

Welcome to Fallsburg Elementary School

School Hours

Fallsburg Elementary School hours are 8:15 AM through 3:30 each day. Classroom instructional time begins promptly at 8:25am and continues to 3:30pm. Buses will begin leaving at approximately 3:30pm. Students must arrive at the school no earlier than 7:15am. Students must be picked up by 3:30pm.

Attendance Policy

Good attendance is crucial to a child's successful education. We firmly believe that attendance is a student/parent/guardian responsibility. A student is expected to attend school daily to gain maximum benefit from instructional program.

Attendance calculations:

- 5 days Parent/Guardian excuses
- 10 days Doctor's excuses

1. Upon returning to school a student will bring a note from the parent or doctor explaining the reason for the absence. Then excuse must be presented to the attendance office within five (5) days of the day of absence(s).
2. A student without a note or acceptable verification will be unexcused.
3. Parent notes for excusable absences will be acceptable for five (5) days missed each school year. A doctor's statement or other proof is required to excuse any absence after five (5) absences have occurred. Faxed excuses will not be accepted.
4. A student who has a dental, doctor or other professional appointment or who becomes ill during the school hours may check out for the necessary time provided the parent picks up the student or gives the school written permission before the time to release the child to another adult. Students must check out from the office before leaving, and check back in when they return to school. This absence will be excused provided the proper steps are followed. No student will be permitted to check out without parent permission.
5. Tardiness to school or class is inexcusable except in emergency situations which must be verified and acknowledged by the Principal.
6. When a student is absent from school, the school will call the home.
7. When a student has three (3) days unexcused absence, the Principal (or designee) will mail the parents a written notice and schedule a parent conference.
8. Before a student has six (6) days unexcused absence, the Principal (or designee) will mail the parents a written notice and schedule a parent conference.
9. When a student under age 21 has more than six (6) unexcused absences, the Principal will file a report with the Director of Pupil Personnel. The Director of Pupil Personnel will serve a Final Notice and make a home visit to survey the condition of the home and reason for absences. Continued unexcused absences will result in action in Diversion Program or District Court.

10. Home instruction will be available for any student that will be absent five (5) or more consecutive days. Homebound statement must be picked up at the school and signed by a licensed physician.

11. Students presenting with symptoms that may possibly be contagious will be sent home with a letter recommending they be seen by a physician for diagnosis and treatment. Then physician must give the date the student may return to school, sign the form and date it.

12. No check out of students between the time of 3:00pm-3:30pm unless an emergency situation verified by the Principal or designee.

13. Students may be allowed up to ten (10) days per school year to participate in an educational enhancement opportunity that the Principal determines to be of significant educational value. Participation in an educational enhancement foreign exchange program or an intensive instructional program in one (1) of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language or the Arts could be considered an Educational Enhancement Opportunity. The Educational Enhancement Opportunity Request Form must be completed and returned to the school Principal at least five (5) days prior to the absence.

Make-Up Work Policy

It is the responsibility of the student to obtain make-up work for an absence immediately upon returning to school. The student will have one day to make up work for each day of school missed.

Students with excused absences will be allowed to make up the work and be given full credit. Unexcused absences will be given fifty percent (50%) credit on make up work. No credit will be given for suspensions from school. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make up work. For every day the student has an absence, he/she will receive the same amount of time to complete the make up work.

Student Expectations and Discipline

One of the most important lessons education should teach is discipline. While it is not considered a subject area, discipline underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students are expected to behave in a respectful and orderly manner obeying school rules and procedures at all times.

Students shall follow student expectations and procedures during all activities. For additional information regarding student expectation and procedures concerning discipline please refer to the Lawrence County Code of Conduct.

***Fallsburg Elementary School
General Rules***

1. No student will disrupt the learning process of another student.
2. Respect will be shown to all classmates, faculty, staff, volunteers, as well as the school property, at all times.
3. No tobacco, alcohol or drugs on school grounds, buses or on any school sponsored trip.
4. Use of foul language or name-calling will not be permitted.
5. No fighting permitted.
6. No trading cards and other toys allowed at school. Game Boys, I Pods, etc are allowed only during morning bus duty or at teacher discretion. Students are responsible for storing these items during the school day, and the school is not responsible for items that are lost or stolen.
7. A positive attitude and 100% effort is expected at all times.
8. No cellphones or cameras allowed at school. There is an exception for school trips where return is after school hours and parent pick-up is required (ballgames/academic meet, etc.) Procedure requires student upon arrival, to hand in cellphone to office staff. The adult in charge of school trip will collect and hold cellphones until needed by student.

Consequences:

1. Teacher time-out: telephone call, email or letter home; loss of privilege – at teacher’s discretion (recess, for example). Teachers may use any or all of these options in carrying out Step 1.
2. A school discipline form sent to the office with the student (copy to parent and a copy kept on file). A conference or telephone call with parents should be completed before Step 2 is put in place.

1st visit to principal: Conference with parent.

2nd visit to principal: Follow District Code of Conduct pg. 29-32

If there are further problems, student will be suspended from school for severe behaviors, such as fighting, smoking, stealing, damaging school property, defiance of teacher in presence of students, etc.

NOTE: In severe, uncontrollable circumstances, the Lawrence County Board does reserve the right to expel a child from school. The violations outlined in this handbook are expanded to other acts of misconduct in the Lawrence County School Code of Conduct that has been given to all students at the beginning of the school year.

Student Appearance

Students will be expected to keep themselves well groomed and neatly dressed at all times. We strongly discourage the wearing of frayed clothing, suggestive or immodest clothing. Sleeveless shirts must only expose arms and no other areas. Midriff should be

covered at all times. Pants with holes can only exist below the knee. Showing cleavage is not permitted. Girls must wear a bra. However, violations of any part of dress code constitute a first offense, an additional violation, a second offense, and so forth.

Unacceptable Items

Anything not needed for class must be left at home: cell phones, MP3 players, cameras, radios, skateboards, electronic games and devices are not permitted. Toys should not be brought unless the teacher gives permission for them to be brought to class. Possession of any unacceptable item will result in confiscation and appropriate disciplinary action.

School Forms

The following forms MUST be completed by a parent/guardian and returned to school:

- Emergency cards
- Internet Access Form
- Media Release Form
- Applications for Free and Reduced Meals
- Student Code of Conduct
- **Field Trip Permission Form (for the year)**

The completion of these forms will help the school maintain accurate student records as well as ensure the safety of your child.

Student Checkout

Student attendance throughout the school day is important as learning is taking place from bell to bell. We do realize there are certain situations in which parent or guardian need to pick up their child early. Checkout prior to 3:30pm (regular dismissal time) is considered early checkout. **Checkout between the times of 3:00pm-3:30pm is not permitted unless there is an emergency.**

Student Medication

Fallsburg Elementary has a school nurse. In order for the nurse to provide medical services for your child, a "Consent for Services" form must be completed. Should your child medicine while at school, a "Permission to Give Medication" form must be completed by the parent/guardian. Handwritten notes are not acceptable. All medicine must be brought to the school in the original container by the parent/guardian and registered in the nurse's office upon arrival at school.

Notify the school immediately if your child has a life-threatening allergy or medical condition which necessitates an emergency plan.

School Breakfast and Lunch Program

Fallsburg Elementary School participates in the “School Breakfast and Lunch Program”. Eligibility for free and reduced meals is determined by completion of “School Lunch Form”.

Parties

Fallsburg Elementary Students K-8th grades all participate in the Christmas holiday celebration. All other parties are at the discretion of the Teacher which will be presented to parents prior to the party.

Assemblies and Programs

Assemblies and Programs will be in held at different times of the year to promote fundraisers, information and/or school spirit. This is at the discretion of the school and will be relayed to parents throughout the year.

Telephone

Students will be permitted to use the phone only in case of emergency. Permission to use the telephone must be granted by the classroom teacher. Family arrangements for after-school activities must be made before coming to school. Students are not permitted to bring cell phones to school. Student use of phone during bus duty (arrival until 8:15am) is not permitted until the classroom teacher arrives.

Homework Policy

Homework is considered practice the teacher feels would benefit student’s achievement or any assignments not completed during the school day. Studying for tests and completion of all daily assignments and homework are the responsibility of each student.

Purposes of Homework:

- is a valuable part of education.
- allows for practicing, extending and consolidating work from class.
- provides training for students in planning and organizing time.
- develops a range of skills in identifying and using information resources.
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives.
- strengthens home-school links.
- reaffirms the role of parents and caregivers as partners in education.
- provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children.
- challenges and extends gifted and talented children.

Homework is most beneficial when:

- it reinforces and extends classwork and consolidates basic skills and knowledge.
- it is challenging and purposeful, but not so demanding that it has adverse effects on the student's motivation.
- students take responsibility for their homework, supported by their parents or caregivers.
- it is well coordinated and teacher expectations are well communicated.
- it is set on a regular basis and establishes a routine of home study.
- teachers set suitable amounts of homework which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students.
- it takes into account students' home responsibilities and extracurricular activities, such as religious activities, clubs and sports.
- it develops and extends the core learning skills of inquiry and independent study.

Homework is both **written** and **learning** work, given to reinforce the lesson studied in class. It is also used to extend the student's insight of this lesson and to revise work, previously completed. Homework shall be directly related toward the curriculum expectations from the Kentucky Core Content, Crosswalk Document and the Program of Studies. Homework shall not be busy work.

Homework is an integral part of the student's education. It is very important to have a routine for homework, and this routine should be established early in the year.

It is school policy to regard homework as not having been completed, if it is not presented on time.

Primary Department:

The expectations of teachers shall be age appropriate, and shall be a collaborative effort among all of the child's teachers. Homework may be assigned on a nightly or weekly basis. As an example, math homework is imperative nightly, so as to practice the mathematical concept taught that day in class. Spelling practice is also an imperative area for primary age children. Reading assignments may consist of graphic organizers or perhaps drawing or writing to respond to reading. Students shall also be expected to read nightly. Homework shall be routine, and shall have a predictability level that will enable parents to keep their child well prepared for each school day.

Intermediate Department:

The expectations of teachers shall be age appropriate, and shall be a collaborative effort among all of the child's teachers. Homework may be assigned on a nightly or weekly basis. Math homework continues to be an imperative area, as new concepts must be practiced regularly. Reading assignments may consist of

graphic organizers, writing to respond, or practice open response questions. Students shall also be expected to read nightly. Homework shall be routine, and shall have a predictability level that will enable parents to keep their child well prepared for each school day.

Middle Grades Department:

The expectations of teachers shall be age appropriate, and shall be a collaborative effort among all of the child's teachers. Homework may be assigned on a nightly or weekly basis. Students shall also be expected to read nightly from classroom materials, as well as materials from the Accelerated Reader Program. Students are required to achieve 20 AR points each nine weeks (approximately 10 of which are due by midterm.) Math homework continues to be an imperative area, as new concepts must be practiced regularly. During the middle grades, students shall be expected to self-monitor their assignments, in order to prepare themselves for each school day. Students that do not complete their homework and present it on time will be **required** to attend Morning ESS before school to complete any late assignments. These will be accepted at 50% credit based accuracy of the assignment. Morning ESS services will run parallel with after school ESS services. When after school ESS services are over for a semester time period, morning ESS services will continue as funding is available. The teacher(s) will write a referral for services. This shall be completed by the teacher(s) assigned to the morning ESS program. As with all ESS services, parents have the right to refuse ESS services after meeting with the principal and discussing why the child should not attend. Morning ESS will also be available on a drop in basis for students needing homework help after a referral has been done. There will be a tracking system designed by the ESS coordinator and the teacher(s) who deliver the before school services to keep track of all uncompleted homework. This shall be designed to cause as little extra work on the classroom teachers as possible, as it shall be the students primary responsibility to self monitor their homework, along with the ESS morning program teacher(s).

Due to morning ESS schedule, it may be beneficial and/or necessary for the student to have already completed the assignment before the next scheduled ESS session **BUT** the student **must still** serve the "before school time" to receive any credit for the missing assignment. This will be communicated between the provided and content area teacher.

The ESS provider will collect the work completed during each ESS session, mark it as morning ESS work and forward it to the content area teacher. He/she will also collect incomplete assignments and enter the child's name on the list for the next ESS session.

Grading

Report cards indicating each student's progress will be communicated to parents and students every nine weeks (four grading quarters per school year). Mid term reports will be sent home during the middle of each of these quarters to report student progress as well.

Grade/Reporting Policy

Student grades are reported through the use of Infinite Campus for grades first through eighth. Parents can view grades at any time by logging on to the Infinite Campus Parent Portal. A hard copy of grades will be sent home each mid-term and nine weeks for K-8.

Kindergarten progress reports for the nine-week periods are accessible through the Infinite Campus Parent Portal at the end of the nine weeks. Preschool will use the district-approved model for reporting student progress to parents every eleven weeks.

Textbooks and School Property

Fallsburg Elementary School furnishes textbooks to all students. The care of these is the responsibility of each student. The parent/guardian and/or student will be responsible for the loss of or damage to books, or damage to windows, equipment, or any school property

Parent Involvement

Parents are encouraged to participate in their child's education. Parent volunteers must complete "Volunteer Training" with the director of the Family Resource Youth Service director. This training includes procedures during school, confidentiality, and a background check.