



Building relationships through **Respect, Encouragement, and Self-reflection.**

**Radcliff Elementary School
Student Handbook
2019-2020**

Phone: (270) 352-3350

FAX: (270) 352-3351

Cafeteria: (270) 352-3353

Family Resource Center: (270) 352-3352

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***Our vision is to encourage, empower, and expect students
to become lifelong learners and productive citizens***

Dear parents and guardians,

On behalf of the staff at Radcliff Elementary School, it is my pleasure to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure your child reaches his or her highest potential. Our dedicated faculty and staff will work hard to meet the individual needs of all students. We will also strive to maintain personal connections with our Radcliff Elementary families.

As a staff, it is our priority that every student has an engaging and positive learning experience through quality instruction. Each day we will strive to ensure that every student feels accepted and valued as we cultivate a school community that respects and embraces each other and our many differences. We want every student to feel that he or she has a special place at **Radcliff Elementary School**. As we build relationships through **Respect, Encouragement, and Self-reflection**, it is vital that every student follows the Trojan expectations each day:

- Be **PROMPT** to school
- Be **POLITE** to everyone
- Be **PREPARED** to learn
- Be **PRODUCTIVE** citizens

Throughout the school year, we will celebrate student success and progress. Not only is it important to show students that the mind and heart are important muscles that need to be fully developed and engaged, but we should reward them for their progress and achievements as well.

We thank you for your support and commitment to your child's education.

RADCLIFF ELEMENTARY SCHOOL

Jennifer Lewis, Interim Principal

Lisa Sturman, Assistant Principal

Susan Ellis, Counselor

Christy Dugger, Office Manager

Bobbijo Crutcher, Records/Attendance Clerk

Elizabeth Adams, Nurse

TELEPHONE NUMBERS

Radcliff Elementary School	352-3350
Radcliff School Cafeteria	352-3353
Radcliff Family Resource Center	352-3352
Teresa Morgan, Superintendent	769-8817
Student Services	769-8821
Transportation	769-8825
Title I	769-8853
Food Service	769-8878
School Age Child Care	769-8864
Preschool/Early Childhood	769-8849

TITLE I SERVICES

Radcliff Elementary School participates in a School Wide Title I Program (SWP) designed to reform the instructional program of the school through a comprehensive needs-assessment. ALL students are provided opportunities and materials to meet the learning goals or academic expectations of our county and state. The Title I program is a support program that is provided with federal money in order to enrich the educational experiences of all students.

The school's Comprehensive Improvement Plan drives the SWP in addressing strategies that improve student achievement, parent involvement, staff development and volunteerism. Our Title I program focuses on results. Our entire staff is trained and works with Literacy First, a comprehensive reading process. Title I funds will help provide materials for classroom use in all content areas with our primary focus being literacy.

Mrs. Debbie Wyatt is the interim Hardin County Title I director. The assistant principal at RES is the school coordinator. If you wish to ask any questions about Title I or learn more about the program, please feel free to contact the school.

Expectations for Parent Involvement -Hardin County Schools shall conduct an annual meeting, to which all parents are invited and encouraged to attend. At this meeting, parents will be informed of the school's participation in the Title I schoolwide Program, the purpose and requirements of Title I and their rights to be involved. Radcliff Elementary shall offer a flexible number of meetings to parents. The Parent Advisory committee will meet 3 or 4 times per year to update the Title I Parent Compact and Student Handbooks.

Parents will be given the opportunities to:

- ✓ Receive timely information and opportunities to attend regular meetings.
- ✓ Ask about their child's progress and individual assessment results including an interpretation of the results.
- ✓ Receive a description and explanation of the school curriculum, assessment and proficiency levels.

Radcliff Elementary School shall encourage parent involvement by:

- ✓ Providing assistance in understanding Kentucky Common Core Curriculum and Program of Studies, and information about the Title I schoolwide Program, as well as how parents can monitor their child's performance.
- ✓ Providing materials and training to parents to help improve their child's achievement.
- ✓ Educating all school staff, with the assistance of parents, on how to reach out, to communicate with and to work with parents as equal partners.
- ✓ Coordinating and integrating parent involvement programs/activities with the Family Resource Center.
- ✓ Ensuring, to the extent possible, that the information sent home is in a form and language that is easily understandable.
- ✓ Providing other assistance to help parents become full partners in the education of their child;
- ✓ Utilizing the school's volunteer program to enhance parent involvement.

ASSEMBLIES

Assembly programs will be conducted throughout the year to enhance the instructional program at Radcliff Elementary School. All students are required to maintain a courteous and respectful attitude during assemblies as discussed with our Instructional Discipline Assembly Procedures.

ATTENDANCE

Please refer to the Hardin County Code of Conduct for the Attendance Policy.

Your support in the success of your child/children is so very important.

- ✓ Reinforce the value and importance of good attendance from the time your child enrolls in school.
- ✓ Encourage and help your child prepare for school each evening. Packing backpacks, preparing lunch and selecting clothes the night before can reduce morning stress.
- ✓ Designate an appropriate bedtime for your child and **STICK TO IT!** – Elementary age students typically need 8-10 hours.
- ✓ Praise your child when they exhibit good attendance and promptness.

If your child must miss school, please remember the following:

- ✓ Call the school to let us know your child will be absent.
- ✓ Ask for a physician statement if your child visits the doctor. (If your child does not have health insurance, please call the Central Office at 769-8824 or 769-8863 to ask about an application for state health insurance).
- ✓ Many times children will forget to turn in the doctor's statement once they return to school. The doctor's office may fax the statement to 270-352-3351. Please check to see if your child did turn the note in to their teacher or the school office.
- ✓ If your child must miss school due to a dental/orthodontist appointment, please turn in the statement from the doctor so the absence may be excused.
- ✓ If your child is tardy (arriving **to class** after 7:30, leaving before 2:15 or returning to school after an appointment) **an adult must sign him/her in or out at the school office.** Be sure to turn in any excuses when your child returns to school.

Making up work from an excused absence:

It is the student and/or parent/guardian's responsibility to contact the teachers concerning make-up work during the teacher's planning periods or before/after school hours.

For every day the student misses, the student will receive the same number of days to complete make-up work. The counting of days for make-up work starts the second (2nd) day after the student has returned following the period of absence.

BULLYING

Radcliff Elementary School does not tolerate bullying of any nature. We are committed to nurturing a positive learning environment for all members of our school community.

Bullying is a **repeated act** of aggression causing embarrassment, pain, or discomfort to another. It is an abuse of power. It can be organized or unintentional. Individuals or groups may be involved. It may take one or more of the following forms:

- Hitting, punching, jostling or spitting
- Sexual harassment, including suggestive comments
- Threatening
- Hiding, damaging or destroying the property of others
- Putting others down
- Using offensive names, gestures or abusive language
- Making degrading comments about another's culture, race, gender, religious or social background, values

or beliefs

- Ridiculing a person about her/his body, face, abilities or achievements
- Writing graffiti about others
- Writing crude notes or making crude drawings
- Spreading rumors about people or their families
- Deliberate exclusion
- Extortion
- Encouraging others to commit any of these acts (e.g. by laughing)

We all have a right to a safe environment and we have the right to learn and be treated equally. We all have the right and responsibility to respect each other. As a School Community, we will not allow cases of bullying to go unreported but will speak up.

This requires students to:

Refuse to be involved in any bullying situation. If you are present when bullying occurs, report incident or suspected incident to trusted staff member and help break down code of secrecy.
If appropriate, take some form of preventative action.

This requires staff to:

Set standards

Challenge those behaviors of students seen to be bullying

Document incidents and report immediately to administration

Cases of bullying should be:

Referred to Administration

Communicated to parents

Monitored by staff (aware & vigilant)

If the situation continues, **disciplinary action will be taken.**

Counseling will be available to all those involved in the incident(s).

CAFETERIA RULES AND REGULATIONS

Radcliff Elementary offers Breakfast and Lunch at no charge for all students. If you provide private transportation for your child(ren) in the mornings, please plan to arrive by **7:10 A.M.** to give your child(ren) the opportunity to eat breakfast at school without disrupting instruction which begins at 7:30. Radcliff Elementary also provides a "Class A" lunch for a nominal charge.

Lunch Prices Adult

\$3.75

Applications for free/reduced meals are available in the office. Only one application per family is needed.

According to the State Competitive Food Rule, no food is to be sold or served to students outside of school lunch programs until 30 minutes past the last lunch period. **Soda or carbonated beverages are not to be brought for lunch.** Students eating school lunch are **not to bring additional foods** to supplement the school lunch (chips, cookies, etc.). Parents are not permitted to bring lunch from restaurants (ex. McDonald's, Pizza Hut, etc.).

Breakfast will be served on days when school is on a one-hour delay; however, should we experience a two-hour delay, breakfast will not be served.

CELEBRATIONS (seasonal)

School celebrations must be held in compliance with the competitive food rule, at least 30 minutes past the end of the last lunch period. To insure that all foods served to children are safe and sanitary, all items served at school celebrations must be **purchased rather than homemade.** We would please ask that your child's teacher be notified ahead of time to make arrangements with the classroom daily schedule to allow for birthday celebrations. Activities shall be held between 1:30 p.m. and 2:10 p.m. Deliveries will be kept in the office until the end of the day. Please refer to the transportation handout for information on items that are not permissible on the bus.

CHANGES IN CONTACT INFORMATION

For the safety of your child, please notify the office **IMMEDIATELY** of any changes in address, phone number, emergency contacts, and persons authorized to pick up your child.

As a professional courtesy, we ask that you remain mindful that our students are our priority and teachers are not available for conversation during times when students are present.

COMPLAINT PROCEDURE FOR STUDENTS AND PARENTS

To address concerns in the most efficient manner, we respectfully request concerns be discussed with the teacher or individual involved. If a solution cannot be reached, the complaint should be brought to the attention of the principal or assistant principal. The administrator will consult with the individuals involved, and if necessary, arrange for a conference with all involved parties.

CONTAGIOUS DISEASES

For the well being of all students **NO** student having a contagious or infectious disease will be permitted to stay at school. If your child has a fever you will be contacted to pick him/her up. Please assist us by keeping your child(ren) home when a fever is present.

DISCIPLINE/PBIS

Radcliff Elementary School (RES) is a Positive Behavioral Interventions and Supports (PBIS) School.

Trojan Traits School-wide Rules:

1. Prompt: Come to school on time. Be in your seat and ready to learn. Move quickly to assigned areas.
2. Polite: Talk at appropriate voice level. Clean up after yourself. Listen to adult in charge. Keep hands, feet and objects to yourself.
3. Prepared: Have materials ready. Eyes and ears on the teacher. Seat to seat back to back!
4. Productive: Try Your best. Participate in class. Complete work in a timely manner.

We will continue with our school wide discipline program that fits with our **Expectations for Success**.

Procedures have been established for classroom, hallway, bus, restroom, cafeteria, and playground. Procedures are also established for arrival/dismissal, assemblies to include dances and other school functions.

The goal of our Rules and Expectations is to create a positive learning environment for all students.

DISMISSAL FROM CLASS

The student must be signed out through the office only by parents or adults authorized on the emergency procedure card. Once identification is verified, the student will then be called to the office for dismissal. For the safety of all, adults are not permitted to pick a student up from the classroom.

DRESS CODE POLICY –

Appropriate appearance and attire is expected of all who attend Radcliff Elementary. Although, we do not, at this time, wish to go to formal uniforms, it is expected that students **dress in a manner that will promote learning, safety, and pride** in self and school. Modesty and cleanliness are vital.

- ✓ Shoes are to be tied at all times. Flip flop type shoes may not be worn for safety purposes. No cleats, sandals, wedges or shoes with wheels may be worn. Due to the fact that our facility is two stories, no high heel or shoes without straps. This is a safety concern and there will be no tolerance. Shoes must have an enclosed toe and heel. Rubber soles are necessary for students to participate in physical education and wellness activities in the classroom.
- ✓ All pants must be properly fitted and worn at the waist at all times. No "sagging" pants are to be worn.
- ✓ Logos and wording on clothing should be of appropriate language. No reference to sex, death, violence, or offensive nature will be allowed.
- ✓ Midriffs and cleavage are to be covered; **no halter-tops or spaghetti straps.**

Shorts, skirts, or dresses no shorter than 3" above the knee (leggings, hose, or tights do not alter the required length).

- ✓ No pajamas or sleepwear.
- ✓ Hats/gloves should be only for outdoor wear. Sweaters/sweatshirts are acceptable if worn appropriately. Hooded sweatshirts are acceptable as long as the hood is not worn.
- ✓ Proper undergarments must be worn at all times and not visible to others.
- ✓ No bandannas or head coverings for either boys or girls may be worn. Hair bows and ribbons are acceptable. Hats/caps are permitted inside the building **only** on special days.
- ✓ Purses must be kept in student backpacks during the school day.
- ✓ Backpacks with wheels are not allowed for student safety.
- ✓ Any apparel or appearance (including but not limited to hair color, jewelry, make-up, hairstyle, etc.) that calls attention to itself will be responded to as deemed necessary. The administration has the final authority in determining appropriate school attire/appearance.

Parents/Guardians will be contacted for any student whose attire does not follow these expectations and will be asked to bring the proper attire to school.

If clothing must be provided by the Family Resource Center, it is requested to be laundered and returned the following day.

DUE PROCESS

If a student feels that he/she has been discriminated against, the student should bring the problem to the attention of the teacher. If not satisfied, the student should then see the principal followed by the superintendent within 5 days of the perceived discrimination.

EMERGENCY DISMISSAL

In event of severely inclement weather or mechanical breakdown, the school may be closed, delayed or dismissed early. Any such circumstances will be announced over local and Louisville radio and television stations, as well as through the One-Call System. **Please keep your phone number up-to-date** with our school so you will be able to receive these calls. If no report is heard, assume that school will be open and running on schedule.

Please do not call the school or school officials, as we receive our information from the radio and TV also. Our school has two phone lines which must be open for emergency calls.

FAMILY RESOURCE YOUTH SERVICES CENTER

The Family Resource Center, located next to the cafeteria entrance, is dedicated to improving student academic achievement through the removal of non-cognitive barriers to the student's learning. Activities and programs are designed to promote the flow of resources and support families in ways to strengthen the growth and development of the individual members and the family unit. The Family Resource Center staff is committed to serving families by helping with basic needs and promoting a positive relationship between family, community and school.

Some of the FRC programs scheduled for the **2019-20** school year include Mentoring, Cradle School and Mental Health Counseling.

Cradle School emphasizes that parents are a child's first and best teacher and education starts well before the first day of Kindergarten. Cradle School meets each Thursday and Friday school is in session at from 10:00-11:00 a.m. at North Park for parents and children birth to five years of age. Parents and children participate in structured learning activities, field trips and free play time. Cradle School is free of charge and open to all families.

Periodically throughout the school year the Family Resource Center will offer workshops on particular topics of interest identified in the surveys to parents such as: how to build a child's self-esteem; how to help with homework; child discipline, etc. All parents are encouraged to attend.

The Family Resource Center is open 240 days per year during the hours of 7:30 A.M. to 2:30 P.M. For more information call Craig Buchanan at (270) 352-3352.

GRADING SCALE

The following grading standards shall be adhered to for students enrolled in grades 4-5:

A	92-100	Excellent
B	83-91	Good
C	74-82	Average
D	68-73	Below Average
F	0-67	Failing

Elementary students will receive a progress report at the mid-term and a report card quarterly, utilizing the district assessment key. Each primary (grades K-3) teacher shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

Parents and/or teachers are encouraged to contact each other at any time during the school term. Conferences may be scheduled by calling 352-3350 and dialing the extension of the teacher with whom the conference is desired.

HONOR ROLL - Honor roll will be recognized at the end of each grading period. This is not an average or point system, it will be an all "A" or "A/B" honor roll. Any grade lower than a B disqualifies a student from achieving the honor roll status.

GUIDANCE

Guidance services are available for every student in the school. Students wishing to visit the counselor may contact the counselor or ask his/her teacher to arrange an appointment. Parents may also request counseling services for their children by contacting the counselor for an appointment.

HEAD LICE

If a student is found to have head lice, you will be contacted. The student is excused on the day they are sent home. Any additional days missed due to lack of treating or eliminating lice will be counted as unexcused absences.

Children must come to the office with parent for a head check before being readmitted to class. The best prevention against infestation is to check your child's head daily and talk with your child about the importance of not sharing hats and combs.

HOMEWORK POLICY

- ✓ Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

- ✓ Radcliff School strongly supports the philosophy that homework is a necessary addition to school life, and serves different purposes according to the student's grade level.
- ✓ The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. Homework will not be used to introduce new or unfamiliar concepts or skills.
- ✓ Homework will be assigned on a regular basis to all students in accordance with their individual needs and abilities and in support of the learning objectives of the particular curricular area.
- ✓ Homework is recommended up to four nights per week. Homework may be integrated (ex: problem solving) or content specific (ex: math). Homework assignments are left to the discretion of the teacher.
- ✓ The appropriate amount of homework to be assigned should range between 1 and 3 hours per week.
- ✓ Not all homework needs to take the form of written assignments. Some homework, especially in the primary program, should involve students in either reading to their parents or vice versa, or taking part in cultural and creative activities.
- ✓ Reading with parents should be at least 20 minutes per night.
- ✓ Teachers will provide clear, concise directions for the completion of homework assignments.
- ✓ Incomplete in-class assignments will be homework.
- ✓ Teachers shall evaluate and return homework assignments to students in a timely manner with appropriate feedback.
- ✓ Teachers shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
- ✓ Teachers shall decide the degree to which homework affects the determination of a student's grade.

Parental Responsibilities

- ✓ Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:
 - ✓ Showing interest in the schoolwork their children bring home.
 - ✓ Providing a suitable place to study, free from disturbances such as TV, video games, radio, etc.
 - ✓ Supplying needed materials for completing homework.
 - ✓ Offering to clarify instructions and answer questions.
 - ✓ Checking to see that work is complete.
 - ✓ Encouraging their children to do their best work and praising a job well done.
 - ✓ Staying in close communication with teachers.
 - ✓ Help their children, rather than doing it for their child.

Student Responsibilities

- ✓ Students are responsible for completing their homework and with support from their parents, may want to follow some of the practical suggestions:
 - ✓ Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
 - ✓ Pick a quiet place to study and do homework each day.
 - ✓ Keep homework in the same place at home each day and take books and materials directly to the study area.
 - ✓ Plan the best time to complete work.
 - ✓ Complete work so that it is neat and easy to read.
 - ✓ Return the complete work according to the teacher's directions.

LIBRARY

Students may check out two library books. Please encourage your child/children to be responsible for the books. Due to the high price of books, a replacement cost will be assessed to cover books that are lost, damaged or destroyed. Students may not check out books if one or both books are overdue or missing.

MEDICATION

All medications are to be secured in the office and dispensed by trained office staff unless otherwise directed by a physician. **Medications** must be clearly **labeled** with precise instructions and be in the **original container**. Parents must fill out a **MEDICAL RELEASE FORM** for the dispensing of any medication during school time. Self-administered inhalers are kept with the student. A copy of the **"Authorization for Self Administration Form"** will be kept in the office and with the teacher.

PERSONAL POSSESSIONS

You are encouraged to put your child's name on all of his/her personal items, including coats, gloves, hats, book bags, lunchboxes, etc. **Please do not allow your child to bring valuables to school that need special safeguards, such as jewelry, money, toys, electronic devices and cell phones.** If parents provide cell phones for student use before/after school, the cell phone is to be turned off during school hours (including while on the bus) and not visible to others. These items can be lost very easily or stolen; **we cannot be responsible for such items.**

PHYSICAL EDUCATION

Physical education is for ALL students regardless of age, size or ability level. All activities are designed for learning and achieving in a successful, non-competitive atmosphere. Cooperation is encouraged: individual strengths are emphasized and built upon. Enjoyment of physical activity is important so that continuation of such activities in the student's leisure time will benefit the whole child. The positive promotion of lifetime fitness will not only enhance children's development while at Radcliff Elementary but will later enhance one's standard-of-living.

P.E. is an essential part of your child's well-rounded education and is a part of the state assessment. Proper attire and tennis shoes are to be worn during P.E.

PRIVATE TRANSPORTATION

Morning Procedures: School doors are unlocked at 7:10 a.m. to receive students. For safety purposes, cars should remain in single file with **students exiting on the right side only at the cafeteria doors only.** School personnel will assist with unloading from **7:10-7:25** a.m. to reassure parents that students get into the building safely. For the safety of all students, **adults are not permitted to escort students to the classroom.**

Afternoon Procedures: Dismissal begins at 2:15 p.m. **Adults are to remain in cars in single file.** Students will be released as adults are identified. To insure the safety of each student, please have a picture I.D. available to present upon request.

SCHOOL BUS

Please review the Hardin County Code of Conduct for school bus safety rules and practices. Changes in the regular pattern of riding requires a written request from the parent by **2:00 p.m.** and approval from the office. Please specify the length of the change requested (one day, week, permanently, until further notice, etc.) Once approved, the bus driver will be presented a pass from the office for the student. **Changes cannot be made by phone or fax, as we are unable to verify the correspondent.** In order to assure accountability for students, please understand that changes cannot be made after **2:00 p.m.**

SCHOOL HOURS

The school building opens at 7:10 a.m. The instructional day begins at 7:30 A.M. and ends at 2:15 P.M. Students who are not seated in class by 7:30 will be counted tardy and **must be signed in by a parent/guardian** at the office to obtain an "admit to class" slip. School Office Hours: 7:00 A.M.-3:00 P.M.

TAKE HOME MONDAY FOLDERS To enhance our communication, all information will be sent home each **Tuesday**. Please take the time to review the contents of the folder, sign and return the folder on the following school day. Teachers will check the folders when they are returned for any correspondence. As always, you are encouraged to contact us immediately with any questions, concerns or suggestions.

TEXTBOOKS

We are honored to be able to provide these textbooks at no cost. Please encourage your child/children to be responsible for the books. Due to the high cost of books a fine is assessed to cover replacement costs when books are lost, damaged or destroyed.

VISITORS

Visitors are always welcome to the school. For the safety of all children, visitors must enter through the front doors and immediately check in at the office. A visitor's pass will be issued and must be worn while on the premises. **We ask that visitors be reminded that teachers have student responsibilities between the hours of 7:10 a.m. - 2:15 p.m. and ask that you schedule a conference when needing to speak with teachers.** Visitors must sign out as they exit the school facilities.

VOLUNTEERS

In order to participate in field trips, celebrations, or other school activities adults are required by Kentucky House Bill 136, to complete a **School Volunteer Background Check Request** and must be approved PRIOR to volunteering with students. These forms may be picked up in the office, from our volunteer coordinator. All parents/guardians are encouraged to complete one each year so they are able to volunteer/chaperone as needed. **The cost for each background check is now \$10.00.**

WELLNESS POLICY

In accordance with board policy, any food items brought to the school for parties or celebrations must be purchased rather than homemade. Healthy food and beverage choices are encouraged. School day approved beverage means water, 100% fruit or vegetable juice, and low fat milk.