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**Ann Louise Hance, Principal**  
**Kaet Barron, Counselor**

Dear Patriots,

On behalf of all the staff at Maryville Elementary, I would like to welcome you to a new school year. Our faculty and staff are looking forward to working collaboratively with you to ensure that your child(ren) feels safe and comfortable, while being provided with a strong educational experience.

All the information in this planner has been prepared to help answer many of the frequently asked questions concerning activities and programs for the successful operation of our school. Please spend time with your child reading the information so that you will understand Maryville Elementary's expectations and procedures. If you have any questions, please feel free to contact your child's teacher or me. We are glad to have your child and your family as a part of our school.

Best wishes for a happy and productive school year!

**Ann Louise Hance, Principal**  
**Maryville Elementary School**

TITLE I SCHOOLWIDE PROGRAM

We are a Title I School, which means we are a school with at least 40% low-income. The focus of a Title I School is to raise the performance level of all students by improving overall instruction and hiring highly qualified teachers. Our Title I plan is written and approved each year by our SBDM council. Title I funds are essential to the advancement of student achievement in our school.

NON-DISCRIMINATION POLICY

It is the policy of the Bullitt County Board of Education that no person in this school district shall, on the basis of race, color, creed, religion, sex, marital status, age, national origin or disability, be denied the benefits of, or be subject to discrimination in employment, educational programs or activities.

Any person having questions or concerns about Bullitt County Schools' compliance with Title IX, Title VI, and Section 504 is directed to contact Mr. Jesse Bacon, Superintendent, Bullitt County Public Schools, 1040 Highway 44E, Shepherdsville, KY 40165, (502)869-8000.

# **Maryville Elementary**

## **Parent Involvement Policy – Title 1**

Maryville Elementary has developed a written Title I parental involvement policy with input from Title I parents. The policy describes the means for carrying out Title I parental involvement requirements. Each year, parents have the opportunity to provide suggestions for the revision of this policy. The policy is distributed to parents of Title I students at the beginning of each school year in the Maryville Elementary Student Handbook.

### **Definition of a Parent**

The legal definition of a “parent” is a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with who the student resides.

For the purpose of this policy, we will use the term “parent” to encompass all diverse family situations.

### **We commit to:**

1. Holding an annual meeting for Title I parents. At this meeting, parents will be informed of the school’s participation in a Title I school-wide program, the requirements of Title I and their right to be involved, and will be provided an opportunity to give their input.
2. Holding a flexible number of meetings for Title I parents to offer practical suggestions on how they can support student learning at home.
3. Making representative parents and community members’ full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

We will honor these commitments through a school-parent compact. Parents will be provided with the school-parent compact on the opening school day each year.

### **School-Parent Compact**

Our students, parents, families, extended families, as well as our local community are all considered partners who share responsibilities for high student academic achievement.

Maryville Elementary will:

1. Provide high quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the student to meet Kentucky’s academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child’s progress. Specifically, we will provide formal reports at a minimum of every quarter (report cards).
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student’s achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences. Parents and/or teachers may request a conference at any time.

6. Provide parents reasonable access to staff. The email addresses and school phone numbers will be provided to parents to promote communication. Staff will be available to parents by appointment for face-to-face conferences.
7. Provide weekly school newsletters that will include information on ways families can help students learn.
8. Support an active Parent Teacher Organization.
9. Provide parents opportunities, including, but not limited to:
  - a. Observing their child's classroom activities
  - b. Tutoring
  - c. Assisting with classroom activities that require more than one adult.
  - d. Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
  - e. Serving on one of our decision-making committees
  - f. Joining our Parent Teacher Organization and participating in its efforts to strengthen our school
  - g. Volunteering along with other concerned members of our community in other areas as needed
10. Ensure that all adult volunteers working in our school with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource Center/Youth Service Center will share responsibility for student achievement by:

1. Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
2. Offering a well-planned, well-published menu of activities and programs to meet those needs.

**Maryville Elementary**  
**Title I Schoolwide Program**  
**Parent-School Learning Compact**

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school. We welcome input/feedback regarding this compact. Please feel free to add comments/suggestions at the bottom.

**PARENT/GUARDIAN**

I want my child to achieve; therefore, I will encourage my child by doing the following:

- See that my child attends school regularly and is on time
- Support school staff in maintaining proper discipline
- Set aside a specific time for homework and review it regularly
- Provide a quiet, well-lit place for study
- Encourage my child and let my child see me read regularly
- Check my child's planner daily and communicate with my child's teacher on a regular basis

**STUDENT**

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Attend school regularly
- Be prepared for school each day with completed assignments and supplies
- Work cooperatively with my classmates
- Respect myself, others, and property
- Follow school expectations for conduct

**TEACHER**

It is important that students achieve; therefore, I will strive to do the following:

- Provide necessary assistance to parents so that they can help with homework assignments
- Encourage students and parents by communicating regularly about student progress
- Provide high quality instruction in a supportive and non-threatening environment
- Provide varied learning opportunities for students to enable them to meet academic expectations
- Hold expectations high for all students, believing that all students can learn
- Make my classroom and myself accessible to parents, encouraging them to visit the school and volunteer

**PRINCIPAL**

I support this compact for parent involvement; therefore, I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student
- Encourage teachers to maintain strong home/school communication that will reinforce classroom instruction
- Provide instructional leadership to develop, implement, and monitor school programs that positively impact student achievement

**Suggestions you think will help us improve the compact's effectiveness:**

**Signed:**  
**Parent** \_\_\_\_\_  
**Student** \_\_\_\_\_  
**Teacher** \_\_\_\_\_  
**Principal** \_\_\_\_\_

## Maryville Elementary

### Physical Education 2019-2020

The state of Kentucky requires that Physical Education be taught to all students unless the child has a doctor's statement saying otherwise.

**Yes, my child is physically fit and may participate in PE and recess.**

**No, my child may not participate in PE and recess (doctor's statement is attached).**

### Student-Parent Handbook 2019-2020

My child and I have read this Student-Parent Handbook. We understand the school's policies and procedures, and we agree to abide by these policies and procedures.

**Grade/Teacher:** \_\_\_\_\_

**Student Name (print):** \_\_\_\_\_

**Parent/Guardian (print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:**

### Library Book Permission Slip 2018-2019

Dear Parent/Guardian:

Your child will visit our school library media center each week.

To enable your child to borrow library books, please read this permission slip together with your child, fill it out and sign it so your student can fully utilize the library. This represents an agreement between you, your child, and the school that you and your child will be **personally and financially responsible for any lost or damaged books.** This slip must be signed before your child will be allowed to check out any books from the library.

Note: We encourage our students to check out library books to extend and enrich their enjoyment of reading and to enable them to learn research techniques. It is, however, imperative that books be returned in good condition and on time. If your child does not return his/her book(s) or returns it/them in poor condition, he or she will not be allowed to check out another book until the lost or damaged book(s) is/are replaced OR the library has been reimbursed for the book.

Together we can help your child develop a love of reading as well as responsible habits in the care and use of books. Please sign below and discuss the importance of library responsibility with your child. Your cooperation is greatly appreciated.

Sincerely,

School Library Media Specialist

*I will take care of my library books and will return them to the school library on time and in good condition.*

**Student's First and Last Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Grade/Teacher:** \_\_\_\_\_

*I give my child permission to borrow library books, and I understand and accept responsibility to pay for or replace lost or damaged books.*

**Parent/Guardian's First and Last Name (please print):** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

### **ACCIDENTS/ILLNESS/FIRST AID**

It is important that we have your current home, cell and work telephone numbers for emergency contact. You will be contacted if your child has an accident or becomes significantly ill. Parents will be expected to have students picked up within one hour of the time they are notified if a child is running a fever. A fever indicates that the child may be contagious.

Several staff members at Maryville Elementary are trained in first aid. Students who require first aid for minor injuries are to report to the office. More seriously injured students are not to be moved, and their injury must be reported immediately to the office. Parents will be notified to come to the school when a serious injury occurs.

### **AGENDA/STUDENT PLANNER**

Every student will be required to purchase a school agenda/planner as part of the student instructional fee. The purpose of the agenda/planner is to allow an avenue for home/school communication. Parents are asked to review the agenda each night and initial the date. The agenda will serve as the primary form of daily communication.

### **ARRIVAL/DEPARTURE**

School hours are 9:00 a.m. – 3:40 p.m.

At 8:30 a.m. the buses unload in the back of the building and front doors are opened for car riders. Students may go directly to breakfast if they wish to eat or to their classroom. All visiting adults must enter the school through the front doors. Visitors must present a valid Kentucky ID, sign in at the office, and obtain a visitor pass. **Students will not be allowed to enter the building before 8:30 a.m.**

**Car riders** must follow the following procedures:

- Parents must register children as a car rider at Open House or during the first week of school. If transportation arrangements change throughout the year, parents must come in to the school office and register their child as a daily car rider to receive the car rider tag. Once a student is registered as a daily car rider, parents will receive 2 MES car rider tags. If you would like to order more tags, or you misplace your tag, the cost will be \$2.00 for each additional tag. **When these tags are displayed, it is understood that students have permission to leave as a car rider with that individual and IDs will not be checked. Please guard these tags for your child's safety.**
- If your child is not normally a car rider, but you need to pick them up in the car rider line, you must send in a signed note to inform us that your child will be a car rider.
- If you forget to send in a note, please be here by 3:25 to sign your child(ren) up as a car rider at the front desk.
- **AM Arrival:** Cars will form a single line and stop at the closest available cone (1-6). All parents, unless preschool/Head Start, are to use the drop off line. Parents are not to park and walk their child to the door. Please wait until the car in front of you pulls ahead before moving.

- **PM Dismissal:** Line up in the front of the school in the car rider line and wait for your child(ren) to be dismissed at 3:40. Your child will be assigned a cone number and will be waiting for you.
- **No vehicles are allowed in the back circle between 8:30 - 9:00 am or 3:15 - 4:15 pm due to bus transportation.**
- **ALL** after school activities will be dismissed from the front of the school following regular car rider procedures

**Bus riders** must follow the following procedures:

- Follow expectations and procedures as stated under "Bus Conduct"
- Changing a bus or bus stop, even for one day, requires a written, signed note from the parent.

***If your child will not be following the same routine at dismissal time, please tell your child before he/she comes to school and send written notification or fax us (955-5753) a note. We need all changes in writing. For the safety of our students, we do not take changes over the phone.***

### **ATTENDANCE**

Maximum achievement of a student's potential can be obtained by full participation in the total school program. Regular class attendance of all students is expected in order to achieve this goal.

Absences from school occur for a variety of reasons. Parents should call the school, before 9:00 a.m., at 869-2400 to inform school personnel of an absence. A note from the parent or guardian explaining the absence will be expected after each absence upon the student's return to school. We need notes even if you call the school and notify us of the absence or sign your child in or out during the school day. 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. A Medical Excuse Form is required after ten doctor notes. **Students must be in attendance at school for at least ½ of the regular school day in order to participate in evening school activities.**

***BCPS policy implemented in 2005-06 requires excuse notes to be submitted no later than five school days after the absence. After this time frame, notes will not be accepted.***

**Definitions of tardies and absences:**

- Tardy: Any absence less than 35% of instructional time in the regularly scheduled school day.
- One-half day absence: Any absence between 35%-84% of instructional time in the regularly scheduled school day.
- One full day absence: Any absence greater than 84% of instructional time in the regularly scheduled school day.

**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.

After three unexcused absences, parents will be notified by the school of potential truancy concerns. After six unexcused absences, 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
- Lice (1 day)
- Professional appointments, which cannot be scheduled outside the regular school day
- Death or serious illness in the family
- Court appearance required by subpoena or citation
- Failure of school bus to run (This is still an absence, but will be excused.)
- Religious holidays and practices
- One day for the Kentucky State Fair
- Other reasons of an extraordinary nature approved by the principal or her designee.

**Absences for family vacations will not be excused.**

There is a limit of six parent notes each school year. All absences or tardies beyond those six days must have a note from a health care professional or other official documentation. District policy states that you have 5 school days to bring in a parent or doctor note. After 5 days the absence is unexcused. A parent note is required for each day of absence. For convenience, multiple days of absence may be put on the same note, however, it still counts as one parent note for each day missed. (For example, you may write one note excusing Monday and Tuesday and it will count as 2 of your 6 parent notes.)

### **Checking Students Out**

Students leaving school before the 3:40 p.m. dismissal must be signed out by their parent or other adult listed in the school office file. For safety reasons, a photo ID will be required before a child is released. We encourage parents not to check out students early unless it is an absolute necessity. Instruction takes place until 3:40 each day.

### **Educational Enhancement Opportunities**

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. Parents shall obtain prior approval from the principal for any trip or activity to be designated an educational enhancement opportunity. An educational enhancement opportunity is an extraordinary educational opportunity that provides a high quality and educationally relevant experience with significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

### **BIRTHDAYS**

Student birthdays are recognized daily over the school-wide broadcast. Summer birthdays are recognized on the broadcast the last day of school. Parents sending "treats" for a student's birthday must leave them at the front office and they will be delivered to the classroom by staff members. All food items sent in must be nut free. Due to distractions in instruction and transportation guidelines, deliveries for students (e.g. balloons, flowers, etc) cannot be accepted at school.

**Invitations to parties outside of the school day (e.g. birthday parties) shall not be given out at school.**

### **BUS CONDUCT**

Riding the bus is a privilege that is determined by the student's behavior. School bus rules/regulations are included in the BCPS Code of Student Behavior and Discipline book. Every student must submit the signed Code of Student Behavior and Discipline Acknowledgement Page before he/she will be transported regularly on the bus.

Every student who rides a school bus is 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. Upon entering the bus, all students must proceed directly to their seat and remain seated until the bus reaches a complete stop to allow them to unload. Noise should be kept to a minimum to allow the driver to concentrate on bus safety. 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 and/or assigned to after school detention. Any additional reports will result in longer suspensions. Parents will be sent copies of reports to be signed and returned.

**First written report for student misbehavior on the bus will result in loss of privileges during the school day. Second written report will result in after school detention. Third written report will result in a bus suspension. Further written reports will result in longer bus suspensions. Fighting will result in immediate bus suspension. Following our MES behavior expectations is crucial to bus safety!**

No student will be allowed to carry large items that cannot be safely held on his/her lap on the bus.

### **CLASSROOM OBSERVATION/VISITATION**

MES staff encourages parents and guardians to work closely with their children's teachers to provide a successful and safe learning environment. As an educational partner in our school, parents are welcome to contact the school principal to discuss observing in their child's classroom. In order to avoid interruptions to the instructional process, parents must contact the school office in advance to schedule the observation and receive principal approval.

## **COMMUNICATION**

In an effort to cut down on waste and to streamline communication between home and school, MES will be communicating school related information electronically. Detailed information regarding communication through these electronic systems will be sent home in August with students. Our school web page and grade level web pages are updated frequently and contain information about important school functions.

The faculty, staff and administration of Maryville Elementary will work hard to consistently provide parents with current information regarding student progress and classroom events. Teachers will contact parents frequently concerning student academic and/or behavior issues. Parents are encouraged to contact their child's teacher if they have concerns about student progress. Attendance and behavior issues can be monitored using Infinite Campus Parent Portal. Please contact the school office at 502-869-2400 for information on accessing this system.

## **COUNSELING SERVICES**

School counseling is a process of assisting students in learning to make positive decisions and change behaviors. This process builds students in all areas: academically, socially, emotionally and physically. Providing classroom guidance and the proactive and responsive services of individual and group counseling are the components of the school counseling process.

During the school year, students at Maryville Elementary will participate in classroom guidance where they will receive character education focusing on proactive behaviors and positively guiding their social/emotional development. School wide events will be directed towards college and career readiness. Individual counseling is also available to help students address concerns that may be interfering with their success at Maryville. Assistance can be given to students to help them deal with developmental and situational type programs by educating them about the situation, teaching coping strategies and providing emotional support. At times students may be invited to participate in small group counseling as well. Group counseling provides students an opportunity to share their feelings, concerns and coping skills with peers who are experiencing similar situations.

Our school counselor is available to assist parents with coordinating outside mental health services and resources. Many available resources can be found on her webpage at [maryvillecounselor.weebly.com](http://maryvillecounselor.weebly.com). She can be reached at 869.2400.

## **DRESS CODE**

All students are expected to follow the Maryville Elementary SBDM Student Dress Code Policy. In the opinion of the teacher, counselor, or principal, if a child is not dressed appropriately, the child will be asked to change clothes.

### **SBDM Student Dress Code Policy:**

Students' appearance and the manner in which they are dressed are the responsibility of both the parent and the child. All students are expected to observe the basic standards of cleanliness and good grooming. Appearance should not distract the learning environment.

At the beginning of the school year, all students will have a one-week transition period to adhere to the dress code policy. All new students enrolling during the school year will be allowed a one-week transition period.

### **Pants, Shorts, Skirts, Jumpers**

- Solid navy, black or khaki
- Blue jeans with no rips/holes and no excessive accessories
- Belt loop or elastic waistband
- No sweatpants
- No form fitting stretch-polyester or spandex
- Belts are encouraged
- Worn at the waist with no sagging
- Shorts, Skirts, Jumpers – no shorter than the ends of the fingertips when arms are extended down

### **Shirts/Blouses**

- Any solid color, collared shirt ("polo" or "oxford" style), may be short sleeve or long sleeve
- No logos or emblems, except MES
- MES approved T-shirts (Maryville Patriot Football and Cheer shirts/jerseys are **NOT** approved)
- Must cover the stomach and back areas when arms are extended or child is bent over
- No halter tops, spaghetti straps, low cut shirts or ill fitted

### **Sweatshirts/Hoodies and Sweaters/Vests**

- Any solid color sweatshirt or hoodies (may have a zipper)
- No logos or emblems, except MES
- Sweaters/vests must be worn with appropriate dress code shirt

### **Shoes**

- All shoes must have a "back" (no flip flops, sandals, etc.)
- No heels, except on Picture Day and heels must not be higher than one inch
- All shoes that are made to have shoe strings must be tied and secured appropriately
- Tennis shoes must be worn on days when students have Physical Education

### **Socks/Tights**

- Any solid color
- Socks, stockings or tights must be worn with closed toe shoes
- Tights/leggings can be worn with skirts/jumpers

### **Jewelry, Hair and Accessories**

- No distracting jewelry that interferes with the learning environment
- No jewelry that contains disruptive or obscene language, or promotes tobacco, drugs, violence or alcohol
- No hair styles/hair color or hair fashions that interferes with the learning environment (including Mohawks, anything shaved into the hairstyle and artificially colored/painted hair with unnatural hair colors i.e. blue, purple, pink, green, etc.)
- No hats/hoods/head coverings while in the building

### **Miscellaneous Items**

- No writing/drawing with ink on body, no temporary body stickers or tattoos
- Make-up may be worn in 5<sup>th</sup> grade only and may not be excessive
- No body piercing except for ears (earrings are limited to one pair and must be of an appropriate size for a school environment)
- No sunglasses to be worn in the school (prescription, transition lenses eyeglasses are allowed)
- No coats or jackets may be worn in class

### **Dress Down Days:**

Generally, optional dress down days occur every Friday. An announcement will be made at school and through the school newsletter if there will not be a dress down day on a particular Friday. Only on these designated days may students wear sweats, additional t-shirts, etc. Clothes must not contain inappropriate designs or advertisements. No sagging will be allowed.

A \$1.00 fee per dress down day is charged for each student. If financial assistance is needed, parents are requested to contact the principal.

### **Dress Code Violations:**

The principal will make final decisions regarding dress code policy violations. Parents may be asked to come correct the violation.

- **First dress code violation:** Phone call home or note in the planner to the parent by teacher
- **Second dress code violation:** Phone call home by administrative staff
- **Third dress code violation:** Student will attend after school detention
- Dress down days may be revoked for any student who wears inappropriate apparel, whose behavior is unsatisfactory or who repeatedly violates the dress code.

### **Visitor Dress Code:**

Visitors to our school should follow respectful guidelines. Clothing should be free of inappropriate designs or advertisements and should provide appropriate coverage.

### **FAMILY RESOURCE CENTER**

The Hand in Hand Family Resource Center was created by the Kentucky Education Reform Act (KERA) to provide programs, services and referrals to our families. The intent of the FRYSC program is to broker services connecting at-risk students and families with resources they need to develop self-sufficiency and a healthy, academically supportive home environment. The FRC may help families in finding child care, health services, job assistance, GED classes, financial assistance, summer enrichment programming and much more. The FRC hours of operation are Monday through Friday, 8:00 a.m. to 4:00 p.m., or by appointment when necessary. A registered nurse from the Bullitt County Health Department is available to assist you with your child's health needs. There is minimal or no cost to all programs provided by the Family Resource Center. If you need more

information, please contact Tiffany Reynolds, our Hand in Hand Family Resource Director, at 869-2412.

### **FIELD TRIPS**

Field trips are a part of the instructional program and 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 prior to the trip. ***Only students/children enrolled at Maryville Elementary may attend field trips on a school day.***

### **HARASSMENT/BULLYING**

Harassment/Bullying 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. This type of behavior will not be tolerated, and students who engage in these behaviors shall be subject to disciplinary action. Incidents of suspected harassment /bullying are taken seriously and should be reported to a teacher, counselor, or principal.

### **HEAD LICE**

School-wide checks may be done periodically – especially at the beginning of the year and before and after holidays. Upon discovery of head lice, the following steps will be taken:

- The infested child's parents will be called to treat the child's hair. If the child has evidence of live bugs the child will need to be picked up from school.
- 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 entire class will be checked.

Before a child returns to the classroom, proof of treatment must be presented to the office, and the child must be rechecked to determine that he/she is lice-free.

### **HOMEWORK POLICY (SBDM)**

Homework should only be given when the teacher thinks it is essential to student learning. If given, it must be monitored by the teacher and the student should be provided with precise feedback. Homework should be completed with little to moderate parental help. When homework is given it is useful in:

1. Reinforcing what has been learned in class
2. Preparing students for upcoming lessons
3. Extending and generalizing concepts
4. Teaching responsibility
5. Helping students develop positive study habits

Through homework, parents are kept abreast of the curriculum and are provided a means to make ongoing evaluations of their child's progress.

## Assignments

Homework **may not** be assigned in each subject every night. The work-study habits of the students, as well as their strengths and weaknesses in subject areas, help determine the type and quantity of homework assigned. Assignments **may** be **differentiated**. Teachers may assign homework on a daily or weekly basis. Monthly projects may also be assigned as homework.

## Time Guide

Suggested grade level guidelines for daily homework are as follows:

- Early Primary (K-1)  
10-20 minutes
- Upper Primary (2-3)  
10-30 minutes
- Intermediate (4-5)                      30-50 minutes

Unfinished class work is **not** included in the homework time guide. Teachers may require 10-20 additional minutes of reading nightly. This requirement is not included in the regular homework time guidelines.

Homework assignments may vary according to the speed in which children work and manage their time. When no homework is assigned, it is recommended that the student do individual reading or practice math facts and/or spelling words. When it appears that children *never* have homework, parents are encouraged to contact the teacher. If students are performing *excessive amounts of homework on a regular basis*, parents are encouraged to contact the teacher.

Planners are required for all students. Teachers are required to initial student's planners each day, and parents are expected to initial the student planners each night.

## Parents

Parents and guardians have a key role in making homework a positive experience for the student. In order to support ongoing learning in the classroom, parent and guardians are highly encouraged to make homework a top priority. They are encouraged to set a daily homework time, to provide praise and support for the student.

## Procedures

If the teacher assigns homework because they think it is essential to learning; then it is not optional. The following procedures should be implemented by the classroom teacher when homework is not completed:

- If the child does not complete their homework they will complete the assignment during organized physical activity time or they will have a working lunch.
- If missing work continues and becomes excessive, a parent conference will be held with the classroom teacher, counselor, principal and additional staff as needed.

## Rewards/Encouragement

Teachers/Grade Level Teams may develop a system of rewards/encouragement to promote healthy homework habits.

## INSTRUCTIONAL FEE

A \$20 instructional fee will be charged to all MES students in grades K-5. This fee will be used to cover the expense of needed instructional supplies for students, including the cost of their school agenda/planner. Parents needing assistance with their fee payment may contact the school office at 869-2400.

## LIBRARY MEDIA CENTER

Every child has access to the Library Media Center and is scheduled to come to the Library Media Center every week. During this time emphasis is placed on Library Media Center conduct, proper care of books, information literacy skills, literature appreciation, and pleasure reading.

Students have the opportunity to return and check out books daily, either individually or with their class. Books are checked out for one week at a time. Students are encouraged to return their books on time so everyone can enjoy the books as much as possible. Due to the replacement cost, reference books are not checked out for home use. Lost or damaged books should be reported to the Library Media Specialist. The replacement cost of the book will be charged for a book that is lost or damaged beyond repair. The privilege of checking out library books will be revoked until lost or damaged books are returned, replaced, or paid for.

## MEALS

Maryville Elementary participates in The Community Eligibility Provision (CEP). The CEP allows high poverty schools to **offer both breakfast and lunch at no charge to all students** while reducing the traditional school meal application process. The CEP uses information from other programs, including the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance Program for Needy Families (TANF) instead of traditional paper applications. Providing breakfast and lunch free to all students ensures that they are well nourished and able to learn throughout the school day.

Breakfast will be served each morning 8:30 – 9:00 AM. Students may choose to eat breakfast or go directly to the classroom. If your child is a morning car rider, he/she will need to be in the cafeteria by 8:50 to eat breakfast. **Our instructional day starts promptly at 9:00 AM.**

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. **Food from restaurants may not be brought in to students for lunch.** Students with special dietary needs must have a letter from their doctor. We will cooperate with parents to try to provide a nutritionally balanced meal. Students bringing their lunch from home may purchase their milk or juice from the cafeteria. **Carbonated beverages may not be brought to the lunchroom.**

The cafeteria offers a nutritious breakfast and lunch each day. Low-fat milk, fresh fruits and vegetables, whole grain breads and nutritious entrees are offered daily in an effort to help provide the fuel students' need throughout the day to be at a peak performance level for academic achievement. Students are encouraged to eat in the

school cafeteria since it is a convenient and nutritious option for families. For more meal information, please visit:

[www.bullitt.kyschools.org/wp/departments/support-services/food-service/](http://www.bullitt.kyschools.org/wp/departments/support-services/food-service/)

Parents, guardians, grandparents, or other immediate family members as approved by the principal/designee may request to have lunch with their child/grandchild.

**These family members must be listed in the child's file and must present a picture ID or a letter must have been sent in by the parents giving permission for the family member to join the child for lunch at school.**

Guests visiting during lunch will sit with the student at the student's assigned lunchroom table. Otherwise, except for authorized district personnel, each school shall observe a closed campus at lunch.

### **MEDICATION ADMINISTRATION FOR STUDENTS**

The following are BCPS policies and procedures for the handling and dispensing of medications at school.

- No creams, Neosporin, anti-itch creams, eye drops, peroxide, or rubbing alcohol can be administered by school personnel. This includes the removal of splinters. The students can clean the area with soap and water, and we will supply a bandage.
- Students may not bring in or take home any medications. This includes cough drops. All medications must be brought in or picked up by the parent/guardian.
- Medical Release forms must be signed by a physician for any medication to be dispensed at school. This includes prescription and over the counter medications. We cannot accept notes from parents to take medication, even if it is just for one day.
- All medication must be in the original container, box or prescription bottle. No medicine in baggies or envelopes will be accepted. Medicine in push out packs or blister packs also needs to be in the original box. You cannot tear off one square and sent it to school.
- It will be the parent/guardian's responsibility to have the Medical Release Form signed by the physician and returned to school. We can no longer fax the form to the physician.
- Any changes (e.g. time of day or amount) of medication will require a new Medical Release Form and new prescription.

All policies and procedures will be followed for the dispensing of medication to all students. There will be no exceptions. We apologize for any inconvenience this may create for you, but we must enforce these policies in order to create a safe environment for our students.

### **MEDICAL DISABILITY**

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

### **PARENT TEACHER ORGANIZATION (PTO)**

We encourage all parents to become part of the PTO.

The PTO provides many extras for our students. They have helped provide our cultural arts programs and have purchased books, software, and supplies for our school. Joining and working with the PTO is a wonderful way to support our students. We will have a PTO informational booth at our Open House. PTO meetings are scheduled throughout the year.

### **PARENT/TEACHER CONFERENCES**

Teacher supervision of students is from 8:30 a.m. – 3:40 p.m. During these hours, teachers are not typically available to speak with parents as they are providing instruction and supervising students. Parents needing to speak with a teacher may leave a message with the office staff and the teacher will return the call within 24 business hours. Parents may also contact teachers through email. All staff email addresses are available on the school website.

Teachers are available for conferences outside of supervision hours by appointment anytime during the school year. Simply call your child's teacher or send a note to set up a conference. From time to time, teachers may also request a conference. Should a conference be required, please cooperate with the teacher in this matter. Good parent/teacher communication is extremely important to every child's progress in school. Observations of classrooms must be scheduled through the principal. MES will hold school wide *Parent/ Teacher Conferences* in the fall. Information will be sent home with students.

### **PARTIES**

Teachers welcome parent volunteers to class parties. Families sending in "treats" for the party are asked to send healthy choices. All food items sent in must be nut free.

***Invitations to parties outside of the school day (e.g. birthday parties) shall not be given out at school.***

### **PHOTOGRAPHS AT SCHOOL FUNCTIONS**

Please be safety minded and do not include other students in photographs that you take of your child at any school function. Parental permission is required before using photographs on any social media or publicly viewed internet site. Students are prohibited from taking photographs on school property - including buses- with electronic devices before, during or after school.

### **PHYSICAL EDUCATION**

Physical Education is a part of our school, county, and state curriculum. Students may be excused from participating in PE only by a note from a doctor stating the reason for non-participation and a date that the child may return to normal activity. Students should dress comfortably and wear appropriate shoes on days in which they have PE. Grades will be affected for students who continually wear inappropriate shoes on their PE days. If assistance is needed with providing athletic footwear for PE class, please contact our Family Resource Director, Tiffany Utterback.

## **REGISTRATION**

To be eligible to enroll in **preschool** a child must be:

- three years of age by August 1 and qualify for special education services OR
- four years of age by August 1 and qualify for either special education services or qualify for free/reduced lunch.

To be eligible to enroll in **kindergarten**, a child must be five years of age by August 1. **If you have concerns about your child's readiness for a successful kindergarten year**, please contact our kindergarten staff to set up a conference to discuss this as soon as possible.

To register a student at MES, parents must submit the following documents:

- **Proof of residence** – Bullitt County Board of Education policy dictates that students must attend school in their appropriate school attendance district. Limited guardianship is no longer accepted. Proof of residence must be submitted in the form of a utility bill, lease, or home contract.
- **Kentucky driver's license** with current address.
- **Birth Certificate** – All students enrolling in a Kentucky public school, regardless of age or grade level, must present a birth 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 Exam**-- 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 dental examination conducted by January 1 of that school year. This should be submitted to the school office.
- **Social Security Card (optional)**

## **SCHOOL BASED DECISION MAKING (SBDM)**

Our SBDM Council is a policy-making group that meets once a month during the school year. It consists of two parents, three certified staff members, and the principal, who acts as a chairperson. Committees are used to accomplish Council goals. Parents are encouraged to join a committee. Information about committee opportunities will be sent in August. To address the council, an individual must sign up in advance on the day of the meeting. (A note can be sent.) The issue must be under the authority of the council. Monthly meeting notices are posted at the school office.

## **SCHOOL CLOSING PROCEDURES**

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

- The announcement will be made on WHAS Radio on the 6:30 A.M. news if school is to be closed that day.
- School will be closed one day at a time unless the announcement on the radio states otherwise.
- As soon as the decision is made to close school the following day, the announcement will be made on the radio and posted to the BCPS Facebook page.
- BCPS will immediately send out a mass alert through Infinite Campus Messenger to all household and cell phone numbers listed in Infinite Campus. Parents have the opportunity to make decisions regarding how they will be contacted – which phone numbers receive calls and to select the option to receive text messages and emails – through Parent Portal in Infinite Campus if they are registered users. Please contact the school at 502-869-2400 if you need information on setting up your Parent Portal account.
- **PLEASE 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 school must be dismissed before the regular time, the announcement will be made on WHAS Radio, posted on the BCPS Facebook page and sent through Infinite Campus Messenger 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. A form will be sent home to fill out and tell your child what to do in case school is dismissed. We are unable to call all parents, so make arrangements ahead of time. Update as needed.

If school is dismissed early, morning session preschool students will be held and taken home on the regular bus run with the other children in the school. Afternoon session classes will not meet.

When the 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.
- On a two-hour delay, the morning session preschool classes will not meet.
- Afternoon session preschool classes will not be affected at all by a delayed schedule.
- School will dismiss at the regular time on delayed days.

### **SCHOOL WIDE POSITIVE BEHAVIOR SYSTEM (PBIS)**

Maryville Elementary staff members take a positive approach to discipline. We have the following specific behavior expectations for students and adults in our building:

#### **“Patriot PRIDE”**

- **Patience**
- **Respect**
- **Integrity**
- **Determination**
- **Excellence**

We appreciate our families encouraging their children to abide by these expectations.

Maryville Elementary School will utilize the Clip Chart Behavior Management System. All students begin each day on the middle section "Ready to Learn". Students move UP the clip chart by doing a good thing such as working quietly, following directions, being a good listener, etc. They move DOWN when they do not make good choices, such as not following directions, talking at a time when they are not supposed to be talking, not keeping their hands to themselves, etc. The Clip Chart gives your child the opportunity to redeem themselves if they make a bad choice. "Maryville Money" is also used as part of the school-wide PBIS program. Students earn Maryville Money from staff members by following any one of the four behavior expectations. The students are allowed to spend their Maryville Money on rewards at "The MES Mart".

Positive consequences (verbal praise, rewards, etc.) and negative consequences (verbal warning, time out, etc.) may be used by teachers to reinforce behavior in the classroom. If the consequences are not effective for a student, the teacher will complete an Office Discipline Referral which may result in consequences such as after-school detention or suspension. Office Discipline Referrals will be completed for serious offenses such as extended defiance, fighting, harassment, etc. The teacher may also work with the counselor and/or principal to determine more productive consequences.

Each student will receive a copy of the Bullitt County Schools Discipline Code Handbook. Bullitt County Public Schools has adopted a ZERO TOLERANCE Discipline Code. Simply, this means that all students will be expected to be cooperative and follow school and bus rules. Parents are encouraged to help their students understand and respect the rules. This will enable teachers to do their jobs more efficiently and bus drivers to safely transport our students. Anyone not following the rules will face disciplinary actions, as outlined in BCPS Code of Student Behavior.

If you have questions or concerns regarding student behavior expectations, please contact the school principal or counselor.

### **SECURITY PROCEDURES**

In order to provide the safest learning environment for our students, all visitors are to enter through the lobby entrance with a picture ID. Visitors are not allowed to eat lunch or visit with students unless they are listed on the student emergency card.

### **STUDENT ACCIDENT INSURANCE COVERAGE**

Parents of each student enrolled in Bullitt County Schools will be offered Student Accident Insurance to purchase. Insurance enrollment forms will be sent home in August.

### **STUDENT PROGRAMS/ACTIVITIES**

MES students have the opportunity to be involved in a wide range of programs and activities. The following are just a few:

Gifted and Talented, Academic Team, Chess Team, Broadcast Team, STLP, Robotics, Archery and Track

### **TELECOMMUNICATION/ELECTRONIC DEVICES**

The Bullitt County Board of Education supports the reasonable use of technology devices for educational purposes. Permission will be granted by individual teachers for students to bring in and use personal electronic devices. Written parental permission and teacher request will be required prior to any device being approved for school use. Inappropriate or irresponsible use of these devices will result in this privilege being revoked. Student use will strictly adhere to the county Acceptable Electronic Media Policy and will be closely monitored by school staff. Individual student cell phones are not allowed to be out during school hours. Students are prohibited from taking photographs on school property - **including** buses- with electronic devices before, during or after school.

### **TEXTBOOKS**

You are responsible for the textbooks that are issued to you. Should you damage or lose them, parents will have to pay to have them replaced. Take care of all of your books. At the end of each year, your teacher will check them back in and assess fines for damage. Students who owe for lost or damaged textbooks make payments to Maryville Elementary School.

### **TOYS AND GAMES**

***Toys and games are to be left at home***, unless specifically requested by a teacher for a class. If these items are brought to school without a teacher's note giving permission, they will be confiscated until the end of the day when they will be sent home. Any item that could create a danger on the bus will be held until a parent can come and pick it up (such as lasers). Pokemon or any other cards are prohibited and will be taken. Toy guns and/or toys knives are not permissible and will be taken.

### **VANDALISM**

Any student found to have caused damage to school property will pay for the repair or replacement for that damage. If you see anyone damaging or vandalizing school property, report that person to a teacher at once. Remember, this is your school, too. Anyone vandalizing the school is insulting your school pride and costing your parents extra tax dollars.

### **VISITORS**

ALL VISITORS, including parents, are required to show photo ID and sign in at the school office immediately upon entering the building. Visitors should not go into the classroom areas unless given permission by the office. Visitors need to enter the building through the front door.

Visitors to our school should follow respectful guidelines. Clothing should be free of inappropriate designs or advertisements and should provide appropriate coverage. Visitors should refrain from using inappropriate language and should exhibit appropriate behavior.

### **VOLUNTEERS**

Volunteers are always needed. **Our classroom volunteer program will begin after Labor Day.** Please remember to sign in and pick up a volunteer badge. All volunteers must have a criminal records check on file. Please contact our school volunteer coordinator for more information about specific volunteer opportunities. We will conduct periodic volunteer trainings.

### **WEAPONS/CONTROLLED SUBSTANCE**

Possession of a weapon/controlled substance on school property is grounds for expulsion. Knives can be considered weapons.