

Welcome to Crossroads Elementary School

VISION:

Every Child, Every Chance, Every Day!

MISSION:

**CES Is dedicated to inspiring a community of passionate learners
and leaders by setting goals and providing opportunities for
success.**

CORE VALUES:

Leadership — Be Proactive

Perseverance: Put First Things First

Communication: Seek First to Understand, then be Understood

Ambition: Begin with the End in Mind

Problem Solving: Synergize

Kindness: Think Win-Win

Honesty: Sharpen the Saw

TITLE IX NONDISCRIMINATION STATEMENT

In accordance with Title IX of the education amendments in the Civil Rights Act and Section 504 Public Law 9312, the Bullitt County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, sex, or handicap in the educational programs or activities it operates; and it is required by Title IX and Section 504 pursuant to regulations not to discriminate.

ARRIVAL

Arrival begins at 8:30am. Students may go directly to breakfast if they wish to eat or to their classroom. Official school hours are 9:00 – 3:40 for students K - 5. **Students cannot enter the building before 8:30. Students MAY NOT stand in front of the building unsupervised before 8:30 am.**

CAR RIDER INFORMATION

ARRIVAL

Parents choosing to bring their children to school should drop them off in the front of the building. Parents may begin arriving at 8:30—allowing time for children to eat breakfast if necessary and prepare for the day. The drop off **starts at the last column and ends at the 1st column** of the building in a single file line. PLEASE pull up to the next available space. **DO NOT BLOCK THE CROSSWALK.** Children arriving later than 9:00 a.m. will be counted tardy and must be signed in by an adult in the front office. **DO NOT** drop children in the parking lot. This is a danger to your child. Our car rider line moves quickly so please be patient.

DEPARTURE

Crossroads uses an online dismissal program to dismiss ALL students, School Dismissal Manager. At the beginning of each school year, you will be required to set up your child's dismissal by accepting the email and following the instructions. A reference guide will be sent home also.

At 3:20 pm you will check in with a 4-digit FASTLANE # at the crosswalk in front of the school. This is your child's # and indicates where you are in the car rider line. A staff member will direct your child to you in the line.

The car rider line is a double line in the afternoon in front of the school. After check in, directly in front of the crosswalk, you will stop at the end of the school building or the car in front of you.

WALKER/BIKER INFORMATION

Walker/Biker policy: Students will walk or bike to a destination, i.e.-Home, sitter's home, relative's home or friend's home. Walkers **WILL NOT** be allowed to walk to **CES** parking lot or **MWMS** parking lot and get into a vehicle. If your child is walking to a car, they are considered a car rider and must follow car rider procedures. In case of inclement weather, a parent/guardian will need to change the child's transportation by 2:40 in the school dismissal manager online system.

Walkers will be dismissed at the far left side of the building. Parents should pick their student up at the side doors. You **MUST** show a Picture ID and be on the child's contact list. **Kdg-3rd grade MUST have an adult meet them at the door.**

Bikers will be dismissed and retrieve their bikes at the bike racks by the buses.

BUS RIDER INFORMATION

All students riding a school bus will be held strictly accountable for his/her behavior on the bus and at the bus stop. Rowdiness and misbehavior will not be tolerated as it endangers the lives of all aboard the bus. The bus driver is in total charge of students while loading, unloading and transporting students. Every driver has been instructed to report misbehavior to the school office. Students who persist in misbehaving may be suspended from riding the bus.

All students will be a bus rider at some point during the school year, even if only on a field trip. All students will be given information explaining the rules that apply to bus transportation, entitled "Regulations for Pupils Riding School Buses." These rules / regulations will be reviewed with all students at school. Each parent is also asked to review these regulations. The transportation form will need to be signed and returned with the beginning of the year paperwork.

CHANGES IN TRANSPORTATION

If your child will not be going home their regular or "default" dismissal, you will be required to change them in the School Dismissal Manager program. **No written notes, phone calls, emails or faxes will be accepted. NO CHANGES WILL BE MADE AFTER 2:40pm. No exceptions.**

Attendance

Maximum achievement of a student's potential can be obtained by a full participation in the total school program. Regular class attendance of all students is expected in order to achieve this goal. Every minute a child is not in school is a missed opportunity to learn.

Absences from school occur for a variety of reasons. Please contact the school to notify of an absence. If calling before school hours, you may leave a message on our voicemail system. A note from the parent or guardian explaining the absence will be expected after each absence upon the student's return to school. When a child sees a doctor, a dentist, or goes to a funeral home, you will need to get a note from that office and send it to school when the child returns. Notes are still required even if you call the school and notify us of the absence or sign your child in or out during the school day. All notes, doctor or parent, **MUST** be turned in within **5 days** of the child's return to school. There is a limit of 6 parent notes and 10 doctor notes each school year. Any absences beyond the six parent notes must have a note from a health care professional. Students will have the number of days absent, plus one, to make up work from an excused absence.

After 6 unexcused absences or tardies, a report will be filed with the Bullitt County Board of Education. Final determination concerning excused or unexcused events will be made by the principal. The following are **acceptable** reasons for being absent from school, thus making the absence excusable:

- Personal illness
 - Professional appointments, which cannot be scheduled outside the regular school day
 - Death in the family
 - Court appearance required by subpoena or citation
 - Serious illness in the family
 - Religious holidays and practices
 - One day for the Kentucky State Fair with a ticket
 - Other reasons of an extraordinary nature approved by the principal or her designee.
- Absences for family vacations will not be excused.

Tardies

Students arriving after 9:00 a.m. and leaving before 3:40 p.m. will be marked tardy. Notes are needed with the reason for the tardy so that we may determine if it will be excused or unexcused.

Checking Students Out Early

It is the school's recommendation that students not be checked out early unless it is absolutely necessary. Checking out a student early disrupts the educational process for every child in the classroom. In the event that a child becomes ill, a parent or parental designee will be called. At any point a student leaves school, he / she must first report to the school office and follow proper check-out procedures.

The person checking out the student must appear on the student's Infinite Campus.

The person checking out the child must show a proper photo identification and complete the sign-out sheet.

The person checking out the child must be 18 years old or older.

The above procedure is to keep all of our children safe. We ask for your cooperation in this matter to keep all of our children safe.

BEHAVIORAL EXPECTATIONS

Crossroads students will learn positive behavior expectations. Staff throughout the building will work with students to reinforce these expectations and help students develop these skills throughout the year.

COUNSELING SERVICES

Crossroads Elementary has a full-time guidance counselor to offer assistance to students, staff, and parents. Our guidance counselor provides classroom guidance, individual guidance / counseling, and referrals from teachers and parents. Our guidance counselor treats every child as a unique individual with differing developmental and personal needs.

DRESS CODE

Appearance should not distract from the educational process nor should it disrupt the instructional process. Students should dress in a manner conducive to positive behavior and exhibit dress appropriate to the school environment and learning process. We encourage our students to be well groomed and wear appropriate school apparel. Please see the guidelines below, the following are not appropriate for the school environment:

Clothing or accessories advertising gangs, drugs, alcohol, tobacco products, wrestling, obscenities or adult themes. Nor may they wear clothing in such a way as to look like a gang member, such as sagging pants, bandannas, etc.

Hats or head coverings (including scarves) with the exception of designated days or medical purposes. Flip-flops, crocs, platform shoes, high heels, open heeled shoes or sandals without back straps are not allowed. **NO SHOES WITH WHEELS ARE PERMITTED AT ANY TIME.** Shoes must be laced at all times.

Shorts, skirts and dresses above mid-thigh. Body piercing other than ear lobes.

Bare midribs, halter-tops, spaghetti straps or tank tops. No sleeveless apparel.

Clothing, accessories, or changes in appearance—such as unusual hair color—will not be allowed due to the disruption to the teaching process/classroom.

FIELD TRIPS

Field trips are a part of the instructional program and must make a definite contribution to an activity, project, or subject area. The teacher will send home a permission slip that gives all information concerning the trip. Students are not allowed to participate in a field trip without a signed permission slip from a parent or guardian. In order to act as a parent chaperone, a criminal records check must be on file and approved prior to the trip. Background Checks **MUST** be done every 2 years. Please check with the volunteer coordinator to see if a current background check is on file. ***Only students/children enrolled at Crossroads Elementary may attend field trips on a school day.***

HARASSMENT

Harassment can be verbal, non-verbal or physical and is defined as a behavior that is repeated after a request has been made for it to stop. Harassment will not be tolerated, and students who engage in harassment shall be subject to disciplinary action. Harassment includes bullying. Incidents of suspected harassment should be reported to a teacher, counselor, or principal.

HEAD LICE

Upon discovery of live head lice on any child within a classroom, the following steps will be taken:

The infested child's parents will be called to pick up the child and treat his/her hair.

A note will be sent home with each child in the classroom stating that a case of head lice has been discovered in the classroom.

The child must be brought into school the next day to be checked and will not be allowed to ride the bus until then.

The child will be checked once a week for weeks.

Parents: To get rid of lice, all infected family members may use the special shampoo. The shampoo can be obtained from the Bullitt County Health Department for a nominal charge. All clothing and bed coverings should be washed in hot water, all carpets and upholstered furniture should be thoroughly vacuumed, and stuffed animals or bean bags that can't be washed should be sealed in a plastic bag for 30 days.

MEALS

Breakfast will be served each morning **8:30 – 8:55**. Students may choose to eat breakfast or go directly to the classroom.

Each class has a scheduled lunchtime. Students will sit together as a class in the cafeteria. All students must eat a lunch, whether it is brought from home or bought at school unless we are notified in writing from a parent or guardian. **Food from restaurants may not be brought in to students for lunch.** Students with special dietary needs must have a letter from their doctor. Students bringing their lunch from home may purchase their milk or juice from the cafeteria. **Carbonated beverages and glass containers may not be brought to the lunchroom.**

2020-2021 school year:

Crossroads Elementary School is participating in the Community Eligibility Provision (CEP) under the National School Lunch Program. All Crossroads' Students will receive FREE breakfast and FREE lunch.

Meal prices are as follows:

Adult Breakfast.....\$2.50

Adult Lunches.....\$3.75

Parents may send in money for the child's lunch account or apply money online for extra or ala carte purchases.

Students will not be allowed to charge ala carte items.

MEDICAL INFORMATION

Medical Disability/Allergy:

If your child has a medical disability or allergy, this should be reported to your child's homeroom teacher. If this disability or allergy needs special attention, please submit a doctor's note.

Medication Administration for Students:

Medication is to be given only with the parent or legal guardian has written permission. BCPS Board Policy 09.2241 requires all prescription medications be dispensed using form 09.2241 AP21 which must have a doctor's signature. A copy of the form is included in the Student Behavior and Discipline Handbook.

Medication shall be brought to school in the original prescription container by an adult.

Students MAY NOT carry any medication (prescription or over the counter) on them unless a doctor has stated otherwise.

Information listed on the container shall include the student's name and the name of the prescribed medication as well as the dosage of medication with all dates listed.

Students taking prescription drugs while at school or at a school-related activity must register their medication with the office.

All MEDICATIONS MUST BE IN ORIGINAL CONTAINER.

All prescription medications must be accompanied by a completed form with the doctor and parent signature. Over-the-counter medications must also be accompanied by the appropriate form signed by the parent. Over-the-counter medications may only be administered and/or dispensed for a three [3] day period. Over-the-counter medications needed for more than three days will require the appropriate form signed by parent and attending physician.

PARENT TEACHER CONFERENCES

Teachers are available for conferences during the school year by appointment. Please contact your child's teacher by email or send in a note to set up a conference. Teachers may also contact parents to request conferences. Good parent/teacher communication is extremely important to every child's progress in school. Observations of classrooms must be scheduled through the principal.

REGISTRATION

All students will register online.

New students to Bullitt County:

www.bullittschools.org

Click on Campus: BCPS online registration icon

Click on: New Student Registration

Follow instructions.

To register a student at CES, parents must upload the following documents:

2 Proof of residencies– Bullitt County Board of Education policy dictates that students must attend school in their appropriate school attendance district. Limited guardianship and transfers are no longer accepted. Proof of residence must be submitted in the form of a current utility bill, lease, car registration, current pay check stub or home contract and a valid driver's license or state issued ID.

Birth Certificate – All students enrolling in a Kentucky public school, regardless of age or grade level, must present a birth certificate. This must be the state issued certificate – not the hospital certificate.

Immunization Certificate – A current Kentucky Immunization Certificate must be on file for every student.

Physical Examination – All students initially entering school through either preschool, first year primary (kindergarten), or from another school that is not in the Kentucky Public School System must have a physical examination prior to starting school and submit it to the school office.

Eye Examination -- All students initially entering school through either preschool, first year primary (kindergarten), or from another school that is not in the Kentucky Public School System must have an eye examination conducted by an optometrist or ophthalmologist by January 1 of that school year. This should be submitted to the school office.

Dental Form-All students initially entering school through first year primary (kindergarten), or from another school that is not in the Kentucky Public School System must have an Dental examination conducted by a Dentist by January 1 of that school year. This should be submitted to the school office.

Social Security Card—Need to be submitted by 6th grade

Existing Students of Bullitt County:

Log on to Parent Portal

All existing students will be required to upload 2 current proofs of residency every school year.

Update any changes at this time.

SCHOOL CLOSING PROCEDURES

In the event schools must be closed, the following procedure will be used:

The announcement will be made on local television and radio and our automated system if school is to be closed that day.

School will be closed one day at a time unless the announcement on the radio/TV states otherwise.

As soon as the decision is made to close school the following day, the announcement will be made on T.V./radio and automated system

DO NOT CALL THE SCHOOL, THE BOARD OF EDUCATION OFFICE, OR YOUR PRINCIPAL.

They will not know about school closing prior to the radio announcement, and it is impossible for them to answer calls from everyone.

In the event that school must be dismissed before the regular time, the announcement will be made on local TV/radio and automated system so that parents may make arrangements for someone to

be at home to meet the children. Your cooperation in following the above procedures will be greatly appreciated and will make our operation at these times much easier. An early dismissal form will be sent home. Please fill it out and tell your child what to do in case school is dismissed.

We are unable to call all parents, make arrangements ahead of time. Update as needed.

When schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed.

SCHOOL DELAY PROCEDURES

Inclement morning weather conditions that are expected to improve may result in school opening on a **delayed** schedule. Please refer to the guidelines for school closing above, as this will be the same method for announcing a school delay. Here are additional guidelines for school delay.

If a one-hour delay is announced, the front door of the school will open at 9:30 A.M. Buses will pick up children on their regular route one hour later than usual. Breakfast will be served for those who wish to eat.

If a two-hour delay is announced, the school door will open at 10:30 A.M. Buses will pick up children on their regular route two hours later than usual. Breakfast will not be served. Lunch will be served on the normal schedule. School will dismiss at the regular time on delayed days.

TELECOMMUNICATION DEVICES

Students using or displaying a telecommunication device (e.g. cell phone) at school will be subject to confiscation of the device. Teachers may allow certain devices during the school day for educational purposes at the teachers' discretion.

1st offense: Teacher or staff member will hold the device until the end of the day and return to student. The device will be placed in a sealed envelope.

2nd offense: Device will be held until parent/guardian picks up during school hours. The device will be placed in a sealed envelope.

VISITORS

ANYONE entering Crossroads Elementary MUST have a photo ID...there will be NO exceptions.

All visitors must sign in at the front office and receive a visitor's badge or pass before reporting to any area within the building. Visitors are not to go directly into their child's classroom nor are they to wait / watch outside of the classroom. This can sometimes create a disruptive situation within the classroom and instructional time is lost.

Visitors that wish to eat lunch with students **MUST** be on the child's Infinite Campus or be with someone that is on that list. **NO EXCEPTIONS.**

VOLUNTEERS

ANYONE entering Crossroads Elementary MUST have a photo ID...there will be NO exceptions.

Criminal Background Checks: In compliance with Board of Education Policy 161.044, ALL ADULTS who attend field trips or volunteer at Crossroads Elementary must undergo a criminal background check **Every 2 years**. These background checks must be done prior to attending field trips, volunteering and entering the classroom for parties or events. Each form is \$10 at the cost to the volunteer.

Events during the school day:

Teachers will send home RSVP forms for various events for parents/guardians to attend. Events in the classroom will require everyone attending to have a current background check. Events in common areas, i.e. gym, cafeteria or library, will require the visitor to be on the child's infinite campus list or be with a person that is on the list.

After School Events:

We do not require anything.

- Please visit the school or volunteer coordinator to complete this **EARLY** in the school year. The process takes approximately 1 week-1 month in some cases, to complete. **This must be on file in the school office. No exceptions**

Volunteers at Crossroads Elementary are to sign-in at the front office. Coordinators schedule parent / grandparent volunteers to assist in various areas within the school. Volunteers make a great addition to the overall programming within the school, be it tutoring students, working on materials for teachers, or just being a helping hand with various projects. Our school could not do many activities without the help of our volunteers. We encourage you to be a volunteer.