



Parent/Student Handbook 2023-2024

*SBDM Council Approved
July*

**Beechwood Elementary School
54 Beechwood Road
Fort Mitchell, KY 41017
859-331-1220
www.beechwood.kyschools.us**

VISION STATEMENT

INSPIRE STUDENTS TO EMBRACE RESPONSIBILITY, PRODUCTIVITY AND COMPASSION AS CITIZENS OF A GLOBAL COMMUNITY

MISSION STATEMENT

INNOVATIVE EDUCATION GROUNDED IN TRADITION

August 1, 2023

Dear Parents and Students,

Welcome back to school! This student handbook contains pertinent information regarding policies and procedures that are important to understand. You will find in your handbook changes have been made from last year's booklet including updating school information. Please take a moment to familiarize yourself with the current policies and procedures.

The handbook is written and approved collaboratively by the administration, teachers, SBDM Council, and the Board of Education. We hope that the final product provides valuable information about the things you need to know here at Beechwood Elementary. Our goal is to have a safe, organized, and well-run school with clear and fair policies that benefit all of our students.

Positive communication between home and school is essential and we will do everything possible to keep you informed. Along with this handbook, you can look for our weekly newsletters distributed to all parents throughout the year. We will always include a list of current events and topics that need your attention.

Please feel free to call or stop by the office with suggestions or questions you may have about anything concerning your child's education here at Beechwood. I can be reached at 331-1220 or by e-mail at zach.ashley@beechwood.kyschools.us

Thank you and we are looking forward to a great school year!

Zach Ashley
Elementary Principal

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Included in Back to School Packet -

STUDENT TECHNOLOGY USE CONTRACT (SIGNATURES REQUIRED)

HANDBOOK ACKNOWLEDGEMENT (SIGNATURES REQUIRED)

STUDENT DISMISSAL GUIDELINES (SIGNATURES REQUIRED)

MEDICAL FORMS (SIGNATURES REQUIRED)

FREE/REDUCED FORMS (SIGNATURES REQUIRED)

EMERGENCY PROCEDURE CARD (SIGNATURES REQUIRED)

As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

LEADERSHIP

Beechwood Board of Education's Responsibilities

Local School Board Members are the community's voice for educational excellence whose responsibilities are to:

- Respond to community concerns
- Set goals and objectives for the district
- Identify and set policy to meet the educational needs of the community
- Oversee strategic planning
- Select and provide direction for the superintendent
- Ensure accountability of the schools to the community, including accountability for all school funds and properties
- Approve and oversee the district budget, making sure that public monies are used efficiently
- Set local tax rates
- Assess student and school outcomes

Beechwood Board of Education Members

Jeanne Berger
Brad Hood
Ron Savignano (Chair)
Amy Sleet
Melanie Stricker

Beechwood Board of Education Meetings

The Beechwood Board of Education monthly meetings are held the second Monday of each month at 6:00 p.m. in the school cafeteria and are open to the public.

School-Based Decision-Making Council (SBDM)

The School Council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and KRS 158.6451. The principal shall be the primary administrator and the instructional leader of the school and with the assistance of the total school staff shall administer the policies established by the SBDM Council and the Board of Education.

Elections are held once a year in the spring. Parents nominate and vote for their representatives and teachers nominate and vote for their representatives. More information about the SBDM Council including meetings, agendas and elections can be found on the Beechwood website.

All meetings are open to the public and are usually held the 1st Wednesday of the month at 3:30 in the elementary art room. We will have a couple of meetings on the second Wednesday due to the school calendar and holidays. All agendas and minutes will be posted outside of the elementary office.

Dates for the 2023-2024 School Year – July 19, August 2, September 6, October 11, November 1, December 6, January 3, February 7, March 6, April 10, May 1, June 5.

2023-2024 SBDM MEMBERS

Zach Ashley - Principal/Chair
Kendall Niemeyer – Faculty Representative
Josh Grooms– Faculty Representative
Dawn McGuire – Faculty Representative
Ashley Chaiken – Faculty Representative
Jonathan Fong – Minority Parent Representative
Jennifer Withrow – Parent Representative
Amanda Rosen – Parent Representative

Supporting Beechwood Independent Schools

Beechwood Parent-Teacher-Student Association

The success of Beechwood Elementary is due in large part to the incredible involvement of our parents. So just what does Beechwood's PTSA do? We support academic excellence in our district with added programs, supplies, services, and funding to stretch the state's allowance for education. Beechwood PTSA has been working together in partnership with our teachers for the education of Beechwood students since 1920. These programs give our teachers the extra tools that would normally not be available, to enrich the knowledge and education of our children.

There are many programs that, without the support of our PTSA, would not be available for our children. Parental involvement is so important. We can't do it without you. Please consider becoming involved by volunteering.

Dues are \$5 per person, per year payable to Beechwood PTSA. These can be paid at the elementary/high school offices any time.

If you are interested in being a part of PTSA, please contact:

Laura Wooten – PTSA President

859-630-6936

beechwood.ptsa@beechwood.kyschools.us

PTSA school voice mail: 859-331-1220 ext. 6725

To learn more about PTSA go to Beechwood's web site

www.beechwood.kyschools.us click on PTSA

The mission of Beechwood's Parent Teacher Student Association is to increase communication between parents, teachers, students and administration and its community in order to promote the best educational environment and opportunities for our students.

Beechwood Educational Foundation

“...to encourage, enhance, and reward academic excellence...”

The Beechwood Educational Foundation provides financial support for programs that extend learning beyond the regular classroom curriculum. The Foundation maintains an endowment and pursues continuous fund-raising efforts. Through the Foundation, parents, alumni and friends can make tax-deductible gifts that directly benefit the educational opportunities for students at Beechwood Schools.

In recent years, the Foundation has helped the elementary grades by:

- Purchasing wireless laptop computers
- Renovating and equipping the elementary science lab
- Sharing in the purchase of electronic keyboards for music classes
- Providing assistance so that all students can attend field trips, especially those to living history camps and Washington, D.C.

The work of the Foundation is done by an all-volunteer Board of Directors, which meets throughout the year. They welcome your support.

Donations can be left in either the elementary or high school office. To donate stocks, for information about planned giving or for assistance with employer matching contributions, please contact debbie.elicker@beechwood.kyschools.us.

Beechwood Athletic Boosters

The Beechwood Athletic Boosters operates a number of programs that support athletic teams at Beechwood School. One of these is the Tiger Zone, a shop that sells Beechwood apparel and fan gear. Watch the web page or newsletter for Tiger Zone hours and special sales. For more information, contact the Boosters at BeechwoodBoosters@yahoo.com or visit the Booster web site at www.Beechwoodboosters.org

Beechwood Band Boosters

Beechwood Bands Mission Statement

The mission of the Beechwood Bands program is to provide students with a rich and meaningful education through the field of music, developing not only musicians for the future, but also productive citizens of society for our future.

Our Goal

“The Beechwood Bands program will provide many educational opportunities for its students, performing and competing at a state and national level.”

Meeting Dates

The Band Booster Association will hold meetings on the first Tuesday of each month, school schedule permitting. All meetings begin @ 7pm. A full schedule of meeting dates will be available at the beginning of the upcoming school year.

Website

www.beechwoodbands.org

Please refer to this website for calendars, itineraries, important forms, etc.

PROGRAMS AND EXTRA CURRICULAR ACTIVITIES

Gifted and Talented Program

The Extended Learning Program at Beechwood Independent Schools identifies students in Grades K – 12 as gifted and talented in the areas of General Intellectual Ability, Specific Academic Ability, Creativity, Leadership, and Visual and Performing Arts Ability. Services to meet the needs of the students that qualify include, but are not limited to, the following: *Collaborative Teaching and Consultation Services * Cluster Groups * Advanced Placement and Honors Courses * Enrichment Services * Independent Study * Pull Out Settings * Subject Area from Higher Grade Level * Differentiated Study Experiences. For more information about the program, please feel free to contact **Ashley Ritchie**, Gifted Program Coordinator by phone at 331-1220 or by email at ashley.ritchie@beechwood.kyschools.us.

Academic Team

Academic Team is an extracurricular activity for 4th and 5th grade students. 6th grade students have the opportunity to participate on the Middle School Academic Team. The team consists of approximately 12 students, selected by written and verbal exams. The team competes in the Northern Kentucky Academic Team League in “jeopardy”-type competitions. At the end of the season, the team will compete in the Governor’s Cup competition in the “jeopardy”-type competition and in individual subject areas. For more information, please contact **Toby Parton** toby.parton@beechwood.kyschools.us.

Odyssey of the Mind

Odyssey of the Mind is an international educational program whose mission is to develop creative-thinking skills in students from kindergarten through college. Students develop creative-thinking skills in a team environment that can be transferred to real-life situations. Teams from almost every U.S. state and more than 20 other countries participate in the program. It is open to each and every student who would like to participate. Teams are made up of 5-7 students and are coached, usually, by a parent volunteer. Problems range from technical in nature, artistic, performance based to structure. There are five different problems to choose from each year and teams are divided by age and grade. NASA is a sponsor of Odyssey of the Mind. For more information please contact **Rachael Fait/Stephanie Wessel** at 331-1220 ext. 5207 or rachael.fait@beechwood.kyschool.us or stephanie.wessel@beechwood.kyschools.us.

Girls on the Run

Girls on the Run® is a life-changing, experiential learning program for girls in 5th grade. The programs combine training for a 3.1 mile running event with self-esteem enhancing, uplifting workouts. The goals of the programs are to encourage positive emotional,

social, mental, spiritual and physical development. The objective of Girls on the Run is to educate and empower girls at an early age in order to prevent the display of at-risk activities in the future. At risk activities include substance/alcohol use, eating disorders, early onset of sexual activity, sedentary lifestyle, depression, suicide attempts and confrontations with the juvenile justice system. If you would like more information, please contact **Amanda Klare** at amanda.klare@beechwood.kyschools.us.

Middle School Forensics (grades 5-8)

The Forensics team is a competitive performance team for students who love acting and public speaking or want to develop their skills in those areas. The coach will host auditions in late August or September. All students in grades 5 - 8 are welcome and encouraged to audition. Once the team has been announced, all members are required to attend a one hour-long practice session per week, as well as to practice one hour per week at home. (There is much flexibility with practice days and times, so students can easily participate in forensics and other clubs and teams!) Students must be available for all four invitational tournaments held on Saturdays in October through January, as well as the Regional Tournament in February and State Tournament in March. This is a fantastic program that will allow students to express their individuality, receive one-on-one coaching, develop confidence in public speaking, and work to develop life-long communication skills that will benefit them in all areas of life. For more information, please contact **Molly Seifert** at molly.seifert@beechwood.kyschools.us.

Elementary Athletic Opportunities

<u>Sport</u>	<u>Grades</u>
Swimming and Diving (Boys and Girls)	6 and up
Track (Boys and Girls)	6 and up
Cross Country (Boys and Girls)	1 and up
Basketball (Boys and Girls)	2 and up*
Volleyball (Girls)	3 and up*
Football (Boys)	6 and up

*Grades 3-5 participate in a recreational program.

Contact **Athletic Director** for further information about MS/HS sports
ryan.booth@beechwood.kyschools.us or
brandon.slusher@beechwood.kyschools.us

Enrollment Policies

Enrollment/Parental Authority

Any student enrolled at Beechwood Elementary is required to reside in the Beechwood School District with the exception of tuition students. All students must live under the care and authority of their parents or legal guardians. For the school's purposes, the parent with whom the child resides is known as the custodial parent. Any short-term exceptions to this policy must be reported to the principal.

Enrollment for the First Time

KRS 156.495 requires a parent or guardian who enrolls a child for the first time in a Kentucky school, to provide the following documentation within 30 days of enrollment:

- (a) A certified copy of the student(s) birth certificate that lists the student(s) parents' names.
- (b) Other reliable proof of the student(s) identity and an affidavit of the inability to produce a copy of the birth certificate.

Custodial and Non-custodial Parents' Rights and Responsibilities

Beechwood Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Beechwood Elementary will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. Beechwood Elementary is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences as well as the authority to request that a student be released early or be absent from school for a legitimate reason. However, only the custodial parent has the right to withdraw the student from school.

Publishing Student Information

To publicize the achievements and accomplishments of our students, Beechwood Elementary may publish students' names, photographs or achievements in school publications (e.g. the school newspaper, the school yearbook, morning announcements, PTSA Newsletter, Principal Newsletter) or release information on the school's website. In accordance with FERPA, parents may deny permission for the school to publish any or

all of this information by notifying the school in writing. This release information is included on the information form distributed in the back-to-school packet.

Change of Address, Phone Number and/or Email Address

Please notify the office in writing immediately if any contact information changes. We need current information at all times so that we can reach you when needed.

Notice of Nondiscriminatory Policy

Beechwood Elementary allows students of any race, color, age, gender, disability, medical condition, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletic, and other school related programs.

Withdrawal Policy

Any student who withdraws from Beechwood Elementary must do the following:

- Have a parent or guardian call the school indicating the withdrawal date
- Fill out a Transfer of Records form in the office
- Inform the new school that they must officially request, in writing, school records from Beechwood Elementary
- Return any media center books or other school materials to the office
- Pay all book fines and cafeteria charges

Financial Policies

Fees and Tuition

Out of District Tuition Grades K-6 \$3800

Classroom Fees

Grades K-2	\$100 + \$50 (Tech Fee) = \$150
Grades 3-4	\$100 + \$85 (Tech Fee) = \$185
Grades 4-6	\$100 + \$85 (Tech Fee) + \$25 (Science Fee) = \$210

Tuition Payment

All tuition families will be expected to fulfill their tuition obligation according to the tuition policy.

Classroom Fees

Classroom fees are paid during Open House, which occurs the week before school begins. Payment can also be submitted by dropping the payment in the fee drop box

located just outside the elementary office or **there is also an option to pay online at the district website.**

Attendance and Absence Policies and Procedures

Attendance, prompt and regular, is essential for academic success. Both parents and students should understand the importance of the attendance record, which appears on the student's permanent record.

Parents/Guardians of students who have disabilities or chronic health conditions – i.e. asthma, allergies – shall notify the school principal in writing of any condition that necessitates their child to have frequent or seasonal absences from school. Parents/Guardians must provide a doctor's statement in order for these students to receive special consideration.

NOTE: See Board Policy #09.123 regarding excused absences.

State testing will take place **during the last 14 days of school.** **PLEASE DO NOT PLAN TRIPS OR VACATIONS** during this time. All absences will be unexcused unless accompanied by a doctor's note. ****Please be aware that due to inclement weather, testing days may be schedule for additional days beyond the above window.****

Excused Absences

1. Beechwood Board of Education policy 09.123 adheres to state law as it relates to absences and excuses. Excused absences are permitted for the following:
 1. Death or severe illness in the student's immediate family
 2. Illness of student
 3. Religious holidays or practices
 4. One day for the attendance of the KY State Fair
 5. Documented military leave
 6. One day prior to departure of parent/guardian called to active military duty
 7. One day upon the return of parent/guardian from active military duty
 8. Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities
2. Appointments and commitments related to social activities do not constitute excused absences. Requests for a waiver of this regulation must be received, in writing, by the principal, at least **five school days** prior to the absence.

- 3. FOR ANY ABSENCE (INCLUDING STUDENTS GOING HOME SICK), A PARENT OR GUARDIAN MUST NOTIFY THE OFFICE BEFORE 9:00 A.M. ON THE DAY THE STUDENT IS NOT IN SCHOOL. A NOTE OR EMAIL FROM THE PARENT IS REQUIRED WHEN THE STUDENT RETURNS TO SCHOOL.** Failure to email the office by 9:00 a.m. on the day of the absence or not sending in a note/email on the following day will result in an unexcused absence for the day. Absences can be emailed to elem.absent@beechwood.kyschools.us.

The note/email must contain the following:

1. Student's name
 2. Date
 3. Date of absence(s)
 4. Reason for absence
 5. Printed Name and Signature
4. Early dismissal requests must be made in writing and brought to the office before school begins. Early dismissals will be excused at the discretion of the Principal.
 5. Absences or early dismissals from school just prior to or following holidays or other school breaks of one or more days will be considered unexcused without a doctor's verification unless approved in advance by the Principal.
 6. Beechwood Elementary does not recognize "Take Your Child to Work Day". Students interested in learning about their parent's workplace and career are encouraged to do this during the summer months or on a day school is not in session.

Absences for Medical Appointments

- All appointments that fall during school time require a doctor's note upon the student's return to school.
- Medical notes must specifically indicate the day(s) the student should be excused from school.
- It is Beechwood's policy not to interrupt classes unless it is deemed an emergency situation by the school office personnel. Please make every attempt to make arrangements for medical appointments and transportation before school begins.

Educational Enhancement Opportunity

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Parents wishing to apply for an Educational Enhancement Opportunity Leave must submit a written description of the educational opportunity to the principal detailing how it relates to one (1) or more of the core curriculum subjects.

Makeup Work and Assignments

- ALL Make-up Work will be given within 24-48 hours of students return to school. The work will NOT be given in advance of absences. Teachers are asked to adjust and differentiate instruction day to day and will not know the exact material that will be covered in every situation ahead of time. Many things happening in classrooms cannot be ‘made up’ thus the emphasis placed on being present. Technology platforms may allow students to remain current with work, but students may still see negative impact on class grades.
- Makeup work for **excused absences** is the responsibility of the student. The student must assume the responsibility for checking with their teachers on all assignments that were missed during their absence.
*Please refer to the homework policy found in this handbook.
- **Unexcused absences** will result in zeros for 4-6th grade students.

Absence and Participation in School Activities

A student who is absent from school for more than half a school day may not participate in or attend any school related sports, social or other event on the same day. Extenuating circumstances may be presented to the principal for special consideration.

Excessive Absences

- Students are allowed 7 excused (partial day, half day, or whole day) absence notes PER YEAR from a parent, and no more than three days may be taken consecutively using a parent note.
- The eighth (8th) and any subsequent EVENTS (partial day, half day, or whole day) during the same school year shall be considered unexcused, unless the school receives a doctor’s note within **24 hours** of the absence.

Truancy – State Regulation

In accordance with state attendance laws, any student who has an unexcused absence from school three (3) or more days, or tardy (3) or more days, is truant. A student who has been reported as a truant two (2) or more times, “six (6) days or six (6) tardies, is a habitual truant and truancy charges may be filed against the student.

Tardiness

- A student who arrives in homeroom after the 8:15 a.m. bell is tardy and must report to the office to sign in and receive a tardy slip to get into class. No student is to be admitted to homeroom after 8:15 a.m. without a tardy slip. If the student does not bring a note to school, the tardiness will be considered unexcused.
- **Excused vs. Unexcused Tardies** - All tardies that are medically related or approved by Beechwood administration (i.e. inclement weather) will be considered excused. Oversleeping or running late is not considered an excused tardy. As stated previously, a student is considered truant with three unexcused tardies and considered habitually truant with six unexcused tardies.

Early Dismissal

Medical and other appointments should be made after school, or on Saturdays whenever possible.

To receive an early dismissal, a student must bring a signed note from a guardian to the school office before homeroom on the morning of the early dismissal. The student will be given an early dismissal slip to show the teacher when it is time for the student to leave. Parents must come to the office to sign out their child when being dismissed early from school. Early dismissals will be excused at the discretion of the principal.

School Regulations, Routines, and Policies

School hours

Building Opens for Students	7:30am
Kindergarten – 6 th Grade	8:15am – 3:00pm (dismissal begins 2:50)
Preschool AM	8:15 am – 11:15am
Preschool PM	11:45am – 2:45pm

Arrival at School

Doors will open each morning at 7:30am. Students who arrive prior to 7:55 should report directly to the cafeteria, where supervision will be provided. All students will be released from the cafeteria at 7:55. Students who arrive at school between 7:55-8:15 should report directly to their classrooms. Teachers will be at the classroom door to greet students.

Breakfast

A morning meal is served in the cafeteria from 7:30-8:15 a.m. The cost for the breakfast is \$1.50.

Lunch

Each student is assigned a computerized number to use in the cafeteria. Students may either pay for their lunch daily or set up a pre-paid account in the cafeteria. The cost of a student lunch is \$2.45. Parents may request that extras not be purchased through the student's account.

Students are required to sit at their assigned table. Tables may not be moved. Each student is responsible for placing all trash into the containers provided. The vending machines may not be used by students during the school day unless they contain 100% fruit juice or approved low calorie drinks (ex. water). In addition, soft drinks and fast food meals are prohibited.

During the last two weeks of school, a student will not be able to receive a lunch without payment. If a child does not have lunch money during this time, the parent will be contacted and asked to bring money or a lunch to their child. The cafeteria will also notify parents when a child's charges become a problem. If at any time you have questions regarding your child's account, please contact Heather Mullins at 331-1220 x6809 or heather.mullins@beechwood.kyschools.us

Beechwood Schools Traffic and Parking Procedures

Arrival:

7:30 – 8:15 a.m.

All drop-offs are to occur in the right-hand lane along the sidewalks.

- Notice there are two lanes indicated on the Parking Maps
- The drop/pick lane is for students who will be dropped off or picked up by a car
- The open lane is for cars that will not drop or pick up, OR for cars that have already dropped or picked up. Please keep this lane open.
- Each car will follow the arrows to complete the loop for drop off and pick up
- No one is to park in the drop/pick lane in order to walk a student into the building (Please use designated Visitor parking in the Elementary side lot to so)
- REMEMBER TO USE and RESPECT CROSSWALKS AT ALL TIMES.

Dismissal:

2:50 Walkers, followed by the carpool numbers

All pick-ups are to occur in the right-hand lanes along the sidewalks.

- Please adhere to the open lane policy during this time
- Pick-ups should only occur in the right-hand lane.
- Once students have been picked up and are secure:
 - o Cars that are turning right onto Beechwood Rd. stay in the right-hand lane.
 - o Cars that are turning left onto Beechwood Rd. may exit the right-hand lane and proceed to the left lane and await traffic orders from Officer Pangallo.
- Officer Pangallo will coordinate traffic at the lot exit and Beechwood Rd.
- Elementary students being picked up by a high school student should remain in the classroom until all elementary students are dismissed (approx. 3:00), then report to the Gym for adult supervision until the HS student arrives.
- We ask that parents who are picking up remain in their cars if possible.

Staff and Visitor Parking:

- Visitor parking is clearly marked on the ground and on the Parking Maps.
- The front elementary lot is for staff only (No drop/pick up in this area)
- NO PARKING ZONES are clearly indicated on the ground and on the Parking Maps, please comply with this request.
- Numbered spots are for staff only. Please be courteous to our hardworking staff and refrain from parking in a numbered spot – even if it is empty (7:00 a.m. – 3:15 p.m.)

EVERY child’s safety is our main priority with establishing a clear plan for arrival, dismissal, and parking. Please be compliant, patient, aware, and safe when driving on campus!

Messages

Any message intended for your child must be received in our office by **2:00 p.m.** Otherwise, we run the risk of not getting an important message to your child before school is dismissed.

Item Drop-off

Please do not bring items to the school office that our student may have left at home. We will not be able to deliver these things during the school day, with the exception of emergency items such as medications.

School Delay/Closing Information

The Superintendent makes weather-related decisions regarding late openings and school closings. The school will open late or will be closed due to inclement weather only when specifically announced as Beechwood Independent on the radio or television. The school district will also use an “all call” system to notify the parents of any changes in a scheduled school day.

Telephones

Telephones in the office are for school business or **emergencies only. This means if a student forgets a book, homework assignment, lunch money, etc., they are encouraged to bring it in the following day.** Our goal is to teach responsibility. Arrangements need to be made ahead of time if students want to go home with someone else after school. **Communication devices, including watches, may be brought to school but NOT used during school hours. This includes text messaging.** Anyone caught using their cell phones during the school day will have their phone confiscated and the parents will be notified (with the exception of the use of approved devices during instruction). More information can be found in the Student AUP in this handbook.

Toys at School

Unless otherwise requested by the teacher, all toys and/or collectibles (i.e. sports cards, trading cards, etc.) are to remain at home. Music devices with headphones, electronic games, etc. should not be brought to school. This is to avoid problems of items being lost, broken, or stolen as well as disruptions and behavior issues. Skateboarding, bike riding, and electric scooters are not permitted on school grounds. **Beechwood Elementary is not responsible for any items that are lost, stolen, or broken.

Visitor Sign In/School Safety

School is a place of learning and not a place of interruptions to the classrooms. Recent events in our society have made school safety a top priority. In order to provide a safe environment for the students, all visitors **MUST sign in and out via our Raptor System (which requires a picture ID) at the elementary office and receive their VISITOR’S PASS, including daily volunteers or parents. Do not go directly to the classroom.**

Volunteering At School and Volunteer Background Check

In order to participate in any school activity (including field trips and visiting the classroom), a background check needs to be completed. A form can be obtained from the school or Board office to complete this procedure and this process could possibly take up to 2 weeks and the cost is \$10.

Safety Drills

Routinely Beechwood will practice drills for fire, earthquake, tornado, and lock downs to ensure that each student is aware of the proper procedures in case of an emergency. These occur without notification to parents.

Grading Policy

Students in K-3 will be evaluated on a skill-based continuum with the following:

- Beginning - Student needs support to grasp key concepts, processes, and essential skills.
- Developing - Student is developing independence in standards. Student grasps and applies key concepts, processes, and skills with some support.
- Independent - Student is independent in standards. Student grasps and applies key concepts, processes, and skills independently. Student meets stated goals.
- Exceeds Standards - Student consistently grasps, applies, and extends key concepts, processes, and skills to greater depth than presented.

With students in grades 4-6, the following grading scale will be implemented:

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

Students in 4th and 5th grade must pass every core academic subject a minimum of 2 quarters in order to maintain privileges (Picnic, Field Day, Trips) at the conclusion of the school year.

Students in 6th grade must pass every core academic subject a minimum of 2 quarters in order to maintain privileges including but not limited to **Promotion Ceremony**.

Honor Roll

Students in grades 4-6 who make all A's or B's without a grade of C in any area are listed on the Honor Roll at the end of each grading period. At the end of the school year, a student can also qualify for All A's Honor Roll. This award is given to students who have worked hard to receive straight A's in all content areas for all four grading periods. For this award, the final Arts and Humanities average is used for qualification.

Invitations

The distribution of invitations by students at school is prohibited unless all girls/boys from the class are invited to the event. All other invitations must be sent through the mail.

Immunizations

Kentucky state law requires any person enrolling a student for the first time in a Kentucky school to provide:

1. A current Kentucky Immunization Certificate
2. A complete physical examination

Beechwood Board of Education policy states that these certificates must be on file within two weeks of the student's enrollment.

Fever and Exclusion Guidelines

Fever is a physiological response to inflammation or infection, illness or injury, or the result of heat exposure. While not always cause for alarm, it is sometimes the sign of a serious problem. Left untreated, fever could be uncomfortable, cause dehydration and stress the cardio-vascular system.

An oral temperature* of over 100.4 degrees Fahrenheit is considered a fever.

* If the child's temperature is measured axillary (under the arm), the temperature would be one degree **lower** than an oral temp (over 99.4 degrees = fever).

* If the child's temperature is measured rectally (**not done at school**), the temperature would be one degree **higher** than an oral temp (over 101.4 degrees = fever).

Initial management of fever while at school:

- Observe for any appearance of symptoms of disease process and use social distancing from others.
- Ensure accurate temperature reading; re-check temperature if student has just eaten/drank or been exposed to extreme heat/cold temperatures.
- Note any recent medication or illnesses in student's family.
- During a chill, cover and protect from drafts; chilling raises body temperature.
- If no chill present, remove heavy outer clothing as reasonable (jackets, sweatshirts, etc.).
- Apply cold compresses to the forehead.
- If fever climbs and parent/guardian has not arrived to pick student up, sponge with tepid water, only uncovering small areas (neck, arms, lower legs).
- If possible, give clear fluids by mouth.

Exclusion Guidelines: Students should be fever-free for 24 hours before returning to school.

Pesticide Information

According to regulation – Staff, parents, and health officials have the right of notification in case the use of pesticide is needed in order to control pests in the building. Should you have further questions about pesticide use in the district, please call our Director of Operations, Justin Kaiser at 331-1220 ext. 6603.

Homework Policy

Definition

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunities to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to take part in cultural and creative activities as well as real-world applications of learning.

Purpose

This policy is intended to guide all faculty, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments.

The policy does not apply to students receiving homebound instruction or Individualized Education Plans which require that homework be addressed in a different way.

****Our Homework Policy is valid all school year. However, during our state testing window there will be no homework in grades 3-6. (State testing will be during the last 14 days of school.)**

Teacher Responsibilities

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Assign appropriate homework on a regular basis that is designed to support instructional goals, and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.

- Provides opportunities for curriculum enrichment and real-world applications.
4. Assign appropriate amounts of homework per week, which may vary depending on the subject matter and students' needs.
 5. Make an effort to correlate the amount of homework given with other teachers so as not to overload students on any given night, keeping in mind the appropriate amount of homework per grade level. These amounts will be discussed at our back-to-school parent open house.
 6. Ensure that students have been given directions related to homework completion.
 7. Return homework in a timely manner and provide instructional follow-up and feedback as needed.
 8. Be sure that each assignment has some type of marking to indicate that it has been reviewed.
 9. Keep accurate records of homework assignments.
 10. Homework can be communicated electronically.

Principal Responsibilities

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a class punishment.
3. The principal will use discretion to review student performance on homework and make modifications to homework assignments on an individual basis.

Student Responsibilities

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates in planners (with the exception of Kindergarten – their homework is posted in their weekly newsletter), ask questions, and select necessary books and supplies before leaving school. **(Students/parents are not permitted to return to the classroom to retrieve homework after dismissal is complete)**
2. Keep homework in the same place at home each day and take books and materials directly to that study area.
3. Plan the best time to complete work.
4. Complete work so that it is neat and legible.
5. Return work on time. **Work dropped off by a parent will be put in the teacher's mailbox, not delivered to the classroom.**

Parental Support

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home.
2. Provide a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
3. Prompting and offering to clarify instructions and answer questions, while still ensuring student ownership of work
4. Assist their child with time management.
5. Check to see that work is complete and verifying the assignments by reviewing the planner nightly.
6. Encourage children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
7. Stay in close communication with teachers is imperative. If concerns arise, parents are asked to contact the teacher(s) as soon as possible.
8. Contact your child's teacher or the office when a child is absent to request homework/schoolwork for the absence. To complete make up work after an illness/excused absence, the student will have the number of school days missed plus one additional day to complete the work. For example, if a child misses two days due to an illness, the child will receive three days after they return to school to complete and submit any missed work. Due dates may vary depending on subject.

Dress Code Policy

Statement of Policy

The educational process, the health and safety of all persons at Beechwood Schools, school performance and future success are all enhanced by appropriate dress and personal grooming. Accordingly, Beechwood sets a high standard of dress and personal grooming for students and staff. Parents, guardians, and staff will better serve the welfare of our students and help Beechwood's educators by emphasizing reasonable standards of neatness, cleanliness, safety, and decency in dress and grooming. Parents and guardians are strongly urged to work closely with the Beechwood staff to ensure their children's adherence to this high standard.

Students are prohibited from wearing anything that disrupts or threatens to disrupt the educational process, or the health and safety of students, staff or other individuals connected with the school.

Examples

The following is a list of examples of the policy. This list is intended to assist parents, guardians, and students in determining what types of attire meet the high standards of dress and personal grooming expected. This list may be revised as particular circumstances warrant.

1. All clothing shall be neat, clean, and free of tears and holes.
2. Pants and shorts shall be worn securely at the waist.
3. Shorts may be worn as long as they reach mid-thigh, are hemmed and unrolled, and no underwear is seen in a sitting, bending, or standing position.
4. Skirts, shorts, and dresses may be worn as long as they reach mid-thigh.
5. Spandex shorts or pants, bike shorts and pajama pants may not be worn.
6. See-through clothing and clothing with exposed midriffs may not be worn.
7. Low-cut, backless, spaghetti straps or halter tops may not be worn.
8. Clothing or adornment with inappropriate advertising or statements that are offensive or inflammatory (e.g. alcoholic beverages, sex, tobacco, drugs, gangs, satanic, violence) may not be worn.
9. Appropriate and safe footwear is to be worn at all times. Flip flops/sports sandals may not be worn. Shoes with wheels are not permitted.
10. Body piercing ornaments and simulated body piercing ornaments may not be worn other than on the ear.
11. Hats, caps, and bandanas may not be worn.
12. Sunglasses may not be worn unless a doctor's note is provided.

Enforcement

It is understood that because Beechwood Elementary includes students from PreK-6th grade, the dress code must allow for age appropriateness. Between the hours of 8:00 a.m. and 3:15 p.m., the Superintendent and the Principal or their designees, shall have the discretion to determine whether items brought or worn to school are age appropriate or if they violate the policy. Exceptions may be made for special classroom or school events. If student attire is inappropriate for weather conditions, the school may prohibit students from participating in outdoor activities.

Student Acceptable Use Policy for Computer Technology and Related Devices

We are pleased to offer Beechwood students access to the district computer network, the Internet, and student e-mail. To gain access to the Internet and their e-mail account,

all students must obtain parental permission and must sign and return the attached forms labeled “Student Technology Use Agreement” to the appropriate school office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. However, families should also be warned that some material accessible via the Internet may contain items that are inaccurate, inappropriate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to view other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Beechwood Independent School District supports and respects each family’s right to decide whether or not to apply for access. Students will be held accountable for violations of the Student Acceptable Use Policy Agreement and understand that disciplinary action may be taken if it is violated.

Local Technology Resources

Students are responsible for good behavior on school computer networks just as they are in the classroom. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district servers would always be private.

As outlined in board Policy and Procedures on student rights and responsibilities (copies of which are available in each school office and on the district web page) the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another’s password
- Trespassing in another’s folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes

- Creating or sharing computer viruses
- Playing MUG (multi-user games) via the network
- Downloading and/or installing any copyrighted material (including software) onto the network without permission of the school network administrator

Internet Regulations

- Internet access through the school network is to be used for instruction, research, and school related activities.
- Educators will select and guide students on the use of instructional materials on the Internet.
- Students should not reveal their name or personal information to or establish relationships with “strangers” on the Internet unless a parent or teacher has coordinated the communication.
- The school may not use a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
- Purposefully annoying other Internet users is prohibited. This includes such things as continuous talk or chat rooms.

Users of this educational system should notify a teacher or the network administrator of any violations of this contract by other users or outside parties. Notification may be done anonymously.

Electronic Mail Regulations

Students and employees of Beechwood Independent School District are prohibited from using district resources to establish Internet e-mail accounts through third party providers. Only Kentucky Education Technology Systems (KETS) e-mail may be used.

Other AUP Regulations:

- Be polite. Do not write or send abusive messages to others.
- You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities. For instance, do not use electronic mail for private business or personal communications not related to school.
- You may not swear, use vulgarities, or any other inappropriate language.
- You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
- You may not access, copy, or transmit another user’s messages without permission.
- Do not reveal your personal address or phone number or those of other students.
- You may not send electronic messages using another person’s name or account.
- You may not send electronic messages anonymously.

- Do not create, send, or participate in chain e-mail.

The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Communication Devices

Reference the Beechwood Elementary Acceptable Use of Personal Devices Policy. The school district accepts no responsibility for use, breakage, theft, or loss of these personal items.

Harassment Policy for Students

Federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any student or employee. Accordingly, Beechwood Elementary does not tolerate any form of harassment, disruption, or interference which creates an intimidating, offensive or hostile educational or work environment. All students and employees are to be treated with dignity and respect. Harassment of another person of either gender in any form is prohibited. The prohibition against harassment applies to all students and employees in the school building or on the school property and at any time while representing Beechwood Elementary off site. See the Code of Acceptable Behavior and Discipline for further information related to our harassment policy.

Forms and Communications

At Beechwood Elementary, we feel that communication plays a vital role in student success. We encourage parents to keep an open line of communication with their child's teacher through a phone call, e-mail, or by sending a note to school with your child.

Tiger Tipline

This is a form available to all parents, students, and staff to report bullying incidents. Please go to our main website to access this document.

Incident/Accident Report Form

An ***Incident/Accident Report Form*** is used to document injuries or incidents that may occur either at school or on a field trip. Parents will be notified of all incidents or injuries that are reported.

Signature Forms

Along with this handbook there are several forms that need to be signed and returned to your child's homeroom teacher the first week of school. If you have any questions about the forms, please feel free to call the elementary office.

Beechwood Website

To find out more about our district, please visit our website www.beechwood.kyschools.us . There you will find alumnae information, lunch menus, school calendar, weekly newsletter, supply lists, information about School Based Decision-Making Council, PTSA and many, many more things.