



# Cox's Creek Elementary

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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Jennifer Stone, Guidance Counselor  
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**2016-2017**  
**"We Dig Learning!"**

### Mission Statement

**It is the mission of Cox's Creek Elementary, working as a team of students, parents, staff, and community members, to create responsible, independent citizens in all academic, artistic, and communication areas who are well-rounded, physically fit, life-long learners by responding to individual needs, ensuring continuous progress, and offering the highest level of educational opportunity for all.**

## Admission Guidelines

In order to enroll a child of legal age (reached age 5 by October 1<sup>st</sup>) in Cox's Creek Elementary in Nelson County the parent/guardian must provide:

- Birth Certificate in state of birth
- Up-to-date immunization certificate
- Physical examination (before enrollment and after fifth grade)
- Vision examination
- Dental screening
- Reside with parent, legal guardian, or legal custodian
- Provide Proof of Residency (i.e.: utility bill)

## Agendas

Every student at Cox's Creek is provided an agenda for communication regarding homework and classroom information. Agendas are to be signed by parents/guardians each night and returned daily with the student.

## Attendance

School starts at 8:15am and ends at 3:15pm. Students arriving after 8:15 or leaving before 3:15 are counted as tardy and must be checked in or out by the school's office. Any tardy reason other than illness of student, death in family, medical, dental, or legal appointment will be counted unexcused. Parents/guardians must provide written documentation of the appointment upon the student's return in order for the appointment to be excused.

Students are not permitted to leave the school or school grounds with anyone other than the parent/guardian without written permission.

## Nelson County Attendance Policy 09.1232

Pupils are required to attend regularly and punctually the school in which he/she is enrolled. Truancy is any pupil, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is considered truant. A pupil, who has been reported as a truant two (2) or more times, is considered habitual. Absence for less than half a day shall be considered tardiness. The class attendance requirements stated below do not in any way supersede or change the compulsory school attendance laws stated in KRS 159.010. If truancy continues, parent(s) and student may be required to attend the Truancy Mediation Program. As a final recourse, court proceedings will be instituted if truancy continues. **When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.**

**EXCUSED ABSENCES** (written note required in office within three (3) days of absence)

Death in student's immediate family

Student illness

Medical, dental, or legal appointment that cannot be scheduled outside of school hours

Parent/guardian deployment to active duty

Kentucky State Fair (one day with proof of admission ticket)

## **EXCUSED ABSENCES & VERIFICATION**

The first five (5) absences per semester for reasons stated above, either all day or part of the day, will be excused by parent/guardian written notes. Notes from health professionals, court officials, and etcetera must verify all subsequent absences. **Notes for absences, either parent or other, must be provided to the school office no later than three (3) school days.** If not, the absence reverts to unexcused.

Students sent home early due to illness will only be excused by the school nurse or office staff if nurse is not available. Teachers cannot excuse absences.

## Attendance and Truancy (Grades K-12)

The Nelson County School District expects all students to attend school regularly and be in the assigned classroom

on time. Regular attendance is necessary if students are to receive maximum benefit from the instructional program. We firmly believe that attendance is a student and parent/guardian responsibility. However, every effort will be made to contact the parent/guardian of students having attendance-related problems.

**KRS 159.010 Section 1 states that the parent, guardian, or person having custody or charge, is responsible for keeping his/her child in regular school attendance for the full term that school is in session (that means every day and every minute of each day the school is open).**

**KRS 159.150 states that any child who has been absent from school without valid excuse for three (3) or more days or tardy without valid excuse on three (3) or more days is truant. Any child reported as a truant two (2) or more times is a habitual truant.**

Legitimate reasons for an excused absence/tardy includes illness of the student (with a doctor's note) and signed parent note (five (5) parent notes per semester for K-5 grade; three (3) parent notes per semester for grades 6-12). Parent notes do not carry over to the next semester and **each parent note can only excuse up to one (1) day.**

**Nelson County Schools reserve the right to question and validate doctor's notes that excuse a student for an excessive amount of absences.**

**ALL NOTES (including doctor's notes and parent notes) TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE (the attendance clerk) WITHIN THREE (3) SCHOOL DAYS OF THE STUDENT'S RETURN FROM THE EVENT. Failure to turn in any excuse notes within this deadline will result in the absent/tardy event being unexcused.**

Parent and doctor's notes can be emailed to the school's attendance secretary from a parent's email account (e.g. a picture of the note via your cell phone). Original notes should still be sent with student or delivered by the parent/guardian to the school attendance clerk. Notes will be kept on file at the school in case of any discrepancies.

Please remember that partial day absences only will be excused for dental or eye appointments unless the doctor has written on the note that a full day absence is required due to the severity of the condition.

### **Educational Enhancement Opportunity 09.123**

Parents/guardians can request an absence to attend or participate in an educational activity. Such request must be completed through an application process and returned to the school's principal at least five (5) days prior to the absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (i.e., art programs, dance programs, State Fair activities, workshops educational in nature, college visits, etc.). For more information, parents/guardians can contact the school's Attendance Clerk.

### **Make-up Work**

Requesting and completing work missed during excused absences is the responsibility of the student/parent. Work may be made up for unexcused absences at the discretion of the teacher/principal involved.

### **Automated Phone Notification System: IC Messenger + Voice**

Families are notified regarding Cox's Creek Elementary and Nelson County District activities and schedules through IC Messenger + Voice. The system is used to notify parents/guardians regarding school closings, special events, meetings, or programs. Please help by making sure telephone numbers are current and accurate as the phone numbers provided at registration are the numbers used by the system.

### **Awards & Recognitions**

**Throughout the school year, students will be recognized for their accomplishments in and out of school. Students are recognized during morning or afternoon announcements, as well as during special events. At each grading period, students are recognized for perfect attendance, honor roll, & principal's list.**

**Student work is also a part of student recognition. Teachers will post up-to-date student work in hallways and in classrooms to recognize their hard work and accomplishments.**

### **Book Clubs & Fairs**

Throughout the school year, teachers may send home student order forms for paperback books. Usually these books can be purchased at lower costs from these companies. The school does not profit from any teacher book order. This is an extra service to students and parents that a teacher may provide. Parents are not obligated to purchase these books. **Checks for books should always be made payable to the book club, not the school.**

Our school library may host a Scholastic Book Fair several times throughout the school year. Book Fairs are intended to build and add new collections to our school library for student, family, & staff use.

### **Breakfast & Lunch Program**

Upon arrival, students can eat breakfast in the school's cafeteria. Breakfast is offered between 7:30-8:15 each morning. Students who arrive after 8:15 can request a breakfast. We want to ensure each child begins the day with a nutritional start.

Lunch is served each school day at a designated class time. Families are encouraged to have lunch with his/her child(ren). Students may either purchase a lunch or bring lunch from home. All lunches must be eaten in the school's cafeteria. Microwaving or refrigeration are not available for student use. **Soft drinks and restaurant foods are not permitted in the cafeteria during the school day.**

**Meal Prices**

	Students	Adults
Breakfast	\$1.35	\$1.75
Lunch	\$2.25	\$3.25

**Charges**

Students are limited to no more than five (5) charges. Charges are allowed for students who have forgotten to bring money for breakfast or lunch and have no means to secure funds at the time. Students who have reached the charge limit:

- Must bring a sack lunch from home OR
- Take an alternate meal (cheese & crackers, fruit/vegetable, and milk) OR
- Nutritionally complete alternatives

Parents will be notified of outstanding charges. The student's name is turned over to the principal or the principal's designee to remedy the outstanding fees.

**Free & Reduced Lunch Program**

Applications for free or reduced cost lunch/breakfast are available from the Cafeteria Manager or school office. This program is available to students who qualify and meet the eligibility requirements. Students who qualified the previous school year are automatically qualified for the first thirty (30) days of the new school year. However, a new application must be completed for the new school year within the 30 days to continue on the program.

**Applications are accepted any time during the school year. Parents who have any changes in employment or income during any time of the year may apply for benefits.** Foster children automatically qualify for free lunch once an application is received and approved in the office of Food Service and Nutrition. No child is discriminated against due to race, sex, color, national origin, age, or disability.

**Mealpay Plus**

The Mealpay Plus program allows parents to monitor and manage their child's meal account status on-line. Parents can visit [www.MealpayPlus.com](http://www.MealpayPlus.com) to register or view their account. If you need your child's student ID number, please see the school's office staff to complete your registration.

**Bulldog Center**

Our Bulldog Center offers childcare services at Cox's Creek Elementary for students in preschool through fifth grade. This program is open daily from 6:00am to 6:00pm. Students are provided a nutritious snack and have the opportunity to be involved in individual and group activities like, art, enrichment instruction, tutorial services, games, recreation, and crafts. **For more information, contact the Bulldog Center at 502-348-8254.**

**Cell Phones & Electronic Devices**

Students at Cox's Creek may not have cell phones or other electronic devices visible in the classroom or school; unless, requested by the instructor to use the devices for instructional purposes. Students bringing devices to school must have them securely placed in their backpacks. Students violating electronic device usage, may have the device confiscated and returned upon request by the parent/guardian. Cox's Creek Elementary is not responsible for lost or stolen devices.

**Co-Curricular & Extra-Curricular Activities**

Cox's Creek Elementary students have the opportunity to join or participate in activities outside the regular instructional hours. Students who are participating in these activities must be in good standing with grades, attendance, and behavior. Students who are absent from school may not participate in the activities scheduled for that day.

### **Communication**

Teachers will have folders for each student. These folders are commonly referred to as "Thursday's Folder". They provide information about activities, events, and homework. Besides, the folders, students will also bring home a nightly agenda. **Agendas are to be checked and signed by the teacher and parent/guardian on a daily basis.** Infinite Campus Messenger + Voice is also utilized as a form of communication as a reminder of classroom and school wide events. Parents and guardians can also find important information on our school's website at [www.cces/nelson.kyschools.us](http://www.cces/nelson.kyschools.us) and on Cox's Creek's Facebook page.

### **Discipline**

Each student receives a copy of the Nelson County Discipline Code. Parents/guardians are to familiarize themselves with the rules and consequences surrounding student conduct. Cox's Creek Elementary has a school-wide behavior plan referred to as CHAMPs. This is an acronym to teach classroom and common area expectations in conversation, help, activity, movement, and participation. These expectations are reinforced using positive reinforcement; however, there are times in which consequences will be imposed. Below is our purpose and goal in creating a school-wide plan.

**Purpose:** The purpose of the plan is to increase achievement for all students and help them develop positive character traits.

**Goal:** The goal of the plan is to create a safe, conducive learning environment using a variety of behavior management methods that have been modeled and taught throughout the course of the instructional day.

#### **Guidelines for SuCCESs:**

The following guidelines apply to both staff and students.

- C-** Commit to Learning
- C-** Come prepared
- E-** Engage in learning
- S-** Start each day with a Positive Attitude

### **Disrupting the Instructional Day**

The instructional day is important for student engagement and success. Teachers cannot discuss information during instructional times. Teachers have a common planning time each day for fifty (50) minutes. If you would like to speak with your child's teacher, please schedule times during a teacher's planning or before/after school. Parents entering the building need to report to office for a visitor sticker. Phone calls during instructional times will be sent to a teacher's voice mail. Parents/guardians can always communicate information by electronic mail. Voice mails and emails are to have a reply within twenty-four (24) hours to a parent/guardian concern. If you do not receive a reply, please contact the school's office.

### **Dress Code**

Cox's Creek Elementary follows the Nelson County School's dress code policy.

- Polo shirts with fold-down collar, buttoned to avoid exposure; dress shirt with fold-down collar; turtleneck or mock turtleneck. Sleeves may be long or short (no sleeveless or sheer) and cannot extend below the wrist. Midriff shirts may not expose the front, back, or side at any time.
- All sweatshirts and sweater/vests must be worn with dress code shirts or turtlenecks underneath that are visible. Attached hoods are acceptable, but must be removed from the head before entering the building.
- Pants can be any color and type, but jogging or yoga pants are not allowed. Pants cannot sag or be excessively tight. Students may not wear skirts or pants with holes or drag the ground.
- Skirts, shorts, and dresses can be of any color or type and must extend to the knee. Slit skirts and dresses may not be shorter than the knee. Dresses must have sleeves and backs. Gym/athletic shorts are not allowed. Shorts must extend to the knee area.
- Hats must be removed upon entering the building and cannot be worn during school hours.
- Sandals and shoes must have a back.
- No rolling backpacks.
- Overall, any apparel or appearance that calls attention to itself will be responded to as deemed necessary. Administration has the final authority in determining appropriate school attire and appearance.
- Students may not wear or carry anything that promotes or advertises dangerous or unacceptable messages.
- Only one (1) out of dress code day per month is permitted (or if scheduled cumulatively, cannot exceed ten (10) per year). However, individual reward certificates can be issued for motivation. Out of code days will be determined by the school administration. Student payment to participate will not be permitted.
- The NC Board of Education has approved for students to have a "Spirit Day" on Fridays.

- o Students will not have to wear a collared shirt on Friday as long as they wear a school or district shirt. The school connection will need to be clear.
- o It is important to note that this is for Fridays only. If a school week ends on Thursday, that Thursday is not a Spirit Day Friday.

### **Emergency Information**

In case of an emergency, it is very important that the school has the most up-to-date information in our system. If phone/cell phone numbers change, please contact the school's office to update the information.

### **Emergency Procedure Drills**

The school practices emergency drills on a regular basis which includes fire, earthquake, severe weather, lockdown, bomb, and bus evacuations. The school has a policy and procedure for practicing each drill. Evacuation and safety routes are posted in all areas.

### **Extended School Services (ESS)**

Extended School Services may be offered throughout the year as a source of intervention for students performing below grade level or considered at-risk. These services are typically provided throughout the school day using a daytime waiver. Services are provided by a certified or highly-qualified teacher in the area of need.

### **Family Resource Center (FRYSC)**

Cox's Creek shares a Family Resource Center with Foster Heights and OKH. The goal of FRC is to provide services to families that help them connect and be involved in school. One of their biggest events each year is Grandparents Bingo. They also organize parenting classes and work closely with the school's administration and teachers to ensure the needs of the students are being met. You can contact the center at (502)349-7006.

### **Family Education Rights & Privacy Act (FERPA)**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student's education records. They are:**

1. **The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.** Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. **The right to inspect and review logs documenting disclosures of the student's education records. Except for disclosure to school officials,** disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.
3. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. **The right to provide written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** Exceptions that permit disclosure without consent include:
  - a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District. This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.
  - b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
  - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
  - d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations. Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.
5. **The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.** To exercise this

right, parents/eligible student shall notify the District by the deadline designated by the District. 6. **The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** Unless the parent or secondary school student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

#### **Protection of Pupil Rights Amendment (PPRA)**

**The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.** These include the right to:

**Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:**

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**Receive notice and an opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

NOTE: If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

**Inspect, upon request and before administration or use:**

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C. 20202-8520**

#### **Field Trips**

Field trips are an extension of classroom experiences. They are to be educational and connected to Common Core. Students must have a signed permission slip from the parent/guardian in order to attend. Parents/guardians wishing to serve as a chaperone must have a current background check on file. Transportation will be arranged by the supervising teacher. Students must ride the bus to and from the field trip. Some field trips require payment in advance. In such cases, funds cannot be reimbursed if a student becomes ill or has another emergency on the day of the field trip.

#### **Food Allergies**

To ensure the safety and prevent the risk of a food allergy for all our students, we ask parents/guardians to check with teachers before distributing food items to students. This would include foods brought in for parties, snacks, treat bags, and etcetera.

### **Flowers, Balloons, & Party Invitations**

Flowers, bouquets, balloons, and other celebratory items sent to the school for a student will be kept in the office until the end of the day. Students receiving items will be notified to pick them up at the end of the day. Students may not hand out party invitations or other events, unless they are for the entire classroom.

### **Fundraisers**

Fundraising is one way utilized to raise funds to meet a need in our school. Fundraisers have to be approved by the principal and the Board of Education and must begin and end in a certain time frame. Typically, fundraisers are held to provide for the needs of our students. We encourage support of fundraisers to help the school meet its needs academically. Several organizations provide funds back to schools for shopping with them. You can help support Cox's Creek through Great Lakes Scrips ([www.shopwithscrip.com](http://www.shopwithscrip.com)), Market Day, Kroger, Target, Shoparoo, and saving Box Tops for Education.

### **Guidance**

Our school's guidance counselor provides individual, small group, and large group sessions to help students overcome concerns or issues they may be facing throughout the school year. The counselor works closely with families to improve student success while at school. Our school counselor also serves as the Building Assessment Coordinator for state & local testing.

### **Health & Wellness**

Every student receives physical education for fifty (50) minutes, at minimum, four days a week, with our physical education teacher. Students also receive, at least, twenty (20) minutes of supervised recess each day. Whenever weather prohibits outdoor activity, teachers provide physical activity inside the building.

Throughout the school year, students may be provided vision, dental, and hearing screenings. We also monitor Body Mass Index (BMI) for students. Most of the screenings are completed by volunteers from the community.

Parent/guardians must complete an "Authorization to Administer Medication" form before medications can be distributed to students. This includes prescription and over-the-counter medications. Medications must be in the original container with the child's name and dosage on the bottle.

Basic First Aid is administered to students who are injured or become ill at school. If the injury is severe, every effort will be made to contact the parent/guardian. Please ensure contact numbers are current.

### **Head Lice**

Our goal is to prevent lice outbreaks. Students who have live lice and/or nits close to the scalp will be sent home. Lice is treatable, so only one-day will be excused to treat the hair. Students must be accompanied by the parent/guardian and checked by the school nurse/designee after treatment has been administered.

### **Homework Policy**

Homework is an integral part of the educational process. It should be appropriate to the needs and capabilities of students and provide additional practice on skills taught in the classroom. Cooperation and communication between parents and teachers are essential.

We believe homework to be an important extension of activities begun in school by students' under the guidance of their teachers and continued at home. Working together, home and school can guide students as they develop their learning capacities by making possible experiences which foster learning.

We believe in addition to reinforcing specific subjects in the classroom curriculum, homework should be used to:

- Develop responsibility and good study habits
- Encourage growth of the individual student to his/her full potential
- Enhance communication skills
- Apply knowledge to real-life situations in a meaningful way
- Logically connect or challenge facts and ideas
- Provide each student an opportunity to develop independent judgement
- Think critically and problem solve

In addition to classroom homework assignments, each child should read or be read to at least four times a week. Homework should take about 10 to 30 minutes for grades K-2 and 30 to 60 minutes for grades 3-5. Unfinished classwork may result in exceeding the allocated time to complete homework assignments. Students who have been absent from school will be allowed two additional days to complete assignments upon return. **Students are responsible for completing and returning assignments on time.** Parents are asked to provide support and supervision necessary for a child to complete assignments. Teachers may impose consequences for uncompleted or missed homework assignments.

### **Insurance**

Student insurance is available to every student. In case of injury or illness, every effort will be made for proper medical attention. Any accident occurring on school premises and requiring first aid or physician's service will be reported to the principal or principal's designee. Cox's Creek Elementary and Nelson County Board of Education are not responsible for any accident occurring at school or for medical expenses not covered by the insurance policy.

### **Lost & Found**

Please label jackets, coats, and other accessories with your child's name. Lost & found accumulates quickly



whenever a name is not placed on the garment. Items not claimed will be donated to community charities during extensive breaks. Lost and Found is located in our FRYSC office.

### Transportation

#### Morning Arrival:

- Students cannot be dropped off before 7:30am as there is no supervision before that time.
- Students arriving at 7:30 will go directly to the gym and sit in their designated area.
- Students eating breakfast will immediately, upon arrival, go to the cafeteria. After eating, return to the gym in their designated area.
- Students are to follow CHAMPs expectations for arrival.
- Parking in the car loop and alongside of the building is strictly prohibited during arrival. Students need to be dropped off in the car loop to the supervising adult.
- If a student needs to be escorted into the building, park in the upper parking lot of the school and walk to the gym door.
- If a student arrives to school after 8:15, park in the designated upper parking area and proceed to the office to receive a tardy slip.

#### Afternoon Dismissal:

- Dismissal begins at 3:15pm.
- Students follow CHAMPs expectations for dismissal.
- Please be flexible and patient—the afternoon dismissal procedure change is new, but it is for the safety of all of our students.

#### Two Options:

- **Car Riders:** Students walk directly to the gym and wait in designated area.
  - Numbered Car Riders- All students picked up by car will be assigned a number. Numbers are assigned through the school's office. Previous numbers are not valid for the current year. Students are dismissed beginning at 3:15 at our gym doors. Please have numbers visible for the supervising staff. For the safety of our students and staff, staff will only load students from the concrete side. **When in car loop line, in order to be safe, stay in the car. If you need to buckle, please go through the line and go to the parking lot to park.**
  - Any car without a number displayed will need to park in the designated upper parking area and come in the office to sign out their student to ensure that an allowable adult is picking up the student.
  - If you walk to the gym doors to pick up your child, you will need to park in the designated upper parking area AND take your car number with you. **For the safety of our students, please do not park in the car loop.**
  - Any students who are not picked up by 3:30 will attend the Bulldog Center.
- **Bus Riders:** Students walk to designated area to be escorted by supervising staff.
- There is no parent pickup in front lobby.

Students leaving before 3:15pm must be signed out from the school's office. Students can only be picked up by persons designated by the parent/guardian. In the event that your student needs to leave school early, please park in the upper parking lot, walk in to the office, and checkout your student. Photo identification is required before a student is released. **Transportation changes can only be completed in writing.** Transportation changes cannot be made over the phone.

### Parent Portal

Infinite Campus Parent Portal is an important resource for monitoring student progress and absences. In order to access the portal to set up a Campus Portal account, an activation key code is required. Parents/guardians can contact the school's office to access the Portal Activation Key.

### Pest Control Spraying

The Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides are properly certified in keeping with legal requirements.

### Parent Teacher Association (PTA)

Our PTA is vital to the success of our school. Prior to school year 2016-17, Cox's Creek has had a Parent Teacher Organization (PTO); however, this school year, Cox's Creek has a Parent Teacher Association (PTA). In the past, our PTO has purchased Chromebooks, had murals painted, updated our sound system, and provided funds to support our students and classrooms. We encourage parents to be involved in the life of our school. Our PTA needs volunteers to serve as Homeroom Parents, Classroom Helpers, Fall Festival, Fundraisers, Field & Dream Day, Red Ribbon Week, and a vast majority of other opportunities. Check with our PTA for regular meeting dates and ways to volunteer.

### Reporting Student Progress & Parent/Teacher Conferences

Student progress is reported on the District Report Card. Each nine weeks, parents/guardians will receive a report

card on progress for the school year. Throughout the nine weeks, midterms will be sent home to monitor progress before reporting is finalized.

Besides report cards, teachers keep regular data on student progress. Teachers keep weekly data points on all RTI students and document per the RTI plan. It is very important that parents/guardians meet with their child's teacher to discuss the data, progress, and concerns. Conferences should occur at least twice throughout the school year and more often if there are concerns.

### **Response to Intervention (RTI)**

Three times throughout the school year (Fall, Winter, & Spring) the school administers the Measures of Academic Progress (MAP) test to students. Teachers and administrators use the data from the tests to make informed decisions regarding student progress. Typically, students who are in the 20<sup>th</sup> percentile and below are provided interventions to help them reach mastery. However, there are times a student may need more support, so they are referred to RTI or Response to Intervention in order to meet their need in reading or math. This is a three-tiered process, with the third tier being the most intense intervention. Student goals are written and progress monitored on a weekly basis. Interventions are research-based and are provided by a certified teacher. Data is closely monitored and tracked on students receiving RTI. Students who are unsuccessful at Tier III status may be referred for further evaluation.

### **School Based Decision Making Council (SBDM)**

Our school's council is composed of three teachers, two parents, and the principal. The purpose of the SBDM is to improve student achievement. Members serve a two (2) year term from July to June. Meetings are held the 2<sup>nd</sup> Monday of each month at 4:00 in the school's library. Meetings are open to public, with the exception of Closed Meetings. Information, including minutes and policies, can be found on our school's website or in the school's office.

### **Supply Lists**

Supply lists are located on our school's website and on Cox's Creek's Facebook page. If access is not available, parents/guardians can pick up supply lists in the school's office.

### **Title I Program**

Cox's Creek Elementary is a Title I School. This means we receive federal funds to help support our students and school. We encourage parent and community participation to improve student and school achievement. Parents can help support our school by attending and participating in events and activities held at the school throughout the year. Teachers are required to conference with parents at least twice during the school year. Each year the school sends home a School Compact which outlines the responsibilities of each stakeholder involved in improving student achievement. An annual survey is conducted to provide feedback about our Title I program and to make the necessary changes needed for improvement.

***Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities to ensure that parents play an integral role in assisting their child's learning and are actively involved in their child's education at school. Additionally, parents are full partners in their child's education and should be included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.***

### **Website**

Our school website is [www.cces.nelson.kyschools.us](http://www.cces.nelson.kyschools.us) for more information.