

Crittenden County Elementary School

STUDENT HANDBOOK *2024-2025*

Crittenden County Elementary
120 Autumn Lane
Marion, KY 42064
www.crittenden.kyschools.us

Telephone Directory:

Main Office: 270-965-2243

Fax: 270-965-4113

Board of Education: 270-965-3525

Bus Garage: 270-965-3866

Family Resource: 270-965-9833

Administration Staff

Principal Sarah Riley
 Assistant Principal Laurie Holcomb
 School Counselor Sara Omer
 School Counselor Johnna Henager

Office Staff

Bookkeeper Rheanda DeBoe
 Attendance Clerk Julie Champion
 ISD Assistant/Secretary Kathy Maynard

Teacher/Staff

Curriculum Coach Tiffany Deboe
 Preschool Meagan Brasher
 Shanna Louden
 Tami Smith-Allen
 Preschool Asst. Deana Beckner
 Kennedy Ford
 Carla Tinsley
 Kindergarten Jennifer Beverly
 Kassie Green
 Denise Guess
 Andrea Markham
 Kindergarten Asst Taylor Berry
 Marsha Burkeen
 Breann Duncan
 Stephanie Mott
 First Grade Magan Cruce
 Ann Moore
 Cassie Polk
 Kayla Travis
 Second Grade Olivia Bloodworth
 Shayann Board
 Bailey Shae Guess
 Victoria Shewcraft
 Third Grade Melia Cappello
 Abby McKinney
 Renee Stowe
 Julie Young
 Fourth Grade Madison Boling
 Amanda Harris
 Vicky Parker
 Alyssa Schoensiegel
 Fifth Grade Matt Fraliex
 Riley Jones
 Mandy Perez
 Summer Wheeler
 Mandy Winders

Math/Reading Interven. Mollie Tabor
 RTA/Reading Interven. JJ Graham
 Library/Media Mary Ann Winders
 Physical Education Mandy Hunt
 Art Suzanne Brown
 Music Cindy Crabtree
 Computer Lab Shawn Sunderland
 Speech Heather Belt
 Brooke Hunt
 Special Education Becky Bailey
 Stephanie Galusha
 Melissa Gobin
 Tara Kirk
 Melissa Shewcraft
 Shelby Werne
 TBA
 TBA
 Special Education Asst. Angie Beverly
 Courtney McMackin
 Missy Nelson
 Dillan Smith
 Delanie Young
 Custodian Greg Hewitt-Lead
 Chuck George
 Donna Herron
 Michelle Hewitt
 Cindy Ivy
 FRYSC Asst. Stephanie Martin
 Cafeteria Staff Michelle Roberts- Mngr.
 Shelia Miniard-Acct. Clk
 Cindy English
 Tammy Lemon
 Lucy Mattingly
 Mandy McConnell
 Amber McLean
 Shelly Roberts

WELCOME TO CCES

This handbook has been prepared by the administrative staff of Crittenden County Elementary School. Parents are encouraged to read the handbook carefully to acquaint themselves with the services and benefits available. We hope the handbook is informative and will answer many of the questions you may have.

Please join us as we begin another fantastic new year with our focus on our most valuable community asset – the STUDENTS at Crittenden County Elementary School!!!!

Student Services

Family Resource and Youth Services Center:

Crittenden County School District's Family Resource and Youth Services Center (FRYSC) is available to all students and parents. The coordinator, Crystal Wesmoland, can be contacted at 270-965-9833. The office is located on West Gum Street beside the middle school. Office hours are 7:30-3:30, Monday – Friday. There is also a FRYSC Assistant, Stephanie Martin, located in the elementary school building. The FRYSC helps students and families with issues that may interfere with student learning; such as family and/or financial difficulties. The goal of the FRYSC is to coordinate needed services and make them available to our students and their families.

Guidance:

The guidance department helps students learn to develop a healthy, emotional, and psychological concept of themselves and others. With a positive mental attitude, students are encouraged to enhance their academics. Students can meet with the counselor in small groups and /or individually. The goal is to help students acquire life skills that will help them become responsible citizens. Our guidance counselors are Sara Omer and Johnna Henager. They can be reached at 270-965-2243 or sara.omer@crittenden.kyschools.us or johnna.henager@crittenden.kyschools.us.

How can parents support student learning?

Check that all homework is completed.

Talk to your child about what (s)he is learning at school. Try to make real-life connections.

Become familiar with the school's program, policies, and operations.

Actively support expectations held by staff for the behavior of your child at school and school events.

Become involved in school events.

How do I contact my child's teacher?

All teachers have e-mail accounts. Their addresses follow this format: firstname.lastname@crittenden.kyschools.us.

Teachers can also be reached by phone before and after school at 270-965-2243. **The office will not forward calls to teachers during the school day** in order for your child to receive the maximum amount of time learning without disruptions. Conferences can be scheduled with your teacher throughout the year. If you would like to schedule a conference or talk with a teacher, just send a note with your child or leave a message in the office for your child's teacher to return your call.

What if I need to speak with the principal?

Crittenden Elementary School's principal and assistant principal welcome all parents who wish to meet with them. To be assured of an appointment, please call the office to arrange a time. "Drop-in" conferences certainly do occur, but there is no guarantee that the administration will be available. **In the event of a problem, please contact your child's teacher first.** The principal will enter the problem-solving process, if the parent and teacher are unable to develop a mutually agreeable solution.

SBDM Council

Crittenden Elementary has a School-Based Decision-Making Council (SBDM) that meets each month. The mission of the School Council is to set school policy and make decisions that will provide an environment to improve student achievement and enable teachers to impact the educational process.

2024-2025 Council Members:

Sarah J. Riley, Principal

Shayann Board, Teacher

Aaron Brown, Parent

Becky Bailey, Teacher

Kassie Green, Teacher

Tiffany Brown, Parent

DRESS CODE

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Students' dress and grooming shall be neat and clean.

- A. For Physical Education and outdoor play children **must** wear shoes that protect and support the feet. Participation will be limited if the proper shoes are not worn.
- B. No exposed midriffs or underwear worn as clothing.
- C. No see-through garments shall be worn without proper undergarments. This includes garments with large-cut arm holes.
- D. Appropriate shorts, skirts, and dresses may be worn.
- E. No clothing shall be worn which displays profanity, suggestive phrases, alcohol, or drug advertisement.
- F. Hats, hoods, and sunglasses shall not be worn inside the school building during regular school hours except for special occasions as deemed by the principal.
- G. Students should wear clothing appropriate for weather, such as jackets, coats, and socks during cold weather. If the temperature or wind chill is below 40°, students will not go outside to play.

Student Safety

Emergency Information in Infinite Campus: Each student will be required to have an emergency information on file in the school office. The information on this card authorizes school personnel to make necessary arrangements in the event of an accident or illness of the student. If the parent(s)/guardian(s) cannot be reached, then treatment need not be delayed. **It is very important that at least two neighbors or relatives and their telephone numbers be listed if at all possible. List all people that may pick your child up from school other than parents or guardians. Your child will not be released to anyone without your permission in advance.**

Please note that **either parent may check a child out of school unless valid court and/or custody papers are on file at the school. If a person listed who may not pick up your child is a parent, we cannot legally prevent them from taking the child without a court order.

Early Dismissal or School Cancellations Due to Weather:

Our district uses technology referred to as “Parent Square” that enables information to be sent out to everyone in the district simultaneously through your telephone lines. In the event that severe weather is an issue and school needs to be dismissed early or cancelled entirely, you will receive a call, and/or a text message letting you know. Please refrain from calling the school and tying up school lines to inquire about school closings.

Birthdays / Special Occasions

Can I celebrate my child’s birthday at school and bring treats?

We want each child at CCES to feel special every day, especially on his/her birthday. We also want each child in the classroom to be able to learn as much as possible without disruptions. For this reason, birthday parties will take place during recess ONLY. All food items brought for students **MUST** be store bought and not homemade. Many students have food allergies. Store bought food will have a nutrition label that list ingredient contents. Birthday invitations cannot be distributed at school unless the entire class is being invited. The school cannot give out addresses or telephone numbers of students in your child’s classroom due to privacy issues.

School Deliveries

If a gift is sent to the school for your child, it will remain in the office until after 2:00 pm. We try very hard during the day not to disrupt instructional time. **Please remember that balloons or glass items are not allowed on the bus.** All other items should fit into your child’s book bag.

What classroom parties are allowed at CCES and how can I help?

According to **CCES Policy**, classrooms are limited to four parties per year. CCES has designated fall, Christmas, Valentine’s Day, & spring as the four parties that will be held. Parties begin at 2:10 p.m., and PTO homeroom parents will sponsor room parties; however, it is the responsibility of each teacher to supervise all such parties. If interested in helping out, contact your child’s teacher. A background check is required to attend all parties.

Volunteer Requirements

All volunteers are required by state law to undergo a background check. Please see the front office for information. This is required for any and all forms of volunteering as well as attending parties and eating lunch.

Art and Library Volunteers

If you would be interested in volunteering in the library to shelve books, pull teacher requests, work book fairs, and other literacy programs; please contact our librarian, Mary Ann Winders, at 270-965-2243 or email mary.winders@crittenden.kyschools.us.

If you would like to help our students in the art room, please contact Suzanne Brown at 270-965-2243 or suzanne.brown@crittenden.kyschools.us

Behavior Expectations / PBIS

Our primary concern is that students be provided with a school climate that is conducive to learning. Crittenden County Elementary School has implemented the PBIS (Positive Behavior Intervention Supports) to benefit our entire student population. Here are the key points of PBIS:

- We have clearly defined behavior expectations of RESPECT, INTEGRITY, SAFETY, and EXCELLENCE; or RISE. Every student will be taught our expectations in multiple settings throughout our school **(see Behavior Matrix on next page)**.
- We, as a staff, will continually self-evaluate our culture and seek behavior supports to effectively meet the social and emotional needs of all students.
- We have established a supportive community here at Crittenden County Elementary School to encourage the expected behaviors of showing RESPECT, INTEGRITY, SAFETY, and EXCELLENCE; or RISE.
- We have established a curriculum that is shared school-wide that discourages inappropriate behavior and teaches appropriate behaviors that optimize learning and social-emotional competence.
- We are reducing the need to always be reactive by replacing it with a more proactive approach of teaching students our expectations first. Rather than waiting for a student to fail before we intervene, we provide the necessary supports. ➤ PBIS reminds us that growth must occur for all students even in situations of misbehavior. ➤ Research has shown that PBIS not only improves a school culture, but it will also improve academic performance.

When appropriate behaviors have been identified and taught, they should be acknowledged on a regular basis. All staff at Crittenden County Elementary School are able to acknowledge student's positive behavior throughout the school day and throughout the school building.

Acknowledgement occurs at various levels:

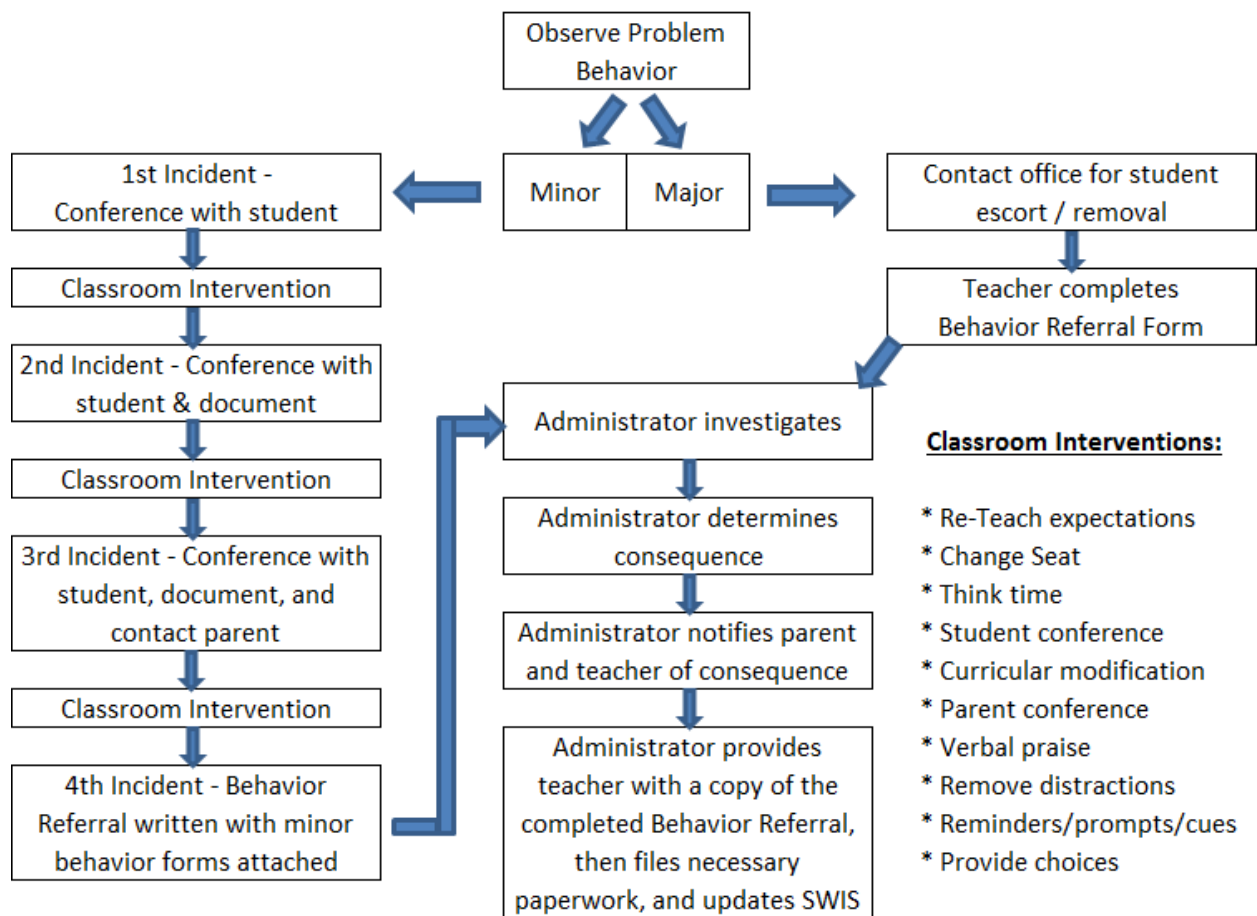
- Individual student
- Classroom
- Grade Level
- Whole School / Student Celebrations

On the next page you will find our PBIS student matrix that defines how to show Respect, Integrity, Safety, and Excellence; or RISE. The Matrix is the foundation of how we will teach our students the behavioral expectations here at CCES. Everything we have put in place has been a collaborative effort of our teachers and staff. This has not been done by an outside source. Everything we do with PBIS is "homegrown." The students, staff, and parents will continue to align our goals with our student needs. Our PBIS curriculum is never set and will always change with our culture. Everyone plays a significant role in helping our students.

Rocket Mission: R.I.S.E. to suCCESs
PBIS School-Wide Expectation Matrix

School-Wide Expectations	Bus	Hallways	Recess	Classroom	Cafeteria	Restroom	Arrival/Dismissal	Assembly	Field Trips
Respect	* Inside Voice * Listen to driver * Keep hands and feet to self	* Level zero * Walk in 2nd block * Keep hands and feet to self	* Take turns * Be a team player * Be kind	* Respect yourself, others, and our school	* Use good manners * Voice your choice	* Level zero * Respect privacy	* Inside voice * Stay in your space	* Keep hands and feet to self * Be courteous	* Respect chaperones * Use manners * Respect the environment
Integrity	* Keep your space clean * Take responsibility for your actions	* Follow the rules	* Do the right thing * Help others * Be truthful	* Own your actions * Stay organized	* Clean up	* Flush * Wash * Clean up	* Follow the rules	* Follow the rules	* Clean up * Take responsibility for your actions
Safety	* Walk * Remain seated/face forward * Keep hands and feet to self	* Walk * Eyes forward * Stay in your space	* Self-control * Stay in your area * Use equipment properly	* Safety first * Be a family * Help others in need	* Walk * Sit correctly * Inside voice * Stay in your space	* No horse playing * Keep hands, feet, and objects to self	* Sit in the designated area * Walk in front of the vehicle/wait for signal	* Enter/leave at a voice level 1 * Keep hands and feet to self * No stomping	* Follow the rules * Stay with your group
Excellence	* Make good choices * Keep bus clean	* Make good choices * Follow the rules	* Line up orderly * Re-enter the building at level zero	* Excellence is expected	* Clean up	* Clean up	* Make good choices	* Level zero * Give attention to speaker	* Set a good example * Make good choices

Behavior Flow Chart



****If behavior continues, possible Suspension from School****

Based on the philosophy that all students are individuals and that the circumstances surrounding any situation are varied, what is fair does not necessarily mean “the same consequence” in every case. This procedure is meant to be used as a guide. The administration reserves the right to decide what’s most appropriate for each individual case. Parents will be contacted and the nature of the problem will be explained to them.

The authority to control students is found in KRS 161.180 (1). The authority granted is not limited to the school campus and school hours. Student conduct on school buses, social media, and at school sponsored after-hour activities (i.e. athletic events, dances, etc.) are within the authority and responsibility of administrators and teachers. Pupils of the district are under the direct authority of the principals and teachers therein while in school, while going to and returning from school, or until properly released to parents or guardians.

For further definition and more serious offenses refer to the Crittenden County Schools’ Code of Acceptable Behavior and Discipline Handbook.

Anti-Bullying

Crittenden County Elementary School is committed to making every child’s school experience safe. As we at CCES provide a safe and orderly environment conducive to learning, we strive to make sure every child is awarded this opportunity free of bullying. In order to preserve this environment, we have created procedures to accomplish this goal:

What is Bullying?

Bullying is a form of repeated aggression that is directed by one or more people towards another person. It tends to occur in places that are less structured. School bullying takes four main forms:

- 1. Physical bullying** is where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, or holding them down. Physical bullying also includes taking or breaking a student’s belongings or stealing/extorting money.
- 2. Verbal bullying** is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, mean notes, put-downs, and ridicule. It also includes hostile gestures such as making faces, staring, giving the “evil eye,” eye rolling, and spitting.
- 3. Relational bullying** occurs when students disrupt another student’s peer relationships through leaving them out, gossiping, whispering, and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, excluding, scapegoating.
- 4. Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs, and postings to bully another student in any of the ways described above. Examples of cyber bullying are sending threatening or insulting messages by phone and e-mail and spreading destructive rumors.

Bullying is also harassment. Bullying is part of a continuum of student violence and may, at times, amount to harassment.

Harassment occurs when a student is the recipient of threatening, disturbing, or unwelcome behaviors because of a particular characteristic. Many forms of harassment are prohibited by federal and state laws, the most well-known being harassment based upon a student’s race or sex. Students are also targeted for not belonging to the dominant race or class, because they are disabled or obese, or for being less (or more) intelligent, athletic, attractive, confident, or simply because they dare to be different.

Food Services

The Community Eligibility Program (CEP) was approved again! This means all students will benefit from free breakfast and free lunch!!

Crittenden County Food Service serves nutritious, well-balanced breakfasts and lunches in all schools. A variety of lunch and breakfast items, which meet the USDA guidelines, are available daily, as well as a la carte items. You will receive a copy of the lunch menu.

Lunchroom Expectations

All students are required to follow basic lunchroom procedures and etiquette. The expectations are:

- Walk at all times (no running, skipping, etc.)
- Always use a “level 2” voice and talk only to people at your table.
- Get everything you need while in line – napkin, eating utensil, drink, condiments, etc.
- Stay in your seat at all times. If you need help, raise your hand and wait for the monitor to come to you. ·

Use good table manners and follow school rules.

- Sit up to the table and eat. If you drop something on the floor, pick it up. If you spill something that you cannot clean up raise your hand and tell a monitor.
- Usage of bathroom is only allowed on an emergency basis. Emergencies do not happen daily so make sure you take advantage of the opportunities when your teacher takes you to the restroom.

Can students purchase a la carte items?

Students are permitted to purchase a la carte items at lunch. If parents do not want their child to purchase these they need to explain this to the child. The cashiers can also note this on the student’s account at the parent’s request. There are no charges allowed on a la carte items. These items are extra – not included in free breakfast/free lunch. Items range from \$0.50 to \$1.00 each.

If my child decides to bring his/her lunch from home, are there any regulations I need to be aware of?

Yes! **No soft drinks** are allowed in the lunchroom during breakfast or lunch.

TRANSPORTATION CHANGES

What if my child normally rides the bus home but today they will be picked up from school? If your child's regular transportation or after school plans change, you must send a note to school with your child the morning of the needed change. The note must have the following detailed information:

- Who (name of the person they are visiting or going home with),
- Where (complete address of where the child will be going), and
- Dates as to when the change will begin and end.

What if my child will be going home with another child?

If your child is going to ride the bus home with another student or get off at a different bus stop, they must give the bus driver the written note signed by the office.

What if my child's transportation plans change during the day?

If your child's transportation plans change during the day you will need to make the request in person, through email/text to cces.busnotes@crittenden.kyschools.us, or by fax, 270-965-4113, **prior to 2:00 pm**. For the safety of all students, we greatly appreciate your cooperation with this procedure.

What if I or someone else needs to pick up my child during the school day?

Students who must leave during the school day must be signed out through the office by the parent or by someone on the emergency information card on file in the office. Students **WILL NOT** be released to individuals whose name(s) are not on the pick-up list in Infinite Campus. **FOR THE SAFETY AND UNINTERRUPTED EDUCATION OF ALL STUDENTS, PLEASE WAIT IN THE OFFICE FOR YOUR CHILD.** The student **WILL NOT** be allowed to leave the classroom with you unless the teacher has been notified by the office.

****Please try to avoid picking up your child during the time of 2:45-3:00 as it is a very hectic time.**

What if we move or some emergency information changes?

For your child's safety please inform the school anytime you move, change phone numbers, or make any changes to your emergency information sheet. This includes cell phone numbers, address, place of employment, etc.

Afternoon Dismissal for Car Rider Procedure

1. Each student/household will be given two car tags at no cost. **All vehicles must have the tag visible on the rearview mirror.** Any vehicle without a tag will be asked to park, and the driver will have to come into the office to show ID **after** car rider dismissal.
2. All car riders are to be picked up at the back of the building.
3. **For safety reasons, parents are not permitted to park their vehicles and retrieve students from the building during dismissal time.** All students will be assembled in the cafeteria by their numbers and dismissed to vehicles as parents arrive.
4. **NOTE RIDERS:** If you send a note with your child to be a car rider, the first and last name of the driver must be on the note. The adult must show his/her ID to the staff member in the pick-up line for the child to be able to leave with them. They must be on the pick-up list.
5. ALL students must be picked up by 3:25 p.m. Parents arriving late after 3:25 p.m. must report in person to the office and sign out the student(s).
6. If your tag(s) are lost/damaged, it is your responsibility to obtain another one from the school's front office. Handwritten numbers are not acceptable. **The replacement cost for a lost tag is \$7.00 each.**
7. Car rider line begins at 3:15 p.m. Please do not enter Autumn Lane until this time. This will allow us to get our last bus onto campus. Then students will start dismissing at 3:15 p.m.

Attendance

Student success in school is directly related to school attendance.

School attendance is state law.

TRUANCY DEFINED – (KRS) – Kentucky Revised Statute (Law)

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than 139 minutes shall be considered tardiness. Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

How to avoid attendance issues:

1. Get your child to school on time every day. Your child must be with his/her teacher at 7:55 a.m. One minute late is counted as a tardy.
2. Make doctor or dentist appointments for after school hours. If this is not possible, make certain you obtain a doctor's or dentist's excuse each and every time your child misses due to an appointment. Each note must be turned in within 5 days or the note will not be accepted.

NOTIFICATION

1. The parent/guardian shall **send a note** stating reasons for the student's absence on **the date the student returns to school** within five (5) days. A phone call stating your child will be absent and why also serves as a parent note.
2. Parent notes will be accepted for student or family illness or injury up to **five (5) days per year**. After a student has missed five (5) days excused by parent notes in a school year, a **doctor's excuse** must be presented for the absence to be excused. The first five (5) absences will be marked as 'Parent Note' unless a doctor's excuse is provided.
3. Doctor's notes will be accepted for student illness up to **ten (10) absence events**. Any absence events due to medical reasons in excess of ten (10) will require the presentation of the Crittenden County Schools' Medical Excuse Form RX10 before the absence will be excused. The RX10 forms will be available at each school, superintendent's office, and some medical facilities upon parent request.
4. If your child arrives between 7:55-10:14 AM or check out between 12:41-3:00 PM (s)he will be counted tardy. You are allotted four (4) tardy parent notes per school year. Tardy doctor notes are unlimited.
5. Excuses must be presented to the office when the child returns to school. The Principal/designee shall determine whether absence events & tardiness are excused or unexcused.

School Health

Health Issues

A medication authorization form must be completed and on file before medication can be given at school.

No student shall take medicine at school without adult supervision.

If your child has a medical condition please set up a time to meet with the nurse to prepare a health plan. This will further ensure that your child's specific needs will be met.

Also, any child with a known allergy (peanut, milk, etc.) is to have an appropriate treatment plan on file with the school nurse.

Guidelines for Medication Administration at School

Consent for school nurse services must be completed and signed by the parent.

Medication must be signed in and left in the nurse's office and must be in its original container. The medication container must have the original typed pharmacy label with the following information:

· the child's name,

- the doctor's name,
- the medication name,
- the dosage amount,
- the route of administration,
- the frequency of medication, and
- a specific reason for administering the medication.

Ex. Jane Doe, Dr. Seuss, Albuterol Sulfate Inhaler- inhale 2 puffs every 4 hours as needed for asthma symptoms.

Any added handwriting on the prescription bottle will make the prescription void and new prescription bottles will be needed for changes in dosage of medication.

Medications cannot be transported on the bus, unless special permission has been granted.

Over the Counter Medication

Same rules as above, but the medication label must be specific for the age or weight of your child and will be followed accordingly. The medication must be brought in by a parent or adult with a note.

In Case of Emergency

Parents will be notified immediately. Should your child have to be transported to the hospital by ambulance, school personnel will remain with your child at all times until you arrive at the hospital. **It is imperative that you keep telephone numbers and addresses up to date in the main office. Notify the school office of any changes.**

Control of Head Lice

School Personnel shall actively pursue the prevention and control of head lice at Crittenden County Elementary by implementing a consistent screening and follow-up program for all students. School Personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice any time during the school year:
 - a) students will be discretely isolated (FRYSC office or nurse's station) while parent or designee is notified to immediately pick them up from the school.
2. School personnel shall offer parents of infected students:
 - a) visual evidence of lice/nits in the student's hair,
 - b) verbal and/or pamphlet information for hair treatment and household disinfection.
3. When students return to school:
 - a) an adult will bring the child to school and school personnel will inspect the child's head to ensure that (s)he is lice free,
 - b) if nits are found, the student may return to the classroom but will have their head checked daily by school personnel until all nits are gone.

FREQUENTLY ASKED QUESTIONS

When can I expect my child's report card?

1st 9 weeks ends October 22	Report Card home October 29
2nd 9 weeks ends January 10	Report Card home on January 17
3rd 9 weeks ends March 14	Report Card home on March 21
4th 9 weeks ends May 22	Report Card home on May 22

**Dates are subject to change with changes in calendar

Progress Reports will be sent home each 9 weeks.

When does the instructional day officially begin?

The bell rings at 7:55 a.m. The day officially begins at this time and all students should be in their classrooms. Students entering the building or eating breakfast at this time will be considered tardy.

When does the school day end?

The school day ends at 3:00 p.m. At this time 1st run bus riders will be dismissed. Students picked up before this time will be considered tardy. At 3:15 p.m. car riders and 2nd run bus riders will be dismissed.

When can my child enter the school building?

At 7:25 a.m. students are allowed to enter the building through the student drop off/pick up area. Before letting your child out of the car an **adult must be on duty** to greet your child. Drop off continues until 7:55 a.m. At this time the adult will enter the building and all side entrances will be locked. For the safety of your child, **do not drop** your child off unless an **ADULT IS STANDING OUTSIDE. IF YOU ARRIVE AFTER 7:55 A.M. YOU MUST WALK YOUR CHILD INTO THE FRONT OFFICE AND SIGN THEM IN.**

Can my child eat breakfast at school?

Students who want to eat breakfast should arrive between **7:25 a.m. and 7:40 a.m.** to allow ample time to eat. **The breakfast line closes at 7:45 a.m.** The ideal time to arrive at school if you are eating breakfast is no later than 7:40 a.m. This allows your child 10-15 minutes to eat and still gives them time to make it to their classroom on time. If students are still eating breakfast at 7:55 a.m., when the bell rings, they will be assigned an unexcused tardy.

Is there a homework policy at CCES?

Yes, your child is expected to complete all homework assignments by the assigned date. If the student uses his/her time wisely at school, students should never have more than 30-60 minutes nightly; not including reading. Please encourage your child to read for 20 minutes each night. Students who habitually have incomplete class and/or homework assignments will be referred to the principal.

What if I need to come into the building?

Parents and visitors are always welcome at CCES, but in order to assure security and safety for all students, there are certain guidelines that we expect to be adhered to. These guidelines include:

1. All visitors to CCES must present a valid driver's license, sign-in in the office, and receive a Visitors Tag from the receptionist before going to any part of the building. **Under NO circumstances is a visitor to go to a room before reporting to the office.**
2. In order to check a student out of school, the parent will sign-out in the office and wait for the receptionist to call the student to the office.
3. For the safety and security of our students, we ask that you drive slowly, obey posted signs, and use designated parking during school hours.

Where is lost and found?

Lost and found is located in a designated area. Students and parents should check there periodically for lost items. Items remaining after the last class day in December and May will be donated to charity. It is recommended that you label all articles of clothing on the inside with your child's name. Every year we have hundreds of very nice clothing items that are not claimed.

What if my child is sick and we want to pick up homework?

Always call the office if your child is going to be sick and miss school. If your child is sick for only **one day**, please wait and let your child get the homework when they return to school the next day. If your child is sick for **two or more days**, contact the school office, and then stop by the office **AFTER 3:30 p.m.** to pick up their work. This will allow teachers ample time to organize their homework without disrupting instruction. If you are going out of town and want to pick up homework before you leave, you will need to talk to the individual teacher to make arrangements.

What is the school's cold weather policy?

In order to provide children with a change of environment at least once during the day, children will go outside on moderately cold days. We ask that parents send children to school dressed appropriately with gloves/mittens, hat, and warm footwear. If the temperature or the wind chill is below 40°, students will not go outside.

What is the policy on students bringing electronics to school?

All cell phones are to be turned off during the day and left in backpacks. Due to the risk of being stolen we strongly discourage bringing them to school. Other electronics such as iPads, iPods, or Game Boys should not be brought to school. They are very distracting to students, and often interfere with instruction. If a cell phone or another electronic item is out of their backpack during the daytime, it will be taken from the student and the parent/guardian will be contacted to collect.

Dear Parent or Guardian:

The educators in Crittenden County School District are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitments of our schools and our district.

Our district receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

- 1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;*
- 2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;*
- 3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and*
- 4. Whether your child is provided services by para educators, and if so, their qualifications.*

If you would like to request this information, please contact Lacey Schrock by phone at 270-965-3525 or by email at jenni.gilkey@crittenden.kyschools.us.

Please include your child's name, the name of the school your child attends, the name(s) of your child's teacher(s) and an address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Jenni Gilkey

District Title I Coordinator