

Florence Elementary School
Student/Parent Handbook
2021-2022



Knights ROCK!

R Respect

O Own Your Actions—Be Responsible!

C Character Counts!

K Keep Expectations High—Be Ready!

*Working together toward
a rewarding and successful
school year!*

Dear Florence Elementary School Families,

It is with great anticipation that we are looking forward to the '21-'22 school year. Our goal is to come out of the pandemic with a strong focus on building relationships with our families and our community and to ensure high levels of student success.

The purpose of this handbook is to communicate the information you need to know and understand to help ensure a successful school year. Information included: school hours, absentee policies, dispensing medication, transportation changes, etc. Also included are the school's expectations for behavior and the consequences for inappropriate behaviors.

Please read the handbook thoroughly and discuss it with your child to ensure your child understands the expectations of Florence Elementary School. After you have read the handbook, **please sign** and **have your child sign the confirmation page** located in the back of the handbook. *Only the signature page should be returned to your child's homeroom teacher by Friday, August 27th.*

Our Florence Elementary staff is pleased to have your child as a student and look forward to working with you in making this a positive and successful school year. Please connect to your child's class Dojo to stay informed about what is happening in class. You can also follow us on Facebook and Twitter.

We are looking forward to a great year and want to partner with our families and community to support our students, so we hope you will consider joining our parent group or one of our school committees. If you have questions or concerns, please feel free to contact us at FES.

Professionally yours,

Dr. Reed
Florence Elementary School
859-282-2610

Boone County Schools Student Calendar 2021-2022

Subject to Change

Preschool Start Date
 No School for Students
 School Start and End Dates

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

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14	15	16	17	18	19	20
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28	29	30				

December

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January

Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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20	21	22	23	24	25	26
27	28					

March

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27	28	29	30	31		

April

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24	25	26	27	28	29	30

May

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Aug 18
 Sep 06
 Oct 08
 Oct 11
 Nov 24-26
 Dec 20 - Dec 31

First Day of School for Students
 Labor Day - No School for Students
 Teacher Training Day - No School for Students
 Teacher Training Day - No School for Students
 Thanksgiving Break
 Winter Break

Jan 17
 Feb 21
 Mar 18
 Apr 11-15
 May 17
 May 19

Martin Luther King Day - No School for Students
 Teacher Training Day - No School for Students
 Teacher Training Day - No School for Students
 Spring Break - No School for Students
 Possible Primary - No School for Students
 Last Day for All Students including PreSchool

MISSION STATEMENT: Empower students, families, and teachers to achieve high levels of learning and leadership.

VISION STATEMENT: We envision a school community in which we implement systems, programs, and instructional strategies by working toward common goals, collaborating interdependently, leading confidently, and setting high expectations for one another.

ASSURANCE STATEMENT: This student/parent handbook assures that discipline will be fair and no person will be discriminated against because of his/her race, color, sex, national origin, handicap, or ancestry. Due process will be followed according to Kentucky Revised Statutes.

BENCHMARK GOALS

1. Staff will develop a plan to provide consistent, focused services to targeted populations.
2. Faculty will develop and implement a continuous progressive curriculum.
3. Teachers will teach the adopted standards and assess regularly to monitor mastery.
4. School will provide opportunities for parents to be involved.
5. School will increase opportunities for students to be leaders of their own learning.

SCHOOL SAFETY

At Florence Elementary School it is the goal of all stakeholders to provide the safest environment possible. Outside of this goal, the learning process is hindered and academic success is greatly compromised. Therefore, we stand committed to ensuring student safety and security. Our school is equipped with a buzzer system and security cameras. We will also ask visitors to show a picture ID to staff members upon entry for the safety of all students. All visitors must sign in at the front office and have a direct reason for the visit. Parents may only visit classrooms when approved by teacher and principal. Parents may eat lunch with their child in a designated area in the cafeteria. Parents and students may not eat lunch in the school courtyard or parking lot. Anyone other than a parent/guardian must have a photo ID and prior written permission from the parent/guardian to eat lunch with a student. Lunch cannot be brought in from outside our school (i.e., no fast food or soda for students).

SCHOOL HOURS *** Students cannot be dropped off before 8:05 AM ***

8:05 - 8:30 AM - Buses unload and breakfast served to students

8:40 AM - Instructional day begins

Students must be in their classroom or will be considered tardy after 8:40. If student arrives after 8:40 a.m., parents must come into the office and sign student in.

11:00 – 1:10 pm - Lunch for all grades

12:00 PM - Pre-school transition. AM class dismissed; PM class arrives

3:35 PM - Afternoon announcements

3:40 PM - School day ends (**Parent pickup is located outside gym doors**).

STUDENT ATTENDANCE

- All students are required to attend school regularly and be on time. Students **must** be in their classroom at 8:40 a.m. If student is not in the classroom by 8:40 a.m., he/she will be considered tardy and must be signed in by parent/guardian.
- Students **must have a written excuse when absent** from school which includes the date and reason. A parent has a maximum of five (5) school days to turn in an absence note. Students who do not bring in notes for absences are regarded as **UNEXCUSED**.
- Any student who has been absent or tardy without a valid excuse for three (3) or more events is considered truant and will receive an attendance letter.
- A pupil who has been reported as a truant two (2) or more times, "six (6) events" or "six (6) tardies," is a habitual truant and subject to court action.
- Students considered truant will be reported to the building administration and referred to the **District Truancy Prevention Team for appropriate action to be taken**.
- After a student is absent five (5) days with an excused note from the parent within the current school year, a doctor's note will be required for any future absences. **If a doctor's note is not sent to school, all subsequent absences will be unexcused.**
- Absence for 59 minutes or less shall be considered tardiness.
- Make-up of in-class work on the day of an unexcused absence are at the discretion of the classroom teacher.

EXCUSED ABSENCE:

The following situations are recognized as reasons for an excused absence:

- Illness of student
- Death, severe illness or birth in the student's immediate family
- Religious holidays or practices
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the building principal

NOTIFICATION OF STUDENT ABSENCE:

The student's parent/guardian shall notify the school stating the reason for the student's absence. Every effort should be made by the parent/guardian to notify the school before school begins at 8:40 a.m. **Students who arrive tardy must be signed in to school by the parent/guardian before going to class. You must enter the building with our child if arriving after 8:40 a.m. Failure to sign the student in will result in an unexcused tardy or event.** Notes will not be accepted.

Tips for Developing a Positive Attitude toward School Attendance

- With your child, stress the importance of attending school. Attendance is a critical part of your child's education. If your child is not at school, we cannot support learning.
- Provide your child with ample time in the morning to get ready for school without stress.
- Make every effort to schedule doctor, dentist, and other appointments before or after school hours.
- Refuse to write excuses for anything other than legitimate reasons for an absence.
- Refuse to view tardiness as acceptable behavior and discourage early checkouts before school is dismissed for the day.
- Plan family vacations in accordance with the school calendar. Student attendance is part of our school state accountability. All excused/unexcused absences will affect overall school rating.
- Use good judgment. Please don't send a child to school that is ill (student must be fever free for 24 hours before returning to school).

STUDENT BEHAVIOR

All students will follow the school-wide Positive Behavior Intervention Supports (PBIS). It is the goal of FES to ensure a fair and consistent behavior policy that will share a common vision, common language, and common experiences for all students.

The policy is designed to minimize behavioral issues that negatively interfere with the educational process. The policy promotes safety, respect, and responsibility in all areas through the normal routine of the school day. Class DOJO will be used in all classrooms as a positive and negative behavior student tracking system. Parents can instantly view and receive notification of individual student progress and receive teacher communication directly through the app. Principal and assistant principals do not receive email notifications of parent responses through DOJO. If you need to talk to an administrator, please email them directly or call.

Your child's homeroom teacher will send the tracking link for DOJO during the first week of school. When negative behavior requires disciplinary action, an office referral will be completed and sent home with the student. Office referrals become part of the student record in Infinite Campus. Any incident involving administration could result in detention or school suspension. If any issues do occur, please contact the homeroom teacher first for clarification of the issue.

SCHOOL VISITOR POLICY

The safety and welfare of our students is top priority for the staff and administrative team at Florence Elementary School. To ensure the safety and welfare of our students, all visitors must have proper identification and report to the office upon entering the building and register with our Campus Security System. A picture ID will be required for all visitors. After registering, you will receive a visitor's pass to wear while you are in the building. Anyone not wearing a visitor's badge must report to the office. You are only permitted to go to the area designated on the sign in sheet. Visiting any classroom is by appointment **ONLY** and should be made with the classroom teacher and principal prior to the visit. Visitors who do not comply with this policy, will lose visitation privileges.

STUDENT ENROLLMENT/INFORMATION CARD

Upon enrollment, the parent/guardian is required to complete a Student Enrollment/Emergency Card for each child. The information requested on the card will enable staff members to contact you in case of an emergency. All names and phone numbers listed on the card must be updated as changes occur throughout the school year. Census Verification forms will be distributed at the beginning of each new school year to update household information. Emergency contacts will be contacted **ONLY** if the parent/guardian cannot be reached. **Emergency contacts are for emergency situations only and these contacts are not authorized to pick a student up at any other time without written permission from the parent/guardian. Please keep contact information updated to ensure communication between school and home.**

STUDENT ARRIVAL TO SCHOOL

Students may be dropped off at school beginning at 8:05 a.m. Breakfast is served to students between 8:00 a.m. and 8:30 a.m. Students must be in the breakfast line by 8:20 a.m. to eat breakfast.

EARLY DISMISSAL

When a student needs to be picked up early from school, please send a note to the teacher so preparations can be made. On the note, state the child's full name, dismissal time, and the name of the person picking the student up from school. Please sign and date the note as well. The person picking up the student must show identification. Please do not call ahead for your child to be waiting in the office as students will not be called down from class until the parent has arrived. **Please remember that we will not release your child to anyone other than the parent/guardian without prior written consent from you. This policy is strictly followed to ensure the safety of the child.**

STUDENT PICK-UP AFTER SCHOOL

The end of the school day is at 3:40 p.m. Please be prompt when picking up your child. Student pickup will occur in the front parking lot near the gymnasium. You must have your car tag displayed in the front windshield with the number visible. Your student will be brought to your vehicle by a staff member based on that number. We **must** have written consent if anyone other than the parent/guardian picks up the student. Please bring your identification when picking a student up, as you will be asked to show it. We understand that unexpected situations arise and that there may be times when a student, who is normally a bus rider, will need to be picked up instead of riding the bus home.

In this case, please send a note to school stating that the student will be a parent pick up. If an unexpected situation arises during the school day and a note was not sent to school, the office must be notified of the change before 3:10 p.m. The person picking the student up should arrive no later than 3:35 p.m. Parents arriving after 3:30 p.m., requesting that their child be taken off the bus will be denied. Please call the office at 859-282-2610 if you will be late picking up your child.

LOST & FOUND

Lost items such as coats, books, etc., are turned in to the Lost & Found bin located in the gym. If a student loses an item, it will be the parent's responsibility to come to the school to identify and claim the item(s). Notices will be sent home to all parents advising you of the date unclaimed items will be sent out of the school for donation. Items found with student's names clearly written will be returned to the student.

STUDENT WITHDRAWAL

If a student moves out of Florence Elementary School district, the parent/guardian must officially withdraw the child from school. To complete the withdrawal process, the following steps must be taken:

- Complete a withdrawal form.
- Pay all fees and lunch charges.
- Return all text books, library books, and materials that have been loaned to the student. All items must be returned in good condition or the parent/guardian must pay replacement cost.

If you are unsure if your relocation requires a student withdrawal, please contact our school office. We are happy to help.

DRESS AND APPEARANCE

Students should be dressed and groomed to compliment the school environment. Students and their clothing should be neat and clean in appearance and clothing should fit appropriately. The following attire is prohibited, but not limited to, oversized, baggy pants or torn clothing; clothing and accessories having obscene, crude, or rude pictures or statements; bare-feet, no flip-flops, high heels, or wheelies; bare torso, short shorts or skirts; hats or caps; sunglasses; **anything that constitutes a risk of distraction to the educational process.** Appropriate shorts are permitted at the beginning of the school year with the deadline being October 1st (weather permitting). No shorts can be worn after October 1st. Shorts can also be worn beginning the Monday following spring break until the end of the school year. Please dress your child appropriately for the weather.

TEXTBOOKS

Student textbooks are provided to each student. If a textbook is lost or damaged, the student's parent/guardian is responsible for the cost of the replacement.

SCHOOL SUPPLIES

Please clearly label your child's belongings such as backpacks, jackets, lunch boxes, etc. A list of school supplies for each grade level is available in the main office, on the office website or in most major department stores. Every classroom will have a pencil sharpener for the student's use. NO personal pencil sharpeners are allowed.

FIELD TRIPS – PARENT/VOLUNTEERS

Any adult attending a field trip or volunteering, must have a background check. Background checks must be completed every 3 years. The superintendent or principal has the authority to refuse an individual from volunteering in the school district (see Background Check Policy). It is our policy that all students be permitted to attend educational field trips and not be excluded due to financial hardship. Parents receiving financial assistance for field trips must make an attempt to reimburse Florence Elementary as soon as reasonably possible for the entire cost of the trip. Parents wishing to chaperone on a field trip do not qualify for financial assistance under this program. Students may be prohibited from attending field trips if their personal safety or behavior is unacceptable for out of school events.

APPROVED SNACK LIST

For the safety and welfare of all students, it is the policy of Florence Elementary that all food items must be on the Approved Snack List included in this handbook and on our school website:

www.florence.boone.kyschools.us. Any food item not on the list will be sent home. Due to special activities that are conducted throughout the school year, this policy can be waived on those occasions by the principal with agreement by the teacher. The principal may also approve alternative food items not included on the list, that are in compliance with a child's medical needs, special condition, or 504 plan.

CLASSROOM PARTIES

Classroom parties will consist of two (2) parties per year, Winter and Valentine's Day. Additional parties will be at the principal's discretion. Food items should be healthy choices for students with consideration to students that may have certain food allergies. See Approved Snack List attached and on our school website: **www.florence.boone.kyschools.us**.

HEAD LICE POLICY

Absences from school due to head lice infestation will be considered excused the day the child is sent home and one day following (for a maximum of two (2) days); a total of two (2) "incidents" will be excused per school year. Absences and/or incidents occurring after that time will be considered unexcused.

SITE BASED DECISION MAKING COUNCIL (SBDM)

Florence Elementary SBDM Meetings
Monthly, 2nd Monday, 4:00 p.m. School Library

July 12
August 9
September 13
October 12 (Tuesday)
November 8
December 13
January 10
February 14
March 14
April 18 (due to spring break)
May 9

****FLORENCE ELEMENTARY WEBSITE: www.florence.boone.kyschools.us***

SPECIAL PROGRAMS

Extended School Services and Enrichment Programs

Our Extended School Services Programs have been developed to provide instructional and related services for all students who desire to improve their academic achievement levels and to provide assistance in specific subject areas. These programs will allow students to continue to improve their academic performance levels. The student selection for these programs is based on teacher recommendation, class work, and test scores. Our enrichment programs are provided to all students to allow the students to achieve at their highest levels.

Gifted and Talented Educational Services (GATES)

The mission of GATES is to provide opportunities and assist each student to acquire a superior education and love of learning through visionary leadership, productive management of resources and exemplary services for all students in alliance with school personnel, parents, and members of the community. Students who exhibit high levels of performance are eligible for services based upon criteria and assessment screening.

English Language Learner (ELL) Program

ELL students are those who speak a language other than English at home and are not yet fully proficient in English. The ELL Program has two goals: 1) to build students' English proficiency levels in order to communicate effectively; 2) to facilitate students' success in mastering academic content material. The ELL teachers and para-educators provide services to students who qualify, via direct instruction and/or collaborative services with classroom teachers.

RTI Program

Students struggling to master content in reading or math will receive intervention services.

NKU

In the spring of 2016, Florence Elementary and NKU began a partnership for a collaboration. NKU will have 10-28 education students working in our classrooms with staff and students for an embedded experience. Our students will receive additional support and learning opportunities. We are ecstatic about this opportunity and the support of more educators within our building. We were recognized for our partnership at a National Conference for Educators, NKU Board of Regence, and the Boone County Board of Education.

FAMILY RESOURCE CENTER

The Family Resource Center is provided to enhance our student's ability to succeed in school by assisting children, youth, and families in meeting some of their needs. Family assistance will be coordinated through community service, through the center or by linking families to agencies in their community. The Family Resource Center provides assistance with referrals to individual counseling, referrals to drug and alcohol abuse services, clothing, workshops on various topics of interest to parents, accessing services for children in need, referrals to parenting skills classes, improved medical/health service, emergency assistance/basic needs, school supplies, and home visits to assist parents with accessing their areas of need. The FRC phone number is 282-2156.

INCLEMENT WEATHER

There may be occasions when school is delayed or cancelled due to inclement weather. In such a case, parents and students should tune to a major television or radio station for school delays or closings. Please be sure to listen for **Boone County Schools**. Florence Elementary may also make an automated phone call when there is a school closing or delay. Please be sure to keep the office updated with any phone number changes throughout the year so you can receive automated messages. If you do not receive a phone call, please contact the school office.

GRADING SCALE

Primary grades (K-3) will receive narrative report cards showing the child's level of success with essential skills. Traditional grading begins when the student enters 4th grade.

Grading Scale for 4th & 5th Grades

90% - 100%	A
80% - 89%	B
70% - 79%	C

Below 70 is "I" for INCOMPLETE until June 30 of the academic year. Students with an "I" will be provided support by the school to remediate learning. If the grade is still listed as an "I" after June 30, then it becomes a failing grade.

HOMEWORK

Many demands are placed upon a student's time for family, participation in community, school activities, and recreation. If a student does not complete in-class work during the day, it is the teacher's responsibility to ensure parent and student support in completion of in-class work at home. A student may makeup in-class work if he/she was absent and has an excused absence. This will require a written note from the parent/guardian or a doctor note. Academic practice, such as reading, ST Math, Lexia, should be practiced at home every day.

STUDENT E-MAIL

Our curriculum requires that each student have an email account at Florence Elementary.

ANIMALS AT SCHOOL

Animals are not permitted in or outside the school building without permission from the principal.

SCHOOL COUNSELING

Our school has two full-time school counselors to help assist students with difficult situations. If your child needs counseling services, please call the school at 859-282-2610.

NORTHKEY SERVICES

Our school also has in-school NorthKey counseling for students. If your child needs NorthKey services, please call the school at 859-282-2610.

CAFETERIA

Breakfast and Lunch

All students at Florence Elementary School will receive a breakfast/lunch at no charge for the entire 2020-2021 school year (excludes extras). The cost for a visitor breakfast is \$2.00 and a visitor lunch is \$3.75.

The cafeteria serves breakfast to students between 8:00 a.m. and 8:30 a.m. Lunch will be served to preschool students and students in K—5th grade. Students dropped off by a parent after 8:30 a.m. will not be allowed to eat breakfast unless given permission by the principal. Any student on a late bus will be allowed to have breakfast.

When we have a two hour delay, breakfast will not be served.

All students should have a lunch from home or eat a school lunch. Parents may not bring in fast food or sodas for their children for lunch. Failure to follow school policy, can lead to loss of lunch visitation privileges. If a child is required to skip a meal for a medical or religious reason, we must have a note from the parent.

Parents are welcome to eat with their children. You must sign in at the office and receive a visitor's pass and report only to the cafeteria. Grandparents or additional family members wishing to eat lunch must have a note from the child's parent/guardian giving their permission. State and district policy states that parents and adults entering the public schools to eat or attend functions with their children are to have no interaction with other students. This policy will be strictly enforced. A parent is not to report to the classroom before or after the breakfast/lunch period. Parents may eat lunch with their child in a designated area in the cafeteria. Parents and students may not eat lunch in the school courtyard or parking lot. All visitors must follow our dress code policy to visit the cafeteria or a classroom.

*702 KAR 6:090 Competitive Food and Beverage Sales and Service requirement states "this regulation is necessary to ensure that students have the opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind. The sale or serving of any food or beverage item in competition with the School Breakfast Program or the National School Lunch Program will be prohibited on the school campus during the school day until one half hour after the last lunch serving period."

FIRST AID

The school First Aid office is provided for any student who is ill, injured, needs to take medication, or requires medical attention. Students may take non-prescription medication brought from home with a completed consent form signed by the parent. Prescription medication requires a physician's signature. The following conditions also apply:

- The medication must be brought to school in the original prescription container
- Information listed on the container must include the student's name and the prescribed dosage
- No more than one (1) week's supply shall be sent at any time

Under procedures developed by the superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the student during a pressing need, (i.e. an asthma inhaler).

CONTAGIOUS DISEASES

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the superintendent may order the student excluded from school.

The time period the student is excluded from school shall be in accordance with general medical standards which the superintendent shall obtain after consultation with the student's physician, the local health officer, or the Kentucky Department of Health Services.

Students must be fever free for 24 hours prior to attending school. Students who are vomiting, must have not vomited within 24 hours of returning to school. All policies and procedures are set forth to keep students safe and maintain the welfare of all students.

If you have any questions, please contact the school office. Let's have a great year!

Florence Elementary School
2021-2022 Student/Parent Handbook



ACKNOWLEDGEMENT

As the parent(s) or guardian of _____, we have read and discussed the FES Student/Parent Handbook with our child and we understand the general information, school rules, and regulations of Florence Elementary School.

Parent Signature _____

Parent Signature _____

Student Signature _____

Homeroom Teacher _____

Date _____

Please detach and return this form to the homeroom teacher.

Thank you and let's ROCK this year!