

Lancaster Elementary School

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**LANCASTER
ELEMENTARY SCHOOL**

205 Lexington Street
Lancaster, KY 40444

Website www.garrard.kyschools.us

Phone: (859) 792-3047
Fax: (859) 792-4855

Tracie Bottoms, Principal
Leigh Ann Fitzpatrick, Social Worker/Counselor

Garrard County Board of Education Phone (859) 792-3018

Family Resource Center Phone (859) 792-4756

After reading the school policies, please sign below.
If you have any questions, please call the office.

Homeroom _____

Student Signature: _____

Parent Signature: _____

SCHOOL CALENDAR 2014-2015

AUGUST	5 th 6 th 7 th	Opening Day – Staff Only Staff Development Day – Staff Only First Day for Students
SEPTEMBER	1 st	No School, Labor Day
OCTOBER	3 rd 6 th – 10 th	End of 1 st Grading Period Fall Break No School
NOVEMBER	3 rd 4 th 26 th – 28 th	Staff Development – Staff Only Staff Development – Staff Only Thanksgiving Break – No School
DECEMBER	19 th 19 th -20 th 22 nd – Jan 2 nd	End of 2 nd Grading Period Professional Development – Staff Only Break – No School
JANUARY	2 nd 19 th	Professional development day – Staff Only Martin Luther King Holiday – No school
FEBRUARY	16 th	Staff Development Day – Staff Only
MARCH	6 th 20 th 23 rd	End of 3 rd Grading Period Professional Development Day – Staff Only No School, Staff Only
APRIL	6 th – 10 th	No School, Spring Break
MAY	15 th 18 th	Last day for students/End of 4 th Grading Period Closing Day Staff Only

MAKE-UP DAYS

Days missed due to inclement weather, etc, will be made up as follows:

The Garrard County Board of Education has the authority to adjust make-up days in order to best meet the needs of students.
May 19th may be inserted as a make-up day if possible dependent on ballot.

Wellness Policy

All students shall participate in moderate to vigorous physical activity each day, as follows:

Each student shall participate in physical education class.

Each student shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide space and equipment to make that activity possible and appealing to students.

Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.

Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

Our school shall encourage healthy choices among students using the following methods:

Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day. Daily snack (if served) should be healthy **prepackaged food. No homemade baked goods or foods not containing nutritional information or ingredients will be passed out to students.**

School Parties shall include ONLY prepackaged food containing nutritional guidelines and ingredients. No homemade baked goods will be handed out to students.

Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.

The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not fit with those rules, the principal shall notify the council so that the policy can be amended to fit.

The principal shall share this policy with the Kentucky Department of Education when KDE asks for this information.

1st Reading: 10/1/2012

2nd Reading: 11/1/2012

Revised/Approved: 11/13/2012

VISITORS TO THE SCHOOL

The school invites and encourages parents, members of the community, professional educators, and others to visit. All individuals are to report to the office to be greeted and assisted with business or concerns.

Parents who wish to visit should contact the classroom teacher to establish a day and time. Please sign in at the office and secure a visitor badge.

Those individuals who want to observe the school in operation are to make arrangements with the Principal in advance. On the day(s) of the observations, they are to report to the office and are to sign in and out and obtain a visitor badge.

Other visitors are to report to the office. Scheduled visits should be arranged through the Principal's office. Upon entering the building visitors report to the office, sign in and secure a visitors badge. We utilize these procedures to protect our students & staff.

ARRIVAL/DEPARTURE

The school day begins at 7:45 a.m. and ends at 2:45 p.m. Students go to the cafeteria upon arrival and are dismissed to their homeroom at 7:35 all students must be in the classroom by 7:45 a.m.

Students may ride a bus to and from school; however, parent or family members transport many of our students. Drop off and pick up is to be done in the main parking lot along curbing. At departure time, all car riders will go to the gym and wait for their number to be called. Each student will be assigned a numbered car tag that parents will use during pick-up. Parents must wait in the vehicles or outside gym doors to pick up their student.

If parents come into the building to check-out students, they are to report to the office to have their child's room paged.

TRANSPORTATION CHANGES

Phones calls will not be excepted for transportation changes. Your child must have written permission from his/her guardian or you may send an email or fax to the school for changes.

lesparentnotes@garrard.kyschools.us

Fax number: (859) 792-4855

ATTENDANCE AND TARDY POLICY

We want to make you aware of the school attendance laws in the State of Kentucky and how we will be handling absences/tardies at Lancaster Ele. School. KRS 159.150 states that any child who has been absent from school without valid excuse for (3) or more days, or tardy on (3) or more days, is a truant. Any child who has been reported as a truant (2) or more times is a habitual truant. Tardy is defined as being absent for (60) minutes or less of the regularly scheduled school day. Missing any portion of the day over (60) minutes is calculated as a portion of the day absent.

1. If your child has three (3) or more **unexcused** absences/tardies, you will receive a **first notice letter** informing you or your child's absences/tardies.
2. If your child has six (6) or more **unexcused** absences, you will receive a **second notice letter** and his/her name will be referred to the Director of Pupil Personnel. The Director of Pupil Personnel or his representative will investigate the cause of absence/tardy. You may receive a **final notice** informing you that any further **unexcused** absences/tardies may result in a referral to the Court Designated Worker.

- If your child has excessive absences or tardies, and educational neglect petition may be filed against you

The Garrard County Board of Education has approved a new attendance policy effective beginning the 2010-2011 school year. Students in grades K-5 will be limited to (5) parent notes per semester and (12) medical statements per school year. The entire policy may be viewed at your child's school or on the Garrard County School website.

Upon return to school, (within 5 days), please make sure the school receives any documentation for excused absences or tardies.

Dismissal from School

At any time students are dismissed from school, they shall be released according to the written instruction provided by the custodial parent/guardian. The person who picks up the student shall report to the Principal's office and sign for the student's release. Each school shall maintain a daily entry and exit of students signing in late or signing out early and shall require proof of identification from individuals.

REPORT CARDS

Report cards are issued on a nine-week basis. Report cards for primary students are designed to explain student progress through a developmental checklist and narrative format. Intermediate or upper elementary report cards have letter grades and narratives to describe student progress. Report cards must be signed & returned to school.

HONOR ROLL

Students in the fourth and fifth grade shall be placed on the honor roll if they have at least A's and B's in all classes including citizenship (conduct).

Honor Roll Requirements

- All absences must be excused
- There must not be more than four tardies in one nine week period.
- Citizenship grade must not fall below a B.
- There must be half A's and half B's in all subjects. If the total number of subjects is uneven, students may have one more B.

GRADING SCALE

PRIMARY (K, 1, 2, 3)

- 4 = Exceeds Expectations
- 3 = Progressing as Expected
- 2 = Progressing with Help
- 1 = Currently Struggling
- Blank = Not Applicable at the Time

INTERMEDIATE (4 & 5)

- 93%-100% = A E = Excellent
- 85%-92% = B S = Satisfactory
- 76%-84% = C U = Unsatisfactory
- 70%-75% = D *Modified Grading Scale
- 69%-Below = F = Resource Room

CONFERENCES

Conferences are scheduled to discuss a student's academic and behavioral successes and needs. Teachers, parents and principal may request special conferences at any time.

CLASSLIST POLICY

Assignment of students to classes is a shared responsibility at Lancaster Elementary School. Consideration is given to meeting individual student's needs as well as providing equitable classrooms for teachers. The prior year's teachers may make recommendations to the principal on how their students should be assigned for the coming year. They shall take into account the number of students in the top, middle and lower third of reading levels, students with Individual Education Plans (IEP's), as well as seeing that each classroom has a fair split between boys and girls, students with behavior issues, and students with leadership potential. They will review the final assignments. Reasonable efforts will be made to insure that homerooms for each grade level will have equal numbers of students maintaining the lowest student teacher rates possible. Only legal or medical documentation can change the class list. All written requests must be made and approved by the first day students return to school.

Promotion and Retention

When a pupil in any public elementary school completes the prescribed program of studies, he is entitled to a certificate of completion. Any promotions or credits earned in attendance in any approved public school are valid in other public schools. In case a pupil transfers from the school of one district to the school of another district, he may not be assigned to a lower grade or course until the pupil has demonstrated that he is not suited for the work in the grade or course to which he has been promoted.

In cases that involve special needs students, the procedures mandated by federal and state laws for special education shall be followed.

CLOTHING/STUDENT ITEMS

Students' clothing & personal items such as lunch boxes should be marked with the student's name. We do not recommend that money, beyond needed lunch &

snack money, be sent to school. Fundraisers, fees, and field trip money, should be in a sealed envelope with the student's name, teacher's name & amount of money.

DRESS AND APPEARANCE

The wearing of any attire, cosmetics, presentation of extra-ordinary personal appearance, or unsanitary body conditions that significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited. Parents will be notified and a change of clothing, etc. will be requested. Students are expected to wear clothing that meets or overlaps in the middle of the body when arms are extended over the head. Students are expected to wear shorts that are no less than six inches from the knee to the bottom of the shorts. Shirts with large cut out armholes shall be worn over another shirt, no spaghetti strap tank tops or halter tops are to be worn unless covered appropriately with sweater or blouse. Students are expected to wear clothing that when imprinted with pictures or words will not contain reference to bodily waste, body parts, the occult, threats, demonic representations or symbols and other such inappropriate symbols, pictures or words. When the clothing is deemed unacceptable parents may be contacted and asked to provide substitute attire or the school will seek alternative attire.

FEES

Students are expected to pay any fees for field trips, special events, room fees, etc. Please notify the school prior to an event if there is a problem with meeting this obligation.

EMERGENCIES

Parents are asked to have a plan for the children in case of emergencies. Emergencies can be illness, accidents, or severe weather conditions. Notify the school of your plan

for such situations by completing the form supplied by the school.

Announcements relating to school closings, early dismissal or late arrivals due to inclement weather are on the local radio stations and television. Please use these forms of media if you think the weather is questionable.

TELEPHONE

The school telephone is for school business. Students are to use the phone only in cases of emergency and must have permission from the teacher. Once in the office, they must secure permission from the secretary or principal to use the phone.

ANTI-BULLYING POLICY

I. Introduction

Lancaster Elementary is committed to keeping our school a safe, respectful and inviting learning environment for all students. Behavior such as bullying, intimidation and harassment create a distraction from learning.

II. Definition

Bullying is the use of student against student aggression with the intention of hurting another person. Bullying behaviors include, NOT AN INCLUSIVE LIST:

- * Hurting someone by kicking, tripping, hitting or pushing
- * Taking or damaging another person's belongings
- * Ganging up on a person; verbal, emotional, physical
- * Teasing or name calling
- * Putting others down, such as insulting someone's race, family or friends
- * Touching or showing private body parts
- * Spreading rumors or lies about someone
- * Leaving others out on purpose or trying to turn others against a person

III. Location

In regards to this policy, bullying behavior must occur on school property, on a school bus, activities sponsored by the school or with the use of school technology. Bullying behavior that occurs away from school premises is not considered in the scope of this policy.

IV. Student responsibilities

Students will help to prevent bullying by:

- * Treating each other and other's property with respect
- * Refuse to bully others
- * Refuse to let others be bullied
- * Refuse to watch, laugh or join in when someone is being bullied
- * Try to include everyone in all activities
- * Report bullying to an adult immediately

V. Teacher and Staff Responsibilities

Under House Bill 91, all felony offenses of KRS Chapter 508 have to be reported. Teachers and staff are required to inform the Principal verbal, physical, or written transactions a student has against another student. Teachers and staff at Lancaster Elementary will do the following things to prevent bullying and help children feel safe at school:

- * Supervise students in the school and on the playground
- * Look for signs of bullying and stop it when it happens
- * Report bullying and stop it when it happens
- * Respond quickly and sensitively to all bullying reports using a Four-A-Response process:
- * Affirm Feelings
- * Ask Questions
- * Assess Safety
- * Act by coaching child on future behavior

VI. Reporting to the Principal

Teacher and staff are required to report to the principal orally and written about the transaction. A behavior form should also be given to the Principal. The behavior form is needed in the event that the principal does not find any evidence of a Chapter 508 felony offense, but still needs to face consequences at school for the incident.

VII. Principal Responsibilities

The Principal is required to investigate all reports. If there is a violation found, then the parents/guardian of the student is to be notified. Within 48 hours of the report, the Principal has to make a report to the Board of Education and to the local law enforcement agency, Kentucky State Police or the county attorney. The written report must include:

- * The names and addresses of the victim AND his/her parents/guardians
- * The victims' age
- * The nature and extent of the violation
- * Any other information that the principal believes may be helpful in the investigation process.

No report needs to be made if the principal does not find any evidence of a Chapter 508 felony offense.

VIII. Consequences if there is not a Chapter 508 felony offense. If the offense is severe, the student should be sent directly to the principal with a behavior form.

First Offense – Teacher will talk to student about the misbehavior, assist student with problem solving and apply appropriate consequences. Parents may be contacted.

Second Offense – Student will be sent to the counselor to discuss misbehavior. Assist student with problem solving and issue appropriate consequences. Parents/Guardians will be contacted.

Third Offense – Students will be sent to the office, the principal will contact parent/guardian. A meeting will be held to develop a plan to change student behavior. Principal will issue appropriate consequences.

Fourth Offense – Possible short-term suspension

IX. Prevention

- * Annual review of policy at faculty meeting
- * Policy given at New Teacher Training
- * Counseling classes teaching lessons on bullying
 - * Writing stories or poems or drawing pictures about bullying
 - * Reading stories about bullying
 - * Discussions about bullying and why it matters

ENRICHMENT FRIDAY CLASS POLICY

Enrichment Friday classes will be offered to all 4th & 5th grade students during their special class time on Fridays. During each nine week grading period, there will be a set of classes offered.

Classes will be an extension of core content. Examples include: Advanced PE, Creative Writing, Spanish, Sign Language, Economics, Advanced Computer Skills, Nutrition, Digital Photography, etc.

Students will be able to choose which class they would like. A note will be sent home to the student and parent detailing the classes offered. The student will list their top three choices. Students will be placed in a class based on a first come first serve basis. Instructors may limit the number of students allowed in the class.

Students must choose a different class each nine week grading period, unless the instructor states that their class is continued a second nine week grading period.

Classes are limited to one or two nine week grading periods. All classes just one nine weeks. All students must sign up or will be placed in a class.

ELECTRONIC DEVICE POLICY

Cell Phones

Cell phones must be turned off before and during school hours. Cell phones and applicable accessories must be kept in students' backpacks during school hours. The school and teachers are not liable for stolen, damaged or missing property in regards to cell phones or any cell phones accessories.

Teachers will take them into their possession and return at the end of the day.

Gaming and Audio Devices

Any gaming devices (eg. Playstations, DS, or any handheld game) must be turned off before the school day begins at 7:45 or before if teacher instructs the student to do so. All devices must be kept in the students' backpack and not in his/her possession at any

time, the teacher will take them into possession and return at the end of the day. If the problem persists, the device will be turned in to the principal and parent will be called to pick up the device.

The school will not be held responsible for stolen, damaged or missing devices.

Only with permission from the teacher may a gaming or audio device be used during the school day.

FIELD TRIPS

Students participating in field trips must bring an official field trip form that has been completed and signed by the parent or guardian. All students attending a field trip must depart from and return to school. If your child is not participating in the field trip they must still attend school that day and will have work to complete.

FIELD TRIP POLICY

Each classroom at Lancaster Elementary School may take field trips directly connected to what the class is studying. The trip should not exceed 100 miles (one-way) and should not exceed the regular school day, without prior discussion/approval from SBDM. All field trips are required to be approved by the Principal and the Board of Education.

Field Trip Guidelines

Parents are to follow or meet buses at destination, but no parents will be permitted to ride busses.

If a parent chooses to take his child from a field trip, parent must sign a release of liability and check out sheet.

Parent must be a *Certified Volunteer to chaperone any field trip.

***A certified volunteer is one who receives the Certification Evaluation Training through the Family Resource Center and completes a certified background check.**

SCHOOL SAFETY POLICY

School Parties & Functions

(dances, field day, winter bazaar, etc.)

All Lancaster Elementary class parties and other school functions requiring assistance with students must be chaperoned by a “Certified Volunteer of the Garrard Co. School District.

Field Trips

Parents chaperoning a school field trip must be a *Certified Volunteer of the Garrard Co. School District.

Chaperones are not permitted to ride busses, but may meet the class at designation.

Number of chaperones will be determined by the classroom teacher.

If a parent chooses to take a child from field trip, parent must sign a district release of liability and check out sheet.

Teachers will carry with them medications, liability forms and class roster.

Daily Student Dismissal:

Any change in a child’s normal transportation must be presented to teach in a letter or an email.

Email must arrive before 2:15pm.

lesparentnotes@garrard.kyschools.us

No guest/parent entry to building between 2:35 pm – 2:45 pm daily.

Car tags will be issued for all students and must be present during parent pick-up.

Miscellaneous:

Students are not permitted to have glass bottles, vases, etc.

Digital cameras are monitoring/recording on site at all times.

State Mandated Monthly Drills

Aug.: Fire, Tornado, Bomb

Sept.: Fire, Earthquake, School Lock down

Oct., Nov. & Dec.: Fire

Jan.: Fire, Earthquake

Feb, Mar, Apr: Fire, Tornado

May: Fire