

2014-2015 STUDENT HANDBOOK



CUMBERLAND COUNTY ELEMENTARY
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Our mission statement is:

Challenging all
Children to
Experience
Success

Principal—Lisa Perdue
Assistant Principal—Nathan Garner
Guidance Counselor—Sandy McKinney
Instructional Specialist---Valerie Shelley

CCES SCHOOL-BASED DECISION MAKING COUNCIL

Parent—Lawrence Nettles	Teacher—Becky Ballard
Parent—Jessica Arterburn	Teacher—Andrea Parson
Principal—Lisa Perdue	Teacher—Kelli Booher

PRINCIPAL'S MESSAGE

WELCOME TO CUMBERLAND COUNTY ELEMENTARY SCHOOL! We want the very best for each student at CCES and, if we all work together, we can provide an educational atmosphere that will encourage students to achieve their utmost during this year. Please help us educate your children by being supportive in all matters and let's work as a TEAM to do the best we can to ensure a quality education!

TIPS FOR A SUCCESSFUL SCHOOL YEAR

- Talk to your child's teacher often—work as a team for academic success.
- Provide a consistent and quiet place for homework. Support them but don't do it for them.
- Check your child's agenda or folder for homework instructions.
- Help your child learn to follow directions. Give directions and see that the task is completed.
- Help your child respect others by using phrases like "excuse me", "please" and "thank you".
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and phone number.
- Guide and monitor your child's TV viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to him/her.
- Encourage him/her to do their best, but do not expect too much—know your child's capabilities.
- Involve them in reading and writing activities.
- See that your child gets a good night's sleep and has a nutritious breakfast.
- Write their names on all personal items such as coats, hats, gloves, lunch box, etc.
- Refrain from sending to school a sick child when possible.
- Dress your child according to the weather outside, and keep up with when they have PE (shoes).

ACCELERATED READER

We use a computerized supplemental reading program called Accelerated Reader. Parents are encouraged to read daily to and with their students and to become familiar with Accelerated Reader. Students are rewarded and recognized for their AR accomplishments. Students who abuse their AR rights by plagiarism or cheating (or other violations) can lose rewards, points and privileges.

ARRIVAL AND DISMISSAL

Cumberland County School buses are not allowed to unload students before 6:55 a.m. each morning. **We ask those parents that transport their children NOT bring them to school prior to 6:30 a.m. and should be unloaded only at the front entrance of the building. The 21st Century Grant Program is now able to accept students between 6:30 and 7:00 a.m.**

Students arriving between 7:00 and 7:25 a.m. will report to the cafeteria for breakfast. All Kindergarten students go directly to the gym and will be taken to breakfast at 7:25.

If a parent/guardian has to pick a student up before school is dismissed for the day, they (the parent/guardian) are to check in at the office and fill out an early dismissal form. This form requests such information as: the name of the person picking up the student, the date of dismissal and the time of day, the student's grade, and the signature of the adult taking that child with them. No one will be allowed to sign a student out except for the student's parent, guardian, or another person who has previously been authorized for this purpose by the student's parent or guardian. There are **NO EXCEPTIONS** to our attendance rules, even on "special" days (i.e. last day of school, field day, Easter party, etc).

The first round of buses begins loading at 2:40 p.m. each afternoon. The second round begins loading at approximately 2:50 p.m. After all of the buses have loaded and left the school, those students who are picked up by parents are dismissed (approximately 2:55 p.m.). No student should be picked up between bus rounds. This ensures the safety of all CCES students. Whoever picks up a child will now be required to sign them out. You must come into the gym and go to the appropriate table to sign your child out. The child will be in the gym waiting, and then be allowed to leave with you. People on the emergency card who do not normally pick up students may have to show a photo ID.

ATTENDANCE-NURSE CALLING HOME, PARENT CALLING IN SICK

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but also isn't prepared for the next day because of missing instruction for activities.

Every absence or tardiness must be accounted for by the teacher and will be recorded in the computerized attendance program. A written note explaining the absence or lateness is required on return to school. An excuse on official school excuse form should be submitted to school. A telephone call in cases of prolonged illness is also requested. SEVEN PARENTAL EXCUSES ARE ALL THE SCHOOL WILL EXCUSE. Failure to return a written excuse will result in the absence being counted as unexcused. EVEN WHEN YOUR CHILD IS TARDY OR LEAVES SCHOOL EARLY FOR ANY REASON, A WRITTEN EXCUSE IS NEEDED. PARENT EXCUSES MUST BE FILLED OUT ON THE GREEN EXCUSE SLIPS; YOU CAN OBTAIN THEM IN THE FRONT OFFICE AT THE SCHOOL, OR BY CALLING AND HAVE SOME SENT HOME WITH YOUR CHILD.

Students sent home by our nurse will NOT need an excuse—they will automatically be excused for that school day.

An excused absence or tardy is one for which work may be made up. The following are occurrences for which absences or tardies may be excused:

1. Death or severe illness in the immediate family.
2. Personal illness of the pupil (doctor's statement if absences persist).
3. Appearance in court of the pupil by warrant, subpoena, or citation.
4. Representing the school in curricular-related activities.
5. Act of God.
6. Family emergencies (house burned, etc.).
7. One day for attendance at the Kentucky State Fair.

Cumberland County Elementary School begins promptly at 7:35 a.m. each day. **STUDENTS MUST BE IN THE FRONT DOOR OF THE SCHOOL BY 7:35 A.M. TO BE COUNTED PRESENT AND ON TIME; THOSE NOT REACHING THAT POINT WILL BE COUNTED AS TARDY.**

Attendance will be taken in there by their homeroom teacher Any student who arrives after the tardy bell will be counted tardy. If your child is tardy, he/she is to check in at the front so that attendance can be accurately recorded.

BAD WEATHER PROCEDURE

During the school year if it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by a call from our School Messenger system. It will also be announced by the following radio or TV stations:

WKYR—107.9 WBKO—Channel 13 (Bowling Green) WSM—Channel 4 (Nashville)

If weather becomes severe during the school day and school is to be dismissed early, an announcement will be made during the day.

BOOKBAGS

Book bags and backpacks must be clear or mesh.

BULLYING

The Cumberland County Schools has a discipline code that includes guidelines against bullying. CCES also has a new policy, which is available upon request.

BUSES AND BUS DISCIPLINE

Safety on the buses is the prime consideration. The order maintained on the buses is an important safety factor. The driver is the adult in charge on the bus and reports disorderly conduct to the principal. An assertive discipline program specifies certain consequences for failure of students to adhere to school bus rules. Please remember that if a student is suspended from a bus and there is a field trip scheduled during that time frame, they would not be going on a bus to such an event, either.

Students are NOT allowed to ride a bus other than their assigned bus, or get off at a location other than their regular drop off point UNLESS a written request is received from the parent/guardian of the student. The main office prior to dismissal time will issue a bus pass and the note will be kept on file.

The transportation director of Cumberland County is in charge of bus routes, drivers, and school bus regulations. If you have any questions, please call 864-5607. Due to obstruction of a driver's view no balloons or objects unable to fit into backpacks will be permitted on the buses.

CAFETERIA CONDUCT

While eating meals in the cafeteria, all students are expected to follow these guidelines:

- Practice good manners and socialize quietly
- Leave the table and surrounding area clean and orderly

CELL PHONES

If students have cell phones with them, they are to remain off while here at school. (Off does not mean silent or vibrate.) **If we take a cell phone away once, we will allow the parent to come and retrieve it. Students will also receive consequences according to our discipline policy.**

COMMUNICABLE DISEASES AND PARASITES

Cumberland County Elementary School works in close cooperation with the Cumberland County Health Department and other health agencies. The parents of the affected students will be sent a letter informing them of the parasites and ask them to address the problem. If problems persist, students may be asked to stay at home until they have been resolved. The Health Department or Doctor will then issue a statement that is to be brought to school upon that student's return.

CONFIDENTIALITY

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with local school board policy, parents may review their children's cumulative education records at the school office upon request. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded, except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied, a minimal fee may be charged. This even includes close family members who are not primary guardians or custodians. It is also important to remember that we are not allowed to discuss other children with you when you ask.

COUNSELING

CCES offers counseling services. Ms. Sandy McKinney can meet with you about any problems your child may have. She conducts small group counseling with the students as well as individual class counseling. We encourage you to use her services at any time you feel your child might need them.

CHILD CUSTODY SITUATIONS

IF THERE ARE SPECIAL CUSTODY SITUATIONS OF WHICH THE SCHOOL NEEDS TO KNOW, PLEASE INFORM THE OFFICE SO THOSE RESPONSIBLE FOR THE CHILD WILL KNOW. Either parent of the student has the authority to inspect/review the educational records and pick up/sign out a student unless school records indicate evidence that there is a legally binding instrument, state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

DRILLS

CCES conducts regular drills for safety reasons, including ones for fires, tornadoes, earthquakes, lock-downs, evacuations, etc. We follow and even exceed state regulations on how many we should do so students will know what to do. If you have questions about these, you may call and ask about them.

ENERGY

CCES has an energy manual in effect. It is available upon request.

GRADE CARDS

Each nine weeks, grade cards will be distributed, soon after the nine weeks end. This is only one means of keeping you updated. Progress reports and newsletters will be sent out, too. If you feel like you need more information that is what we are here for—please drop by or give the teacher a call, but remember that if you want to meet with a teacher, an appointment is needed.

HALLWAY CONDUCT

Keep the halls open to traffic by walking on the right side. Do not block traffic by standing in groups. Pass through the halls quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided—keep our halls clean. Do not lean against or put hands on the walls.

HEALTH SERVICES

If serious illness or injury occurs, parents will be contacted immediately. The school nurse will administer medicine if the appropriate forms are signed. Students who need to take prescribed medication must have the form signed by the physician and parent before medication can be brought to school. The medication, in its original container, and form must be left in the main office during the school day. Additionally, an authorization to give medication form must be completed and on file in the school nurse's office.

HOMEWORK POLICY

CCES has a homework policy in effect. It is available upon request.

INSTRUCTIONAL TIME

The time we have with students is precious, and we will do all that we can to protect this. Please help us by respecting the time between 7:35 and 2:40. If you want to talk with a teacher, please send a note or call and we can schedule a chat during their planning time. (All teachers have time set aside daily.) **ALSO, KEEP IN MIND THAT PHONE CALLS CANNOT BE FORWARDED TO THE CLASSROOMS WHILE TEACHING IS OCCURRING.** If you can help us by respecting this, things go so much smoother.

INTERNET SAFETY GUIDELINES

The internet is an exciting tool to learn, but it is also a place where predators lurk. Students need to be alert and aware of the risk associated with using the internet. Some phrases that students should be aware of include: Identity Theft, Online Predators, Cyber-bullying, and Illegal Downloading. The following rules will help educate and make you aware of issues you may encounter while using the internet.

Online Safety

- Never give your password to anyone—including your best friend.
- Never give out personal information (phone number, address, email address, etc.) to anyone online unless you have your parents' permission.
- Use a unique email address and online screen name if you use social networking sites such as MySpace, Xanga, Facebook, Bebo, etc.
- Never post a picture on the internet or send a picture of yourself to someone unless you have your parent's permission.
- Do not respond to emails that make you feel uncomfortable. Tell your parents if you receive an email that makes you feel uncomfortable.
- Never meet face to face with someone that you have met online unless you have approval from your parents.
- Use the same rules of common courtesy online as you would face-to-face. Be a good citizen while using emails, instant messaging, blogging, etc. Do not write anything in an email that you would not say in person.
- Do not download files or programs unless you know they are from a reliable source.
- Always cite internet sources you use in class projects including pictures and respect copyright laws.
- Always follow rules that your teachers and parents have set forth while using the internet.

For additional information on Internet Safety visit www.isafe.org or <http://www.getnetwise.org/>

Source: <http://kids.getnetwise.org/safetyguide/kids>

LOST AND FOUND

Items lost at school are kept in our lost and found. If you need to, contact us and ask. About every 2 weeks, the lost and found items will be used for community clothing needs.

LUNCH AND BREAKFAST PROGRAM

Breakfasts and lunches are served every day. All students will receive a free breakfast and lunch meal each day but must pay for any extras. Forms are sent out at the beginning of the school year or may be obtained by contacting the school office. For grant purposes, it is very important that forms be filled out for each student. Students who bring lunch from home may eat with their class in the cafeteria. Parents—lunches can no longer be brought in after the tardy bell, and cannot be delivered to students at any time during the school day. This interrupts the instructional day. **If lunches are brought in from outside or if family members come in to eat with students, students will eat in a separate lunchroom location.**

NOTIFICATION OF FERPA RIGHTS—ANNUAL NOTICE TO PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

PARENT CONFERENCES/OPEN HOUSE

Parent-teacher conferences are of great importance. The parent, teacher, or the principal may request a conference. Every effort will be made to schedule such a conference to accommodate all parties involved. We will have two open houses, one in early October and one in early-mid March.

PHYSICAL EDUCATION

If a health condition prevents a student from participating in physical activities over an extended period of time, we would like a note from a doctor. For shorter term limitations, please send a parent note.

PTO (PARENT-TEACHER ORGANIZATION)

CCES has an active PTO (Parent Teacher Organization). We feel that the PTO is a vital portion of the daily routine at school. The PTO serves the students in many ways and therefore serves the teachers, staff, and administration of the school. To be effective, the PTO must have parent volunteers with a wide range of talents and skills. We strongly encourage all parents to become active in the CCES PTO.

PARENT VOLUNTEER TRAINING/ TRIPS

Parent volunteer trainings are offered through the year, but mainly at the beginning of the school year. The FRYSC (through Priscilla Schwartz or Margenia Keeton) coordinates these for us. If you wish to volunteer at school OR CHAPERONE ANY FIELD TRIPS DURING THE ENTIRE YEAR OR TEACH JUNIOR ACHIEVEMENT, we are required by law to train you and have you undergo a criminal background check for the safety of all students here at CCES. Training maybe done online and you can visit the school website (www.cland.k12.ky.us) to get that information. Please be aware of upcoming trainings by watching the paper, brochures, letters sent home, etc. Volunteers should be scheduled through the Family Resource Center and the teachers must be aware of your schedule before you come.

PASS TO PARTICIPATE POLICY

Any student participating in a school-sponsored extracurricular activity must maintain at least an overall C average. Any student suspended from school will not be allowed in practice or games during the suspension period. Grades will be monitored frequently.

PERFECT ATTENDANCE AWARDS

Students' perfect attendance will be placed in the local paper each nine weeks. Students receiving yearly perfect attendance will be eligible for \$50.00 saving bonds. To receive perfect attendance recognition, students must have no absences or tardies for the period of time being rewarded. There will be a drawing at the end of school among perfect attendance recipients to determine the savings bond winners.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. Each year many coats and jackets are left at school and remain unclaimed from our 'lost and found'. Non-instructional toys and devices should not be brought to school without specific prior teacher approval. Students should not buy, sell, or trade items at school or on a bus.

PROMOTION/RETENTION POLICY

Student promotion decisions shall be based on individual student success as measured by any two of the following three factors:

1. Teacher evaluation of the pupil's physical and social maturity, and classroom performance.
2. Acceptable ability-related achievement of a pupil on a standardized test or grade level exit test.
3. Pupil progression in the District's continuous assessment program.

Parents will be notified when their child is performing below expectations and/or achieving below expected outcomes. Additionally, parents will be notified in writing at the end of the third grading period of the possibility of the student's retention. In cases that involve students with disabilities, the procedures

mandated by federal and state law for these students shall be followed. **EXCESSIVE UNEXCUSED ABSENCES CAN RESULT IN RETENTION**, as in accordance with our SBDM policy.

RECESS

Typically, teachers use this time as: (1) play time on the playground if weather permits (2) an opportunity for a snack and/or soft drink break or (3) additional instructional time.

SCHOOL DRESS

Proper dress at all times is encouraged. Students' dress and appearance are the responsibility of the parents. We ask that you dress your child in clothing or footwear that is suitable for movement throughout the school building and playground. Shoes should be appropriate for safety and comfort. **Athletic shoes are more appropriate for safety and comfort.** Hats, caps, and other head coverings are not permitted except on special days.

SCHOOL RECORDS

In accordance with the provision of Public Law 93-380, a parent/guardian has the right to inspect the student's cumulative records. This information is kept at the school and may be reviewed by contacting the principal and arranging an appointment. If you disagree with the school record, the school shall give you an opportunity for a hearing. Provisions prohibit the release of student records except for transfers, government agencies, and receipt of financial aid. In other instances, written parental consent for the release is required by law.

Parents shall be notified of and given opportunity to opt out of surveys, analyses, invasive physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing. Parents may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

SCHOOL-WIDE DISCIPLINE CODE

Our school has a Discipline Code in place and strictly adheres to it. A copy of the Discipline Code is sent to each parent at the beginning of each school year. A copy can also be obtained simply by requesting one in the school office. **ALL** students are to adhere to the Discipline Code whenever they are on school grounds, field trips, and school activities or when riding a school bus.

Each teacher establishes rules for the students to follow in their rooms. We expect the following:

1. Quiet and orderly when walking in the halls, keeping hands off walls and walking on the right side.
2. No chewing gum.
3. Any fighting or bullying will not be tolerated.
4. Knives or other dangerous weapons are not to be brought to school at any time. Following due process procedures, weapons will result in suspensions from school.

STUDENT EMERGENCY CARDS

During orientation, the emergency card will be filled out by the parent/guardian. By law, these cards cannot be sent home with the students. If you can't be at the orientation then come by school to fill one out. These cards are of critical importance. The card lists important phone numbers of relatives of the student as well as health information critical to the safety of the student, as well as permission for any emergency services that might be needed. The importance of these cards cannot be stressed enough. Please ensure that all of the information on the card is correct and return it to school as soon as possible. The card will be kept in the student's classroom in case of emergency. Should you move during the school year, or have your phone number changed, or should any other situation arise that changes any of the information on the card, please contact your child's teacher immediately to update the card.

TELEPHONE

The school phone is for business purposes only, but may be used by students in case of an emergency. A student cannot be called out of class to talk on the phone. In the event of unexpected bad weather, please do not call the school. Our phones must be left open for emergencies.

VIDEOTAPE/AUDIOTAPE/PICTURES

During the school year, your child's teacher may wish to record your child's progress through the use of videotape, audiotape, or pictures. Additionally, each child's photograph is taken for the school annual. We also have a school newspaper and videography class. If parents/guardians have objections to any of these methods, please let us know so we can take the appropriate action.

VISITORS

Visitors are welcome at CCES. They are encouraged to park in the front parking area and enter the front door. During school hours (7:35 a.m. - 2:40 p.m.), all visitors should have a scheduled meeting with staff members in order to avoid disrupting classes, unless emergencies arise. All visitors report to the main office; the office will issue visitor passes. Students can't have other students visit in the classroom.

WALKING

If you want your child to walk home from school, we need you to sign a form we will keep on file.

**My child and I have read and understand the contents of the
2013-14 CCES Student Handbook.**

Parent Signature _____ Date _____

Student Signature _____ Date _____