



NORTHSIDE ELEMENTARY SCHOOL

Parent/Student Handbook

Dear Student & Parents/Guardians,

Welcome to the 2017-2018 school year at Northside Elementary. I am excited to begin another year with the Northside family and I have high expectations for this school year. Our goal at Northside is to create successful, lifelong leaders and learners. We will continue to focus on student achievement this year and use our “Leader In Me” philosophy as our guide. I believe we can promote this philosophy by working together as a school community and focusing on doing what is best for our kids.

Please read this handbook with your child so you can be informed on school policies and procedures. You are encouraged to become an active part of the Northside team by becoming involved in our school activities. Parents/guardians are encouraged to become members of the Parent Teacher Organization (PTO), Site Based Decision Making Council (SBDM) or serve as a parent volunteer.

Please visit our school anytime. Your input and involvement are vital and encouraged. I look forward to working with the students, parents and staff at Northside as we join together to make our school successful.

Sincerely,

Ryan Asher

Northside Elementary Principal

My signature below indicates that I have received this Northside Elementary Parent/Student Handbook.

Please sign below, tear off this page, and return to the homeroom teacher.

Student Name (Please Print)

Parent Signature

Date

**NORTHSIDE
ELEMENTARY
2017-2018**



**PARENT/STUDENT
HANDBOOK**

Northside Elementary School Mission Statement

Our mission at Northside Elementary is to ensure that students are learning academic, life, and leadership skills through methods that engage and challenge our students. We provide a rigorous academic program through which effective educators lead students to take responsibility for learning. We monitor our students' academic growth through continuous and varied assessments. The application of life and leadership skills are modeled and monitored to meet school-wide expectations. Northside Elementary respects the individual needs of students and will meet those needs by working together to provide enrichment and support.

Northside Elementary School Belief Statements

Here at Northside Elementary, we believe...

- *We are a positive, safe environment where our children come first.*
- *Our staff works cooperatively to improve our school climate, meet challenges as they arise, and make changes when needed.*
- * We are committed to providing a well rounded curriculum to all students, at all levels, with attention to their learning styles and specific needs while following our core content.*
- *Students, teachers, and parents share the responsibility for the child's learning.*
- *Education spirals from pre-K to 5th grade where learning is active, enriching, and applies to the world we live in.*
- * We support high standards of behavior and encourage this by having current school-wide programs.*

Northside Elementary School Information

Principal: Ryan Asher

Phone: 879-4690

School Colors: Green & Gold

School Mascot: Thoroughbred (Her name is Pride.)

Vision: *Lifelong Learners...Lifelong Leaders*

Northside Elementary School is one of four elementary schools serving Woodford County. It is the only elementary school located outside of the greater Versailles area. Northside is located in Midway, KY, the second largest city in Woodford County. Northside started as a school in the 1992-1993 school year.

Daily Schedule

- 7:15 a.m.** Students are permitted to enter the building.
Breakfast-Students eating breakfast may go to the cafeteria. Breakfast eaters will stay in the cafeteria until they are dismissed by the cafeteria monitors. Students choosing not to eat breakfast at school will go to the gym until dismissed to their classrooms at 7:35 a.m.
- 7:35 a.m.** All students depart the gym or cafeteria and go to their classroom.
- 7:40 a.m.** Tardy Bell
- 2:40 p.m.** Bus riders are dismissed.
- 2:42 p.m.** Walkers and car riders are dismissed

Drop-Off/Pick-Up Procedures

We are concerned about the safety of our children at all times. Please help us by observing the guideline of the pick-up/drop-off circle.

- Please drive slowly and cautiously while in the pick-up circle.
- The pick-up circle is one lane. Please do not pass other cars.

Parents/Guardian who need to enter the building at the start or end of the school day should please observe the following:

- Please park in a designated parking spot only-not the pick-up circle.
- Please do not double park.
- Please do not leave other children unattended in your car while entering the building.

Morning Procedures

Please assist us in allowing the school day to begin as smoothly and efficiently as possible. Students have two areas they may report to in the mornings: the gym or cafeteria. Students who wish to eat breakfast should report to the cafeteria and students not eating breakfast should report to the gym. Students who eat breakfast should report

immediately to the cafeteria upon arrival and remain in the cafeteria until dismissed by the cafeteria monitors. Students who arrive after 7:40 (the tardy bell) are marked tardy.

Parents are asked to not escort children to their classes in the morning. If parents escort the child into the building, please give a brief and upbeat good-bye in the foyer. After that, the teacher, guidance counselor, or principal will provide the child the support needed to help him/her have a happy and productive school day.

Teachers use their mornings prior to the beginning of school to prepare for their day. Parents needing to talk with teachers should schedule appointments in advance. Appointments may be scheduled by e-mailing teachers or calling the school at 879-4690. Teachers may receive phone calls before or after school, or during their planning times. Teachers will not be interrupted during instruction to accept phone calls.

Pick-Up Cards

In order to ensure the safety and security of our students, we will be using a numbered "Pick-Up Card" as an extra measure to match students to approved pick-ups. The Pick-Up Card will be sent home with students. The number on your card matches the numbered card that will be attached to the child's backpack. Siblings have been assigned the same number.

The Pick-Up Card should be displayed in the front windshield of your vehicle or carried in hand for those that walk up. One card will be sent home initially with our regular car riders/pick-ups and additional cards may be requested from the office. Anyone without a card picking up a student will be asked to check out the student in the front office. We realize that many of you are regulars and many staff members already know you, but it is important that everyone follow the procedures to allow this system to work properly.

Explorer Time Company (E.T.C.)

The Woodford County Board of Education offers an after school enrichment program for all elementary schools in the county. The after school enrichment program will operate from the dismissal of school until 6:00 p.m. Monday through Friday. For a special all day fee, the E.T.C. will be available on days school is not in session, including vacation days in the school calendar and snow days. The program will include snack and study time every day as well as a wide variety of enrichment classes on a rotating basis. Students from kindergarten through sixth grade may participate. Parents/guardian may choose the number of days a child will participate. For more information call the Community Education Center at 879-4628.

Absences and Excuses

Students are required to attend school regularly and punctually. When students return to school after any absence, they should bring notes signed and dated by the parents/legal guardian/professional to the attendance office.

Absences and Excuses (continued)

Parent/legal guardian notes expressing a valid reason will excuse an absence or tardy on seven (7) total occasions per year for a student. Seven (7) medical notes from a physician, Registered Nurse Practitioner, Dentist or mental health professional may be used for medical absences. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed notes are acceptable only if they are faxed from the medical professional's office.

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days after a student returns to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused. Please refer to the Woodford County Schools 2017-2018 Code of Acceptable Behavior and Discipline for more information.

Late arrivals/early departures to and from school

All students leaving early or arriving late must check in or out of the office. There is an admittance slip to get a student into class and a sign out sheet to complete before a student leaves. All students must be checked in or out by the parent /guardian or other designated adult by the parent/guardian.

Visitors/Volunteers

We welcome all visitors and volunteers at Northside. We ask you to always check in at the office so we know who is in the building. When signing out from volunteering at Northside, always record the time you volunteered. The district has asked each school to log our volunteer hours. **All volunteers and field trip chaperones must complete a background check.** Please contact the school office at 879-4690 to receive more information regarding becoming a Northside volunteer.

Parents are encouraged and welcome to visit our school at any time. Visits with teachers, principal, or other school staff members should be by appointment. This will assure that the persons or subjects you want to see are available and that instructional time is not taken from the children. For the safety and protection of all students, visitors must first check in at the office and obtain a visitor's sticker before entering any part of the building. Anyone not wearing a sticker will be stopped by school personnel.

Homework

Purpose-The purpose of homework at Northside Elementary is to enhance classroom performance, teach student responsibility and involve parents in their child's education.

Scope-The scope of homework at Northside Elementary is to include all students attending our school.

Commitment-Homework at Northside Elementary is viewed as a team effort by students, staff and parents.

Homework (continued)

Expectations-It is the expectation that Northside Elementary teachers will assign appropriate homework to reinforce and extend instruction provided in class. All expectations of homework will be communicated by the homeroom teacher at the beginning of the year.

Discipline

Northside prides itself on having school-wide discipline that is firm, fair, consistent, and caring. We believe all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptive classmates. Northside follows a systematic school-wide behavior structure and teachers develop classroom management plans to teach appropriate behaviors. Please refer to the Woodford County Schools Code of Acceptable Behavior and Discipline for further information.

Breakfast/Lunch Program

Breakfast and lunch is available to all students. A free/reduced breakfast and lunch program is offered to those families who qualify. The full price for student breakfast is \$1.30, and lunch is \$2.65. Reduced breakfast prices are \$.30 and reduced lunch prices are \$.40. If at all possible, please pay for a week or more in advance for meals. This will help us greatly in moving the children through the food line in the cafeteria. We offer snacks that are nutritious and low in fat for \$.50. Woodford County Schools observes a \$10 charge policy. If the student's account exceeds the maximum charge amount, a nutritious meal consisting of a cheese sandwich, fruit, and a milk will be provided. No soft drinks or fast food is permitted in the cafeteria. If you have any questions about our cafeteria program please call our cafeteria manager, Rhonda Chism.

Please observe the following cafeteria rules:

- Soft drinks are prohibited.
- Beverages in glass bottles are prohibited.
- Only one snack may be purchased or acquired per school meal.
- Snack items may only be purchased while going through the lunch line.
- All food will remain in the cafeteria unless stored in the student's own lunch box or bag.

Birthday/Special Event Food Items

Treats such as cupcakes are permitted to celebrate a birthday during recess or snack time in the regular school day schedule. In consideration of food allergies and other medical concerns, any food items brought in must be store bought so that the ingredients are listed. We also ask that you notify the teacher at least 24 hours in advance so any necessary arrangements can be made.

Accidents/First Aid/Illness/Medications

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office.**

No medication can be given at school to a student without written consent from the parent/guardian with a form from your child's doctor. All medication will be stored in the first aid room. A staff member will administer the medication at the appropriate time and keep a log of dispensing the medication. Please check with the office for specific details of this procedure if you have a child taking proscriptio medication.

Emergencies

In the event that a school is dismissed for bad weather, or for other emergencies, announcements will be made on local radio and T.V. stations.

The three most common disasters a school must be prepared for are fire, tornado, and earthquake. The students are instructed throughout the school year on the correct manner to proceed in these emergencies. Drills are conducted and school procedures for each are in place for our review. The student's safety will be our priority during any emergency.

Communication

Communication is the glue that holds our school together and is a vital part of any successful school or organization. The school communicates through printed material, media, phone and most important, in person. We at Northside are always open to your questions, comments and concerns.

Support Services

Guidance Counselor	Sherry Basore	879-4690
Family Resource Center	Chelsea Burke	879-4697 or 879-4667
School Nurse		879-4690

Library Media Center

The library media center is open from 7:15 a.m. -3:00 p.m. and open to students at the point-of-need anytime during the day. Students may visit the library independently to check out or return books, take Accelerated Reader quizzes, use the card catalog, turn in reading logs, or conduct research, as long as they are not disruptive to the other activities or classes in the library. If the media specialist is busy with another class, students may check out by writing down their full name and the barcode number of the book they wish to check out on the clipboard at the checkout counter.

All students will visit the library weekly for instruction and book checkout. Teachers may schedule additional time for research as needed. Teachers are encouraged to schedule at least one collaborative research project with the media specialist each school year. The media specialist is available to assist teachers in book selection for instruction and/or read alouds. Please visit the library website for additional teacher resources.

Library Checkout Policy

- 📖 **Kindergarten & 1st Grade** students will be allowed to check out one book at a time. Students may keep the book for one week, but may renew the book for additional enjoyment.
- 📖 **2nd – 5th Grade** students will be allowed to check out two books at a time. They can keep the book for two weeks, but may renew them for additional enjoyment. Additional books may be checked out for research purposes.
- 📖 Students may visit the library independently during the school day at the point-of-need, with teacher approval.
- 📖 Teachers are encouraged to utilize the library as needed. Please let the media specialist know via email, or by sending a list with a student, if there are any books needed for instruction. If the library does not own teacher requested books, they will be added to the next book order, if available.

Overdue Books

Books that are not returned when due, are considered overdue. There are no fines for overdue books, but students will not be allowed to check out a new book until the overdue book is returned. If a student is not finished reading a book it can be renewed, but students are encouraged to keep in mind that others may be waiting to read to the book. Printed overdue notices will be sent home with students each grading period and/or before long breaks.

Lost or Damaged Books – Please read carefully.

- Occasionally, library books can become damaged. Usually, minor damage can be easily repaired. If a book cannot be repaired, the student will be charged for the book.
- **Lost Hardback Book:** If a student loses a hardback book, the student will be charged a flat fee of \$10.
- **Lost Paperback Book:** If a student loses a paperback book, the student will be charged a flat fee of \$5.

- Lost Magazine: The charge for a lost magazine is \$2. Magazines will be checked out in a plastic bag with a barcode. If the bag is also lost, there will be an additional \$1 charge to cover the cost of the barcode and the bag.

Textbooks/Instructional Materials

Textbooks and instructional materials are furnished from state funds. They are adopted for a six-year period. Therefore, they are expected to last for that period of time. Because of the expense incurred in purchasing these books and materials, they are to be considered a valuable resource that requires your thoughtful care. Parents/guardians will be required to pay for any lost or damaged books and/or materials.

Grade Reporting

Northside Elementary uses a reporting system based on the developmentally appropriate skills and content with all K-2nd students. In addition to the existing reporting system going home every nine weeks, a mid-term report will come home to parents half way through each nine-week term. Intermediate grades, 3rd-5th, will receive a report card every nine weeks with a midterm report every four and a half weeks.

Formal Assessment and Accountability

Formal testing at Northside will follow the mandated assessment plan required by the Kentucky Department of Education. The following is an outline of content area assessments that will take place in the spring of 2017:

3 rd Grade	Reading and Math
4 th Grade	Reading, Math, Science
5 th Grade	Reading, Math, Social Studies, and On-Demand Writing

Woodford County Family Resource Center
Chelsea Burke, Coordinator
Northside Elementary / Simmons Elementary
859 879-4697 / 859 879-4677

Schools have worked with children at risk for many years. However, the conditions which children are currently facing give greater cause to recognize the urgency of providing family resources services to children at risk and their families. There is increasing public concern regarding the individual student's future and American's social and economic status as it competes in world markets.

Children today face many personal and social problems which threaten their ability to do well in school and inhibit their progress toward becoming productive citizens. Many factors influence a child's ability to benefit from his or her school experience including those:

- **within the child-the ability and motivation to learn
- **within the family-how it prepares and supports children for school
- **within the community-the social, economic, and cultural factors that influence the child's behavior in school and attitude toward learning
- **within the school itself-the extent to which the overall climate of the school facilitates learning.

Family Resource Centers serve as a critical link between the home, school and community, and are in a unique and advantageous position to coordinate resources and facilitate positive educational outcomes for students. FRC services are also a critical component in programs designed to assist children who are at risk of educational failure as a result of:

- **student barriers-low self-image, school absence, under achievement, peer conflicts
- **family barriers-child abuse and neglect, family changes family crisis and poverty
- **community barriers-high rates of poverty, unemployment, violence; inadequate community resources to meet the mental and physical health needs of families
- **school barriers-school climate, ineffective school policies and procedures, inadequate levels of student services, limited learning options, limited collaboration and integrations of programs and services with the school.

Family Resource Centers assume multiple roles in a variety of areas to minimize the conditions that place students at risk. FRC services may include:

- **early intervention services to prevent children from become at risk
- **case management services with children and families including linking families with school and community resources
- **developing parent involvement strategies including home visits to facilitate communication between families and schools
- **collaborative initiatives with community agencies
- **creating innovative school programs to prevent students from dropping out
- **assisting schools to understand and value the cultural diversity of families
- **direct involvement in school based programs which seek to prevent alcohol and drug abuse, child abuse, teen pregnancy

Family Resource Centers promote educational opportunities for all children by providing a wide range of services to students and families including casework services, teaming with school and community resources, and developing programs that support student achievement. These services, when coordinated with the efforts of teachers, principals and pupil services personnel, will enhance the ability of schools and communities to insure success for all children.