

West Irvine Intermediate Student/Parent Handbook



“Home of the Engineers”

2019-20

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Principal: Charlotte Arvin
Assistant Principal: Toni-Garrett Hall
Counselor: Renae Wainscott
Family Service Coordinators: Courtney Barnes

Vision Statement

West Irvine Intermediate is ‘Marked for Excellence’ because our staff provides a safe environment that supports the learning and growth of the whole child. Our students are preparing to be productive citizens in order to shape the future of our community and society. We will become more knowledgeable because we are life-long learners and expect to be the best we can!

WEST IRVINE INTERMEDIATE STUDENT HANDBOOK

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

REVISED: 8/1/19

SCHOOL HOURS

School hours are from **8:00 am to 3:00 pm**. Students should not arrive at school before 7:30 am. Supervision will not be provided for students who arrive before 7:30 am or remain later than 3:30 pm (unless a planned extracurricular activity). You will be required to enter the building to drop off or pick up after these times. Instruction begins at 8:00 am. Tardies will be issued for any student arriving at or later than 8:16 am or checking out at any time. ***Afternoon checkouts must be made before 2:30 pm due to afternoon dismissal and safety.*** The above procedures are designed for the safety and well-being of our students.

SCHOOL BREAKFAST AND LUNCH

Breakfast will be served between **7:30 am through 8:00 am**. Lunch will be served according to your student's specific lunch schedule. All students in Estill County will receive free breakfast and lunch, however please complete the required documents to ensure your student is eligible to receive free breakfast and lunch. **Breakfast and Lunch items in fast food bags and cups are not permitted, nor are sugary drinks, such as soft drinks, in any container.** Students may bring breakfast and/or lunch from home. Snacks and ala carte items are available for purchase at various prices. There will be no ala carte items charged ***with no exception.*** Prices are subject to change. Family members that attend school meals are expected to adhere to these regulations.

SCHOOL CANCELLATIONS

Severe weather or an emergency can necessitate the delay or cancellation of school. Whenever school is delayed, dismissed, or cancelled; an announcement will be made on local radio, TV stations, Estill County School's website and ONE CALL NOW telephone service.

ATTENDANCE

West Irvine Intermediate **expects all students to be in ATTENDANCE every day.** KY State Law KRS 159.010 places the responsibility of school attendance with the parents/guardians. Student achievement is directly related to school attendance. Per KRS 159.150, a student that is absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse for three (3) or more days is truant. Any student that has been reported as truant two (2) or more times is a habitual truant. Habitual truancy will be pursued by school and district personnel for appropriate actions. Failure to attend school, without submitting a written excused absence WILL result in educational neglect. Appropriate action within the school system and the ESTILL COUNTY DISTRICT COURT SYSTEM will be initiated upon negligence of this very important requirement.

Students will receive a score of "0" on classwork and tests completed for Unexcused absences. If a student turns in an excuse after the nine-weeks, the updated grade will be indicated on the next report card.

CHECK-OUT PROCEDURES

Students should never leave the school grounds without permission from the principal. Students may only leave the school with a parent, guardian or a person listed on the "General Information Sheet." **No Exceptions.** Persons permitted to pick up a student should report to the front office with identification. **No check-outs will be permitted after 2:30 pm** due to the safety of our students. Requests for early dismissals should be limited to emergency situations, or activities and obligations which cannot be fulfilled except during the school day.

TRANSPORTATION CHANGES

Safety of all students is the top priority. If your student must have a change in their normal afternoon transportation mode you **MUST** send a **written note or call the front office or send a written note**. When you call our office you may be asked to verify your driver's license number or your student's 4 digit ID number for safety reasons. If your child will be going home with another student in our building, we will need a permission note from both students' families. **No transportation changes will be made without verbal or written permission from the parent/guardian.** When changes are made, please supply all relevant information i.e. which location child will be picked up in, who will be picking up your child, bus number, bus stop, new address and phone number to school with your child. This is required for all car riders, bus riders, and pick-ups. This procedure is to protect the safety of our students. We encourage your child to have a consistent way to get home each day. **Please note that NO changes will be taken after 2:30.**

Parents/guardians who do not consistently meet the bus to pick-up their student(s) will be reported to the District Public Personnel Director and Child Services. Emergencies do occur and will be addressed as needed.

PARENT DISMISSAL

Any family that wishes to pick-up their child(ren) from school rather than participate in school transportation, must have a CarRiderPro car tag. If your child had a tag from either Estill Springs Elementary or West Irvine Intermediate the tag will work for 2019-20.

- child(ren) will have the same car tag from kindergarten to fifth grade; the tag will be active for both Estill Springs Elementary and West Irvine Intermediate
- one tag will be issued to a family (even if the family has a student at both schools)
- additional tags may be purchased for \$5.00
- replacement tags can be purchase for \$5.00 if a car tag is lost, stolen or damaged

Fifth Grade pick up time: 3:00

Fourth Grade or multiple grades pick up time: 3:10

Third Grade - pick up time: 3:15

Do not arrive at school prior to these times as the road becomes blocked. This creates a safety hazard for our school. If you arrive in the line before your child is ready for dismissal, you will be asked to go to the back of the line.

VISITORS

Parents are encouraged and always welcome to visit our school. The visitor procedure is as follows: office personnel will maintain a sign-in log, visitors will sign in and identify their purpose. Visitors will be required to wear a visitor's pass provided by the office staff. Visitors will be required to sign- out in the office. Students are not allowed to bring visitors to school. Staff of West Irvine Intermediate will monitor visitor arrivals each day.

VOLUNTEERS

Volunteers will follow the same procedures described for Visitors.

Any individual who wishes to attend school related activities (e.g. school lunches, holiday parties), does not have to complete confidentiality training.

Any individual who wishes to consistently and directly supervise students (e.g. field trips and daily volunteers) must complete an in-depth confidentiality training and background check.

No one will be allowed to volunteer and/or work if they have not completed this training.

EMERGENCY DRILLS

Every precaution is taken to ensure the safety of our students at all times. Periodic drills such as fire, tornado, earthquake, bomb threat, shelter-in-place, and lockdowns are practiced as determined by state and district guidelines to ensure all students and staff will **LEARN and KNOW** all proper SAFETY procedures.

MEDICATION

West Irvine Staff **will not** dispense prescription medication to students **unless** it has been prescribed by a physician and with written approval of the parent/guardian. Medication must be in the original prescription container which includes physician's name and directions for dispensing. Over the counter medications are required to be in original containers and also require written authorization from parent/guardian. Please note that over-the-counter medication cannot be given more than three (3) days in a row without doctor approval. Students are **NOT** allowed to bring medication to school in backpacks or on the school bus. Parent/guardians **MUST** all bring medications to school and sign them in to the office and complete required documentation. This includes emergency medications such as inhalers, epi-pens, diastat, etc. **NO ONE WILL BE EXEMPTED FROM THIS PROCEDURE AT ANY TIME.**

School health clinics also offer over-the-counter medications to be administered during the school day. Consent for School Health Services form must be completed and signed by a parent/guardian. These medications can only be administered by a nurse, when a nurse is available.

DISCIPLINE

Rules and procedures are posted in all areas of the building to support and promote appropriate behavior. Student behavior which disrupts the educational process, whether on school property or school-sponsored events and activities will not be tolerated. Such behavior shall subject the student to appropriate disciplinary action. Behavior which disrupts the educational process shall include, but not limited to:

- Conduct which threatens the health, safety, or welfare to self and/or others
- Conduct which is non-compliant with school authority
- Conduct which may damage public or private property, including the property of students and staff
- Conduct which interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional activities
- Conduct which disrupts the delivery of instructional services or interferes with the orderly administration of the school-related activities or operations.
- Illegal activity (i.e., bringing weapon, alcohol, etc. on school grounds).

Note: Continued non-compliance of this discipline requirement could result in a student’s loss of privileges (i.e. rewards, field trips, etc…) or suspension from school. The amount of time is dependent upon the specific offense.

| Discipline Chart | Violation | Teacher Imposed Consequence | Conference | After-School Detention * | In-School Suspension | Saturday School | Short Term School/Bus Suspension | Long Term School/Bus Suspension | Expulsion or Bus Suspension for the Year | Law Enforcement |
|--|-----------------------------|-----------------------------|------------|--------------------------|----------------------|-----------------|----------------------------------|---------------------------------|--|-----------------|
| Abuse of Teacher | Verbal Abuse | X | X | X | X | X | X | X | X | X |
| Academic Dishonesty | Cheating | X | X | X | X | X | X | | | |
| Aggressive Behavior toward staff or student | Threatening or Verbal Abuse | | | | X | X | X | X | X | X |
| Bullying or Cyberbullying | Bullying | X | X | X | X | X | X | X | X | X |
| Bus Rules Violation | | X | X | X | X | | X | X | X | X |
| Defiance of Authority | Disrespectful | X | X | X | X | X | X | X | X | X |
| Disorderly Conduct | | X | X | X | X | X | X | X | X | X |
| Disrespect of School Employee | Disrespectful | X | X | X | X | X | X | X | X | X |
| Fighting | Fighting | | | | | | X | X | X | X |
| Non-compliance with Classroom/School Rules | Failure to follow Staff | X | X | X | X | X | | | | |
| Profanity or Vulgarity | Profanity | X | X | X | X | X | X | X | X | X |
| Theft, Stealing or Possession of Stolen Property | Stealing | | | | X | X | X | X | X | X |
| Threat to others or property or Intimidation | Threat | | | | X | X | X | X | X | X |
| Vandalism | Vandalism | | | X | X | X | X | X | X | X |

For the full chart see the: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

* *Parents/Guardians must provide transportation for After-school Detention*

STUDENT PROGRESS

Student progress reports will be sent home at mid-term. Report cards will be sent home after each nine week grading period. All progress will be reported in standard/traditional scores. Parents/Guardians can access the Parent Portal to get updates on student grades throughout the year.

TEXTBOOKS

Textbooks and/or trade books will be provided free of charge. However, if a student loses or destroys a textbook or trade book, the parent/guardian is responsible for the replacement cost of the book. Report Cards will be held until payment is made.

THURSDAY FOLDERS/PLANNERS

All students will receive a Thursday folder on the first day of school. The Thursday folder is used for the duration of the school year. The purpose of the Thursday folder is to increase student and parent/guardian communication about weekly classwork, school programs and updates. Parents/guardians should review the information and return necessary paperwork back to school, as needed. Students may also receive a student planner. If a planner is provided, parents should review it daily to stay informed.

Parent/guardians can choose to receive a weekly email including a copy of the documents sent home in each week’s Thursday folders. Parent/guardians can choose to receive this email anytime throughout the school year. Parent/guardians can submit their email address to the Family Resource Center.

DRESS CODE

Students are expected to dress “weather” appropriate and in a manner which does not distract from student learning. Items of clothing with pictures or lettering associated with violence, drugs, alcohol and tobacco are not to be worn. No clothing showing mid-drifts are permitted. Sneakers are required to be worn on days which students attend physical education class. THIS IS FOR THE SAFETY OF ALL STUDENTS. If at any time, the school staff observes a student who is in non-compliance of the dress code, the FRC manager will be notified

and make provisions to ensure our students are in compliance. Students are not permitted to wear hoods during school.

ELECTRONIC DEVICES

Living in the 21st Century, we all have electronic devices. If your student's teacher permits electronic devices, your child may bring the device. Your child will be expected to follow teacher directions for use and storage. However, if the teacher does not allow it the following procedure will occur. Your student can bring his/her electronic device to school, the teacher will collect it, place it in the Electronic Device Bin (EDB) and then will give it back to your student(s) at the end of the day. If at any time a student utilizes their electronic device in a negative or an inappropriate manner, it will be collected and only returned to a parent or guardian. If the device is used inappropriately a second time, the device will not be given back until the end of the school year. There **WILL NO BE EXCEPTION TO THIS PROCEDURE.**

PROOF OF TEACHER CERTIFICATION

Parents may request qualifications of their child's teacher anytime. Please contact the Principal for more information.

HOMELESS

West Irvine Intermediate supports the mission of the Kentucky Department of Education's Homeless Education Program to be a supporter and nurturer of homeless children and youth; to help them achieve education success; and to prepare them for the challenges of adult life.

The school/district plan to identify students who are homeless may be requested anytime from the Family Resource Center.

FAMILY RESOURCE CENTER

The mission of the West Irvine Intermediate Family Resource Center is to enhance students' ability to succeed in school by developing and sustaining partnerships that promote:

- Early learning and successful transition to school:
- Academic achievement and well-being; and
- Graduation and transition into adult life.

The West Irvine Intermediate Family Resource Center is open from 8:15 a.m. – 3:15 p.m.; Monday – Friday. Please call (606) 723-7733 to speak to FRC Manager, or to receive more information about services and resources available to West Irvine Intermediate families.

CHILD ABUSE TOLL-FREE HOTLINE:

If you're concerned that your child or another child has been abused, seek help immediately. If the child needs immediate medical attention, call 911 or your local emergency number. Depending on the situation, contact the child's doctor, a local child protective agency, the police department or a 24-hour local abuse hotline. The National Child Abuse Hotline's number is 800-422-4453. The Southern Bluegrass (Estill County) Child Abuse Hotline's number is 859-245-5258.