

Crossroads

Elementary School

HANDBOOK

2019-2020



BATH COUNTY SCHOOLS

TABLE OF CONTENTS

CATEGORY	PAGE	CATEGORY	PAGE
Welcome Message	2	Daily Emails	7
Principal's Message	2	Friday Folders	7
School Mascot	2	Recess	8
Mission Statement	3	Physical Education	8
School Pledge	3	Activity Classes	8
Parent Pledge	3	Appropriate Dress	8
Student Pledge	3	Hats	8
School Safety	3	School Based Decision Making Council	8
School Hours/Parking	3-4	Pesticide Application In Schools	8
Office Hours	4	State & District Attendance Policy	8
Morning Drop-Off	4	Crossroads Elementary Attendance Plan	9
Afternoon Pick-Up/With Tags	4	Discipline Plan/Policy	9-13
Everyday Pick-Up	4	Chewing Gum	13
Occasional Pick-up	4	Personal Property	13
No Pick-up Permit	4	Facilities	13
Afternoon Bus Dismissal	4	School Party Invitation	13
Arriving Late/Leaving Early	4-5	Flowers or Student Deliveries	13
Transportation Changes/Parent Permission for Student Release	5	Counseling Services	13
Address Changes	5	Health Services	13
School Age Child Care	5	Medical Concerns – Allergies	14
Pledge	5	Medical Forms	14
Morning Assembly	6	Health Screenings	14
Breakfast & Lunch	6	Medication at School	14
Skateboarding	6	Student Assignment Policy	15
School Delays and Closing	6	Change on Placement	15
Parent & School Communication	6	School Wide Title 1 Program	15
Child Custody	6	CES Title 1 Parent Involvement Policy	15-16
Lost and Found	6	The Parent School Learning Compact	16
AHERA Annual Notice	7	CES Parent School Learning Compact Comm. ,Parent, Schools, And Student Partners in Each Childs Education	16
Visitors	7	Location of Emergency Devices	17
Volunteer Plan	7	Non-Discrimination Statement	17
Friday Folders	7	2018-2019 School Calendar	18
Watch D.O.G. Dads Program	7	Play. Believe. Achieve.	☺



CROSSROADS ELEMENTARY SCHOOL
Crossroads Elementary School Crocodiles

WELCOME MESSAGE

Welcome to Crossroads Elementary School. Our student success- academically, emotionally and physically is at the forefront of all our decisions. We have a diverse student population and providing them with rigorous, standards based instruction encompassed in a comprehensive educational program is our intent. Our community of learners is made up of outstanding students, an expert and educated faculty and staff of caring professionals, active and involved parents and guardians and a supportive community. We are committed to working together toward the success of all of our children here at Crossroads Elementary School.

We are extremely proud to be part of the Bath County School District. Everyone involved in the education of our children want our students to become proficient and enthusiastic lifelong learners. We seek to provide exemplary instruction each and every day and desire our students to develop the skills, motivation and spirit needed to succeed in their choice of college and career. This educational process is needed that they might lead and participate in America's future success. The required rigor needed for our students to succeed in today's ever changing world demands active, engaging inquiry teaching with problem solving, critical thinking, fluent reading with comprehension and the ability to communicate this learning in a wide variety of methods.

PRINCIPAL'S MESSAGE

Our mission at Crossroads is to create a warm and caring educational atmosphere where every child is valued and will experience continuous improvement in learning. It takes a team effort, all of us working together to provide the best educational opportunities for our children. Please realize that the Crossroads School faculty and staff will not be able to accomplish this task alone we need your support.

Parents/Guardians are always welcome at our school. We view parents/guardians as equal partners in providing our children with meaningful educational experiences. Further, we encourage you to become active participants in our school programs and classroom activities. There are many ways to support your child, such as volunteering to help in the classroom, lunchroom, library, or in one or more of our many school programs. We encourage everyone to be a member of our PTO.

Among the most significant contributions parents/guardians can make to the educational progress of their children is to read to them at home, make sure there is an appropriate and quiet study space for them with sufficient time to do homework, as well as to be available to assist them with more difficult homework assignments when necessary. As a result of your involvement, your child will see you as a significant other who truly values the educational process. Subsequently, he or she will more than likely demonstrate positive attitudes and behaviors toward school and learning.

By working together, students, parents/guardians, and staff can make Crossroads School an exciting and enjoyable place to learn.

The staff at Crossroads Elementary School continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

SCHOOL MASCOT

Mascot-Crocodile

MISSION STATEMENT

Our mission at Crossroads Elementary School is to create and maintain a safe, positive, and nurturing learning environment. We work to challenge students and provide them with the knowledge and support necessary for individual success, which leads to the development of responsible & productive community leaders. At Crossroads Elementary, we BELIEVE and we ACHIEVE!

The students, parents, and staff of Crossroads Elementary School envision:

- A friendly, welcoming environment which is clean, safe and secure.
- A partnership where families, teachers, and the school community are actively involved in the learning process.
- A rich and challenging curriculum built on high standards and high expectations, with an emphasis on language development, literacy, and critical thinking skills.
- Successful achievement and grade level performance for all students.
- A learning environment that recognizes and develops each student's specific strengths and talents, and creates a lifelong love of learning.
- A nurturing atmosphere that promotes the development of interpersonal skills and fosters respect for self and others, demonstrated through attitude, effort and responsible behavior.
- The development of a firm educational foundation that will enable all students to create and achieve dreams and goals throughout life.

SCHOOL PLEDGE

We believe that each child can learn and it is our mission to create a learning environment that will ensure success and high achievement for all students. We will strive to develop unique, productive, highly literate individuals who can think and communicate effectively, show respect for one another and feel good about themselves. We are dedicated to ensuring your child the best possible education.

PARENT PLEDGE

As a parent/guardian I believe my child can learn and I will participate in decisions relating to my child's education. I will strive to show respect and support for my child, the staff, and the school. I will support the school in developing positive behaviors in my child. I will talk with my child about his or her school activities each day. I will encourage my child to read at home. I will encourage my child to attain the academic and social skills to be successful throughout life.

STUDENT PLEDGE

As a student, I believe that I can learn. I promise to accept responsibility for my actions and learning. I promise to respect and take care of myself, others, and my school. I will strive to achieve all of my goals. I am truly a wonderful person, because I am me.

SCHOOL SAFETY

Safety is our number one priority. For the safety of all students, parents, visitors, and staff we at CES will take appropriate measures to maintain a safe and secure facility. All doors, except the front doors, at Crossroads Elementary will remain locked the entire day. When you enter the building the receptionist will allow you access through the office door and will screen all visitors. Please help us maintain the balance between a friendly, welcoming environment and safe, secure facility for our CES Family by being patient and following our rules, procedures and policies. Our students deserve the safest school possible!

SCHOOL HOURS

School is in session from 8:05 a.m. until 3:15 p.m. daily – Monday through Friday. The school doors will open at 7:30 AM. Students in grades 1-5 will go directly to the cafeteria for breakfast. Students in kindergarten will go to the gym and will eat breakfast at a designated time with their class until they learn the routine. Prior to 7:30 AM there is no supervision available – do not drop children off before 7:30 AM. Do not allow students to get out of a vehicle and stand unsupervised on the sidewalk before the school is unlocked. Bus transportation is provided for all students. Crossroads Elementary School encourages parents to take advantage of this service provided by the district to get your children to and from school. Using bus transportation assures punctuality and reduces traffic problems.

PARKING

Please use the parking lot or spaces provided to the left or right of building entry. DO NOT park directly in front of the building in the drop off/pick-up lanes as this blocks through traffic.

OFFICE HOURS

The school office opens at 8:00 AM and closes at 4:30 PM. The phone number for the office is 606 – 674 – 2101.

MORNING DROP-OFF

You may drop your child off at the front of the building beside the sidewalk each morning beginning at 7:30 AM – 7:50 AM. **PLEASE DO NOT DROP OFF STUDENTS IN THE PARKING LOT AND LET THEM CROSS DROP OFF LANES UNSUPERVISED.** Staff will be outside or at the front door of the school to assist and supervise your child. A student who arrives at school after 8:05 must be signed-in at the office by a parent or guardian. If you would like to walk your child to the building front doors each morning you will need to park your vehicle in a parking space provided in the parking lot. To ensure the safety of all students there is no parking in front of the school beside the sidewalk. Students are not permitted to go to their classrooms until they are escorted by their teacher. Students planning to eat breakfast in the cafeteria need to be at school by 7:50 AM each morning in order to have adequate time to eat.

NOTE: Parents may walk with their child into the building for the first five (5) days of school. However, parents should remember that the longer they take to transition their child to school, the longer it will take the child to accept being left at school. “Short goodbyes mean dry eyes.”

AFTERNOON PICK-UP/WITH TAGS

Our Student Pick-Up Permit Program allows parents to pull up outside in the front of the school beside the sidewalk and have their child(ren) brought to them on second bell in the afternoon directly after the 3:15 bus bell students are loaded on the buses. In an effort to keep your child safe and to streamline the afternoon pick-up process, all students must be picked up using our pick-up permit system. Any student picked up in the office, not participating in the pick-up line, prior to pick-up dismissal - will be counted tardy. We will assign your family a number and give you a tag to hang from your rear view mirror. Your child(ren) will be given a matching number tag for his/her backpack. As cars pull up to the sidewalk – staff will check the number tag then bring out the students with the corresponding number. Report lost or stolen pick-up permits to the office immediately. The vehicle lineup out front will begin at 3:00 PM. Do not come before 3:00 PM to form the line. Parents should remain in their vehicle. For the safety of all students – school personnel will be directing traffic. Always follow their instructions. In order to enhance school safety – all district elementary schools and most surrounding districts are using a similar method to dismiss students that are being picked up.

EVERYDAY PICK-UP

If you pick-up your child everyday all you need is the permit to hang in your car. Two permits will be issued per family. **Replacement permits will be issued at a cost of \$5.00.**

OCCASIONAL PICK-UP –

If you pick your child up on specific days or on occasions – you will need to call the school by 2:30 PM each day to let us know that you are planning to pick up your child. Always call prior to 2:30 PM so we have adequate time to notify your child’s teacher. If you call after 2:30 PM it becomes extremely difficult to ensure that your child will be aware of your desired change in transportation. Do not leave voice messages with transportation changes.

NO PICK-UP PERMIT

If you do not have a permit then you must park in the lower parking lot and come and pick up your child (ren) after all pick-up traffic has cleared the front of the building. You must present ID and be on the students pick up list.

AFTERNOON BUS DISMISSAL

Students riding the bus will be brought to the gym according to the bus schedule.

ARRIVING LATE /LEAVING EARLY

A STUDENT WHO ARRIVES AT SCHOOL AFTER 8:05 MUST BE SIGNED-IN AT THE OFFICE BY A PARENT OR GUARDIAN. HE/SHE WILL NOT BE ADMITTED TO CLASS WITHOUT AN ATTENDANCE SLIP SIGNED BY THE

RECEPTIONIST OR ATTENDANCE CLERK. BREAKFAST WILL NOT BE SERVED AFTER 8:30 AM. Students planning to eat breakfast in the cafeteria need to be at school by 7:50 AM each morning in order to have adequate time to eat.

When a student needs to leave early, a parent or guardian must come to the office and be identified with a valid driver's license and/or social security number. In order to minimize classroom interruptions – your child will be called to the office to meet you. The only individuals who will be allowed to pick a student up, with prior guardian permission, are those who are identified by the parents or guardians as authorized persons on the pick-up card list. Always have identification ready. This is for the protection of the students and is strictly enforced.

We will not dismiss students early after 3:10 p.m.. The office is a very busy place and signing students out early at the end of the day creates confusion and a safety issue. Please do not call and ask for child to be in the office prior to your arrival. Due to confidentiality and safety reasons, parents/guardians cannot wait in the office or airlock as we are bringing pick-up students out the front doors. You will be asked to wait in your vehicle in the parking lot. This procedure is for the safety of all students.

We ask that you make appointments at times that allow your child to remain at school for the entire day. Coming in late or leaving early is disruptive to your child – as well as – to the entire class – resulting in valuable learning opportunities being missed.

TRANSPORTATION CHANGES

For the safety of our students – **signed bus notes are required** if your child is going any place other than his/her regular destination. Parents must send a signed note that states the date, the child's name, and the name and address of the alternative location. The request must be turned in to the classroom teacher in the morning. The note will be signed and copied by office personnel. **Parents will not be allowed to phone the school to inform school personnel of transportation arrangements for their children.** School personnel have no way of knowing if the person phoning is actually the parent or guardian. Bus drivers are not permitted to make transportation changes without a written note from the parent and signed by the principal or secretary.

PARENT PERMISSION FOR STUDENT RELEASE

Parents and guardians are the only persons that can give permission for students to be picked up by anyone other than a parent. Emergency contacts listed on the school forms cannot pick up your child without **YOU** – the guardian, contacting the school through a letter or phone call. Letters must have the NAME of the person, not just grandma, uncle, aunt, etc. This includes siblings, grandparents, aunts, uncles, babysitters, etc. You must give permission prior to release. All persons signing a student out must be ready to present ID verification. This also applies to special school day events such as parties, plays, etc.. This is to ensure your child's safety and out of respect/consideration for you, the guardian.

ADDRESS CHANGES

Contact the school office immediately to report changes in –

- home address
- home phone number
- cell phone number
- work number
- emergency contacts

SCHOOL AGE CHILD CARE

School Age Child Care is available for students in the Bath County School District. Please see the Bath County Schools Website (www.bath.kyschools.us) for information regarding times and cost.

For additional information you may contact Willie Mae Jones at (606)674-2352 ext. 3423 or email willie.jones@bath.kyschools.us

PLEDGE

Each school day students will recite the Pledge of Allegiance to the United State flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A moment of silence will follow recitation of the pledge. Each student may choose to reflect, pray, mediate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

MORNING ASSEMBLY

Morning ceremony is from 7:55 AM – 8:00 AM each Friday morning at Crossroads Elementary School. The purpose of the morning ceremony is to have a weekly celebration of students, make announcements, and pledge allegiance to the flag.

BREAKFAST & LUNCH

Students that bring their breakfast and/or lunch to school must have it in a lunch box container. Parents that wish to bring their child breakfast and/or lunch must have it in a lunch box container. Restaurant containers are not permitted in the cafeteria. Students are not permitted to drink pop for breakfast or lunch. **STUDENTS PLANNING TO EAT BREAKFAST IN THE CAFETERIA NEED TO BE AT SCHOOL BY 7:50 AM EACH MORNING IN ORDER TO HAVE ADEQUATE TIME TO EAT.** Breakfast will not be served after 8:30 AM each morning. Due to limited space and the need to provide adequate supervision for our students we are not able to accommodate visitors during breakfast or lunch times.

SKATEBOARDING

Skateboarding is strictly prohibited on school property at all times.

SCHOOL DELAYS AND CLOSINGS

In the event of inclement weather or other emergencies that may result in delayed openings, closings, and/or early dismissals – listen to radio station at WKCA – 97.7, watch the following local channels 27, 36, and 18, call the district office 606 – 674 – 6314 extension 5, and/or One Call services.

PARENT & SCHOOL COMMUNICATION

It is important that we maintain open communication between the school and parents. Your child's teacher will notify you at the beginning of the school year of all the avenues of communication they use. If you want to meet with particular school personnel, an advance phone call will help assure their availability. Teachers are not able to meet on a drop-in basis as they are working with the children. Please call the office or send a note to the teacher requesting an appointment. Teachers may receive phone calls on their planning time. Each classroom teacher will send home a monthly newsletter also there are teacher websites. A daily e-mail will be sent from the school office to update you on events, dates, and special celebrations. Monthly calendars are sent home at the beginning of each month with important dates and upcoming events. You may want to visit the district website to find out things going on all around the district – www.bath.kyschools.us. Report cards are sent home each nine weeks.

CHILD CUSTODY

Crossroads Elementary School recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. Crossroads Elementary School will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

LOST AND FOUND

Found items are kept in the family resource center. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

AHERA ANNUAL NOTICE

Bath County Schools AHERA Annual Notice

2018-2019 Academic School Year

This notice informs you that Bath County Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan. An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact Tony Roth if you would like to view this plan. A copy of this plan is also available at each school. Contact listed below.

Mr. Tony Roth-606-674-6314

VISITORS

All visitors – including parents and volunteers – must immediately report to the office where they will sign the register and receive a visitor's sticker. Meetings with teachers are by appointment only due to their strict schedule with students. VISITORS MUST REMAIN IN APPROVED AREAS ONLY AND AT ALL TIMES ACT IN A MANNER APPROPRIATE TO THE SAFE FUNCTIONING OF THE SCHOOL ENVIRONMENT. The sticker must be worn while in the building and returned as you leave. We are sure you understand our need to be vigilant about visitors in order to provide a safe building for our students and staff.

NOTE: INVITATIONS WILL BE SENT HOME TO INVITE VISITORS TO OUR SCHOOL FOR SPECIAL OCCASIONS THAT ARE OPEN TO THE PUBLIC, SUCH AS PARTIES, PLAYS, ETC. SOME WILL REQUEST RSVP'S IN ORDER TO PLAN. THERE WILL BE THREE CLASS PARTIES DURING THE SCHOOL YEAR: HALLOWEEN, CHRISTMAS, AND VALENTINE'S DAY. (ALL FOOD MUST BE "STORE BOUGHT." WATER, INSTEAD OF JUICE IS HIGHLY RECOMMENDED.) DURING THESE HIGH TRAFFIC DAYS, WE HAVE TO PULL MORE STAFF FOR SUPERVISORY DUTY. SIGN IN/OUT CAN TAKE A SIGNIFICANT AMOUNT OF TIME. PLEASE BE PATIENT AND REMEMBER THIS PROCESS IS FOR THE SAFETY OF YOUR CHILDREN.

VOLUNTEER PLAN

All individuals wishing to visit at Crossroads Elementary School as a volunteer will be required to have an acceptable background check before volunteering. Applications must be renewed each school year. Any individual's background check that is deemed to be questionable will require approval by the Principal's discretion. All individuals that volunteer will be invited to attend an orientation meeting prior to volunteering at Crossroads Elementary School. Each volunteer will meet with administration prior to volunteering regarding confidentiality and procedures. All volunteers will follow the policies, rules, and regulations of the state, district, school, and classroom teacher(s). Any volunteer that does not adhere to these requirements will be asked to terminate their volunteer status immediately.

FIELD TRIPS

Field trip admission fees are non-refundable.

WATCH D.O.G. DADS PROGRAM

WATCH D.O.G.S. (Dads of Great Students) Dads Program is an innovative program being used at CES to help positively impact the committed involvement of fathers and father-figures in our students' life. Our goal is to have each father or father-figure spend at least one day this year at CES to be a positive male role model and to provide an extra set of eyes and ears. If you would like to participate in the program – please contact the office.

DAILY EMAILS

Daily emails from the office will be sent to all parents and community members that sign up on our distribution list. If you would like to sign up just send the receptionist a note with your name and e-mail address. This information will remain confidential. The daily email will discuss events, celebrations, and special projects going on at the school.

FRIDAY FOLDERS

Each Friday your child (K-5) will bring home a folder. The folder will contain activities, assignments, and assessments. Preschool students will bring home a folder on Thursday. Please review with your child the contents of the folder each week. Sign the folder and return it to school each Monday.

RECESS

Active outdoor fitness activities are an important part of your child's daily schedule contributing to physical and mental health, emotional and social development, and academic achievement. Unless the weather is hazardous, you may assume your child will be going outside. Be sure he/she is prepared with clothing appropriate to the anticipated weather. Always consider your child's footwear. Sneakers are appropriate for everyday of the school year.

PHYSICAL EDUCATION

All students will participate in physical education for at least 55 minutes each week. Students must wear sneakers to participate. Each student must participate in physical education class unless he/she has a documented medical condition that prohibits such activity. If a student cannot participate he/she must provide a doctor's note stating the condition and reason of lack of participation. It is also requested that students not wear necklaces, bracelets, and dangling earrings on "gym days" – as those items can be dangerous during physical activities.

ACTIVITY CLASSES

Arts & Humanities, Technology Classes and Physical Education are required subjects for all students in kindergarten through fifth grade at Crossroads Elementary School. These classes will be conducted with the same seriousness as all other subjects. Students will display good classroom behavior and follow rules set by the teachers of these subjects. Students will have these classes on scheduled days. Please help your child remember needed materials for activity classes.

APPROPRIATE DRESS

All students should wear appropriate clothing to school each day. Students' stomachs and bottoms should be completely covered at all times. If any part of a student's body is inappropriately exposed – he/she will be ask to change and/or the parent or guardian will be called. Shorts, skirts, and dresses must be fingertip length when student's arms are down at his/her side. If shorts, skirts, or dresses are shorter than the fingertip length – he/she will be ask to change and/or the parent or guardian will be called. Clothing with revealing holes is not permitted. If a garment does have holes, it must be covered with a permanent patch. Shoes with skates are not permitted on any day throughout the school year. Flip-flops and high heels are inappropriate for school activities. If your child wears boots to school – please send appropriate footwear to be worn during the day. Many "dressy" shoes are inappropriate for school – especially if the heels are too high and the soles are slippery. We recommend that students wear sneakers every day. Any attire that brings undue attention to the student is considered inappropriate. This includes but is not limited to (mesh shirts, see-through clothing, spaghetti straps, tube tops, halter tops, etc.) Refer to the district dress code policy in Section III of the Bath County Code of Acceptable Behavior and Discipline Handbook for the complete dress code.

HATS

Hats are to be worn outside only.

SCHOOL BASED DECISION MAKING COUNCIL

Crossroads Elementary School is a School-based decision making school. School Based Decision Making gives the authority and responsibility for decisions about all areas which involve student achievement to individual school councils. School-based management is a form of school management in which teachers, parents, and administrators work together for educational change and improvement. The school council is made up of two parents, three teachers, and the principal. Parent elections are held in the spring at a scheduled PTO meeting. All parents and community members are encouraged and welcomed to attend.

PESTICIDE APPLICATION IN SCHOOLS

At the start of each semester or school year segment a verifiable notice shall be sent or given **upon written request** to all parents or guardians of school children concerning twenty-four hour advance notification of pesticide applications. Please notify the office in writing if you wish to receive such notification.

STATE & DISTRICT ATTENDANCE POLICY

Refer to Section I of the Bath County Code of Acceptable Behavior and Discipline Handbook.

CROSSROADS ELEMENTARY ATTENDANCE PLAN

1. Crossroads Elementary School shall follow the guidelines set forth by the state and district in accordance with attendance.
2. Perfect attendance is defined at Crossroads Elementary School as no tardies and/or no absences excused and/or unexcused. Students that receive educational enhancement days during nine weeks will not be permitted to attend the celebration.
3. Crossroads Elementary School will provide students that have perfect attendance for the 1st semester with a special event/activity in December of each year.
4. Crossroads Elementary School will provide students that have perfect attendance for the entire year with a special event/activity in the last month of school each year.
5. Each month there shall be a competition between each classroom for the best attendance. The classroom with the best attendance shall be given special seating for lunch during the following month.

DISCIPLINE PLAN/POLICY

Each faculty & staff member at Crossroads Elementary School will follow the discipline policy set forth by the district and school council. Each teacher will review the rules and consequences with students the first day of school and parents will receive classroom discipline information.

Classroom Management/ Behavioral Systems **Primary Classrooms (K-2nd) behavior management system.**

Students begin each day with a green light. Since the lights are prominently displayed, each student will be well-aware of the fact that they are "doing great." The first time a minor disruption occurs, the student may be given a verbal reminder of whatever negative behavior they are exhibiting, the classroom rule that corresponds, and the positive behavior they should use instead. The student will also be told what the next step will be if they choose to continue the negative behavior. In this case, the next step would be "changing their light" from green to yellow. Once a student's light has been changed it **cannot** be changed back.

**If necessary, each teacher will provide further detailed supplementary strategies to students and parents at the beginning of the school year to address the needs of their unique classroom.

Primary Light System

Green: Expected/ Ready to learn

Yellow: Caution/Reminder (5 minutes of walking at recess/loss of reward)

Orange(optional): Warning (10 minutes of walking at recess/loss of reward)

Red: Stop (Walking all of recess and parent contact)

Intermediate Classrooms (3rd - 5th) behavior management system.

Each week (beginning on the first day of the week), the students will begin with zero (0) strikes. Once students fail to follow one of the classroom/school rules he/she will receive a strike. The first 2 strikes will serve as warnings/reminders of the expectations. Once a student receives 3 (three) strikes, he/she will spend his/her recess walking for the remainder of the week or loss of indoor recess privileges. Students who receive 5+ strikes in a week period will result in further loss of privileges and a parent contact and/or meeting.

Habitual/uncontrolled offenses may receive a discipline referral.

**If necessary, each teacher will provide further detailed supplementary strategies to students and parents at the beginning of the school year to address the needs of their unique classroom.

Rewarding Positive Behavior

Students at CES are consistently very well behaved! This is one of the many reasons why Crossroads Elementary School stands out as one of the most pleasant and enjoyable schools around!
Therefore, we strive to reinforce this great behavior at all levels.

Classroom-Level Reinforcement

CES teachers strive to be their students' #1 fans and provide continual praise for expected behaviors. Classroom-based rewards are determined by each teacher and are predominately intangible (words of praise, student recognition, classroom point system, etc) while tangible rewards supplement may be less occasional (treasure box, extended recess, etc.).

Grade-Level Reinforcement

In addition to classroom-based reinforcement, each grade-level will determine a regular incentive system to reinforce consistent great behavior.

For example, students with no "light changes", "strikes" and/or behavioral concerns will be rewarded on a regular basis with grade-level designated rewards (ie. "good behavior party", nature walk, extended recess, movie event, water party, etc.).

Each teacher/grade-level will communicate their "Good Behavior" policy with student/parents at the beginning of the school-year or following modifications made.

School-Wide Reinforcement

We love to celebrate students at CES!

We regularly celebrate students and recognize them in front of all of their peers during our school-wide Friday Assemblies. Even more, we love to share their fantastic behavior and achievements with all of the community through social outlets! They deserve it!

Crossroads Elementary School Discipline Plan

At CES, students are expected to conduct themselves in a manner which will promote a proper learning atmosphere within the classroom. While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following policies are implemented to ensure a safe and caring school culture.

Each class/grade will provide further detailed rules and expectations to address the needs of their unique classroom (light system, strike system, etc) to address Level I misconduct. These measures shall be developmentally appropriate and will be approved by administration. Teachers shall contact parents through means of phone call, note home (parent signature required), or email when behavior is excessive or recurring (for example 2 light changes in a day, 2 strikes in a day or 3 strikes in a week).

****Important Note on Confidentiality:**

Your child may be involved with another student who is making a poor choice. If a consequence is handed out to both children, you will only be notified of your child's consequence.

Confidentiality and privacy laws do not allow us to share what the other student may receive as a consequence.

- LEVELS OF MISCONDUCT -

In correspondence with the Bath County Schools Code of Acceptable Behavior and Discipline, Crossroads Elementary School uses a leveled system to guide discipline procedures for all students.

Note: The CES principal retains the right to administer disciplinary responses at his/her discretion in all levels of misconduct.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others.

Level I Misconduct

The following are examples of Level I misconduct, these are not exclusive.

- Talking in class without permission

- Inappropriate language
- Inappropriate hallway and bathroom behavior (running, talking, etc)
- Inappropriate cafeteria behavior
- Defiant behavior
- Disruptive behavior
- Misuse of school resources/technology
- Failure to follow directions
- Failure to finish assignments
- Disrespectful to others
- Quarreling with other students
- Minor pushing and shoving
- Academic cheating
- Spitting
- Lying
- Possession of prohibited items (toys, trading cards, electronic devices, slime, spinners, etc)

Faculty Imposing Discipline:Teacher/Adult

Disciplinary Response Procedure:

Immediate intervention by the staff member who is supervising the student or observes the misbehavior.

If a student is not responding to the consequences administered by the teacher/adult, Level II consequences may be considered.

Level II Misconduct

The following are examples of Level II misconduct, these are not exclusive.

- Continued/Uncontrollable Level I Misconduct
- Forgery
- Vandalism
- Theft
- Abusive language, vulgarity, gestures
- Fighting/aggressive behavior
- Menacing
- PDA

Faculty Imposing Discipline: Teacher/Principal

Potential Disciplinary Response Procedures:

- Parent contacted by teacher through means of phone call, note home (parent signature required), digital communication (email, text, Remind, ClassDojo, etc)
- Loss of Privileges
- Alternative classroom/office placement
- Parent/Teacher Conference
- Student is referred to administrator for appropriate disciplinary action
- Parent/Principal Conference
- Remove temporarily from classroom
- Group or individualized counseling with guidance counselor
- Require repairs or replacement vandalized property
- Suspension from school

Level III Misconduct

The following are examples of Level III misconduct, these are not exclusive.

- Continued Level II behavior
- Extortion, Threats to others
- Use or possession of knives (over 3")
- Bomb threats
- Possession or sale of stolen property
- Tampering with emergency equipment
- Possession and/or use of tobacco, alcohol or drugs
- Behavior that causes injury or harm to others and/or self
- Assault
- Leaving school grounds
- Possessing, furnishing, or selling tobacco, alcohol, drugs, any unauthorized substances or look alike
- Harassment (physical/sexual), intimidation, menacing, malicious remarks, bullying, taunting
- Arson
- Weapons, including guns and/or look alike, ammunition, explosive devices
- Trespassing/ Criminal Mischief

Faculty Imposing Discipline: Principal

Disciplinary Response Procedures/Consequences:

The following may occur, but are not limited to:

- Assign student to temporary supervised study
- Require restitution for damaged property
- Require offender to repair or replace vandalized property
- Suspend student from school
- Recommend expulsion of student
- Notify law enforcement officials
- Assist public officials in prosecution and trial of offender.
- Request that school staff and faculty assist with any of the above when needed
- Principal-parent conference

Subsequent, excessive, or serious disciplinary referrals may result in a referral to outside agencies (court, law enforcement, Cabinet for Family/Children, etc).

Behavior on Bus

The same standards of behavior that apply at school also pertain to boarding, riding, and unloading school busses. Students must respect the rights of others and must not pose a threat to anyone's safety.

Students must not distract the bus driver.

Faculty Imposing Discipline: Bus Driver/Principal/ Transportation Director

Potential Disciplinary Response Procedures:

- Staff/student conference
- Referral to the administration
- loss of recess privileges
- parent notification
- parent/guardian meeting,
- assigned bus seat,
- loss of bus privileges,
- Suspension from riding bus
- School suspension

Threats of Violence: Threats of violence, whether oral, written, or symbolic against students, employees, visitors, or school facilities are prohibited. All such threats will be promptly investigated per KRS 525.070 . Law enforcement may

be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts orderly and efficient operation of the school.

Bullying/Harassment: All reports of Bullying and Harassment are taken very seriously. Each report is investigated and Bath County Schools Code of Acceptable Behavior and Discipline are followed.

* CES teachers and support staff help our students learn to get along, follow rules and take responsibility for their own decisions. Most of the time this is done as a normal course of our work on playgrounds, in classrooms, in the lunchroom and hallways. At times, CES staff may decide to refer a student to the principal because of the seriousness of the behavior or to simply help the student make better decisions in the future. When a student is referred to the principal, you can expect that the principal will start by talking with the student about the importance of telling the truth and taking responsibility. Then the principal will investigate the situation thoroughly and will aim to turn the concern into a learning opportunity. Most often, the student will be given an opportunity to reflect and will be challenged to take responsibility for choices and come up with a plan to apologize or make restitution. The principal will communicate actions taken with the teacher and will communicate with parents when it is appropriate.

CHEWING GUM

Gum is not allowed at CES at any time.

PERSONAL PROPERTY

Toys, electronics (i.e. Cell phones, Ipods, mp3 players, electronic game devices, etc.) or high dollar items are not permitted in school. The use of such devices is potentially disruptive to the educational process. Property of this nature will be confiscated and must be picked up by an adult before the end of the school year. If a school activity (show and tell, rewards) requires or allows a student to bring items to school that are not permitted by the rules of this handbook, a written notice from the teacher will be sent to parents and turned in to the office prior to the activity. The school is not responsible for lost or stolen property brought by students

FACILITIES

After School Activities:

School facilities will not be available during holidays or anytime that school is not in session. Facility requests for weekend use will require compensation for custodial and cafeteria staff if kitchen facilities are requested. Any school and or district activity will receive preference on facility use.

SCHOOL PARTY INVITATION PLAN

Students may pass out party invitations – if they have enough invitations for every student in the classroom. Invitations may not be passed out during morning drop – off or afternoon pick –up. There are no exceptions to this procedure. Younger students often have hurt feelings when they are left out by not receiving an invitation. Individual birthdays will not be celebrated at Crossroads Elementary School.

FLOWERS OR STUDENT DELIVERIES

Students are not allowed to have celebratory gifts such as gift baskets, florist flowers, glass vases, bottles or balloons delivered to the school. The delivery interrupts instruction and not all parents/guardians are able to provide these items. Balloons, glass vases, ale 8's are not permitted on bus transportation. To provide equality to the overall student population we discourage the delivery of holiday commemorative arrangements to the school.

COUNSELING SERVICES

A school guidance counselor is available at Crossroads Elementary School to guide students toward success in the areas of academic achievement, personal and social development, and college and career awareness. The school counselor works to develop school-based guidance and counseling programs that best meet the needs of students. Guidance and counseling services are generally provided through classroom guidance, individual counseling, and small group lessons emphasizing academic excellence, relationships, peer pressure, bully prevention, and virtues. The school counselor coordinates services with other professionals, elementary crisis counselors, and community resource personnel to meet the needs of students at risk.

HEALTH SERVICES

The First Aid Center is composed of health and wellness services. Staffing in the first aid center will work to provide the fullest possible educational opportunity for each student by minimizing absences due to illness while creating a climate of health and well-being at Crossroads Elementary School.

MEDICAL CONCERNS – ALLERGIES

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school personnel, who will see to it that the appropriate supervisors are notified. If your student is transported to and/or from school by bus, the bus drivers should also be provided with this information.

Food Service must have a statement from your physician documenting the specific food allergy and acceptable substitutes in order to make accommodations within the breakfast and/or lunch program.

MEDICAL FORMS

Medical forms (Emergency Treatment Release Form and Consent Form for Bath County School Health Units) are kept on file in the front office and used in emergency situations. This form will be sent home with your child the first week of school. It is very important that you fill it out completely, noting any health conditions, medical concerns, or current medications and return it the next day. All information on this form will be used to guide our intervention in the case of an illness, injury, and/or emergency at school. Parents are responsible for notifying the school, in writing, of any changes to the information on the medical forms.

HEALTH SCREENINGS

From time to time, students will be screened for serious health concerns, including but not limited to hearing, vision, height, weight, and head checks.

MEDICATION AT SCHOOL

If a student is required to take medication during school hours, for a short period of time, the following procedure is followed:

- If your child must take medication at school, a parent or guardian must bring in the medication and leave it with the school personnel. A parent or guardian must sign a permission form allowing the school personnel to dispense the medication to the student.
- If your child has medications at school, it is the parent/guardian's responsibility to pick up the medications when you need them back home. The medication will NOT be sent home on the bus with the child.
- When bringing prescription medications to the school personnel, please bring them in the original container with the child's name clearly labeled. Remember an **adult** needs to bring them to the school first aid unit.
- If your child is taking medications three times a day or less, they should be administered at home unless otherwise specified by a doctor. (**Example: Antibiotic given three times a day can be given at home: 1) in the morning before school; 2) right after school; 3) at bedtime.**)
- Many over the counter (OTC) medications are kept in the school first aid unit such as Tylenol and Ibuprofen. A parent or guardian must sign a form giving the school personnel permission to dispense these medications to students.

If you have any questions regarding medications at school, please call @ 674-2101

Children are NOT allowed to bring any medications to school. Also, children are not allowed to transport medications on the bus. This is a legal and safety issue. Please do NOT allow your child to bring medications to school themselves.

STUDENT ASSIGNMENT POLICY

Teachers within a grade level, working in collaboration, shall complete the criteria displayed on the school placement card for current students for the following school year five school days prior to the last day of school. The administrative team shall prepare assignments based on the criteria.

Criteria to be used by the teachers and the administrative team in making student assignments shall include:

- Academic performance of the student
- Learning style of the student
- Gender Equity
- Student behavior
- Instructional needs of the student
- Class size
- Cultural Diversity

The principal shall ensure that assignments are mailed to students 10 days prior to the first day of school. Parent request for a specific teacher shall not be permitted.

CHANGE IN PLACEMENT

No change in student placement will be granted during the first four weeks of school. The following steps must be completed in order for a student to be considered for a change in placement:

1. A parent/teacher conference with documentation.
2. Documentation of teacher interventions.
3. Follow-up principal/teacher/parent conference with documentation. The council will be consulted if the waiver is requested to eliminate any of the steps. The waiver must be principal initiated.

SCHOOLWIDE TITLE I PROGRAM

Each year the Bath County School District and Crossroads Elementary School receives federal funding through the Title I Program. Crossroads Elementary has a School wide Title I program. This means that all students are part of the Title I program and benefit from Title I staffing, materials, and equipment. Title I funds may be used to employ certified teachers and instructional assistants. Title I funds are also used to maintain, upgrade, and purchase computers, software, and other educational materials. Several e-books, reading supplements and assessment tools have been purchased with Title I funds. Important parts of the Title I program are the Parent Involvement and the Parent School Learning Compact. Each year we have a Title I parent meeting to review our policy and the compact. We hope each of you will attend this meeting. If you have any questions or comments about Title I, ways we can help your child, or ways we can improve parent involvement please contact us at the school, (606) 674-2101.

CES TITLE I PARENT INVOLVEMENT POLICY

Crossroads Elementary School and the Bath County Board of Education recognize that the parent is the child's first and most important teacher. Parent involvement is essential for the success of the child's educational program. We are committed to building a strong parent-school partnership and the following Title I policy was created to support this partnership. Crossroads Elementary School pledges that a broad, on-going parent involvement program will be provided through the Title I project and all programs of the school.

This parent involvement policy is made available to the parents and will be made available to any stakeholder at any time upon request. Parents are made aware of this parent involvement policy during parent meetings and may receive a copy at that time. This parent involvement policy will be published in the student handbook and sent home to all parents at the beginning of the school year.

An annual meeting will be held at a convenient time to inform parents of the school's participation in Title I and to discuss the services provided. A summary of the Title I program and services provided will also be included in the Student handbook at the beginning of each year.

Parent consultations are ongoing and / or as needed. Parents will have an opportunity for regular meetings to give suggestions, share experiences and participate in appropriate decision-making concerning the education of their children. Parents are encouraged to participate in the Site-Based Decision-Making process including serving on Council, serving on committees, and attending SBDM meetings.

Parents are encouraged to attend open house nights, parent/teacher conferences, PTO meetings, Preschool Family night, Family Resource Center parent classes and all school and district Title I meetings. Parents are encouraged to attend all parent meetings, and to share concerns with Title I and other CES staff.

Parents will be given information concerning Title I programs and school performance reports that show CES's progress toward meeting state mandated learning goals and academic expectations. K-Prep (Kentucky Performance Rating for Educational Progress) results will also be reported in a timely fashion. Explanation of individual student assessment results and the level of proficiency the students are expected to meet will be discussed with parents. A description of the school curriculum and the assessments used to measure student progress will also be made available to parents.

THE PARENT SCHOOL LEARNING COMPACT

The **Parent School Learning Compact** was developed with the input of the parents, teachers, and students of the school. All CES parents were encouraged to help develop and/or revise this agreement. The compact will be included in the student handbook and a copy will be sent home at the beginning of each school year.

Through a coordination of parents, school staff, and students, efforts are made to achieve district goals, state standards and to improve assessment scores.

The school will provide a high-quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet performance standards. Parents are encouraged to be responsible for supporting their children's learning by monitoring attendance, television watching, homework, and projects completion, and also by participating in decisions relating to their children's education. Two parent/teacher conferences will be held each school year. Educational and parenting materials are made available to parents through the school library and the Family Resource Center.

Support partnerships among the school, parents, and the community will be encouraged and coordinated through the efforts of the Family Resource Center, the PTO, the Migrant Program, Extended School Services, School Age Child Care, and the School Council.

Parents are encouraged to attend the District Title I meeting where the district Title Coordinator will assist parents in their understanding of State Content Standards, student performances standards, the state and local assessments. He will discuss how parents can use this information to monitor and improve the performance of their child and participate in the decision-making related to the education of their child. Materials will be provided to assist parents in helping their child be successful. Parents will be encouraged to participate in their child's education. Information related to school and parent programs, meetings and other activities will be sent to the parents in the language used at home.

The school will provide full opportunity for the participation of parents with limited English proficiencies or with disabilities.

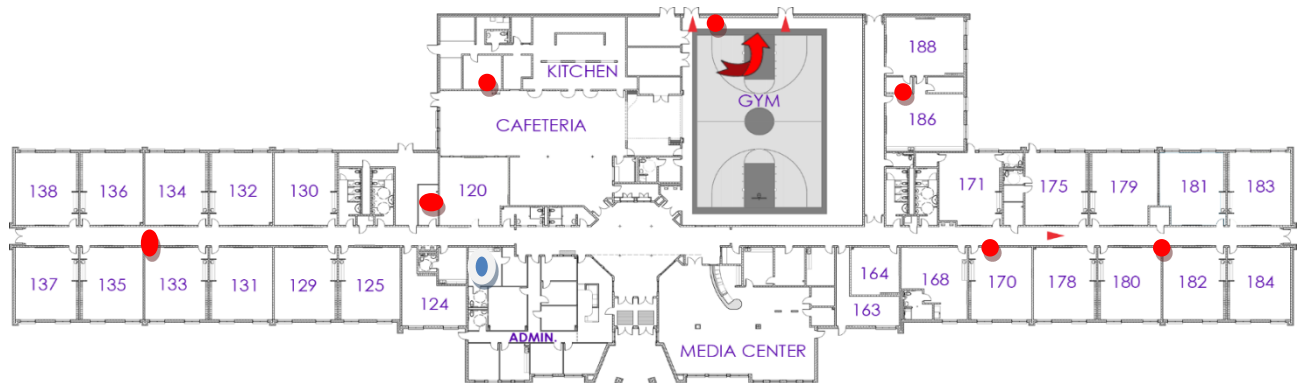
Documentation including agendas from parents meetings or training and comments from parents will provide documentation to the above named components of the Parent Involvement Policy.

C. E. S. PARENT SCHOOL LEARNING COMPACT-COMMUNITY, PARENTS, SCHOOLS, AND STUDENTS PARTNERS IN EACH CHILD'S EDUCATION

Crossroads Elementary School and the Bath County Board of Education recognize that the parent is the child's first and most important teacher. Parent involvement is essential for the success of the child's educational program. We are committed to building a strong parent-school partnership.

A compact is a voluntary agreement between groups that firmly unites them. The purpose of this parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education.

LOCATIONS OF EMERGENCY DEVICES



KEY

Red Dots: Fire Extinguisher

Blue Dot: Defibrillator

REQUIRED CONTINUOUS NON-DISCRIMINATION STATEMENT

The Bath County School District does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator/Section 504/ADA Coordinator: 405 West Main Street Owingsville, KY (606).674.6314

Bath County Schools District Calendar 2019~2020

2019-2020 School Calendar	
August 9	Professional Development #1
August 12	Professional Development #2
August 13	Opening Day For Faculty & Staff
August 14	First Day For Students
September 2	Labor Day - Holiday #1
October 17 – 18	Fall Break
November 5	Election Day – No School
November 11	Veterans Day Holiday # 2
November 27	Thanksgiving Break– (Professional Development #3)
November 28	Thanksgiving Day Holiday # 3
November 29	Thanksgiving Break
December 23 – January 3	Winter Break
December 23	Professional Development #3
January 20	MLK Birthday - Holiday #4
February 17	President’s Day (Possible Make-Up Day)
March 30 – April 3	Spring Break (Possible Make-Up Days)
May 19	Break (Election Day)
May 20	Last Day for Students
May 21	Closing Day For Faculty & Staff
May 22 – June 3	(Possible Make-Up Days)

- This calendar model allows for 5 banked weather days.
- 84 days 1st semester and 91 days Second Semester = 175 days of instruction