

# McKell Elementary School Bulldogs

28978 US 23 Highway  
South Shore, KY 41175  
Telephone: (606) 932-3383

FAX: (606) 932-3438

School Web Address: [www.greenup.k12.ky.us](http://www.greenup.k12.ky.us)



M. Aaron Collier, Principal  
Stacy Dowdy, Counselor



This Student Planner Belongs To:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Believe You Can, Understand Your Role, Listen Carefully, Lead, Don't  
Follow, Open Your Mind, Give a Great Effort, Say, "I CAN"!!!**

**We Are... BULLDOGS!**

**Dear Parent(s)/Guardian(s),**

*This document has been prepared for your convenience and information. Please read each item and cooperate with us in carrying out the various policies and regulations within. Together we believe we can have a successful school year.*

**Mission Statement**

The mission of McKell Elementary School is to provide all students with a quality education in partnership with parents and community to empower students to excel in a global society.

**McKell Elementary Directory**

Principal	Aaron Collier	932-3383 ext. 2501
Assistant Principal	Shannon Mills	932-3383 ext. 2505
Counselor	Stacy Dowdy	932-3383 ext. 2503
Secretary	Tammy Wilburn	932-3383 ext. 2502
Attendance	Keri Alexander	932-3383 ext. 2500
Family Resource	Gaila Brown	932-6513
Food Service	Leigh Ann Burke	932-3383 ext. 2520
Nurse	Lisa Bradley	932-3383 ext. 2526

**Site-Based Council Members**

Aaron Collier	Chair
Tiffany Boggs	Teacher
Ashley Pierce	Teacher
Zachary Howard	Teacher
Shane Nunley	Parent
Travis Pierce	Parent

Site-Based Council meets regularly the fourth Monday of each month. The council meetings, dates and times are published in local newspapers at least 24 hours prior to the meeting as required by law. Parents and the public are encouraged to attend these open meetings.

**2015-2016 Calendar  
(Subject to change)**

<b>August 6<sup>th</sup></b>	First Day for Students	<b>December 21<sup>st</sup> - January 1<sup>st</sup></b>	Christmas Vacation -No School
<b>September 7<sup>rd</sup></b>	Holiday - No School	<b>January 18<sup>th</sup></b>	Holiday - No School
<b>October 2<sup>nd</sup></b>	No School	<b>February 15<sup>th</sup></b>	Professional Development - No School
<b>November 2<sup>nd</sup></b>	Professional Development - No School	<b>March 18<sup>th</sup></b>	Professional Development - No School
<b>November 3<sup>rd</sup></b>	Election Day - No School	<b>April 7<sup>th</sup> and 8<sup>th</sup></b>	Spring Break - No School
<b>November 25<sup>th</sup>-27<sup>th</sup></b>	Thanksgiving Break -No School	<b>May 6<sup>th</sup></b>	Last Day for Students

**Parent Teacher Organization (PTO)**

PTO Officers for 2015-2016  
Dawndy Wagner, President  
Amy Lacey, Treasurer

## Curriculum

The content standards for the Greenup County Schools are available on the Greenup County Schools website under "Curriculum". The address is [www.greenup.kyschools.us](http://www.greenup.kyschools.us)

## The School Day

School begins promptly at 8:00 a.m. Your child is considered tardy if not in the classroom by this time. Early morning is a very important "learning time" so it is important that your child be in the classroom and ready to participate at 8:00 a.m. If your child plans to eat breakfast here at school he/she needs to be here no later than 7:30 a.m. (Breakfast begins promptly at 7:10 a.m.). It is equally important to realize that an early check out in the afternoon is a tardy. If your child must leave the school in the afternoon for an appointment, we ask that you submit a written excuse from the doctor, dentist, and/or optometrist when your child comes back to school the next day. This will allow our attendance clerk to acknowledge if the tardy is excused or unexcused. Dismissal time is 2:55 p.m. At this time the students being picked up will be called to the side door on the west end of the building exiting to the covered walkway leading to the playground. Immediately following that, buses will begin being called. Teachers and teacher assistants will be available to monitor safety while students are loading cars and buses. **NO STUDENTS WILL BE DISMISSED TO EXIT THE BUILDING UNESCORTED.** If someone hasn't picked up a child by the time bus duty is called at approximately 3:10, those students will report to the gym. The late buses will be called to the gym at 3:10 p.m. as well.

No one will be permitted to pick your child up unless they are on the emergency contact list or you have previously called and made arrangements for someone to pick your child up. Please make sure they bring I.D. with them. We **will** ask to see it.

## Greenup County Schools Attendance Policy

All students are expected to be in attendance each day during which school is in session. However, if a student misses for one or more of the following reasons, the student may be excused and allowed to make up any work or tests missed:

1. Severe illness in the student's immediate family.
2. Personal illness.
3. Religious holidays and practices.
4. Court summons when the court subpoenas the student.

**The total number of days per year that may be excused based on a note from the student's parent for the reasons stated above shall not exceed five (5) days.**

After five (5) days of absences for any reason (excused or unexcused), the student in question must present a doctor's statement for the illness or provide evidence of extreme emergency circumstances beyond his/her control to the satisfaction of the Principal/designees, the Superintendent, or the Board. The doctor's statement shall specify the number of days the student is to be out of school.

Death in the immediate family is an excused absence that will not be counted toward the five (5) day limitation. Immediate family shall be described as mother, father, brother, sister, grandparents, blood related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student. Absences for funerals for persons other than immediate family members may be excused only at the discretion of the Principal/designee.

Failure of the school transportation system that is documented by the transportation department shall not be counted toward the five (5) day limit.

A parent may request a pre-arranged absence not to exceed five (5) days per year, pending administrative approval for extraordinary circumstances which might enhance the child's education or if it is deemed a family emergency. This request must be made in person at least five (5) days in advance, to the District's Director of Pupil Personnel. The days approved will be counted towards the five (5) day limit. Students will be required to make up work during extended school time under supervision of the school.

If a child is going to be absent from school for any reason, parents are to notify the school between 7:30 and 9:30 AM. Courtesy calls will also be made by our attendance clerk daily.

Upon returning from an absence, a student shall present a written note signed by the parent. The note shall contain the exact days or time of absence and the cause or reason for the absence, along with a medical statement if available. Any student who returns from an absence without a note signed by the parent or with a note that does not have the required information will be **UNEXCUSED** for that day.

Students with an excused absence will be given the opportunity to make up work missed. It is the responsibility of the student to get and complete the work. Students shall have the number of days missed plus one to make up any work missed.

If a parent wants to pickup homework for the day of the absence, they must notify the office by 9:00 the morning of the absence. The work will be ready for pickup in the office at the end of the school day.

All excuses must be turned into the office within **three** days after student has returned to school. Students with an unexcused absence shall receive a zero for daily assignments missed.

Excessive tardiness and/or absences will result in that student being referred to the Director of Pupil Personnel.

### **Late Arrival and Early Dismissal**

If you bring a child to school late or need to pick him/her up early, you must first come to the office and sign him/her in/out.

### **Visitors**

The Greenup County Board of Education welcomes and encourages parents and citizens to visit McKell Elementary School and other district schools. **All parents and visitors are to enter the school through the main front entrance. Visitors must report to the office, sign in and wear a "visitor" identification badge. Visits to a classroom must be pre-arranged with the teacher and principal to minimize disruption.** If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, for example, he/she should report to the office. Delivery service of items of this nature can be provided through the secretary and prevents classroom interruption.

### **Use of Phones**

The principal or school secretary will approve telephone use. No phone calls will be passed through to classroom teachers during instructional time. Messages will be taken and teachers can return calls at their convenience. If you need to speak to your child's teacher, please try to call during his/her daily planning time. Please check your child's planner/binder as the times will be documented there.

### **Parent Conferences**

Conferences between teachers and parents are encouraged to help insure open communication about your child. All conferences will be held during teacher planning periods, or before or after school in order to keep the instructional day from being interrupted. If you desire a parent-teacher conference, please contact the school at 932-3383 and an appointment will be arranged.

### **Health Services**

School health nurses are employed through district funding and are available when needed. Nurses will assist with vision and hearing screenings in certain grades throughout the year. You will be notified if it appears that your child is experiencing problems in those areas.

### **Illness/Injury at School**

If your child becomes ill or injured at school, we will contact you immediately. It is very important that we have a current phone number, address and emergency contact in order to locate you as quickly as possible. An emergency information form is included in your child's Opening Day Packet. Let us assure you that your child will be treated quickly and we will make every attempt to contact the numbers that you have listed.

### **Volunteers**

You can be a source of special skills, personal attention, or even an extra pair of hands if you become a school volunteer. There are many ways you can help. Just talk with Family Resource Center staff to find out more. All volunteers are required to complete a criminal records check and sign a confidentiality statement on a yearly basis. All forms can be completed at the FRC located in McKell Elementary.

### **Family Resource Center**

The goal of the Family Resource Center is to meet the needs of all children and their families who reside in our community. Programs and services available to students and families are determined by on-going assessment and evaluation of the school/community needs and available resources in partnership with the School Improvement Plan. By removing barriers, the FRC supports all students become academically proficient. For further information, contact Jody Justice, coordinator at 932.6513 or Gaila Brown, site coordinator at MES.

### **Promotion, Retention and Placement**

Retention and promotion practices will adhere to all policies and practices of the Greenup County Board of Education. Promotion of a student shall be determined by the teachers and the building Principal in accordance with criteria required by Policy 08.22. Retention may occur if the student fails to:

Make satisfactory progress in subject areas based on criteria such as recorded grades/scores on assignments and tests as well as Measurement of Academic Progress test data according to academic expectation for each grade level.

Parents will be notified of the possibility of the student's retention by the third nine weeks progress report. This may occur sooner as the teacher perceives the possibility of retention. The preferred method of notification will come during a parent-teacher conference. Letters, phone calls, or email messages will follow if preferred attempt is not successful.

### **Transportation**

Bus transportation to and from school is offered for all students. Riding a bus is a privilege, not a right. Students must behave and obey the bus driver. If a student's misconduct becomes so frequent or disruptive that the driver complete a written Bus Conduct report, then the most likely consequence will be suspension from riding a school bus.

Parents must request, in writing, permission for their child to ride a different bus or get off at a different bus stop. The written request must be approved in the school office then given to the bus driver. **Without this written request, the student will be placed on their regular bus and will get off at their regular stop.**

Students will be dismissed only to a person named on their pick up list or a parent. If it is necessary for another person to pick up the student, this will be permitted only with written permission from the parent/guardian. Due to safety issues we will not accept phone calls to add someone not on the pick-up list.

### **Medications**

Since it is sometimes necessary for children to take medication while at school, we hope the following information will explain our procedures for dispensing medicines to students. Medication should be given at home when at all possible. The medication will be given at school if necessary provided there is signed authorization to give the medicine from the student's parent/guardian and physician stating the student's name, date, medication dosage, strength, and directions for use which includes frequency, duration, route of administration, and prescribing physician. This physician's order must be on file at the school for all prescription and over-the-counter medications. This form can be obtained from the school office. All prescription medications must be in their original container with the above mentioned items included on the label. All over-the-counter medications should be in their original container and clearly labeled with the student's name and date.

### **Title One**

#### **2015-2016**

All schools in the Greenup County District, with the exception of the high school, participate in a school-wide Title One program. A school-wide program requires that each individual school identify its greatest needs and use their allotted Title I funds to address those needs. All students at that school are eligible to receive Title I services. The identified needs at McKell Elementary are in the areas of Reading and Math in which the Title staff will be responsible for incorporating the Response To Intervention program. These needs are reflected and addressed in the school's Comprehensive School Improvement Plan. Title One funds at McKell Elementary are used to provide technology, programs, workshops and classroom resources to assist and involve parents/guardians in the education of their children.

### **Teacher E-mail**

All teachers can be reached through their e-mail addresses. Use the example below to contact any teacher:  
first name.last name@greenup.kyschools.us

### **Fire Drill**

In case of a fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There will be an evacuation plan posted in each room and fire drills will take place monthly. Monthly drills will insure that children are familiar with the proper exiting procedure.

### **McKell Elementary School Student Dress Code Policy**

All students at McKell Elementary School are expected to maintain appropriate attire daily. By means of acceptable, students are to wear clothing that follows the approved guidelines. Students are expected to be neat and clean in appearance. This policy includes student attire as well as backpacks, school supplies, lunchboxes and other articles. The specific guidelines for dress that are listed below are not all inclusive. The school principal shall decide if the attire poses a health or safety hazard or disrupts the school's learning environment.

- Markings or insignia on clothing that advertises alcohol or tobacco or profanity is not permitted.
- Pants are to be worn at the waist, no sagging or bagging. At no time should underwear (including boxers) or the backside be exposed in a standing or sitting position.
- Students will not be permitted to enter the school building wearing hats, caps, sweatbands, neck scarves, bandannas, do-rags, or any garment covering the head without a medical excuse, unless the school principal designates a special day to do so.
- Shorts and skirts must be no shorter than middle fingertip length when arms are held at sides.
- Appropriate shoes should be worn at all times. No high heels (higher than two inches) or sneakers with embedded roller blades/skates will be permitted. Footwear may be judged according to safety and hygiene. The principal shall have the final ruling.
- Students must wear shirts or blouses that cover the trunk of the body. T-shirts must be worn under mesh, muscle shirts, or net shirts. No spaghetti straps will be permitted unless worn over a tee. No halter-tops, backless tops or dresses, or sheer shirts will be permitted.
- Clothing must not have inappropriate holes or tears.
- No heavy chains of any sort will be allowed. This includes dog chain type necklaces or chains hanging or attached from the pockets of slacks, pants, or jeans. Any jewelry with a sharp point is dangerous; therefore no dagger type of jewelry is permitted. Chains may also not be worn as a belt.
- Body piercing or permanent and non-permanent tattooing of the body may not be exposed. Body piercing will be restricted to the ears only.

If a student is found to be in violation of the dress code policy, the following will apply:

- Student may be asked to turn his/her t-shirt inside out.
- Student may be asked to wear a school issued t-shirt or clothing item.
- A parent may be called to provide a change of clothing.
- If a student continues to violate the dress code policy, a parent conference will be scheduled to address the concern. Future disciplinary action will be determined by the administrator.

### **Homework Policy**

Homework is a valuable learning activity for students. It provides the opportunity to practice new skills as well as to develop self-discipline, independent work habits, and responsibility. These skills are a vital part of a successful education.

#### **The Purpose of Homework**

- To provide additional time to complete assignments given during the school day.
- To reinforce what is learned in class.
- To promote independent work habits.
- To develop organizational and time management skills.
- To reinforce home/school link.
- To promote parent/family involvement.

**Homework will never be given as a punishment to students.**

Students will receive assignments to be completed outside the regular school day and will only include the following:

- Assignments not completed in class.
- Work given to reinforce skills taught in class.
- Independent reading or reading to your child.
- Long range assignments, such as book reports or projects.

**Child Abuse**

Failure to report a suspected child abuse to the proper authorities is a felony for school employees.

**Notice of Nondiscrimination**

As required by federal law, including Title IX, the Greenup County School District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designate youth groups.

**The District's Title IX Equity Coordinator is Scarlet Shoemaker.** If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact her at: 45 Musketeer Drive, Greenup, KY 41144. Phone: 606.473.9819. Email: [scarlet.shoemaker@greenup.kyschools.us](mailto:scarlet.shoemaker@greenup.kyschools.us)

**The District's 504 Coordinator is Kim Taylor.** If you have questions pertaining to Section 504 of the Rehabilitation Act of 1973, you may contact her at: 45 Musketeer Drive, Greenup, KY 41144. Phone: 606.473.9819. Email: [kim.taylor@greenup.kyschools.us](mailto:kim.taylor@greenup.kyschools.us)

**Cell Phones/Electronic Devices**

A student may possess a cell phone/electronic device on school property if they remain off, concealed, and secured in lockers or book bags during school hours. The use of cameras and recording devices is strictly prohibited, with no exceptions as this infringes confidentiality of students. However, at the supervising faculty/staff member's discretion, students may use these devices during leisure time (morning bus duty, afternoon bus duty, or recess).

Disciplinary action for failure to comply with these guidelines are:

First Offense: the phone/device will be surrendered to the teacher and returned at the end of the day.

Second Offense: the phone/device will be surrendered to the teacher and returned only to the parent/guardian.

Third Offense: the device will be surrendered to the teacher and turned in to the office at which time a conference will be held with the student along with a parent/guardian to develop an action plan in an effort to assist the student with compliance. In addition to the conference and action plan, other disciplinary action may be taken with the student as deemed necessary at the school's discretion.

**Code of Acceptable Behavior and Discipline**

\*Please refer to packet sent home along with beginning of the year student data forms. Note after reviewing, there is a signature sheet to be signed and returned to school verifying your awareness of packet contents.