families alike will have numerous occasions to attend a variety of events or participate in extra-curricular teams and clubs. All behavior rules and regulations that govern students and visitors during the day, are also applicable at all before and/or after school activities or events.

If attending an event open to TES families, parents are expected to enforce rules of good behavior with their child(ren) in attendance.

We ALL represent Thornwilde. “CATS Pride” will be mandatory for all extra-curricular activities and events by staff, parents and students. Upon the unfortunate event that a stakeholder is not following their CATS Pride at an event or activity, the administration retains the right to ask that person to leave the school premises and their child may lose the privilege of participating.
Notice of Nondiscriminatory Policy
Thornwilde 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.

Enrollment/Parental Authority
Any student enrolled at Thornwilde Elementary is required to reside in the Thornwilde 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 and request for approval must be made through the Boone County Schools Board Office by the parent/legal guardian.

Custodial and Non-Custodial Parents’ Rights and Responsibilities
Thornwilde Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. 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.

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. All court orders concerning special restrictions will also be respected and followed by the school administration. However, please note that only the custodial parent can withdraw the student from school.

In the absence of a court order to the contrary, Thornwilde Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Thornwilde 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 stating such.

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 outlined 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 of the student under their care.
ENROLLMENT/WITHDRAWAL POLICIES

Withdrawal Policy
Any student who moves or lives out of the district must be withdrawn immediately and enrolled in a new school assigned to their residence.

If you need to withdraw your student from Thornwilde Elementary, please complete the following:

- Inform TES office staff and the teacher of the withdrawal date for your child/children.
- Fill out a Withdrawal form and submit to the TES office.
- Inform the new school that they must officially request in writing, using the Release of Records Notification form, school records from Thornwilde Elementary.
  - Once the Release of Records notification is received, we will send all student records to the new school.
- Return any library books, textbooks, or other instructional materials to the office.
- Pay all book fines, school fees and cafeteria charges in full.

Enrollment/Participation in YMCA Child Care Programming
Thornwilde Elementary is proud to partner with the R.C. Durr YMCA to offer Extended Kindergarten and Before/After School care services on site.

Enrollment for these programs is handled directly through the YMCA, although Registration/Enrollment forms are available through the school’s office. Their on-site program hours include:

Before School Services: Open at 6:30 – 8:30 a.m.
After School Services: 3:40 – 6:00 p.m.
AM Ext. K Services: 8:30 a.m. – 12:25 p.m.
PM Ext K Services: 11:55 – 3:40 p.m.

★ = If Boone County Schools are operating on a delay, then the Y will also operate their Before School services on a delay. Review of these YMCA policies and how they impact your child are available through the Y’s Child Care Handbook or a YMCA staff member.

Boone County Bus Transportation Services are part of the Y’s Ext. K program – however, there are very strict guidelines as to how and when it can be utilized. Please see the transportation section of this Handbook or speak with a YMCA staff member for more detailed information specific to your child.

The TES Office Staff can answer basic general questions about the registration/enrollment process; however, for specific or more in-depth questions about the program, parents must contact the YMCA TES Site Director. Families may also contact the R.C. Durr YMCA at 859-534-5700.

YMCA Site Director for TES:
Mary O’Conner
moconnor@myy.org
859-586-3900 Ext. 134/ Y Room 112 (During School Hours)
ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Thornwilde’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. Most of what occurs during the school day cannot be made up with worksheets or take-home assignments. Attendance is monitored through Boone County Schools software program Infinite Campus.

All absences, tardies, and early dismissals are considered “events” and will be recorded on your child’s attendance record – whether excused or unexcused. Event examples include, but are not limited to:

- Absence for half or whole day
- Vacation (each day missed is defined as an event)
- Tardiness (by any time amount; i.e.: one minute tardy constitutes an event)
- Early dismissal from school (by any time amount – one minute or more - constitutes an event.
- An early dismissal results when you pick up your child early from school and when we notify you to pick up your child early due to sickness, lice, etc.

According to state law, any time a student misses one minute or more of school, it is considered an event. It does not matter if your child misses one minute, one hour, half a day, or the whole day, or if they come back to school after an appointment – it is calculated by child, by day, by event.

All events are considered unexcused until a parent note or a doctor’s note is received by the school. **Parent or doctor notes are required for all events.** If your student leaves school due to sickness, an additional parent note is not required unless you take them to the doctor and get a doctor’s excuse which does not count against your parent notes.

**We will accept an accumulation of 8 events documented with a parent note for the entire school year. This policy is set by our Site Base Decision Making Council.** Though we highly recommend that all parent notes be received by the office the week or day of the event, technically parents have up to two weeks after the event to submit a parent note to the office before the event is considered unexcused. **After 8 parent notes/events, all attendance events will be unexcused.**

If your child visits the doctor, please send in a doctor’s note. **If a doctor note is received documenting your child’s attendance event – it will be excused and not count against one of the 8 allotted event/parent notes you have for the year!** 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.**

All parent notes – whether documenting absences, tardies, early dismissal, change in transportation, etc. - need to include all of the basics! Remember that more information is better than less. It’s important to **print clearly and legibly and include all requested information!**

**Parent notes** referring to your child’s attendance (absences, tardies, and early dismissal) should include:

- Student’s first and last name,
- Teacher’s name,
- Date(s) impacted,
- Reason for absence, tardiness, or need for early dismissal

☆ If you are writing a Parent Note concerning an early dismissal, the name of the person picking up the student is also required! Please remind them to bring their photo identification when picking up your child.

When communicating upcoming planned absences/early dismissals, it is important to remember all involved. Not only does the teacher need the information, but also the TES office staff and the YMCA, if applicable.

Please review Page 23 for additional information concerning Parent Notes.
**Absent VS. Tardy**
In accordance with Boone County Schools Attendance Guidelines and Kentucky State Statute, attendance is tabulated as “whole day” or “half day” absences. **If a child misses more than 60 minutes of class time, this constitutes an “absence.” If a child misses 60 minutes or less of class time, the child is considered “tardy.”**

For more detailed information regarding the Boone County Attendance Guidelines, please refer to your copy of the Boone County Schools Code of Conduct Book distributed on the first day of school or access the information online at: [www.boone.kyschools.us](http://www.boone.kyschools.us).

**Truancy**
After **8** parent notes, all events will be unexcused unless a doctor’s note is received within two weeks of the event. **All unexcused events will be counted toward truancy.** 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. Truancy 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.

**Reporting Student Absences**
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.

Please note that even though we require you to call in the absence of your child, **parents must also send in a parent note or doctor’s note for the days missed on the first day that the child is back to school.** Remember that absences are accumulative – and each day a child is absent will count against the 8 events allotted to each student (unless a doctor’s note is submitted to the office.)

**If you know in advance that your child will be out for any given time period, please send a parent note with your child to school so that the teacher is made aware and the attendance clerk can document the information in advance.**

**Absence Make-Up Work Policy**
If your child is absent **two or more consecutive days**, Thornwilde 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 attention of the teacher and attendance clerk 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 not receive full credit.**

**Absence and Participation in Before/After 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/principal designee for special consideration.

**Absence due to Funeral**
Absences due to a death in the immediate family will be excused and not count against your allotted parent notes if you submit a funeral program/in memoriam card with your parent note for the days missed. Students will have up to 3-days excused due to a death in the family.
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. (It does not matter if the absences, early dismissals, etc. are excused or unexcused.) Tardies are defined as missing less than 60 minutes of a student’s school day. Students who earn perfect attendance will be recognized annually.

Take Your Child to Work Day
If you and your child are participating in this national event, an EHO application must be submitted in advance! If Take Your Child to Work Day falls within the testing window, an absence/tardy for this purpose will not be excused and EHO approval will not be granted.

Educational Enhancement Opportunity (EHO)
EHO days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an educational opportunity of significant educational value. 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, such as participation in a foreign exchange program or an intensive instructional experiential or performance program in one of the core curriculum subjects of: English, Science, Mathematics, Social Studies, Foreign Language and the Arts.

In order for a principal to approve an EHO, the principal must determine that the activity has significant educational value. EHOs may be granted up to a maximum of 10 school days during the school year.

In general, family vacations taken when school is in session will not meet criteria for an EHO as intended by KRS 159.035. Please schedule vacations during school breaks to ensure that your child does not miss valuable instructional time.

No EHO approvals will be granted during the testing window in the spring – no exceptions.

Gaining approval for an absence as an EHO is a two-step process. Families apply for tentative approval in advance and then based on submitted student work upon return, the student will or will not gain EHO approval for their absence. EHOs are reviewed and approved by the principal on an individual basis. Parents/Students will be notified as to the specific requirements for the EHO student work assignment during the application process.

The EHO Approval Process includes:
1. Request and complete an EHO (Education Enhancement Opportunity) Application in advance.
2. Submit application to the Principal for approval a minimum of 10 school days prior to the first day of absence. A delay in submitting an application for consideration will cause a delay in a tentative approval! Tentative approval must be secured in advance – not after the fact!
3. EHOs are reviewed and either tentatively approved or denied. Parents will be updated as to the status of their application prior to the scheduled date of absence.
4. Within 7 days of returning back to school, students must submit their required work showcasing the content learned/covered during their absence.
5. Students will share their EHO student work with their teacher/classroom and will meet individually with the Principal to present their learning.
6. Upon completion of the presentation to the Principal, the EHO assignment will either be officially approved or denied. Submitted work must be approved by the principal in order for the EHO to be documented as excused. Parents will be notified as to the status of the EHO approval upon completion of the student’s presentation and their work will be returned.
YOUR CHILD’S SCHOOL DAY - ARRIVING TO SCHOOL

Arriving to School
Unless registered in the YMCA’s Before School Program or registered in a TES club/activity that meets during early morning hours, students may not enter the building any earlier than 8:10 a.m., and we request all students arrive by 8:30 a.m.*

From 8:10 – 8:30 a.m. students are held in the cafeteria, and then are released to their classroom. Students in the classroom or hallway prior to 8:30 a.m. will be subject to disciplinary action.

Though the school day officially starts at 8:40 a.m.* and students are not considered/documentated as late until that time, our teachers provide important morning instructional activities prior to the official start of the day! We strongly encourage all students arrive by 8:30 a.m. so they can participate in this valuable time.

☆ = Afternoon Kindergarten students start their school day at 12:25 p.m. Parents bringing their afternoon student to school must wait with their child outside in front of the school, or in the office, until a teacher or teacher aide arrives to pick up the students. Students are picked up by a staff member at approximately 12:24 p.m.

With the exception of the first week of school, parents may not walk students to their classroom.

Parents are encouraged to use the Boone County Schools bus service in order to reduce traffic and ensure their child starts their school day on time.

Arriving Late to School
Any student not seated in their homeroom by 8:40 a.m. (PM Kindergartners by 12:25 p.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.

Please also note the following when your child arrives LATE for school:

- Parents must accompany a child into school if they are tardy or arriving late.
  - Students may **not** be sent into school without an adult.
  - **DO NOT JUST DROP OFF YOUR CHILD – THEY MUST BE WALKED INTO THE OFFICE BY AN ADULT! NO EXCEPTIONS!**
    - A staff member is posted outside until 8:40 a.m. If you do not see a staff member outside – the front doors are locked and **YOU AND** your student must enter through the office doors.

- The office staff will complete an Admittance Slip (AKA: Tardy Slip) for the student to take to their teacher. This will let the teacher know that the child did check in through the office and also let them know that their classroom’s daily attendance records will be updated.

- **Parents must sign their child in the office in the event that their child is tardy/late.** At this time a staff member will also ask the parent to write a note documenting the attendance event or accept the child’s doctor’s note.

- Each tardy/absence is considered an event and must be accompanied by a parent note or doctor’s note. Remember, a student only has **8** parent notes allocated for the school year.

- If a child is late to school from a morning doctor’s visit, but a doctor’s note was not secured - a parent note can temporarily be accepted and can then be replaced with a doctor’s note when the child returns to school.
**YOUR CHILD’S SCHOOL DAY – DISMISSAL FROM SCHOOL**

**Early Pick up from School**
If a parent needs to pick up their child early from school, we strongly encourage that you send in a parent note with your child the week or day of the event to the attention of your child’s teacher and the office staff. However, we understand when last minute schedule changes and appointments may prevent you from notifying the school in advance.

Please always allow yourself extra time when picking up your child early to account for notifying the office staff that you need your child(ren), staff locating your child’s classroom at that moment, signing out your child, providing identification, etc. Unless leaving early for a doctor’s appointment, staff will also ask for you to write a parent note at that time. **Students will not be called to the office until the parent arrives to school** to pick up the child! **We do not have children sit in the office at a designated time waiting for pick up.**

Please also note that if the end of day dismissal process has begun, we will NOT allow you to show up unannounced and verbally request that your child be an early dismissal. This is for the safety and security of all of our students. End of day dismissal is always a busy time, and it is important that we manage this time effectively and safely. **We request that all early dismissals be communicated, in writing, before 3:00 p.m.**

If the school called you to come pick up your child (illness, injury, etc.) early, we do not require the parent to write a note, but please be aware that this type of early dismissal incident does count against your 8 allotted parent notes/events. (In the event that you take your child to a doctor, a doctor’s note would not count against your 8 parent notes.)

**End of Day Dismissal from School**
**Morning Kindergarten students are dismissed at 11:55 p.m. and all other students end their school day at 3:40 p.m.** End of day dismissal is a busy time that must be carefully managed for the safety and security of all of our students. **Stay Safe Always** is our number one CATS Pride priority during dismissal!

There are many components that make up our Dismissal Policies. If you have any questions, please inquire with an office staff member for clarification!

**Transportation Notification/Documentation on File**
All students must have a Boone County Transportation form and a Thornwilde Transportation form on file outlining a student’s ongoing end of day dismissal needs. This will need to be completed at the beginning of each new school year. Any changes needing to be made to your child’s ongoing transportation needs will require new/updated forms to be submitted a minimum of 24 hours in advance.

Transportation choices on the TES Transportation form include:
1. Bus Transportation
2. Permanent Parent Pick up
3. YMCA Childcare and/or Extended Kindergarten Participant

Parents may choose to communicate a combined transportation schedule of both “Bus” and “Permanent Parent Pickup” **ONLY** if the schedule is consistent and non-changing. For example, a student may be noted as a Parent Pickup every Wednesday and ride the bus every Monday, Tuesday, Thursday, and Friday. When a change in transportation is only needed for a particular day or week – not to the ongoing schedule on file – a parent note will be required to make a change. Please see page 23 for more information on Parent Notes.

YMCA Participants:
Parents may also set up a combination of YMCA Afterschool Services and Parent Pickup and/or Bus Rider. However, Y Ext. K ONLY students cannot secure a mix of a.m. and p.m. bus transportation. Please see a YMCA staff member for more detailed information specific to your child.
Option #1: Bus Transportation
All students will be assigned to a specific bus based on their address and assigned pick up/drop off location. Students will be assigned to the bus that services the stop closest to their home address or documented alternate stop location. All bus transportation information will be noted in the Thornwilde Elementary school database by child and also with the Boone County Bus Garage/Transportation Department. (This is the reason we have two different Transportation forms!)

The bus garage will **not** approve different stops for different days of the week. * A child may only have one designated pick up location and one drop off location.

> * = The only exception to this rule is in the instance of a court order (i.e. – Joint custody, etc.). In this instance, court documents must be provided to TES and then approved by the Transportation Department.

Students will **not** be able to ride any school bus other than their assigned bus. Bus passes will **not** be issued for alternate locations or to ride home on a different bus other than a child’s assigned bus. NO EXCEPTIONS! 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. Again, please note that this means not only can a child **not** change buses for any particular day – they may also **not** change their designated stop!

Any pick up and drop off times communicated are approximate! To help ensure your child does not miss the bus, students should be at the bus stop a minimum of five minutes before your scheduled bus stop time. If the bus driver misses your bus stop, please bring your child to school and **call the bus garage** so they can determine what happened. Please be aware that this could occur when there is a substitute bus driver.

**Alternative Assigned Bus Stop**
If the bus stop differs from the home address (i.e. daycare, babysitter, child care, etc.) this is considered an "alternate stop". This must be prearranged with the school and transportation department. It must also be within the school’s attendance boundary based on home address, 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 student is transported on a Boone County bus.

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**NOTE**

**Alternative Stop Requirement**
It is against Boone County Transportation policy to have a mix of end of day bus transportation drop-off locations. For example, a student could **not** be dropped off at a day care center three days a week, and a home address the other two.

**Changing/Updating Transportation Needs**
Changes needing to be made to a bus pickup/ drop off location must be submitted in writing using the official transportation forms. No verbal or over the phone changes are accepted. Changes to an ongoing bus schedule must be approved by the bus garage, prior to the change taking effect. Parents should allow a **minimum of 24 hours** for the change to be processed by the Transportation Department.

**Parent Transportation Concerns**
We work closely with the Boone County Transportation Department. If you have a concern with your child’s transportation – specific to the bus, transportation policies, bus stop, or driver, **call the bus garage at 586-0878**.

If there are **behavior concerns** that are occurring on the bus, parents are encouraged to contact their child's teacher or the school office. We want to quickly address any student **CATS Pride on the Ride** concerns!
**TRANSPORTATION - PARENT PICK-UP OPTION**

**Option #2: Permanent Parent Pick-up**
Parents can designate their child as a Permanent Parent Pick-up. This can be established for Monday through Friday or for a consistent specific day of the week (i.e.: every Friday your child will be a parent pick-up.) Please keep in mind that it is important that you are punctual picking up your child and that you cooperate with staff regarding parent pick-up procedures for the safety of your child and others.

**Parent Pick-up Procedures**
Parents are to park their car in the parking lot or in the parent pick-up lane – **NOT** in the bus loop – and then enter the building to pick up their child(ren). Parents can wait in the cafeteria for their child as early as 3:30 p.m.; families may either enter the building through the school’s office to gain access to the cafeteria or wait until 3:35 p.m. for a staff member to open the side cafeteria door, located in front of the building. Parents should **NOT** enter (or exit) the building through the lobby.

At the conclusion of the afternoon announcements, the dismissal process begins. Children who are being picked up for the day will be directed to the cafeteria. Parents and younger siblings are asked to be seated while waiting for your child to enter the cafeteria.

**All students being picked up at dismissal must exit and check out of the building with a staff member through the cafeteria side door! DO NOT simply exit with your child using the front lobby doors.** If you do not have GRAY Pick-up Cards, or your information is not noted on the day’s Student Pick-up List (based on the day’s parent notes), you will have to check out through the main office with your child.

FAMILIES MUST CHECK OUT WITH A STAFF MEMBER
It is for the safety and security of all of our Wildcats that you check out with a staff member. We hold the busses until all students on the Pick-up list are accounted for; leaving without going through a staff member delays everyone’s dismissal!

A.M. Kindergarten students are dismissed at 11:55 a.m. Parents can wait for students outside in front of the building. Parents can park in the pick-up loop or in the parking lot – **not** in the bus loop – but, must exit their car and wait by the flag pool to pick-up their child from a teacher or teacher’s aide. Parents of morning kindergartners who are parent pick-ups will either utilize the numbered TES gray Pick-up card system, or will be on the Parent Pick-up list for the day because they sent in a parent note for the day.

**TES Permanent Parent Pickup Cards (aka: GRAY Pick-up Cards)**
Students who have designated permanent pick-up days will be assigned a gray TES Parent Pick-up card. These cards will have the student’s assigned transportation dismissal number. Each student will receive 3 cards – one to be hooked onto the student’s backpack and two for parents. Additional cards can be requested through the TES office.

Any parents or person designated to pick up a student must present their card to the staff person in charge of dismissal through the cafeteria. The staff member will verify its match to the numbered card on the student’s backpack. The student will then be allowed to depart through the side door of the cafeteria.

If you or the person designated to pick up your child does not have their TES gray Pick-up card, they will be asked to check out with a staff member in the office. They will need to provide photo identification.

**Note**
Your transportation card is issued annually! You will not have the same number assignment year to year. Please be sure to destroy any cards - you, your child, and/or anyone you gave cards to - from the year prior!
**ADDITIONAL PARENT PICK-UP POLICIES**

**Personal Identification**
It is important to always bring in a current picture I.D. as well during pick-up - even if you have a numbered gray Transportation Card. A staff member has the right to request your I.D. at any time when picking up a student.

**Establishing Who Can Pick-up Your Child**
During a child’s first year at Thornwilde, parents will receive a Student Enrollment/Emergency card as part of the enrollment paperwork process. This form is only completed once and is held on file. However, each school year parents must confirm their Census Verification report (which includes emergency contacts who may also pick up your child) and keep the office staff informed of needed changes/updates to their information.

The Student Enrollment/Emergency Card and/or the Census Verification report, MUST list who may or may not pick up your child. **It is very important that the form be filled out completely and the information is always accurate and up-to-date.**

If your child is ill or has an accident, this is the information we use to contact you or your designated emergency contacts. **If there are any changes during the course of the school year, you must notify the office with written notification of the updates.** It is important to list on this form, everyone who is an emergency contact who can pick up your child and their correct contact information. Students will not be released to anyone not listed on this form and designated as an emergency contact.

**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 enrollment/emergency card or census verification form on file in the school office OR who we have expressed consent for through a written permission parent note 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.

**Running Late to Pick-up Your Student/Not Meeting the Bus During Drop-Off**
If your child is a parent pick-up at the end of their school day and you are running late, you are asked to call the school’s office to communicate that information. Morning Kindergarten students end their day at 11:55 a.m. and all other students end their school day at 3:40 p.m.

The office staff will attempt to call the custodial parent if a child is not picked up at the end of their school day or if they are returned to school on the bus. Your child will wait in the office until a parent/designated adult arrives to pick them up. **If after 30 minutes** a parent or an individual on a child’s emergency contact list cannot be contacted, the SRO (Student Resource Officer) will be contacted.

Families should note that the SRO (Student Resource Officer) is automatically contacted after 3 late pick-up incidents. This includes children who are returned to the school by their bus driver because no one was at the stop.
**ADDITIONAL PARENT PICK-UP POLICIES**

**Dismissal from Student Celebrations and Special Events During the School Day**
Students are required to stay at school until the end of the day even following special events or programming. If a parent chooses to remove their child early from school, the parent must follow normal dismissal procedures and/or sign their child out early. Parents should also note that if they decide to sign their child out early from school, this will count as one of your 8 events. A parent note must be received by the office no later than 3:00 p.m. (11:00 a.m. for Morning Kindergarten).

For example, if your child typically rides the bus and you did not send in a parent note that day stating you would like to pick up your child or take them after an event, you would need to stop down to the office and write a parent note before 3:00 p.m. / 11:00 a.m. for morning kindergartners. You **cannot** just simply let your teacher know that you are taking your child! It must be documented through the office!

**Communicating a Student Pick-up (aka: Parent Pick-up Note)**
If your child is documented as a Permanent Pick-up for any given day on a TES Transportation form, no additional parent notes are required – UNLESS there is a change to that established schedule or a change in the person picking up that child. In those cases, please send in a parent pick-up note outlining the change for the day so that teachers and office staff are aware.

If a special circumstance does arise, and you need your child to be a parent pick-up at the end of the day, parents are required to send in a parent pick-up note clearly stating the change and including:

1. Student’s first and last name,
2. Teacher’s name,
3. Date impacted,
4. Who will be picking up the child, including the relationship of person - especially if other than a parent,
5. The note should clearly state if child is end-of-day pickup or an early pickup.

All parent notes – whether documenting absences, tardies, early dismissal, change in transportation, etc. need to include all of the basics! Remember that more information is better than less. Your parent note may start with your student handing it off to their teacher, but it will be processed by an office staff person – who may not be as familiar with your child’s pertinent information! It’s important to print clearly and legibly and include all requested information! Do **not** use nicknames/relationships to document who is picking up your child. “Grammy,” “the neighbor,” “Bob,” or a scribbled signature, does not give us the necessary information to ensure the safety of your child.

Again, **for safety reasons we do not accept verbal requests** to change a student’s transportation needs for the day. We must have the request documented in writing from the parent/guardian. Also note that **all changes must be communicated prior to 3:00 p.m.** This is for the safety and security of your child and all of our TES students. It also helps to ensure all parties involved are able to be notified prior to dismissal.

It is also our policy **not** to remove children from the bus/headed to the bus once the dismissal process has started. If the school is not notified in advance that a child is a parent pick-up, the child will follow their normal dismissal procedure! Under **no** circumstances may a parent approach/board a bus to remove a child. This is for the safety and security of all students and drivers.
EXTRA-CURRICULAR TEAM, CLUBS & ACTIVITIES

Parent Pick-up Notes VS. After-School Activities
If your child is registered for an after school extra-curricular activity or club, you will **NOT** need to send in a parent note for them to stay after school. Your signed permission slip during registration for the club/activity is the documentation that gives permission for your child to stay.

If for some reason you do not wish to have your child stay for their normally scheduled after-school activity, you must send in a parent dismissal note stating this. Attendance is taken at each after-school activity, and the buses are held until all students are accounted for. **If your child is registered for an after school program, we will not allow them to go home on the bus unless there is a parent note documenting this request.** We will NOT accept a student’s verbal explanation that they are supposed to ride the bus home!

Please be sure to provide your child a friendly reminder before they leave for school if they are staying after for an event/club and who will be picking them up. If someone other than a parent is picking up your child at the conclusion of their after-school activity or club, a parent note stating your permission and name of the person picking up your child must be sent to the office.

Teachers/Coaches will dismiss students through the front lobby doors at the conclusion of the program. Unless otherwise notified, parents/designated adults picking up a child should wait outside the building until students are dismissed. Doors will remain locked during after school activities and opened at the conclusion by the Club sponsor only!

Team & Club Activities/Practices
Thornwilde students are eligible to participate in many extra-curricular activities. Examples include: Academic Team, Future Problem Solvers, Basketball, Cheerleading, Chorus, Drama Club, Girls on the Run, Flying Wildcats Running Club, Lego League, Mozart & Beethoven Strings, Odyssey of the Mind, Archery, STEAM Cats, News Team, Student Council, STLP (Technology), and Code Academy.

In order to be eligible for any extra-curricular teams/clubs, a student MUST maintain acceptable academic standing/grades, have good attendance – during the school day and with overall team/club practices/meetings, and demonstrate acceptable behavior at all times. If a student fails to maintain their academic standing/grades, good attendance and good behavior during the season and/or grading period, participation will be suspended until attendance, academics/grades and/or behavior improves. Final decisions are left to the discretion of the principal/designee.

A student must have a signed permission form from their parent, documenting permission to participate in the club. The permission form would be included in the information packet given to students from the sponsor of the team/club, and would need to be returned in advance of the program. **IT IS THE RESPONSIBILITY OF THE PARENTS** to provide transportation to and/or from functions (meetings, practices, rehearsals, etc.) before and after school.

Before School Activities/Practices
When registered for team/club/programs that meet prior to the front lobby doors opening at 8:10 a.m., parents are expected to wait outside with their child for the team/club sponsor to let them in. After greeting students they will take them to their activity location.
**EXTRA-CURRICULAR TEAM, CLUBS & ACTIVITIES**

**Immediately After School Activities/Practices**
When a team/club meets directly after school at 3:40 p.m., students will automatically be dismissed to the activities location at the end of the school day where attendance will be taken and verified.

**NOTE** Parents do **NOT** need to send in a parent note stating a child is staying after school for a team/club **IF** they have filled out a permission form granting consent that a child will be involved with a specific team/club. Please see page 24 for more specific details on this policy.

**Evening School Activities/Practices**
Parents are expected to transport their child to and from any practices/rehearsals/activities that do not occur immediately after school. Parents are expected to wait outside with their child for the team/club sponsor to let them in. After greeting students, they will take them to their activity location.

**Picking Up Your Child from After School Activities**
Parents are asked to please wait in their car or outside the front lobby doors until the activity sponsor opens them promptly at the dismissal time. The doors will remain locked until the activity sponsor opens the door. This is to help ensure your child’s safety during extracurricular activities.

**NOTE** Parents should note that students or staff from the YMCA Afterschool program found in the cafeteria are **not** allowed to open doors and give entry to anyone not part of their program. This is for the safety of all individuals in the building after hours.

Children should be picked up punctually after the completion of an activity, practice, game, etc. **Failure to pick up students on time from extra-curricular activities may result in the child being removed from the activity.** If a child is left at school after either the school day is over or the extra-curricular activity is over, the school reserves the right to contact the proper authorities.
MEDICATION POLICY & PROCEDURES

Medication
Boone County Board of Education Policy 09.2241 states: 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.

Students may take medicine which is brought from home once a completed Medication Administration Authorization form from the parent/guardian is on file in the school office.

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 nurse, health clerk, or office staff 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. 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 Medication Administration Authorization form shall be completed by the parent/guardian each new school year when any prescribed medication (including prescription herbal and dietary supplements) and/or non-prescription over-the-counter medications, are essential for the student to remain in school and are brought to school.

The specific instructions included with the medication and supplied by the family and/or health care provider on the medication release section of the form, shall be followed during administration of the noted 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 communicate that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

Return of Medication
At the end of the school year, all medications, epi-pens, etc. must be picked up from the school’s health clinic. It is the responsibility of the parents to make arrangements to pick up these medications – as they will NOT be sent home with the child!
TES Cafeteria Account
Each student is assigned a computerized number to use in the cafeteria. Students may either pay for their meals daily, or parents can set up a pre-paid account in the cafeteria. Parents can put money in their child’s lunch account and monitor this account online. Parents may also request that snacks/a la carte items not be purchased through the student account.

Manage Your Child’s Lunch Account Online – My School Bucks
Pay for school meals and more, anytime, anywhere from your computer or smartphone. My School Bucks is a convenient and secure method to help manage your child’s lunch account: https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home

Keeping funds available in your child’s account is important. A student may only charge their meal 3 times. No charges will be allowed the last two weeks of school. Breakfast and lunch a la cart items cannot be charged at any time.

Free & Reduced Lunch Applications
Families can access the free and reduced lunch application form online at http://www.schoollunchapp.com/
The process is simple, fast and easy! If a family does not have access to the internet, a paper application is available upon request through the school’s office.

Boone County Schools Menu/Food Service Information
It is easier than ever for families to keep up to date on all things related to food services – including access to the monthly lunch menu. Simply go to the TES website (http://thornwilde.boone.k12.ky.us/) choose “Lunch Menu” from the Quick Links section, choose the school and menu you are interested in and – WOW, look at all the information that is at your fingertips!

Boone County Food Service – Menu Information
http://boone.nutrislice.com/
You can view and print breakfast and lunch menus, view daily milk and fresh fruit choices, confirm condiment choices, hover over a menu item to pull up detailed nutritional information, check out carb counts, view pricing – and so much more!

For any additional questions regarding meals, please contact Megan Perry, TES Cafeteria Manager at megans.perry@boone.kyschools.us or call her direct line at 859-586-3902. A copy of the monthly lunch menu is also available upon written request.

Breakfast at TES
Breakfast is served from 8:10 – 8:40 a.m.; breakfast students will be unloaded from the bus as soon as they arrive to eat breakfast. Students being dropped off should arrive as close to 8:10 am as possible so they have time to get through the line to purchase their items and eat before heading to class and the official start of the school day. If the school is on a 1-hour delay – breakfast will still be offered on an hour delay. In the event of a 2-hour delay – breakfast is not served.

Joining Your Child for Breakfast/Lunch
Parents/Approved Visitors are permitted to eat breakfast or lunch with their child. However, due to Federal policies and those adopted by the School Based Decision Making Council and for the safety of ALL of our students, there are a number of policies that must be adhered to by all visitors.

All visitors must observe all cafeteria procedures and school expectations or the administration reserves the right to ask the visitor to leave and visitor privileges may be suspended. We thank you in advance for your understanding and adherence to the policies, many of which help us to address safety concerns for our students!
**Cafeteria Expectations & Policies**

**TES Café Policy & Procedures**

Below is an outline of policies and procedures that parents/approved visitors must follow when joining their Wildcat in the TES Café for breakfast or lunch. Note that the number of visitors allowed in the TES Café may be limited if class sizes exceed cafeteria space – space is limited!

**Having Breakfast/Lunch with your Wildcat:**

- **Only the parents of a child will be allowed to visit for lunch or breakfast, unless a parent note is sent in** the day of the breakfast/lunch visit stating the name of the person you as a parent are granting permission to.
  
  - The school must be notified in writing any time anyone other than a custodial parent/guardian is having breakfast/lunch with a student, so we have written documentation of parental consent.
  
  - Please note we will **not** accept a “standing note” for someone other than a parent to have lunch with a child - and the parent note must be sent in the day of the visit!

- Custodial Parents/Guardians are welcome to have breakfast/lunch with their child at any time. Custodial Parents/Guardians do not need to call in advance – you simply need to check-in through the office a few minutes prior to your child’s scheduled lunch time. A Background Check/Volunteer Training is not needed to have lunch with your child.
  
  - Parents/Approved Visitors must **check into the office first**, before visiting the lunchroom.
  
  - You will need to sign in using the **DAILY VISITOR LOG** and provide photo identification, which will be kept while you are in the building.
  
  - During sign-in, you will be provided a LUNCH STICKER to wear over to the cafeteria.
  
  - Parents/Approved Visitors will be asked to wait in the office until the previous lunch group has vacated the cafeteria and their child’s grade/classrooms are entering the lunchroom.

- Parents/Approved Visitors will be able to sit with their child at the labeled “Guest Table.” Visitors to the Café will **not** be able to sit in any other reserved section. They will also not be able to sit in the booths, as these are reserved for student rewards and incentives.
  
  - **No** additional student “guests” or friends can join a student at the guest table.

- After eating with your child, please return immediately to the front office to sign out and retrieve your identification. You will also return your LUNCH STICKER at that time.
  
  - Lunch visitors are not permitted to enter the playground, visit your child’s classroom, and walk down hallways, etc. before or after lunch with your child. Lunch visitors cannot visit any other parts of the building beyond the cafeteria.

**Additional Café Policies:**

- As a visitor, if you need to use the restrooms while you are here for breakfast/lunch, please visit the facilities in the office. **Visitors may not use the student restrooms.**

- It is our policy not to allow **any type of outside restaurant food or beverages (not just fast food – any type of restaurant food/carry-out)** into the TES Café.

- In addition, **NO canned beverages, soda/pop, or beverages in a glass container are allowed into the lunchroom.** No glass containers of any sort are allowed in the TES Café.

- TES Café pricing is available on page 41 of this handbook.

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**NOTE:**

A **Visiting the TES Café Guidelines** sheet outlining our Café policies is available through the TES office upon request.

Families should also note that though rare, lunch times may vary during special events.
Technology Policy & Procedures

Technology
Thornwilde Elementary follows the Boone County Schools: Acceptable Technology Use Procedures (AUP) outlined in the Boone County Code of Conduct Handbook. Students and parents are required to sign the AUP portion of the Acknowledgment of Review form found in the beginning of the handbook. (For your convenience, this form is part of the beginning of the school year/new enrollment pack that must be returned for each student.)

Student Email Accounts
Each student will be set up with a Boone County Schools email address. School email accounts are for educational use only. Students who misuse their email accounts will be subject to disciplinary action and loss of email privileges. All technology guidelines and procedures will be strictly enforced to ensure the acceptable use of technology for instructional purposes only.

Technology Access at TES
As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. 21st century learning (communication, collaboration, critical thinking, and creativity) is essential for today’s students.

Students and parents/guardians must sign the Boone County Schools Acceptable Technology Use Procedures (AUP) contract. The Acceptable Use Policy (08.2323) as approved by the Boone County Board of Education can be found on the Boone County Schools website. Students, employees and guardians are expected to adhere to all of the procedures and guidelines that support this policy.

A great deal of technology is available to the students of TES. We have two 30-computer labs and the library is equipped with 25 computers. Below is a list of the current technologies available in the primary and intermediate classrooms:

Grades K-2 Classrooms:
- 8-9 Desktop Computers
- 1-2 Laptop Computers
- 10 Window Surface Tablets (available to each grade level)
- 2nd grade will receive one-to-one Chromebooks during the 17-18 school year

Grades 3 – 5 Classrooms: One to One Technology
- Chromebooks available for every child.

Chromebook Notes: Please note that students will not be issued a Chromebook until all students obtain a passing percentage on their digital license and all procedures/expectations are learned and reviewed.

Any misuse of the Chromebook or failure to follow all rules and procedures will result in the loss of this privilege. Students who violate the AUP policy (08.2323) are subject to disciplinary action per the Boone County School’s Code of Conduct.
THORNWILDE SUPPORT

B.E.S.T Partnerships (Business Education Success Team)
Thornwilde has always been fortunate to have several business partnerships from the community. Developing B.E.S.T partnerships allows us to cultivate positive relationships between our school and the community, which benefits our students. If you are interested in being a B.E.S.T. partner, please contact the school.

Support from the Community
We also enjoy other informal partnerships with other local businesses. We appreciate the support and commitment from local businesses and owners in the community! If you own your own business or work for a company who you feel would be interested in partnering with us, we encourage you to contact the school to discuss your interest.

School 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. Parents nominate and vote for parent representatives. Teachers nominate and vote for teacher representatives. A schedule of meeting dates and times, as well as more information about SBDM Council will be posted on the Thornwilde website.

Thornwilde Elementary Parent Teacher Association (PTA)
The success of Thornwilde Elementary is impacted greatly by the incredible involvement of our parents and our students’ extended families. The PTA supports our students and teachers with added programs, activities, supplies, services, volunteers, and funding to help stretch the state’s allowance for education. This allows us to offer our Wildcats things such as Accelerated Reader, school wide assemblies, in depth grade/classroom learning events, off-set cost of field trips, put student recognition programs in place, provide new technologies, meet classroom material needs and provide club/after-school activity support. These programs and allowances give our teachers the extra tools that would normally not be available to enrich the knowledge and learning of our children.

The PTA cannot do it without you! Please consider becoming involved by joining our PTA or volunteering during one of the events they sponsor. Membership dues are $5 per person, per year and are payable to Thornwilde Elementary PTA. (More information about volunteering can be found on page 33.)

PTA General Assembly meetings are held four times a year. Check you’re The Wildcat for dates and times or visit the PTA’s website. To learn more about PTA, membership and how you can volunteer for events, go to: www.thornwildepta.org

2017-2018 SBDM MEMBERS
Pamela Thamann, Chair
Teacher Representative TBD
Katie Hale, Teacher Representative
Kristen Meyer, Teacher Representative
Karen Brandstetter, Parent Representative
Kathy Birkofer, Parent Representative
Fatou Souare, Minority Parent Representative

2017-2018 PTA BOARD MEMBERS
Leia Karwacki, PTA President
Jennifer Peterson, General Vice President
Julie Herron, Treasurer
Jennifer Inman, Secretary
Karen Brandstetter, Technology Coordinator
Dawn Sheanshang, VP of Volunteers
Melissa LeSaint, Co-VP of Programs
Shelly Depp, Co-VP of Programs
Heather Wyland, Co-VP of Ways & Means
Lisa Dyer, Co-VP of Ways & Means
Maureen Zachary, VP of Membership

2017-2018 PTA COORDINATORS
Christy Frey, Spirit Wear
Amy Taylor, Wilde Moms
Matt Herms, Wilde Dads

PBIS Partnerships (Behavior Education Success Team)
Thornwilde has always been fortunate to have several business partnerships from the community. Developing PBIS partnerships allows us to cultivate positive relationships between our school and the community, which benefits our students. If you are interested in being a PBIS partner, please contact the school.

Support from the Community
We also enjoy other informal partnerships with other local businesses. We appreciate the support and commitment from local businesses and owners in the community! If you own your own business or work for a company who you feel would be interested in partnering with us, we encourage you to contact the school to discuss your interest.

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THORNWILDE SUPPORT

‘Wilde Dads Program
This program provides an opportunity for men to be more involved in our student’s education and school day. Studies show that an active male figure in a child’s life has a number of beneficial impacts.

The goal of the ‘Wilde Dads program is to welcome fathers, step dads, foster dads, grandpas, male legal guardians, etc. into our school to build positive relationships with our Thornwilde students. The sole focus of the group is to support the teachers, staff and students at Thornwilde.

The ‘Wilde Dads implement activities such as Science Night, Bring Your Dad to School Day, Field Day, and activities for Fall and Spring Fest. We encourage males to volunteer in any way they can. For more information visit the PTA website at www.thornwildepta.org. Also keep up to date with ‘Wilde Dad programming by signing up/registering for updates through the ‘Wilde Dads Remind 101 program.

‘Wilde Dads are volunteers – and as such they must have a background check on file and have attended a volunteer training.

‘Wilde Moms Program
This program provides an opportunity for women to be more involved with TES – especially in the hospitality endeavor. ‘Wilde Moms is designed to encourage, serve and support the teachers and staff at Thornwilde. These volunteers provide food and beverages for staff meetings, host the “Fun Friday Cart” for TES staff, provide dinner on parent/teacher conference nights to staff and organize other fun surprised throughout the year.

‘Wilde Moms are volunteers – and as such they must have a background check on file and have attended a volunteer training.

Programs That Support Our Wildcats & Fundraisers
There are several ways that you can support our Wildcats. One way is to assist the school and/or PTA in generating money for instructional materials, classroom/teacher supplies, operating costs and philanthropic contributions. We thank you in advance for participating in programs that support our school and our students. Detailed information about programs will go home with students with each new event and/or information can be found on the TES or PTA websites.

Fundraisers and Service Learning Opportunities may be held periodically throughout the year. These fundraisers allow us to provide additional programs, activities and technology to enhance the curriculum and provide our students with 21st century learning opportunities. They also allow us to provide funds for philanthropic causes so students learn about the importance of helping and caring about others. Some examples of events include: Read-a-Thon, Dining Out Nights, Fall Fest, Spring Fling, Jump Rope for the Heart, Stock the Shelves Drive, Giving Tree, etc.

There are also a number of ongoing fundraiser programs that families can participate in throughout the school year. Refer to the next page for an outline of ongoing fundraising opportunities.

Birthday Book Club: The Birthday Book Club is a way for your child to leave their mark on TES by donating a hard cover book to the media center’s collection in honor of their birthday. Each donated book gets a label with the student’s photo on the inside cover. The student’s photo and first name are also added to the library website and to the album kept in the library. Also, please note that donations for library books are accepted at any time during the school year.
How can you support Thornwilde Elementary PTA?
All you have to do is SHOP!

Enroll your Kroger Plus Card at www.krogercommunityrewards.com and select Thornwilde Elem #83828. We earned almost $11,000 this past year!

Register your Remke card in their Caring Neighbor program. Visit www.remkes.com and go to “My Account” and select our school from the charity list. We earn 2% of purchases! All registrants must re-enroll by Sept 1st annually.

Collect labels and submit to T.E.S. We earned over $2,200 this past year!

Make all your Amazon purchases through www.smile.amazon.com! Exact same prices and selection but T.E.S. will receive 0.5% donation from your purchase! You can use this link to shop:
https://smile.amazon.com/ch/35-2448987

Collect caps (or codes from inside of multipacks) from your favorite Coca Cola beverages (including Powerade, Sprite, Fanta, Dasani, Mello Yello and more) and drop in your class collection bin. Each cap code is worth 5 cents or more for our school! If your class collects the most, you win a Coke ice cream float party!
The Importance of Volunteering
Last year our volunteers logged in over 8,600 hours! Thanks to our many volunteers such as copy moms, presenters, field trip chaperones, party planners, coaches, and volunteers who work one-on-one with students. We would not be a Distinguished School without the involvement and commitment of our volunteers!

Background Checks for Volunteers (Youth Leader Form)
in order to volunteer, chaperone a field trip, or work with groups or individual students at TES, you must pass a criminal background check processed through the state. These are required every two years, and forms can be obtained from the school office or downloaded from the Thornwilde website at http://thornwilde.boone.kyschools.us. There is a $10 charge which can be paid by check or money order made payable to Thornwilde Elementary School to complete this application.

Parents may attend school performances/ assemblies or attend lunch with their child without a background check but cannot go anywhere else in the building before or after these activities.

Volunteer Training
All volunteers must not only have a valid approved background check on file, they must also attend a thirty-minute TES Volunteer Training session. This one-time session reviews important information such as our Code of Ethics, Confidentiality Policy, expectations in our school, and opportunities for volunteering.

Training on how to use equipment such as the copy machine, laminator, etc. or information about your specific volunteer duties are not reviewed during this session. This training is completed with a PTA member or with the teacher you are volunteering for.

Volunteer Check-in & Logging Your Minutes
In order to provide a safe environment for the students, all visitors MUST comply with a number of visitor policies. Adherence to these policies is required by everyone visiting the school including volunteers, lunch visitors, visiting for assemblies, special events, etc.

Volunteers must...
  • Sign in through the office and receive a VISITOR STICKER to wear in the building.
  • Leave photo identification at the front desk while in the building.
  • Sign out immediately following volunteer session.
  • Not visit any other parts of the building unless needed to complete volunteer duties.
  • Be dressed appropriately for a school environment.
  • Use the restrooms designated for adults.
  • Have attended TES Volunteer Training.

Anyone violating visitor procedures may have their privileges suspended. Anyone without a visitor’s sticker will be stopped and asked to return to the office. The administration reserves the right to ask any volunteer to leave the building at any time if they are not following the visitor guidelines, are dressed inappropriately, are creating a distraction or displaying any type of inappropriate behavior.

When volunteers sign in and out at the office, they do so in the PTA Volunteer Log. (Not to be confused with the “Daily Visitor Log.”) The purpose of this log is to allow the PTA to monitor and track your minutes spent volunteering for TES, whether spent inside or outside of the building. These minutes are calculated by the PTA and are used in district recognition programs.

Confidentiality
All visitors and volunteers shall maintain the confidentiality of any and all students of Boone County Schools. You must respect the confidentiality of information you receive about students with whom you work. No information about students, parents or staff can be shared with others at any time. If visitors or volunteers breech the confidentiality of students, parents, or staff, the administration reserves the right to suspend volunteer privileges.
Animal Policy
Animals cannot be brought onto school property during school or school activities for the safety of all students. This includes during morning drop-off and end-of-day pick-up. Dogs are not permitted on the playground at any time — whether school is in session or not. This policy does not apply to service dogs that have been trained to do work or perform tasks for people with disabilities or certified Paws to Read dogs. Any exceptions to this policy must be obtained from the principal. If you walk your dog on school grounds after hours, please be sure to be responsible and clean up after them.

Birthdays, Celebrations & Treats
Although we enjoy celebrating our students, items such as balloons, flowers, etc. cannot be sent or brought to school because of the disruption to the educational process and in fairness to all students. If items such as this are brought or sent to school, the parent will be called to pick them up. Items such as these cannot go home on a school bus.

The distribution of party invitations at school is strictly prohibited, as is the request for student names for party invites. Do NOT send party invites to school with your child or request student information from teachers!

Please refer to individual teacher procedures for birthday/recognition guidelines and specific classroom allergy information. If your teacher allows treats, parents may drop them off in the office, and office staff will deliver treats to the classroom so that instructional time is not interrupted. Parents will not be permitted to walk items down to the classroom or take them into the cafeteria for lunch.

Snacks/treats must always be store bought and packaged as individual servings for the safety of students with food allergies. Treats such as cakes, cookie cakes, etc. should not be brought to school. In addition to possible health and safety issues, these types of items take a significant amount of instructional time to cut, serve and clean up. No left-over treats will be transported home on the bus.

Building and School Grounds
SBDM and Board policies will be followed regarding facility use.

Unless checked in through the office as a volunteer, individuals may not be on school grounds — including outside, in the outdoor garden or the playground during the school day. Although the community has access to the outdoor grounds of the school when it is not in session, we remind you that adults MUST supervise children that use our facilities/equipment after school hours and to be mindful and respectful of the property.

Communicating with Parents – Announcing School Information
Keeping parents “in the know” is an important component of a Wildcat’s success. The best ongoing resource parents have to keep up to date on school events and information is the school newsletter–The Wildcat. You can also find information on the school website (http://thornwilde.boone.k12.ky.us/) and Twitter @ThornwildeBoone.

Information from Thornwilde will come home in a variety of ways – but, our primary modes of communication include: school wide emails (using the email@blackboard.com system), Remind 101 messages (in which parents set up to receive text messages or emails from the school), and on occasion, school wide phone messages. (Please refer to the Remind 101 section of this handbook for more detailed information on. It is the communication program used to announce all school closings, delays, and early dismissals!)

It is imperative that families keep the school office continually updated on the correct contact information – including email address and phone numbers.

Please note that teachers have their own individual methods in which they will reach out to parents to communicate overall grade and classroom information. This will be shared by your child’s teacher at the beginning of the school year.
Communicating with Parents – The Wildcat

“The Wildcat” is our school’s newsletter. It is typically emailed to families each week and is full of important information and exciting highlights of our Wildcats! Be sure your current email address is on file with the school office to ensure you receive the newsletter! Copies of the newsletter can be made available upon request – but the request must be submitted in writing. The Weekly Wildcat is also available on the TES website at http://thornwilde.boone.k12.ky.us/

Conferences/Visiting Classrooms/Teacher Contact

If you wish to speak with a teacher, principal, or counselor, please email the individual to schedule an appointment that is at a convenient time for all parties involved or contact the office to leave a message for the individual to contact you back.

You are welcome to visit your child’s classroom or meet with a teacher as long as you prearrange it with the teacher first. Parents are not allowed to just “pop in” to classrooms to visit their child or teacher. The same is true for phone calls to the classroom – if school is in session and the teacher is not in his/her planning period, you will either be placed in that teacher’s voice mail or the office staff will take a message or try to assist you.

If visiting a classroom, you must leave your driver’s license in the front office, sign in and out, and wear a visitor’s sticker while you are in the building. Your visit must not cause undue interruptions. 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.

Daily Snacks

Please follow the teacher’s guidelines for snacks and water bottles during the school day. If permitted to have snack in the classroom, be sure to pack only nutritious items during the school day as we teach health and nutrition daily. Gum is not permitted unless given by the teacher as a special incentive. Please abide by all food/snack guidelines set by the teacher. Failure to do so may result in a child losing this privilege.

Emergency Procedures

Fire, tornado, earthquake, lockdown and bus evacuation drills are conducted regularly to develop safety practices that will help students move quickly in an orderly manner to pre-designated safety areas. We 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.), and all safety procedures have been carried out. This ensures the safety of all students.

Field Trips

Students will be allowed to participate in a specific field trip only with a returned/signed Field Trip Permission form. This form requires not only a parent/guardian signature, but also contact and student information. Both sides (left and right) of the form must be filled out – one side stays on site at the school and the other the teacher takes on the field trip in case of an emergency. Failure to return permission slips by the designated date may result in loss of permission to attend. Fees associated with any field trips will be communicated to parents in advance.

Also note that parents will fill out a Field Trip Permission form at the beginning of the school year for the TES Nature Trails located in the Thornwilde neighborhood. This will allow students to go on walking excursions on the trails. This form is good for the entire school year.
Field Trips – Chaperones
Chaperones for field trips will be arranged by your teacher or a grade level teacher. Please note that for any adult to chaperone, you must have a valid background check on file and have attended TES Volunteer training. To ensure the safety of our students, chaperones are not permitted to bring young children/siblings on trips.

Volunteers will still need to sign in/out through the office, but will not need to leave a photo identification. Depending on space on the bus, chaperones may not be able to ride the bus to/from the field trip location. Volunteers may not drive their student to/from the field trip – all students must ride the bus.

Forgotten Items/ Item Drop Off
On occasion students will forget items they need for their school day, have projects that are too big to carry, or items that are too heavy to walk to the classroom, etc. If your child forgets something at home (such as a backpack, glasses, lunches, etc.), or they can’t easily carry an item to their classroom, a parent can drop off these items to the office.

The child’s name and homeroom must be clearly marked on the item(s). A staff member will make arrangements to get the item to the appropriate student. Parents will not be permitted to walk items down to the classroom.

Parents should note that we discourage students from calling for forgotten items or for items to be brought up to school. We wish to encourage the life skill of responsibility with our students and also minimize classroom interruptions that occur when delivering items. However, we all forget things time to time and if the item is deemed necessary and with teacher permission, we will allow a student to call home.

Lost/Damaged 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. Report cards will be held at the end of the school year if payment for lost/damaged items has not been received.

Lost & Found
We strongly recommend that you place your child’s name in all articles of clothing, books, lunch boxes and backpacks. This helps ensure that if an item is misplaced, it is more likely to make it back to its owner. If a child has lost something, he/she should look in the lost and found station located in the cafeteria and/or check in the office.

It is important to look for an item as soon as you notice it is missing. The lost and found items are donated each month – prior to which a display table is set up so that all classrooms/students can review its contents and claim any lost items.

Found items should be reported to your teacher or the front office before placing them in the lost and found station. Items such as cash, jewelry, watches, eye-glasses, etc. should be returned directly to the office. Those items will not be placed in the lost & found bin.

Playground/Wellness
Weather permitting, students will go outdoors for wellness time. NEW this Year: We have an official guideline to determine if students go outside or not. Students will go outside for wellness unless it is below freezing, so please be sure your child is dressed for their day. We will make the determination if wellness will be indoor or outdoor for the day before the first scheduled lunch.

Please also note that the outdoor playground areas cannot be accessed immediately after school by nearby families/students until after 6:00 p.m. The YMCA is contracted to use the space, and it is part of state requirements not to have non-program children inter-mixed with child care students.
Publishing Student Information/Pictures
To publicize the achievements and accomplishments of our students, Thornwilde Elementary may publish student names, photographs or achievements in/during school publications (e.g. The Weekly Wildcat, the school yearbook, morning announcements, principal emails, recognition assemblies, etc.) or release information to local newspapers and/or broadcast media. We may also post the information on the Thornwilde or Boone County Schools websites, Twitter, Dojo, and/or throughout the school.

Each new student is provided a Boone County Permission to Videotape/Photography/Publish form as part of their original enrollment packet. In accordance with the Buckley Amendment, parents may deny permission for a school to publish any or all of this information by notifying the school. If a parent wishes to deny permission, they must submit that in writing. Parents can attach a separate note to the form or simply write on the permission form that they are denying permission.

Once signed and dated, this form remains in effect for your child’s entire enrollment in the district and allows a school to publish information and photos of your child. However, at any time during the school year, a parent may amend their permission for future uses/preferences either by completing the form or submitting in writing their needed changes.

Parents should note, that the school will make every effort to comply with a request, but parents should bear in mind that we cannot monitor all adults at all times, especially during special occasions/events from taking photos. All student photos will also be included in the annual TES Yearbook.

We ask that parents bringing a camera to a school event, games, parties, assembly, field trip, etc. only take pictures of their student and/or ask their child’s teacher if everyone has a permission to be photographed before snapping pictures!

Remind 101: Messaging System
Remind 101 is a one-way text messaging and/or email system. All changes to the school schedule due to inclement weather or other unforeseen emergency will be announced using this communication program. In order to receive alerts, you must sign up for the Remind 101 program! It’s fast and easy to register – and all personal information remains completely confidential!

There are 2 ways to sign up and stay connected to TES:

1) Grab your phone! Sign up by sending a text message to 81010 with the message @thornwilde. You will start receiving text message alerts!

- OR –

2) Log into the Remind 101 website from your phone or computer! Access remind.com/join and enter this code in the “find your class” prompt: @thornwilde. It will then ask you to enter your name, indicate the phone number or email address you would like the Remind 101 message to be sent to and to choose a password. That’s it – you will then start receiving your message alerts!

You may opt out of the Remind 101 service at any time by texting STOP to 81010!
School Delay and 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 local radio or television station. The Superintendent makes weather-related decisions regarding one/two-hour delays, early dismissals, and school closings.

If school is going to be delayed, closed or dismissed early, parents will also be notified through the Remind 101 messaging system. Families must register for the Remind messaging system. See the previous page for more detailed information on our messaging systems.

- **Snow Day/School Closed** – School is closed and TES before/after school clubs and activities are cancelled.
- **One Hour Delay** – School will officially start at 9:40 a.m. – students encouraged to be here by 9:30 a.m. - in the event of a 1-hour delay. This includes morning kindergarten as well. Busses will pick up students an hour later than their normal pick up time. TES Before school clubs/activities are cancelled in the event of a 1-hour delay.
- **Two Hour Delay** – School will start at 10:40 a.m. – students encouraged to be here by 10:30 a.m. - in the event of a 2-hour delay. Morning Kindergarten is cancelled if schools are on a 2-hour delay.
- **Early Dismissal** - It is imperative that parents fill out an *In the Event of an Early Dismissal* form to clarify transportation needs in the event that school closes early.

If your student is registered for the Before School, After School, and/or Extended Kindergarten program with the YMCA – please see a Y staff member on how a school closing, delay, or dismissal specifically impacts your child!

In addition to the school sending out Remind 101 alerts, Boone County Schools will also be announcing closings and delays via their twitter account, @BCSwwx, and their Facebook Page. Again, families can always tune in to their local news channel and watch for the announcement on school closings and delays!

School Hours (Including Office Hours)
Morning Kindergarten through 5th grade students may arrive as early as 8:10 a.m.; at 8:30 students are dismissed from the cafeteria and proceed to their classrooms. The front lobby doors lock at 8:40 a.m. Afternoon Kindergarteners should arrive at 12:25 a.m.

School is in session during the following hours:
- 1st through 5th grade: 8:40 a.m. - 3:40 p.m.
- AM Kindergarten: 8:40 a.m. – 11:55 a.m.
- PM Kindergarten: 12:25 p.m. - 3:40 p.m.

During the school year, access to the TES office is from 8:00 a.m. – 4:00 p.m., Monday through Friday. A staff member is available by phone between 8:00 a.m. - 4:30 p.m. If you call the school outside of those hours, you may leave a voicemail message.

Summertime office hours are from 8:00 a.m. – 3:00 p.m.

We strongly discourage students returning to school to retrieve forgotten homework, books, clothing, etc. after school hours. Students should be following their *CATS Pride* expectations and *Act Responsibly* by ensuring they have everything they need before dismissal. Please note that after 4:30 p.m. no students/parents will be allowed back into the building for retrieval of any items. (Any student/parent re-entering the building to retrieve items **MUST** check in through the office and have a staff member accompany them to the classroom.)
**MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES**

**School Hours – Attention Kindergarten Parents**
You will be notified in advance if Kindergarten school hours will be changed due to a special event. In the past, this typically happens at the end of the school year with activities such as Field Day and Kindergarten Promotion Day. (i.e. – Afternoon Kindergarten is cancelled, and all students are asked to attend the morning session.)

**Telephones**
*Cell phones video watches, etc., are NOT permitted on campus.*  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.

Telephones in the office are for school business or emergencies only. Students should practice responsibility and make every effort to have all items they need for the day. We discourage students from calling home for forgotten books, homework assignments, lunch money, lunch box, etc.

**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 transporting toys on the bus. CD’s and players with headphones, electronic games, cell phones, etc. should not be brought to school. Toys/electronics brought to school may be confiscated and the parents contacted to pick them up.

**Visitors – Including Lunch, Special Events & Volunteering**
School is a place of learning. As such, we are diligent in ensuring that there are no unnecessary interruptions to instruction during the school day. In addition, unfortunate events in our society have made school safety and security (not convenience), the top priority when setting policy about who comes into the building and when. We thank you for adhering to these rules, as they are intended to protect students and staff. Anyone violating visitor procedures may have their privileges suspended.

In order to provide a safe environment for the students and staff, *all visitors MUST SIGN IN and OUT in the school office and receive their VISITOR STICKER to wear in the building – ANYTIME they are in the building!* Visitors are *NOT ALLOWED to go directly to the classroom, gymnasium or cafeteria, etc., without checking in through the office FIRST!* Individuals without a visitor’s sticker will be stopped and escorted back to the office.

During sign-in, visitors (including volunteers) will have to document the purpose of their visit. Visitors are signed in to attend that event or outlined purpose only.

All visitors must *leave their photo identification* at the front desk during their time in the building. This is required of ALL persons entering the building during school day hours *for any purpose, including volunteering, lunch, classroom presentations, etc., but also attending events such as book fair, award assemblies, shows, etc.* When attending events, you must plan enough additional time to account for parking and checking in!

For the safety of our students, *visitors must sign out immediately following the event and may not visit any other part of the building.*

If a parent wants to visit a classroom, it must be pre-arranged with the teacher. *Small children cannot accompany parents to classrooms or on field trips.* Visitors must be dressed appropriately for a school environment. The administration reserves the right to ask any visitor to leave the building at any time if they are not following the visitor guidelines, are dressed inappropriately, or create a distraction or display inappropriate behavior.
MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

Visitor VS. Volunteer
Anyone coming into the building during school hours other than a TES staff member or student is a Visitor – and would have to follow the above outlined Visitor Policies. However, when checking in through the office visitors and volunteers utilize different sign-in binders to document their visit.

*When to use the Visitor Log:*
Individuals sign in through the *Visitors Log* if they are visiting their child during lunch, attending an awards assembly or school performance, or coming to observe their child during a presentation. As a visitor, you do not need to have a background check on file or have attended a volunteer training. A “Visitor” only has access to that part of the building that is connected with their documented purpose (ie: TES Café for Lunch, Gym for Awards Assembly, etc.)

*When to use the Volunteer Log:*
Individuals sign in using the *Volunteer Log* if they are going to assist a teacher or staff member in any way or will have interaction with students. Examples include: Using the copy room, chaperoning, coaching, volunteering for parties, helpers for special events, etc. Volunteers have additional requirements above and beyond what a visitor does. They include the need for a current background check or a volunteer training. (Please see page 33 for more detailed information.) In addition, our volunteers (either through the school or PTA) must log in their total volunteered minutes for tracking and recording purposes.
FINANCIAL INFORMATION FOR 2016-2017 SCHOOL YEAR

**School Fees**
- School Fees - Grades K-5: $70.00
- Reduced fees for those who qualify: $21.00

School fees are paid online through IC Parent Portal or during our Back to School Fest which occurs a few days before school begins. Reduced or free lunch forms can be accessed online. If you are unable to make it to the Back to School Fest, your fees are due by the end of the first week of school.

If your student is enrolled after the beginning of the school year – school fees are still due!

School fees can be paid by check or money order made out to Thornwilde Elementary or can be paid by cash. If paying by cash, please be sure to have the exact amount needed. The office staff often does not have funds available to make change.

**Extra-Curricular Team & Club Fees**
Money due for any extra-curricular clubs and activities will NOT be collected at the Back to School Fest or during the first week of school. (i.e.: Academic Team, Intramural basketball, cheerleading, etc.) These fees are NOT part of Student Fees and are considered additional fees to be paid.

Information will be made available concerning each of our Extra-Curricular opportunities (description, cost, timelines, etc.) as programs are scheduled on the school calendar.

**TES Cafeteria Prices**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th></th>
<th>Lunch</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid Student</td>
<td>$0.75</td>
<td>Paid Student</td>
<td>$2.00</td>
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</tr>
<tr>
<td></td>
<td>Reduced</td>
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<td>Reduced</td>
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<td></td>
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<tr>
<td></td>
<td>Free</td>
<td>$0</td>
<td>Free</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult/Visitor</td>
<td>$1.50</td>
<td>Adult/Visitor</td>
<td>$3.00</td>
<td></td>
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</tbody>
</table>

**Field Trip Fees**

Students and teachers alike find it very exciting to attend off-site field trips – which support and provide an opportunity for more in depth exploration into subject matter learned in the classroom.

Some field trips do have fees/expenses associated with them that must be paid in advance – not only for the location site but also for transportation expenses. If applicable for a specific field trip, fees will be communicated and due prior to the scheduled field trip.
**DRESS CODE POLICY**

**Shirts Permitted**
- T-shirts
- Sweatshirts Shirts
- Collared shirts
- Short or long sleeve shirts
- Thornwilde shirts, sweatshirts, collared shirts

**Shirts NOT Permitted**
- Crop tops
- Tank tops
- Tube tops
- Spaghetti straps
- Halter tops
- Bare back or midriff tops

**Pants Permitted**
- All pants must fit to the waist
- Jeans
- Capris
- Leggings – **IF** worn with a long shirt/sweater or skirt that reaches mid-thigh

**Pants NOT Permitted**
- Breakaway pants
- Spandex
- Leather or leather-like
- Pants with holes, rips or tears
- Leggings – without a long shirt/sweater or skirt that reaches mid-thigh

**Dresses Permitted**
- Dresses and skirts must be of appropriate length (mid-thigh or longer) and have sleeves.

**Dresses NOT Permitted**
- Tube, tank, halter, or spaghetti strap dresses not allowed.

**Shorts/Skorts Permitted**
- Shorts of appropriate length (mid-thigh or longer) may be worn if the high temperatures are expected to reach 70 degrees or higher. Students/parents need to listen to weather forecasts to determine when it is appropriate to wear shorts.

**Shorts NOT Permitted**
- Spandex
- Cutoff
- Leather or leather-like
- Shorts with holes, rips or tears

**Footwear**
- Closed toe and heel shoes required
- Shoes must be worn with socks, tights, or hose

**Footwear NOT Permitted**:
- Sandals (no open toe or open heel)
- Flip flops
- Crocs
- Jellies
- Aqua shoes
- Skate shoes
- Wedge heeled shoes
- Heels

**Additional Items That Are Not Permitted**
- Any clothing and/or accessories (including temporary tattoos) with obscene, crude, or rude pictures or sayings that pertain to drugs, alcohol, tobacco, violence, weapons, sex, discrimination of any kind, or anything else deemed inappropriate.
- Any clothing that is too big, too tight, too long, too short, or which constitutes a risk of injury or distraction to the educational process.
- Unless a specified day is identified as a spirit/dress up day - hats, bandanas across the forehead, distracting items in the hair, sunglasses, etc. are not permitted.
- Painting of hair or haircuts that are distracting to the learning environment (i.e.: Mohawks longer than an inch, colored hair such as blue, pink, etc.).
- Dying hair an unnatural color
- Body, face, or hair glitter/paint
- Writing across the buttocks of clothing
- Excessive jewelry or make-up
- No masks are permitted at any time
- **Any clothing or accessory that is disruptive to the learning process.**

**Additional Information**
- Students with inappropriate clothing or accessories are subject to disciplinary action.
- Parents may be contacted to bring appropriate clothing to school.
- The dress code still applies on field trips, special activity days, picture days, etc.
- The principal or designee must approve any exceptions in the dress code in advance.

* The administration retains the right to determine whether an article of clothing, accessory, or any other aspect of what a student is wearing, is appropriate to wear to school. If found inappropriate, a parent will be called to bring clothes to correct the issue.
### BOONE COUNTY SCHOOLS DISTRICT CALENDAR 2017-2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>Opening Day for Teachers</td>
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<tr>
<td>August 16</td>
<td>First Day for Students</td>
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<tr>
<td>September 4</td>
<td><strong>No School</strong> (Labor Day)</td>
</tr>
<tr>
<td>October 13 &amp; 16</td>
<td><strong>No School for Students</strong> (Professional Day for Teachers)</td>
</tr>
<tr>
<td>November 22 - 24</td>
<td><strong>No School</strong> (Thanksgiving Break)</td>
</tr>
<tr>
<td>December 20-Jan. 2</td>
<td><strong>No School</strong> (Winter Break)</td>
</tr>
<tr>
<td>January 15</td>
<td><strong>No School</strong> (Martin Luther King, Jr. Day)</td>
</tr>
<tr>
<td>February 5</td>
<td><strong>No School for Students</strong> (Professional Day for Teachers)</td>
</tr>
<tr>
<td>March 9</td>
<td><strong>No School for Students</strong> (Professional Day for Teachers)</td>
</tr>
<tr>
<td>March 30</td>
<td><strong>No School for Students</strong> (Professional Day for Teachers)</td>
</tr>
<tr>
<td>April 9 - 13</td>
<td><strong>No School</strong> (Spring Break)</td>
</tr>
<tr>
<td>May 22</td>
<td><strong>No School for Students</strong> (Professional Day for Teachers)</td>
</tr>
<tr>
<td>May 23</td>
<td><strong>Tentative Last Day for Students ✯</strong></td>
</tr>
</tbody>
</table>

✯ Actual date will be determined/based on snow days

**Make-Up Days** are currently scheduled for:

**May 24, 25, 29, 30, 31 & June 1, 4, 5, 6**

Total number of instructional days will not exceed 175 days.

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**K-Prep State Testing**

State Testing usually takes place within the last two weeks of the school year; whatever that may end up being after the make-up days are recalculated into the school calendar.

We typically do not know what the last day of school will actually be until the beginning of May. Once the school board votes on the last day – we will also be notified as to the date range that our State Testing must occur.

We ask that during State Testing that families do not make appointments, plan vacations, etc. so that all of our students are present and are able to take their tests and that there are less interruptions and distractions throughout our classrooms and hallways.

We will notify families of the testing window dates as soon as they become available!
The below two Acknowledgement sections must be completed in full and returned to your child’s teacher with the Annual Student Paperwork packet given to students at the beginning of their school year. Keep the Handbook portion of this booklet for your records!

**Student:** ____________________________________

**Teacher:** ____________________________________

**2017 – 2018 STUDENT HANDBOOK ACKNOWLEDGEMENT**

Policies, procedures, and information outlined in the Thornwilde Student & Parent Handbook are the responsibility of all students and their parents to review, understand and abide by. Its contents are important for the continued safety, growth and success of our Wildcats.

The Handbook is available online on the TES Website, will be sent to all families electronically, and a copy is available upon request.

As the parent/guardian of a Thornwilde Wildcat, we understand that is our responsibility to secure a copy using one of the three methods noted above and to read and discuss the Thornwilde Elementary policies and procedures with our child. We agree – students and parents alike – to abide by the TES policies and procedures for the safety and well-being of all children.

Student Signature__________________________ Date__________

Parent/Guardian Signature________________________________________ Date__________

Parent/Guardian Signature________________________________________ Date__________

**2017 – 2018 CATS PRIDE ACKNOWLEDGEMENT**

During this school year, you will see that we are committed to Positive Behavioral Interventions and Supports (PBIS) at Thornwilde Elementary. Our TES expectations are our C.A.T.S. Pride: **C**-Challenge Yourself, **A**-Act Responsibly, **T**-Treat Everyone Respectfully, and **S**-Stay Safe Always.

You will see the C.A.T.S. expectations posted throughout the common areas of our building, and teachers will be integrating lesson plans to intentionally teach and practice each of our school-wide C.A.T.S. expectations. We are so excited to be a PBIS school and to partner with you in empowering all students to reach their fullest potential here at Thornwilde Elementary.

As the parent/guardian of a Thornwilde Wildcat, we have read and discussed the Thornwilde Elementary expectations of C.A.T.S. Pride. We agree to abide by these expectations for the safety and well-being of all children.

Student Signature________________________________________ Date__________

Parent/Guardian Signature________________________________________ Date__________

Parent/Guardian Signature________________________________________ Date__________