



## **NORTHSIDE ELEMENTARY SCHOOL Parent/Student Handbook**

Dear Student & Parents/Guardians,

Welcome to the 2022-2023 school year at Northside Elementary. We are excited to begin another year with our Northside Thoroughbreds! Our mission at Northside is to create successful, lifelong leaders and learners. This past school year we launched our Profile of a Graduate where we focus on 3 key competencies we want our students to be able to leave Northside ELeментарy with: COMMUNICATION, COLLABORATION and PERSEVERANCE. These three competencies should permeate throughout their school day as we continue to focus on student achievement and high expectations!

As we focus on student behavior we will be using the **Northside Code: Be Safe, Be Kind, Be Responsible, and Be a Learner** 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,

*Scott Hundley*

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**



## **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 5<sup>th</sup> 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: Scott Hundley

Phone: 859-879-4690

Fax: 859-846-4716

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 remain in the cafeteria to eat their meal. Those not wishing to eat breakfast will go to the gymnasium.
- 7:40 a.m.** Tardy bell
- 7:42 a.m.** Morning Announcements
- 2:35 p.m.** Students 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.

Kindergarten & 1st Graders will be dismissed from the gymnasium. 2nd - 5th Graders will be dismissed through the front doors of the building.

### **Morning Procedures**

Please assist us in allowing the school day to begin as smoothly and efficiently as possible. Breakfast eaters will take their breakfast to their homeroom classrooms. Those students who choose not to eat breakfast will go directly to the cafeteria. 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 859-879-4690. 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.

### **Transportation Changes**

If a child's transportation for the day is different, parent/guardian must send a signed note including a phone number to school the morning of the change. **Transportation change notifications must be in writing with a parent/guardian signature and prior to 12pm on the day of the change. Emails are only accepted after speaking to a front office staff member directly and if sent to [eudora.montgomery@woodford.kyschools.us](mailto:eudora.montgomery@woodford.kyschools.us) Emailing without speaking to a staff member prior to the email will not be allowed. Emails must be received by 12:00 to be considered. If a child is riding the bus home with another child, notes from each parent must be presented.** This is for the safety of all students. Thank you for your help in making sure all students are safe and accounted for at all times.

### **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.

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 2022-2023 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 the required background checks.** Please contact the school office at 859-879-4690 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 are free to all students in 2021-2022. If you have any questions about our cafeteria program please call our cafeteria manager, Audra Todd.

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.

### **Food & Nutrition Services:**

Woodford County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP). Both NSLP and SBP are federally assisted meal programs that provide nutritionally balanced, low-cost or free breakfasts and/or lunches to children each school day.

#### Free/ Reduced Price Meals

A child is able to receive free or reduced- price meals if they (or their household) meet the basic guidelines:

- A child whose family income is at or below 130% of the poverty level can receive free meals.
- A child whose family income is between 130 and 185 percent of the poverty level can receive reduced-cost meals (students in this category are not to be charged more than 40 cents per meal).

- Students whose family participates in federal assistance programs such as SNAP or KTAP can be directly certified for meal benefits.
- If a child's family income is over 185% of poverty, the student will pay a full price for meals, which are actually still cost subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director prior to the start of the school year a household application will need to be completed.

Contact the District Food Service Office at 859-879-4615 if you have any questions. Please remember Free and Reduced Price Meal Applications may be completed at any time throughout the school year. Approval applies to both breakfast and lunch meals.

The information you provide in these forms is confidential and helpful in getting the resources both for the school and for your child(ren).

#### Special Dietary Needs:

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

#### Charge Policy:

- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items or adult meals may be charged
- \$10.00 is the maximum charge limit

#### Payments

Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on [www.myschoolbucks.com](http://www.myschoolbucks.com). You may view your student's lunch account, and set up a lunch account balance reminder as well. You may contact Food Services for assistance.

#### **Birthday/Special Event Food Items**

If you want to bring in food items for birthdays, they must be store bought and have the label on the item. The food items **CANNOT** be homemade. Also, please notify your child's teacher 24 hours in advance. This is to protect our students who may have a food allergy and/or other medical conditions. In addition, peanut/nut allergies are the most common and most life threatening food allergies, so we ask that you **NOT send in anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts**.



### **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.**

### **Medications**

According to Woodford County School's policy, the school must receive the following:

1. Permission to administer medication form must be on file for over the counter and prescription medications. Both forms are available in the office and on the WCPS Health Services webpage. All forms must be signed by the parent/legal guardian. Prescription forms must also be signed by the doctor.
2. Medication must be in the **original** container. School personnel will not be able to accept **any medication** brought in baggies, envelopes, etc.
3. **Parents/legal guardians** must bring and pick up all medications to the school, along with the Permission to Administer Medication Form. **Students are not permitted** to bring any medication (such as cough drops) to or from school on their own.
4. Sunscreen is considered an OTC medication and will need the accompanying medication form completed by the parent/guardian in order for staff to be able to apply it throughout the day.

Prescription and OTC medications are stored in a locked cabinet in the nurse office. Emergency medications are stored in an unlocked cabinet in the nurse office per guidance from the Kentucky Department of Education. School personnel are not to administer the first dose of any medication. Students shall not share any prescription or over-the-counter medication with another student.

Please review the guidelines for keeping your student home due to illness. Contact the school nurse with any questions.

### **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  
Family Resource Center  
School Nurse

Sherry Basore 859-879-4690  
Olivia Britton 859-879-4697 or 879-4667  
Michelle Hinman 859-879-4690

**Health Protocols**

<b>Student Symptoms/Diagnosis</b>	<b>Student May Return to School When...</b>
Fever of 100.4 or higher degrees orally	Temp. <b>below 100.4</b> degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin*</i>
Vomiting	Symptom-free for 24 hours*
Diarrhea	Symptom-free for 24 hours*
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor*
Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic*
Diagnosed strep throat	24 hours after first dose of antibiotic*
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor*
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered*
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.*
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

# 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 & 1<sup>st</sup> 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.

**2<sup>nd</sup> – 5<sup>th</sup> 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.

### **Grade Reporting**

Northside Elementary uses a reporting system based on the developmentally appropriate skills and content with all K-2<sup>nd</sup> 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, 3<sup>rd</sup>-5<sup>th</sup>, 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 <sup>rd</sup> Grade	Reading and Math
4 <sup>th</sup> Grade	Reading, Math, Science
5 <sup>th</sup> Grade	Reading, Math, Social Studies, and On-Demand Writing

## **Woodford County Family Resource Center**

Olivia Britton, 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.