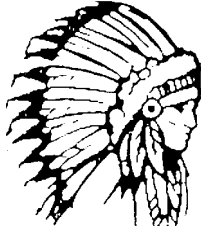


WURLAND WARRIORS

Name

Agenda Book 2018-2019



Wurtland Elementary School

611 East Street
Wurtland, KY 41144
Phone (606) 836-6987

This Agenda Book belongs to:

Name _____

Address _____

City/Town _____ State _____ Zip Code _____

Phone _____ Homeroom _____

The Greenup County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment programs, career and technical education (vocational) programs, or activities set forth in compliance with the Office of Civil Rights, Title VI, VII, IX, ADA and Section 504. Any person having inquiries related to harassment/discrimination policies, procedures or practices is directed to contact Scarlet Shoemaker, Title IX Equity Coordinator, or Kim Taylor, 504 Coordinator, Greenup County School District, 45 Musketeer Drive, Greenup, KY 41144, 606.473.9819.

“Building Habits of Success”

This Student-Parent-Teacher Agenda Handbook has been prepared to help equip students to become proactive, independent achievers who mature into leading contributors to society.

Mission Statement

Wurtland Elementary will provide every student a quality education in an environment that enhances student achievement in academic, social, cultural and personal skills; thus allowing them to become responsible citizens throughout life. The parents, staff, and community will work together to meet the individual needs of all students.

Students, parents and teachers will find essential information in this handbook. Please take a few minutes to review all the contents carefully.

Student Learning Goals

1. The application of basic communication and math skills.
2. The application of core concepts in Science, Mathematics, Social Studies, the Arts and Humanities, Practical Living Studies and Vocational Studies.
3. Becoming a self-sufficient individual.
4. Becoming a productive group member.
5. Thinking and problem solving.
6. Making connections with knowledge across all subject areas.

Expectations

The Wurtland Elementary Council has high expectations for ALL students from preschool through fifth grade.

- We expect you will represent our school in an outstanding manner.
- We expect you will work to the best of your ability.
- We expect you will treat others with dignity, worth and respect.
- We expect you will keep our campus beautiful and clean.
- We expect you will follow all the rules and procedures set forth by your teachers and the school.
- We expect you will work to keep a positive relationship with parents, teachers and friends.
- We expect you to reach beyond your grasp and learn new things.
- We expect you will make all of us very proud.

Agenda Planners

Every Wurtland student is issued an Agenda Planner. This is an organizer that helps students understand expectations and record assignments and develop habits for success. In addition this agenda planner can be an effective communication tool for parents and teachers.

One Agenda Planner is issued free to each student through the use of Title 1 Parent Involvement funds. Replacements for lost or misplaced Agenda Planners must be purchased for \$5.00.

2018-2019 Calendar

(*The School Calendar is Subject to Change)

August 15 th	First day for students
September 3 rd	Labor Day- NO SCHOOL
October 5 th	NO SCHOOL (PD)
October 8 th	NO SCHOOL
November 21 st – 23 rd	Thanksgiving Break
Dec. 24 th – Jan.4 th	Christmas/Winter Break
January 5 th	School resumes
January 21 st	Holiday - NO SCHOOL
February 18 th	NO SCHOOL (PD)
Apr. 1 st – 5 th	Spring Break
May 20 th	Last Day for Students (tentative)

Notification of FERPA Rights

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

- 1) ***The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

- 2) ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational

interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

- 4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

U.S. Department
of Education
400 Maryland
Avenue, SW
Washington, DC
20202-4605

Notification of PPRA Rights

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

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

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening

permitted or required under state law); and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

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

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

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-4605**

Nondiscrimination

As required by federal law, 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 following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Scarlet Shoemaker, Title IX Equity Coordinator, Greenup County Schools, 45 Musketeer Dr., Greenup, KY 41144
Phone: 606.473.9819. Email:

scarlet.shoemaker@greenup.kyschools.us

Kim Taylor, 504 Coordinator, Greenup County Schools, 45 Musketeer Dr., Greenup, KY 41144
Phone: 606.473.9819. Email:

kim.taylor@greenup.kyschools.us

Progress Reports

Both our primary and intermediate programs operate on a nine-week grading period. You will also be kept informed of the work your child is doing through papers that are sent home, mid-term progress reports, or scheduled conferences. We will schedule regular conference times during the school year to keep all informed of student progress/concerns.

Greenup County Schools 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**

Textbook-Library Book Policy

Wurtland Elementary School furnishes textbooks and encourages students to check out library books. Students are responsible for the proper care and return of these books. Loss, damage, or destruction of these books will result in repayment of loses as designated by the principal.

Volunteers

You can be a source of special skills, personal attention, or an extra pair of hands if you become a school volunteer. There are many ways you can help. Just talk to your

child's teacher or the Family Resource Center (FRC) to find out what is needed. All volunteers are required to complete a criminal records check and sign a confidentiality statement. Both can be done at the FRC located in Wurtland Elementary School.

Family Resource Center **Phone 836-1476**

Angie Howard, FRC Assistant

It is the goal of the Wurtland Family Resource Center to enhance students' abilities to succeed in school by assisting children and their families in meeting some of their basic needs. We believe every child should have the opportunity to do well in school. The activities of the Family Resource Center (FRC) are confidential so that everyone should feel free to ask for assistance. We will try to provide the help you need or will assist you in finding help through other agencies and organizations.

What can the FRC do for you?

- Assistance with food, clothing and other basic needs.
- Assistance with obtaining health services.
- Assist parents with filling out job applications or creating resumes.
- Services to enhance parenting skills.
- Services for parents' continuing education (GED, College, or literacy)
- Assistance in getting required paperwork for school enrollment.
- Information about ways parents can participate in school activities.
- Assist in the training of child care workers.
- Referral to child care providers.
- Information about small home day care.
- Summer recreational programs.

Head Checks

In all schools and public places the spread of head lice is a potential problem. We ask that you check your child's hair daily in order to prevent this from becoming a problem at Wurtland.

Homebound Instruction

Homebound instruction is available if a student is ill or injured, under a doctor's care, and unable to attend school for an extended period of time. The referral is based upon the doctor's statement. For information concerning homebound instruction, contact the Director of Pupil Personnel located at the Greenup County Board of Education.

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.

To prevent accidental loss or sharing of medication, please do not send medication to school with your child. Please bring in all medication that needs to be dispensed along with the physician's order and signed parental permission. School personnel will only accept medications to be dispensed with the above mentioned items.

Please anticipate these needs when taking your child to his/her physician and pick up the necessary form from the school office before the doctor visit. If medicine is to be given at school, the physician can complete the form for you or fax it direct to the school (Fax 836-5375)

Should your child become ill or injured at school, we will try to locate you immediately. It is very important that we have a current phone number and address in order to locate you as quickly as possible. You will be required to complete an emergency form for the school. Please make sure you complete this form, as it is very helpful if we need to reach you.

Messages and Telephone Calls

Please make every attempt to see that your child knows, before coming to school, what his/her daily transportation plans are. **A note must be sent with your child if he/she is to do anything different than his normal**

routine. We understand that unforeseen situations arise, and you are unable to let your child know in the morning, what his/her afternoon schedule will be. In the event this occurs, please notify the school as early as possible so arrangements can be made. **We ask that this be done in emergency situations only as children feel more secure if they can follow a daily routine. (No transportation changes will be accepted if left on voicemail.)**

To limit class disruption, messages or phone calls for teachers will be taken and replied at the earliest convenience for the teacher. If an emergency arises and a parent needs to get a message to their child, please call the school and a staff member will get the message to the student. **Students are not allowed to bring cell phones to school.**

Child Appointments

If your child has to leave during the school day for any **medical** or other appointments, please send a signed note to the office or teacher so we are aware of the situation. **We encourage all appointments be made after school hours to prevent your child missing valuable instruction.**

School Bus Transportation

Students are under the jurisdiction of the school from the time they leave home until they return. The school bus driver is in charge during loading, transporting to and from school, and unloading. Riding a bus is a privilege, not a right. Students must behave and obey the bus driver. If a student's misconduct becomes frequent or disruptive, then the student may receive the consequence of a suspension from riding the school bus.

All students, including high school students, are under the authority of the respective principals and teachers while on school property.

Parents must request, in writing, permission for their child to ride a different bus or get off at a different stop. The written requests 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.

Drop-offs and Pick-ups

All pick-ups and drop-offs will be at the front of the building. Please enter the circle at the front of the school for all morning drop-offs and afternoon pickups. If you bring your child in the morning, they will enter through

the front door, and go directly to the gym. **If you pick your child up in the afternoon, please wait until 2:50 p.m. to arrive.** At this time you can drive through the circle and your child will be dismissed to the car.

If you are late arriving, we will keep your child in the gym until the last bus leaves.

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.

If you need to come and get your child during school hours, you will need to come to the office first and sign your child out. We will go to the classroom and get the child for you. We believe this is for everyone's protection.

Daily Schedule

7:45 AM	First Bell
7:50 AM	Tardy Bell
10:45 AM – 12:15 PM	Lunch
2:50 PM	School Dismissed

The school day begins at 7:45 AM. Students arriving after 7:50 AM are considered tardy and must report to the office to check in.

Early morning is a very conducive learning time; therefore it is important that your child be in the classroom and ready to participate by 7:45 AM.

The first bus leaves in the afternoon at 2:50 PM. The students will be involved in various activities until their designated bus arrives: homework session, basic skills, etc.

Students checking out before 2:50 PM are considered tardy.

Cafeteria Information

Breakfast begins at 7:00 AM. If your child would like to eat breakfast, he/she should be in the cafeteria no later than 7:50 AM. Those students riding buses arriving after this time will be allowed ample time to eat.

Students are not permitted to bring glass bottles in their lunches. If your child brings a lunch, please pack safe items for them to open and store. Lunches are left in the room until lunchtime. **Fast food lunches are not allowed. Students will not be permitted to bring soda pop, of any kind, to school for lunch or breakfast.** Our lunch program offers a very nutritious lunch daily and we encourage your child to participate.

Automated Calling System

The Greenup County School District has an automated calling system. Wurtland Elementary will use this system to send messages, provide details of upcoming events, etc. Please make sure an up-to-date phone number is on file at all times so that all information is received.

School Closings

In case of school closings or emergencies which may necessitate running a late schedule, announcements will be via our Automated Phone System. If you are in doubt, turn on your radio or TV.

Dress & Hygiene Expectations

- Students are expected to be clean and well groomed.
- Students must wear shoes at all times. Due to the issue that arise from high heels, all high heels will be forbidden to wear to school at any time.
- Excessive tightness in a garment to the point of discomfort is not acceptable.
- Tights, Jeggings, and Yoga pants will only be allowed to be worn with shirts/dresses that fall below the finger tips of the child.
- Clothing or garments must not display patches or signs which are detrimental to race, or religion.
- Clothing or garments must not display obscene suggestive, disrespectful, profane language or illegal (i.e. alcohol, tobacco or drug related) decals, emblems or slogans.
- Hats, caps, toboggans, sweat bands, headbands and sunglasses are not to be worn in the building unless it is for an announced special clothing day.
- Shorts of any kind must fall below the finger tips of the child with their hands to their side.
- Dresses and skirts must also fall below the finger tips of the child with their hands to their side.
- Blouses and tops may not be of transparent material or expose the middle torso.

Research indicates that students who feel good about their appearance perform at higher levels academically.

Visits to the School

The Greenup County School Board welcomes and urges parents and citizens to visit Wurtland and the 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 then wear a "Visitor" identification tag. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school hours, he/she should come to the office. This service can be done through the secretary and prevent classroom interruption. Our school loves our students and wants them to be as safe as possible. **Due to this, no visitors will be allowed to enter the school without permission of the principal.**

Extracurricular Activities/Field Trips

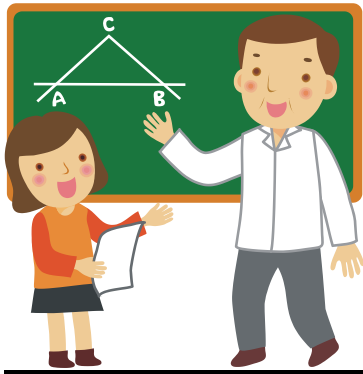
- School rules regarding conduct and manners will be in effect at all extracurricular events and activities.
- Students must maintain academic expectations (grades, homework, etc.) in order to participate in extracurricular events.
- Field trips for students are subject to termination based on behavior. This decision will be made by the principal.
- Students are ambassadors of our school; therefore a positive impression of our students/school through appropriate behavior is an expectation.



"Things turn out best for the people who make the best of the way things turn out."

**Wurtland Elementary Site Based
Council Members 2018-2019**

Steven Branim	Principal	836-6987
Mabrie Honaker	Teacher	836-6987
Heather Lavender	Teacher	836-6987
Trish Steele	Teacher	836-6987
Carma Crum	Parent	836-6987
Holly Groves	Parent	836-6987



**Wurtland Elementary Staff
2018-2019**

Certified Staff

Principal
Preschool Teacher
Primary Teachers

Steven Branim
Delinda Stapleton
Amber Hughes
Kala Slusher
Toni Crank
Kristen Arthur
Laura Fraley
Joetta Gammon
Patricia Steele
Allison Wilcox

Intermediate
Teachers
4th Grade

5th Grade

Resource Teachers

Amy Hieneman
Mabrie Honaker
Heather Lavender
Cassie Fannin
Deana Ramey
Sherry Greene
Trina Abrams

Art
Counselor
Media Specialist
Music
Speech Therapist

Courtney Pemberton
Sharri Robinson
Holly Music
Andrea Daniels
Renee White
Jennifer Johnson

Classified Staff

Custodians

Cafeteria Manager
Cooks

Secretary
Paraeducators

Jim Adkins
Chuck Stevens
Roxana Garvin
Sara Bush
Charisma Thompson
Wendy Woods
Tammy Riffe
Jodi Newman
Courtney Clarke
Jennifer Owens
Jackie Rister
Lisa Stevens
Missy Willis
Jennifer Woods
Phyllis Willis
Erin Dooley

Family Resource

Angie Howard

***"Your attitude affects your
altitude in life"***

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 mean 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.

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.

Nonresident Students

DEFINITION

Nonresident students are those students who reside with their legal parents/guardians outside the boundaries of the District. Residency cannot be established through living with a relative or friend within the District.

CRITERIA FOR ADMISSION

Nonresident students wishing to enroll or re-enroll for the coming school year shall be required to submit an Entrance Request form. Admission of each nonresident student must be approved annually by the Board, based on the recommendation of the Principal. Non-resident applicants shall be considered as long as their enrollment and attendance will not exceed the maximum class size as specified by [KRS 157.360](#) and [702 KAR 003:190](#).

The following criteria shall be used in evaluating each application:

1. Classes or grades affected are not already filled to capacity.
2. Students shall be required to have achieved and to maintain a minimum 2.5 grade point average out of a possible 4.0.
3. Barring extenuating circumstances, students shall be required to have achieved and to maintain a 96% attendance rate.
4. Students shall not be accepted who have experienced discipline problems in other districts, particularly those resulting in suspension or expulsion. Students from other districts shall be required to present a positive recommendation from the last school district attended. Once admitted, students who incur suspension or expulsion shall not be readmitted and shall forfeit their tuition.¹
5. Tuition charges for each semester must be paid in full no later than one week prior to the beginning of the semester.

OUT-OF-STATE STUDENTS

Out-of-state students will follow the same process established for out of district students as outlined above. If accepted, out of state students shall pay tuition. This rate shall be established and received by the board annually. This tuition shall be paid in full prior to the first day of attendance.

CHILDREN WITH DISABILITIES

Non-resident students requiring special education services shall be accepted on the recommendation of the Principal and Special Education Supervisor, based on the applicable enrollment criteria.

REFERENCES:

[1OAG 79-327](#)
[KRS 157.360](#); [KRS 158.120](#)
[702 KAR 003:190](#); [OAG 80-47](#)

RELATED POLICY:

09.11

Adopted/Amended: 09/24/2012
Order #: 042

Greenup County Schools
On the Web
www.greenup.kyschools.us