



North Park Elementary School

1080 S. Logsdon Parkway
Radcliff, KY 40160
270-351-4464



Be nice. Be safe. Be ready to learn.

Welcome to our 2017-2018 school year! This handout contains important information and school policies from the North Park Student/Parent Handbook. Our complete handbook is provided on line and may be accessed using our school website. If you would like a paper copy of our complete handbook, please contact the school office.

SCHOOL HOURS

Our doors open at 7:10 a.m. to welcome students. For **kindergarten**, the instructional day begins at 7:40 a.m. and ends at 2:15 p.m. For **AM preschool**, the instructional day begins at 7:15 a.m. and ends at 10:45 a.m.; for **PM preschool** the instructional day begins at 10:45 a.m. and ends at 2:15 p.m. School office hours are from 7:00 a.m. to 3:30 p.m.

STUDENT/PARENT RESPONSIBILITY

1. Students are expected to “Be nice, be safe, and be ready to learn” at all times.
2. Students may enter the building beginning at 7:10 a.m. **Please note that staff supervision will not be available until that time, so the front doors will remain locked.**
3. Students that arrive after the designated start time are considered tardy and must be signed in by a parent/guardian to obtain an “admit to class” slip. *Please be aware of our bell schedule when bringing students to school.*
4. Students are not to bring visitors to school with them to spend the day. If you want to observe, please make an appointment with the principal.
5. Students are not to bring toys, electronic devices, cards, games, or any other item(s) that disrupt normal operation of the classroom. These are prohibited and will be confiscated. If items are brought to school and are lost or stolen, it is not the school’s responsibility to reclaim items.

ARRIVAL AND PICK-UP PROCEDURES

AM Drop-Off Procedures

- Students may enter the building beginning at 7:10 a.m. **Please note that staff supervision will not be available until that time.**
- We will have designated staff members to receive students at the **right front loop** sidewalk from 7:10 a.m. until 7:40 a.m. **Kindergarten students** may not be dropped off at the sidewalk if our staff members are no longer outdoors to receive them. Parents must park in the main lot and escort their child into the building to be signed in for the day. Parents who sign their students in must remain with the student until an adult from the classroom arrives to escort the child back to the classroom (Building

2 only). **Preschool students** are required by state regulations to be hand delivered to their teacher by the parent/guardian for both drop-off and pick-up at the school and the bus.

- Kindergarten parents may also choose to escort their child into the building. To do so, you must park your vehicle in a space provided in the main parking area. **Students may not be released unescorted from their vehicle from the main parking area.**
- **At no time during the day may a car be parked at the left front loop sidewalk in a handicap space without a handicap tag. The speed limit in the parking lot is 5 mph. You must turn right when exiting either loop and then turn left toward the exit. Vehicles are not allowed to drive through the bus area at any time.** If you need to enter the building, you must park in a space within the visitors' lot. **Tickets will be issued for these violations.**

Walking Your Child to Class

- We realize the importance for some children to say goodbye and be walked to their classroom during the early school years. We welcome our kindergarten parents to do so with their child; that is required for preschool parents. Just remember that instructional time begins promptly at 7:40 a.m. for kindergarten. If you need to speak individually to a teacher, please make sure that you schedule a conference or a classroom observation and refrain from using this early morning preparation time for any lengthy discussions. You can leave a message for the teacher at the front desk.

NEW! Preschool Procedures for Midday/PM Drop-Off

- Due to updated security measures, space limitations, and lack of staff available for supervision during the preschool midday switch, our doors will open @ 10:40 a.m. Please understand that if you arrive prior to 10:40 a.m. you will be asked to wait outside. At 10:40 a.m., parents/guardians along with their preschool child(ren) will proceed to the drop-off room, adjacent to the front lobby. An assistant will be waiting at the door to receive students. We encourage you to have a quick goodbye as students will begin their learning day as soon as they arrive (singing songs, reading stories, etc.). We understand that this change will take time to implement smoothly. We ask for your patience, as we adjust. As an alternative, if you would like more information on bus routes, please contact the school.

Pick-up Procedures

- In order for a student to be released, picture identification is required for the person picking up the student. A student will be released only to a parent/guardian or an adult whose name is listed as an Authorized Emergency Contact in the school office. **Please note that if a person presents proper identification but their name is not listed as an Emergency Contact, they will not be permitted to pick up the student.**
- A child of estranged parents shall only be released upon the requests of the person(s) whom a court holds directly responsible for the child and/or who is the parent or guardian registered on the school record.
- Students will not be released directly from the classroom. Once an authorized adult has been identified, the classroom will be contacted and the child will be escorted to the front lobby. Please help us protect your child by following these procedures.
- **Preschool Dismissal for those students being picked up:** Students who attend the AM preschool session must be picked up promptly at 10:45 a.m. in the front lobby; students who attend the PM session must be picked up at 2:15 p.m. in the cafeteria.
- **Kindergarten Dismissal for those students being picked up:** Sign-outs will begin in the cafeteria at 2:05 p.m. Students will be released beginning at 2:15 p.m. Upon signing in, parents will be given a

card and asked to be seated in the cafeteria to wait for their child. Students will be released by a staff member in exchange for the sign out card.

Transportation Changes:

- To ensure the safety of our students, **we require that any changes in transportation (whether they are permanent or temporary) be submitted to the lobby receptionist in writing or in person before 1:00 p.m.** Acceptable forms of written notice would include a detailed note written by the parent/guardian or the completion of a Transportation Change Notice (Kindergarten) or a Transportation Authorization (Preschool).
- Please note that ***phone calls, emails, or faxes are not an acceptable form of notification due to the inability for our staff members to verify the identity of the person(s) requesting the change.***
- To ensure the safety of our students, **children will not be retrieved from a bus once they have boarded.** Parents are not allowed in the bus loading area at any time. It is recommended in this situation that parents meet their child at the bus stop or receive them as they are exiting the bus at their childcare center.

DRESS CODE

Appropriate appearance and attire is expected of all students who attend our school. Children should dress in a manner that promotes learning, safety, and pride in self and school. The only exceptions to this dress code will be made for students with differing religious practices or students who demonstrate a special need and have received approval from our administration. Appearance that is considered a possible detriment or distraction to the normal school process will not be permitted.

- **Skirts/Shorts:** should come at least to the fingertips when hands are at your side. We recommend that shorts may be worn from the first day of school until the beginning of fall break, and from April 1st until the end of the school year. Short, tight shorts (also known as biker or spandex shorts) are not permitted.
- **Shirts:** all shirts must be school appropriate. Logos and wording will be accepted as long as they are **not** offensive, negative, derogatory, are a putdown of any nature, or do not have references to sex, alcohol, illegal products, death or violence. It is not required that shirts be tucked in. Low-cut tops, sheer clothing, and tops that expose the stomach are not permitted. Remember to send a shirt/jacket on cooler days for outdoors.
- **Coats/Jackets, Hats, and Gloves/Mittens:** are for outdoor use and will not be worn in the classroom.
- **Socks/Shoes: Flip flops, shoes with wheels, high heels (higher than 1 inch), platform shoes, jellies, mule shoes, or cleats are not permitted. All shoes must have a back strap on the heel.** For your child's safety during physical activities at school **we recommend tennis shoes or other flat, closed toe shoes be worn daily.** Tights are acceptable.
- **Undergarments:** should be worn at all times. If your child is prone to accidents, you may want to ensure that there is a spare pair available in his or her backpack.
- **Head Coverings:** bandanas, hats, sweatbands, scarves, combs or picks, or any other headwear will not be permitted. Any apparel or hairstyle that is distracting to the educational process will not be permitted.
- **Backpacks with wheels will not be permitted.**

Students in violation of the dress code will receive a notice to be brought home and signed by their parent/guardian. Students may also be given a warning or referred to the Family Resource Center for appropriate clothing. Continued violations of dress code will result in a parent phone call requesting that appropriate shoes/clothing be brought to school for your child. **If the student is habitually out of dress code, the student may be sent home. In this event, the absence would be unexcused.**

ATTENDANCE POLICY (Kindergarten)

The educational and learning process demands the daily attendance and participation of each student to be most effective. Students are challenged to make a personal commitment to be in attendance with daily punctuality, preparation, and dedication. Parents are urged to recognize their legal and moral responsibility to cause the daily and punctual attendance of their children. Missing school results in missing learning experiences that can never be replaced. **Parents can help by making school a top priority.**

- The kindergarten instructional day begins promptly at 7:40 a.m. Your child must be in the building by this time or they will be counted tardy.
- If your child is signed in late or is signed out prior to our dismissal, it will be counted as an absence for a percentage of the day.
- If your child does not attend school, they will be counted as absent. The following instances are considered excused: Return to school with a note from a physician; return to school with a note from the parent. Parent notes can excuse 6 days per school year.
- Please note: Calling to notify the school of an absence does not excuse the absence. Parent/Dr.'s notes still need to be sent in so that the absence can be excused.
- Photo identification will be required every time a child is signed out for both preschool and kindergarten students.
- **Tips to remember:** Ask for a physician statement if your child visits the doctor – don't forget to bring it in! Your child must be signed in if he or she is not able to make it into the building prior to 7:40 a.m.

LEAVING SCHOOL EARLY / SIGN-OUT / TARDIES

Whenever it is possible, please plan appointments when school is not in session. Missing any part of the school day (morning, midday or afternoon) is counted as tardy and accumulates for truancy. Should it become necessary for a student to leave before the school day ends, parents and/or guardians must sign their child out at the lobby counter first. **No one other than a custodial parent or legal guardian may take a student out of school without verified personal approval from the custodial parent or guardian.**

FOOD SERVICE

Breakfast: Free to all students.

Lunch: All enrolled students enrolled at North Park are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2017-2018 school year. No further action is required of you. Your child (ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. We will need for you to submit a Household Income Form (HIF) when school resumes in August 2017. **Due to competitive food laws, we ask that food from restaurants not be brought to school for lunch. Carbonated beverages and/or glass bottles/containers are not permitted.**

HOMEWORK AND CLASSWORK

Our staff recognizes the fundamental importance of developing literacy in young children and the need for these children to engage in literacy-based activities at home. Reading is one of the primary literacy activities through which children learn. Success in reading is essential for children today and for their participation in the technological world of tomorrow. All children in primary schools (preschool – 4th grade) are expected to engage in reading/language arts activities daily.

Preschool and kindergarten suggested parent/child activities (up to 15 minutes daily):

1. Reading together for pleasure
2. Creating books such as picture books and alphabet books
3. Drawing and talking about the drawing
4. Assembling puzzles
5. Following directions to make something

Your child's teacher may assign extensions of classroom activities in place of the suggested parent/child activities. Unfinished classroom work should not be consistently assigned to an individual child for home study.

NORTH PARK FAMILY RESOURCE CENTER

Mr. Craig Buchanan, LCSW

Mrs. Meagan Clavel

The FAMILY RESOURCE CENTER (FRC) is located just inside the lobby entrance to North Park and provides services to North Park families to remove barriers to education such as food, clothing, or shelter needs. In addition, our FRC coordinates several programs such as Cradle School, school community events, and adult education. Please contact Mr. Buchanan or Mrs. Clavel for assistance in addressing these needs.

***If you have any questions, or if you would like a paper copy of the 2017-2018 Student/Parent Handbook, please contact the school office at 270-351-4464.
Have a great year!***