

# **Alvaton Elementary School Student Handbook**

## **Preface**

On behalf of the staff of Alvaton Elementary, I would like to extend a warm welcome to our students and their families. The purpose of this handbook is to inform students, parents, and guardians of various policies and procedures of our school. I encourage all of our students and families to become familiar with its contents, as well as the Warren County Public Schools District Student Handbook.

Alvaton Elementary is an awesome school where students learn and grow in a very nurturing environment. Our school revolves around the great students who make us what we are. I urge each of our students to work hard in his/her studies and exhibit great behavior. Together, we can make Alvaton Elementary even stronger and better than it is today. When thinking of our children, think of our vision, "Great things today, greater things tomorrow." Always work hard to make a positive difference in all that you do. Again, welcome to our school.

Sincerely,

Mark J. Rathbun

## **Alvaton's Guidelines for Success**

# **SOAR**

**Show a positive attitude.**

**Own your actions.**

**Always do your best.**

**Respect others and yourself.**

ALVATON ELEMENTARY SCHOOL  
1 ROBERT MORGAN LANE  
ALVATON, KY 42122 (270) 843-8067

Preschool

Lisa Stevenson 127

Primary

Amelia Cook 134

Leann Fisher 136

Brooke Gadberry 224

Carolyn Gifford 233

Rita Hardcastle 244

Shannon Jolly 143

Lesha McIntire 236

Brandi Markham 226

Mindy May 133

Dawn Milby 243

Crystal Miller 225

Staci Nash 144

Andrea Partington 234

Heather Reiter 235

Amber Skees 135

Intermediate:

Angel Borland 103

Debbie Deaton 212

Delanna Herald 206

Jane Kirby 111

Brianna Leasor 203

Mary Anne Powers 213

Cindy Rider 108

Paula Theirl 204

Steve Theirl 211

Amy Yates 205

Special Areas

Kathy Austin – Music 248

Laura Baker – Special Education 109

Tim Bush - Special Education 102

Ashley Crowe - ESL Teacher 125

Erica Cutright – Special education 102

Glenn Drexler - Special Education 214

Rita Ellis - Physical Education

Katy Kittinger – Speech 201

Melanie Lord – Speech 245

Rosie Mattingly – Title I Teacher 124

LeeAnn Morrison - Guidance Counselor

Brian Morrison/Nick Collar – Band

Christina Pollard – Art 249

Gay Robison – Special Education 123

Amy Serrano - Special Education 110

Debbie Sledge – ECC / GT Teacher 101

Jeane Smith – Librarian 113

Karen Wilson- Special Education 122

Sharon Freeland - Secretary

Beth Schreiner - Staff Support Secretary

Jill McClard - Family Resource Coordinator

Tammy Miller - Technology Coordinator

Brenda Cross - Kindergarten Assistant

Lee Ann Pearson - Kindergarten Assistant

Carol Taylor - Kindergarten Assistant

Margaret Frizzell - Library Assistant

Joy Kirby - Instructional Assistant

Kathy Phillips - ABC/Instructional Assistant

Pam Webb - Instructional Assistant

Kellie Campbell - Special Education Assistant

Sherry Lombard – Special Education Assistant

Benita King - Special Education Assistant

Gerald Vincent – Custodian

Vivian Bostick - Custodian

Joyce Buchanon - Custodian

Wayne Buchanon - Custodian

Bobby Whitaker - Custodian

Rita Holland - Cafeteria Manager

Glenda Pearson - Cashier/Cook

Linda Braun - Cook/Baker

Barb Bulka - Cook/Baker

Sherry Kinser - Cook/Baker

Doris Sears - Cook/Baker

Carolyn Yates – Cook/Baker

Buddy Butler - Bus Driver

Clint Butler - Bus Driver

Risa Copas - Bus Driver

Gary Grammar - Bus Driver

Brandy Henon - Bus Driver

Roger Kirby - Bus Driver

Judy Powell - Bus Driver

Richard Schatz - Bus Driver / Cafeteria

Renee Stuckert - Bus Driver

New – Bus Driver

New – Bus Driver

New - Special Needs Bus Driver

New - Special Needs Bus Driver

Grecia Wilson - School Nurse

David Lokey - Zone Mechanic

## SCHOOL HOURS

Our instructional day begins at 8:15 a.m. and ends at 3:15 p.m. The school is open to students at 7:45 a.m. For their safety, students may not be dropped off at school before 7:45 a.m. unless they are supervised by an adult. Bus riders, planning to eat breakfast at school, dismiss from the buses at 7:50 a.m. Students, not eating school breakfast, dismiss from the buses at 7:55 a.m. and should report directly to their homeroom. The Alvaton P.T.O. sponsors an early morning childcare program from 6:45 a.m. until the opening of school at a cost of \$.50 per child per day. Community Education sponsors an after school child care program from 3:15 p.m. until 6:00 p.m. Please call 842-4281 for more information on the after school program. **Except for students in the early morning and after school care programs, students must not be dropped off before 7:45 a.m. or left at school after regular dismissal due to lack of supervision.**

## AFTERNOON DISMISSAL

Students riding home on a bus other than their regular bus must have a note from their parent or guardian. Any student riding home in a car with someone other than a parent or guardian must also have a note. Notes must be signed and dated. Notes must be brought to the office by the student or homeroom teacher to be signed by office staff.

## SCHOOL CALENDAR 2009-2010

August 4	First Day for Students
September 7	Labor Day
October 5 - 9	Fall Break
October 26	No School, Teacher In-service
November 25 - 27	Thanksgiving Break
December 21 - January 1	Winter Break
January 18	Martin Luther King Day
February 15	Presidents Day
March 18 - 19	No School, Teacher In-service
April 5 - 9	Spring Break
May 18	Primary Election Day
May 19	Last Day for Students

## SCHOOL BASED DECISION MAKING COUNCIL

The Alvaton School Based Decision Making Council meets the third Tuesday of every month at 6:00 p.m. in the large boardroom. These meetings are open to the public for anyone wishing to attend. The 2009-2010 Council members are as follows:

*Janet Goodman, Parent*  
*Amy James, Parent*  
*Tim Bush, Teacher*  
*Rita Hardcastle, Teacher*  
*Steve Theirl, Teacher*  
*Mark Rathbun, Principal*

## **ALVATON FAMILY RESOURCE CENTER**

The Family Resource Center is located near the bus rider entrance of the building. The Center's purpose is to collaborate with teachers, parents, and community agencies to supply parental, educational, and basic needs support. Contact the Center by calling Jill McClard, the FRC Coordinator, at 846-1231. The Advisory Council members for Alvaton's Family Resource Center are:

*Karen Scipioni, Parent, Chairperson*  
*Jackie Haswell, Parent*  
*Jennifer Kirby, Parent*  
*Leeann Morrison, Staff, Secretary*  
*Lisa Stevenson, Staff*  
*Melanie Napier, Community*  
*Anna Taylor, Community*  
*Jill McClard, Coordinator*

### **P.T.O.**

All parents/guardians are encouraged to join the Parent-Teacher Organization. We have an excellent P.T.O. at Alvaton and proceeds raised during the year greatly benefit our students. Officers for the 2009-2010 year are:

Heather Fletcher, President  
Shannon Collins, 1<sup>st</sup> Vice President  
Lisa Roberts, 2<sup>nd</sup> Vice President  
Tammy Miller, Secretary  
Beth Littrell, Treasurer  
Rita Hardcastle, Teacher Representative  
Shannon Jolly, Teacher Representative  
Mary-Anne Powers, Teacher Representative  
Amy Yates, Teacher Representative

### **ADMISSION POLICIES**

Students entering school for the first time must present a certificate of physical fitness from his/her physician, or present a health record from the school last attended showing the student had the proper examination within the time prescribed by the State Health Code. Upon initial enrollment, the original birth certificate or a certified copy of the birth certificate must be presented. The child's Social Security Number is also requested. The student must also have a current Kentucky Immunization Certificate.

## ATTENDANCE

Good attendance is of critical importance for the students of Alvaton Elementary School. Our school has maintained an excellent record of attendance in the 96-97% range in recent years. Please note the following guidelines for elementary students as set forth by the Warren County Board of Education: Pupils are required to attend regularly and punctually the school in which they are enrolled.

1. **Truancy Defined:** *Any pupil who has been absent from school without a valid excuse for three (3) or more days, or tardy for three (3) or more days without valid excuse is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. A habitual truant will be reported to the Director of Student Services of Warren County Schools and the parents may be required to appear before the Warren County Family Court Judge.*
2. **School Hours:** Our school day begins at 8:15 a.m. and ends at 3:15 p.m. Students will be counted as tardy if they check in after 8:15 a.m. or check out before 3:15 p.m. Students should be at school and on time unless they are out for an excused reason.
3. **Excused Absences and Tardiness:** An excused absence or tardy is one for which work may be made up and which has been verified by the principal, such as:
  1. Death or severe illness in the pupil's immediate family;
  2. Personal illness of the pupil;
  3. Appearance in court of the pupil pursuant to a warrant, Subpoena or citation;
  4. Participation in school-related activities approved by the principal or designee;
  5. Other valid reasons as determined by the principal or designee.

All other absences and tardiness shall be considered unexcused.

4. **Calculating Absences:** If a student misses 60 minutes or less of the school day, he is counted tardy. If a student misses 60 minutes or more of the school day, he is counted absent a percentage of the day (e.g. 53% absent).
5. **Notes Required:** When students return to school, they should provide a note to their teacher or the office signed by a parent or physician. There should be notes for tardiness as well as absences. When students are late for school, they must check in at the office and get a tardy slip. Checking out of school before 3:15 p.m. is also counted as a tardy. ***The school will accept a maximum of five (5) parent notes explaining the reason that the student was absent. After five (5) parent notes, a doctor or dentist excuse must be presented in order for the absence to be excused. Any absence or tardy without a note will be counted as unexcused. All parent notes and doctor's excuses must be presented to the teacher or office within one week following the absences(s) in order for them to be counted as excused. Any absences(s) not supported by the required notes will be counted as unexcused after the one-week period has passed.***
6. **Check in/Check Out Procedures:** When a student is signed in or out, a reason shall be listed explaining why the student must leave or is arriving late. If no reason is listed, the tardy/absence will automatically be unexcused. Please note that the following are some examples that are *not considered* as excused: car trouble, missed the bus, a general appointment (the reason must specify

doctor or dentist appointment), overslept, personal business, traffic problems, leaving town or going on a trip. Checking a student in late or out early counts as a parent note. When the student returns to school and presents a doctor or dentist excuse, the absence or tardy will be coded as excused and the Parent Note code will be removed.

7. **Attendance Award Guidelines:** Attendance awards are given at the end of each school year in the following categories:
  - ***Distinguished Perfect Attendance: Zero absences & zero tardies***
  - ***Perfect Attendance: Zero absences & three or less tardies***
  - ***Superior Attendance: 99% attendance & five or less tardies***
  
8. **Making Up School Work:** Your child may make up work from absences *after returning to school*. Missing work may simply be picked up by the student the next day. In the event of two (2) or more consecutive days missed, work may be picked up after 3:00 p.m. if the teacher is contacted by 10:00 a.m. to gather assignments and materials.

## ALVATON SICK POLICY

In order to provide a healthy environment, free of sickness, these guidelines have been established to ensure that Alvaton Elementary is a healthy environment. These were established for your child's protection, as well as other children in the classroom.

If your child exhibits any of the following contagious symptoms, please keep him/her at home. If a child is brought to school and begins to show signs of any of the following illnesses, a parent or guardian will be called and asked to come and pick up the child.

Pinkeye - redness and yellowish discharge. A child may return to school with an absence of redness in the eye and no signs of drainage.

Fever - temperature of 100 degrees or above. A child must be free of fever for 24 hours before returning to school.

Chicken Pox - reddish, blister like sores, sometimes itching. A child may return to school in 5 to 7 days with no new blisters and if all the existing blisters are dried.

Vomiting or Diarrhea - a child may return to school after symptoms no longer exist and as long as no fever lingers.

Lice - a child may return to school after proper treatment has been administered (hair, clothing, etc.). If lice continue to be a problem, a doctor's note, indicating the child is nit and lice free, will be required in order for the child to return to school. Parents must accompany students upon their return to school so the child may be rechecked prior to readmission.

Bleeding - If a child's clothes are stained with blood during the course of the day, they will need to be brought a new change of clothes. The parent will then be responsible for taking the soiled clothes home.

## SCHOOL VISITATION

All visitors must report to the office when entering the building. This includes parents, relatives, and any person wishing to conduct business at the school. Each person will be given a visitor tag that must be displayed. We have this policy in order to help ensure the safety of our students.

## SCHOOL LUNCH/BREAKFAST

Alvaton School will conduct both a school lunch and breakfast program again this year. Free and reduced lunches are available for students who qualify financially. Any student not receiving free lunch should keep money in their lunch account. If money is not kept in the lunch account, students must have money in hand for lunch or breakfast daily. Breakfast is served from 7:45 a.m. to 8:10 a.m. **Car riders planning to eat a school breakfast must be dropped off no later than 8:00 a.m.** Cafeteria prices are as follows: Student lunch \$1.65; Reduced lunch \$.40; Student breakfast \$1.15; Reduced breakfast \$.30; Extra milk \$.50; and Adult visitor's lunch \$3.00. **It is a Federal Law that the sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period.**

## PHONE MESSAGES

Teachers and students may not receive phone calls during the instructional day except for in the case of an emergency. Parents may leave voice mail for teachers at any time. Teachers will make every effort to return calls within a 24-hour period. If at any time a student has a change in transportation from school other than their normal transportation, please notify the office and teacher in writing. If a change needs to be made during the school day, call the office **no later than 2:45 p.m.** and the teacher and student will be notified. **Please make every effort to call before 2:45 p.m. in order to ensure that your child will receive the message before dismissal.**

## PARENT VOLUNTEERS

Parent volunteers are greatly needed and encouraged at Alvaton. Our teachers will appreciate help with various tasks during the school year. Contact Jill McClard in our Family Resource Center (846-1231) for information about training and assignments.

## SCHOOL PICTURES/YEARBOOK

Individual school pictures will be made in both the fall and spring. Class group pictures will also be made in the spring. The school yearbook will go on sale in the fall.

## EMERGENCY INFORMATION CARDS

Each student will be required to have an emergency information card on file in the school office. The information on this card, supplied by the parent or guardian of the student, authorizes school personnel to make necessary arrangements in the event of an accident or illness of the student. At such times, parents are sometimes difficult to reach and treatment need not be delayed. Be sure to fill out all the requested information and return the card to school promptly. Please be sure to list (on the back of the card) several authorized adults who have permission to pick your child up from school, or who will assume temporary care if the parent/guardian cannot be reached. Anytime there is a change of information during the school year, please notify the office and teacher.

## GUIDANCE AND COUNSELING SERVICES

Guidance and Counseling services are offered to all students at Alvaton Elementary School. The guidance counselor will be working with students in their classrooms, in small groups, and as individuals. Examples of issues that might be addressed are self-esteem, social skills, peer pressure, drug and alcohol education, and decision-making. If you have questions or concerns, please contact the school office, and our counselor, Mrs. LeeAnn Morrison, will return your call.

## MEDICATION FOR STUDENTS

Please pick up a school medication form from the office if your child is to receive medication during the school day. Medication can only be given to students with this form completed and with the parent/guardian signature. **All medication, including both non-prescription and prescription drugs, should be brought to the office by a parent or guardian in the original container with specific instructions for the student. Please note that no medication will be administered to a student without a medication form signed by the parent/guardian nor will any medication be administered that is not in the original container. No medication may be transported on the bus.**

## SPECIAL SERVICES

In addition to regular classroom experiences, elementary students will have available to them the following special services:

Special Education  
Music Classes  
Art Classes  
Physical Education

Guidance Counselor  
Speech Therapy  
Library  
Gifted and Talented

## REPORT CARDS/PROGRESS REPORTS

Report cards for grades 4-6 are issued every nine weeks, four times per year. Primary progress reports will be issued three times per year. Please sign and return these to the teacher of your child as soon as possible. Parent/teacher conferences are encouraged for the benefit of our children. Please contact your child's teacher at any time you feel a conference is needed.

## ITEMS BROUGHT TO SCHOOL

Various items can cause disruptions in the learning atmosphere of a classroom. Any item causing a disruption in the learning environment will be confiscated. Please place snack money for primary children in envelopes with the name of the child on the outside. Guns, knives, sharp weapons, or any kind of fireworks must not be brought to school. **Please do not allow your child to bring trading cards, toys, games, or cell phones to school. If a student brings headphones to listen to on the bus, these items must be kept in their backpacks at all times during the school day. Any toys, games, trading cards, i-pods, cell phones or items of this sort that students have out during the school day will be confiscated, and parents will be required to come to school to retrieve these items.** The school is not responsible for lost, damaged or stolen personal items.

## DRESS CODE

Appropriate clothing and shoes are required during the school day to prevent distractions and safety issues. Tennis shoes are required for p.e. classes. Due to safety concerns, we strongly recommend that students wear tennis shoes every day. **For students in grades 4, 5, or 6, sweaters or shirts must be worn under or over tank tops, sleeveless shirts, or spaghetti strap tops and shorts must be no shorter than 3 inches above the knee. Pants/shorts must be worn at the waist. Absolutely no sagging will be allowed.**

## DISCIPLINE AND CONDUCT

Good student discipline is necessary if a school is to achieve educational goals. Students will learn at a higher degree if classrooms are free from disruptions. Student conduct on the school bus must be excellent in order to ensure a safe atmosphere for all on the bus. Alvaton School utilizes KYCID, Kentucky Center for Instructional Discipline, to implement PBIS, positive behavioral interventions and supports. We work to make expectations of students very clear, both in and out of the classroom. We also teach and re-teach our student expectations and procedures.

## ALTERNATIVE BEHAVIOR CLASSROOM (A.B.C.)

The A.B.C. room is the equivalent of in school suspension. Students who choose to repeatedly use inappropriate behavior may be assigned to ABC time if reinforcement is needed to improve student behavior. A classified instructional assistant monitors the room. Students are counted present at school and school work is done while in the room.

## **SCHOOL BUS DISCIPLINE**

Students must act in an orderly fashion on the bus to ensure that the bus driver is not distracted. Students must stay seated, keep their hands and feet to themselves, and refrain from loud talking or yelling. The faculty, staff, and administration of Alvaton shall work closely with parents and students in this very important area.

**The following steps will be followed if a student misbehaves on the bus:**

1. The driver warns the student and reviews the bus rules.
2. The driver informs the principal with a bus write in a prompt manner if the misbehavior continues. The Principal will call the student in for a conference and communicate with the parents.
3. The student will be suspended from riding the bus for three days on the third offense / 3<sup>rd</sup> write up.
4. The student will be suspended from riding the bus for five days on the fourth offense / 4<sup>th</sup> write up, and there must be a parent conference with the principal and the Director of Transportation for the Warren County Schools before the child is allowed to ride the bus again.
5. A ten day bus suspension shall result in the fifth offense / 5<sup>th</sup> write up.
6. The 6<sup>th</sup> write up will result in loss of riding privileges for the remainder of the school year.

**It must be stressed again that school bus safety is a major concern of Alvaton Elementary School and proper behavior of all students must be exhibited.**

## **SUSPENSION FROM SCHOOL**

A student may be suspended from Alvaton Elementary if such measures as parent/teacher conferences, A.B.C. Room, and parent/principal meetings are not effective. The Middle School Learning Center is also available for 5<sup>th</sup> and 6<sup>th</sup> graders to assist in correction of misbehavior. Students in 5<sup>th</sup> or 6<sup>th</sup> grade who engage in major acts of misbehavior or repeated minor acts of misbehavior and do not show signs of improvement may be referred to the Middle School Learning Center.

**COMMUNICATION IS THE KEY. Please contact your child's teacher or the principal if you have problems or concerns. Also, please contact the principal if you wish to compliment or brag about any of our faculty, staff, or students in any way.**

**Alvaton Elementary, "Great things today, greater things tomorrow."**