

Camden Station Elementary School

Student Handbook, 2019-2020

Mission Statement

Vision: All Camden Station Elementary students will become lifelong learners and valuable citizens of the community.

Mission: Through research-based instruction, students will become effective communicators and critical thinkers, who have a solid foundation in leadership, literacy and technology, and can work creatively in both independent and collaborative situations.

Our Core Values:

These three principles equally guide our work and define our mission.

Partnership – Each student needs a strong team which includes parents, school staff and community members to support his/her holistic development. Frequent communication establishes strong relationships that enhance the knowledge of each student, allowing for differentiated education to meet individual needs at home and at school.

Character Development – Successful students develop positive relationships with others. Through direct instruction, modeling, and practice, students develop empathy, respect, a strong work ethic, and the ability to work independently and with diverse groups of people.

Academic Development - Through research-based instruction, student and teacher use of technology, and an emphasis on literacy, our students attain a solid academic foundation across all content areas. They learn to be critical thinkers and effective communicators who use problem solving strategies and creativity to think at deep levels.

As a **Camden Station Eagle**, I...

Solve problems

Own my learning

Achieve goals

Respect others

“Are you **SOAR**ing?”

EAGLE EXPECTATIONS

Camden Station Eagles solve problems by showing respect for themselves and each other when they:

- **Encourage respect**
- **Accept responsibility**
- **Give their best effort**
- **Learn cooperation**
- **Engage in stamina**

The primary focus of the Camden Station Elementary school-wide discipline program is to create a classroom climate that is nurturing both to self-esteem, through life skills education, and to academic performance. This setting will foster mutual respect and mutual responsibility where students and teachers work together to solve problems in the classroom. Solutions and consequences will be decided by the students and teacher in class meetings.

See OCBE Policy 9068 for information regarding behavior violations and consequences.

OLDHAM COUNTY ELEMENTARY SCHOOL ATTENDANCE PROCEDURES

1. See Board Policy 9010.
2. The doors open at 7:20 a.m. and all students are to report directly to their homerooms. Students arriving prior to 7:20 **MUST** report to Eagles' Nest for adult supervision. There is a \$2 fee for any student dropped off at Eagles' Nest in the morning. Students may **NOT** be dropped off at the front door and left unattended due to the fact that the doors are locked until 7:20.
3. Students arriving at, or after, 7:40 a.m. are to report to the office and **MUST be signed in by a parent or guardian**. Attendance is taken in the homeroom at 7:40 a.m., so students not in the classroom at this time are considered tardy.
4. If it is necessary for a student to be dismissed early, the parent/guardian/designee is to sign his/her child out through the office at Camden Station.

ATTENDANCE FOR STUDENTS ABSENT FROM SCHOOL FOR FAMILY TRIPS

1. When parents plan a family trip necessitating the absence of children from school, we encourage the family to notify the principal of the planned absence. **However, all absences of students on family trips are unexcused absences.**
2. School assignments missed while absent from school shall be made up.
3. For the number of days missed, students will have that same amount of time to make up work. Example: Student misses 5 days, they have 5 days to make up their work.
4. School assignments that are not made up, or make up work that is not satisfactory, are unacceptable. All work assigned while a student is absent, whether revised or not, is expected to be completed at the best of the student's ability.

HOLIDAYS

A student may receive an excused absence for one holiday during the school year that has not been included on the school calendar. However, the following provisions must be met:

1. The family has a scheduled activity to honor the event.
2. The student has had satisfactory attendance during the school year.

A child is required to bring to his/her homeroom teacher a note from his/her parent/guardian stating the reason for the absence.

ABSENCES/TARDIES

The only excused absences/tardies are for illness, injury of the child, death in his/her immediate family, doctor or dental appointment, inclement weather procedures, Principal approved educational enhancement opportunities and absences excused by state law or Board policy. Parents/guardians are encouraged to make after school or weekend appointments.

Attendance is based on instructional time and calculated by percentage of instructional time that the child is present at school. **Upon returning to school following an absence, a child is required to bring a note from his/her parents/guardians, doctor or dentist, stating the reason for the absence. If a student misses more than 2 days in a row, they must have a doctor's note for the missed days to be excused. All absences are considered unexcused until the note is received.** This is to be turned in to the homeroom teacher who will forward the notes to the office. **This note must be turned in within 5 school days of the absence, or the absence will be considered unexcused.** The student's assignments, where grades are given, may result in a zero. **Students with 6 or more unexcused absences, or tardies, will have their names submitted to the Department of Pupil Personnel for action.**

The following are the definitions as the school system's computer uses them:

Instructional Time

The amount of time from the beginning of the school day (7:40 a.m.) to the end of the school day (2:20 p.m.).

Tardy

Tardy means that the child missed between 1-141 minutes of instructional time. **TARDIES APPLY TO ANY PART OF THE DAY. Six unexcused tardies will result in notification from the Board.**

Absences

Any child who misses 142 or more minutes of the instructional day is **considered absent for that percentage of the instructional day.** In conclusion, instead of the time a child arrives or leaves, the amount of time the child is present will determine the amount of attendance.

Make-up work for extended excused absences may be obtained by calling the school office. The office personnel will contact the teacher who will send the assignment to the office. Please call ahead to see if the work is available for pick up.

If a child is absent from school, he/she will not be permitted to participate in after-school activities, i.e. basketball, chorus, skating parties, school festivals, class parties, etc. that are scheduled for that day.

CHILD CUSTODY SITUATIONS

Please provide the office with court documented paperwork if there are special custody situations of which the school needs to be aware of, so those responsible for the child may be advised.

Either parent of the student has the authority to inspect/review the educational records and sign-out/pick up a student unless the educational agency has been provided with the evidence that there is a legally binding instrument, or court order governing such matters as divorce, separation or custody, which provides to the contrary.

MESSAGES

In an effort to eliminate classroom interruptions, messages will be given to children only in case of emergency. Changes in buses or routines should be given to the child BEFORE he/she leaves home. If the child is to ride another bus, it must be cleared through the office in the morning with a note from home. **CHANGES IN AFTERNOON TRANSPORTATION WILL BE ACCEPTED VIA EMAIL/FAX ONLY IN CASES OF AN EMERGENCY. NO CHANGES WILL BE MADE AFTER 2:00.**

Teachers will respond to messages from parents/guardians before or after school and/or during planning periods. Instructional time will not be interrupted for phone calls.

ELECTRONICS AND TOYS

Children **MAY NOT** bring toys, trading cards, electronic pets, handheld gaming devices, mp3 players, cell phones, smart watch, etc. during school hours. If such items are brought and lost, the responsibility for replacement falls with the parent/guardian.

BIRTHDAYS

Birthday invitations may not be distributed at school unless a child brings invitations for every student in the classroom. Parents are encouraged to mail invitations. Please remember, the school cannot give out addresses. Parents may access the PTO school directory for that information.

TREATS

Camden Station is “Treat Free.” The number of children with food allergies continues to grow. Due to the seriousness of food allergies and the constant concern about what ingredients were used, if the item was prepared in the same container as a peanut product, etc..... we are not going to allow any food products to be brought into school. **This includes treats for birthdays.** Please send in pencils, pens, etc. if you wish to have your child celebrate their birthday at school. Daily, healthy snacks may still be sent in with your child for them to eat. These snacks are not to be shared with other students, though.

CELEBRATION OF HOLIDAYS

Certain holidays are celebrated with parties or decorations. If there are religious or personal reasons you do not wish for your child to participate in the celebration of any holiday, please notify your child’s teacher. Arrangements will be made for your child to participate in an alternate learning activity.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds, or stay after school, unless they have permission from the Principal and a note from home.

TELEPHONES/CELL PHONES/SMART WATCHES

Students may use the school phone **ONLY** in an emergency and with a note from the teacher. Students are not allowed to use cell phones for non-instructional use while at school.

VISITORS/VOLUNTEERS

ALL parents and visitors **MUST** sign in at the office, submit an ID, and receive a visitor’s pass. **NO ONE** may go directly to the classroom for any reason. This helps us maintain a safe and secure school for our children.

There is an active volunteer program at Camden Station. Volunteers are a valuable resource, assisting in tutoring, working in the library and various other assignments. All new parents who are interested in volunteering or assisting on field trips at Camden must complete a background check and confidentiality training at the beginning of the year. Please contact the office for the necessary paperwork. The background checks are required every five (5) years, or as deemed necessary by the Principal. The Administrative Office of the Courts (AOC) charges \$10.00 per applicant to process these background checks. Confidentiality training is required annually.

Per Board Policy, parents cannot bring non-school siblings when volunteering and/or chaperoning field trips.

DOORS

All exit doors and the doors to the hallways will be locked during school hours. All visitors must enter through the front doors, check in at the front office, and exit through the front doors.

INCLEMENT WEATHER

*****If there is an unscheduled early release, due to weather conditions, students will be dismissed to their regular dismissal area (car/bus/Eagles' Nest), unless the parent notifies us of a change.*****

1. Attendance policy for student(s) if absent on a day when your student's bus routes are not run.
2. The parent/guardian is the final judge of whether his/her child/children will be in attendance when short-run bus routes are being used. Under these conditions, parent/guardians must use their best judgment in determining whether the child/children will attend school.
3. The student/students may be counted absent for pupil accounting purposes. However, the absences will be treated as an excused absence and children will be permitted to make up work missed.
4. The child is required to bring a note from his/her parents/guardian stating the reason for absences. This is to be turned in to his/her homeroom teachers within five days of the absence.

FIRE/TORNADO DRILLS

Directions in each classroom will specify procedures for the disaster drills. Drills will be held several times throughout the year.

TORNADO SAFETY PLANS AND PROCEDURES

The following are the procedures that will be used in the event of a tornado watch or warning:

TORNADO WATCH- All activities in the gym, auditoriums, and playground will cease. Staff members have been assigned to direct and supervise the students who are in the playground area and those throughout the entire school facility during a watch. School personnel will monitor television weather, commercial radio stations, and their weather receivers. Staff members have been designated to answer the telephones, unless the phone becomes inoperable at the time due to severe weather.

All other learning activities will be continued, unless a warning is issued. During a watch, the students will be dismissed from school at their designated time and the buses will follow their customary afternoon schedule. If a decision is made by the superintendent to dismiss the students prior to their usual time, the afternoon bus schedule will be utilized. Tornado safety plans and procedures have been established for the Oldham County School System. Each school is equipped with a weather radio receiver, which immediately informs the administration of any severe weather information. The Oldham County Civil Defense Director has also developed an arrangement of rapid dissemination for tornado warnings and he has included the school system in his plan.

TORNADO WARNING- All public schools in Oldham County have been inspected and tornado shelter areas have been designated. Each school has held pre-season drills to ensure that the students and the staff know the correct procedures to follow if and when a warning is issued. If a tornado warning is issued, the staff and the students will report to their designated areas immediately and remain there until they are instructed to do otherwise. Although it is the prerogative of the parent to sign his/her child out of school during bad weather, we suggest you consider carefully the risk to yourself and your child during the act of transporting at the warning time. School buses will not operate if a tornado warning has been issued for our area until the drivers have been advised that it is safe to do so, and then the buses will return the children to their destinations following their daily routine.

PHYSICAL EXAMS/IMMUNIZATIONS

All in-state students must have a certificate of physical exam and up-to-date immunizations upon entering school. All students new to the state of Kentucky must have their immunization information transferred to a Kentucky form prior to enrollment. All new out-of-state students have 30 days upon enrolling to have their Kentucky physical completed. It is recommended that any students enrolling in a Kentucky school for the first time have an examination by an optometrist or ophthalmologist.

All students new to the state of Kentucky must have immunization and physical information transferred to a Kentucky form prior to enrollment.

CAFETERIA /LUNCH/SNACKS

All students that buy lunch in the cafeteria will be offered a choice of three entrees, with fruits and vegetables. Student lunches are \$2.30 and adults \$3.60. A well-balanced meal for breakfast is also offered for students at \$1.20 and \$1.75 for adults. Free/Reduced lunch forms are available in the office all year for those who qualify, or online at www.heartlandapps.com. Parents are responsible to either provide sack lunches or pay for their child's lunches until we receive Board approval on all Free/Reduced students. **Students who bring their lunch to school should not bring carbonated soft drinks.**

Students are assigned a lunch number that follows them through elementary, middle and high school. Parents may pay for multiple lunches at one time. The cafeteria will credit the account for that amount. When the student goes through the lunch line, they give their number and the funds will be deducted. Parents send lunch money to school to purchase lunches, but many times the student buys breakfast and extra snacks without the parent's permission. This pattern frequently results in lunch charges that are questioned by parents. In an effort to assist us in monitoring such purchases we have implemented the following procedures:

1. When you send large sums of money (check or cash) to be applied to your child's lunch account, please place the money in an envelope and mark it with your child's name and lunch number.
2. If you **do not** want your child to purchase extra or snacks please send in a written note to the cafeteria.

Parents can also pay for lunches online with mySchoolBucks.com. Log in and follow the prompts.

EXTRA-CURRICULAR ACTIVITIES

A variety of activities are offered to the students throughout the year. Students participating in extra-curricular activities who have a "U-Unsatisfactory" mark in any subject when grades are awarded or in conduct markings shall be declared immediately ineligible. Students with more than two "N-Needs improvement" in Art, Music, PE, or a classroom conduct notation, whether letter or symbol, that is less than satisfactory or any discipline referrals to the principal from the classroom shall also be declared immediately ineligible. Such students may regain eligibility after two weeks if they have raised their grades or conduct marks.

TEXTBOOKS

Texts will be furnished to all students at no charge. Library books are available for checkout to all students at no charge. There will be, however, a fine charged to any student who abuses or destroys any text/library book during the school year. **YOU WILL BE HELD RESPONSIBLE FOR YOUR OWN BOOKS REGARDLESS OF WHAT HAPPENS TO THEM** according to the policy of Oldham County Board of Education.

INSPECTION AND REVIEW OF RECORDS

The right to inspect and review educational records includes:

1. A reasonable request for explanations and interpretations of record by those eligible to review records.
2. The parent may request a copy of the records if it is not possible for the parent to review the records at the school. A copy fee of \$0.25 for each page will be charged.
3. Either parent of the student has the authority to inspect and review the educational records of their student unless the educational agency has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

HEALTH SERVICES

Camden Station encourages students to take medication at home rather than at school when possible. Any student required to take medicine during school hours MUST follow these guidelines:

1. The parent/guardian, **not the student**, must bring the medication to school in the original container, which must have the prescription label attached, or it must be accompanied by a written statement from the attending physician stating the dosage, time, and any special instructions for the administration of the medicine.
2. Non-prescription medicine must be delivered to the office by the parent/guardian in an unopened, original container. Those administering medication must follow dosage instructions on container for age and weight. This includes cough drops, medicated lotions, Tylenol, etc. It must be accompanied by the school authorization form to give medicine, and parents/guardians must personally pick up any unused medication no later than the last day of school for students. Unused medication cannot be sent home with students.

The School Nurse will give medication in a designated area. Students are not permitted to bring medicine of any kind on the bus. Medication is the responsibility of the parent/guardian and the school assumes no responsibility in its administration. Any student becoming ill at school will be sent home. Health information is kept on file in the office. **It is the parents' responsibility to make sure current information such as parent work phone number; name of person to be contacted and pertinent health information is on file.** Please send all new information immediately when changes occur.

COUNSELING SERVICES

Camden Station's guidance and counseling program is both preventive and developmental in nature. The goal of the program is to assist the students in acquiring and utilizing skills for living. The entire staff is involved in implementing the program and our counselor serves as the coordinator and consultant. The Counselor will conduct classroom guidance sessions. Some of the topics include communication skills, peer pressure, friendship skills, conflict resolution, and individual differences.

Individual counseling and small group sessions are also provided. Referrals can be made by parents, staff members and by the students themselves. The Counselor will also conduct parenting workshops and provide consultation for parents and staff members. Appointments with the Counselor can be scheduled by calling the office at 241-1271.

SPECIAL EDUCATION

Camden Station maintains a variety of programs designed to meet the special needs of students consistent with the special education law. An educational plan is developed with assistance of parents, staff and administration to meet the needs of each qualified student. The Special Education Department offers a wide range of services. Among these services are:

1. Students referred for disabilities will be evaluated by personnel through Oldham County Board of Education.
2. Consultation among parents and teachers for the purposes of helping them understand and provide for special needs of their children.
3. Individual and small group instruction for those children who need to develop and improve their language area skills (listening, speaking, reading, writing and spelling), mathematics, and gross and fine motor coordination.

SPEECH

Children who qualify for speech/language services are scheduled for sessions of therapy appropriate to the severity of each case.

GIFTED/TALENTED EDUCATION

Students in fourth and fifth grades may be formally identified as gifted/talented. Students formally identified will have individual learning plans developed by the GT Coordinator, teachers and parents to address the child's specific learning needs. A parent interested in initiating a referral for his/her child for formal identification should contact the child's teacher or the school's GT Coordinator.

Primary Talent Pool identification occurs in grades K-3. These children have curriculum differentiated by the teacher to assist in meeting their needs, as well as support from the district PTP coordinator. A parent interested in the Primary Talent Pool should contact the child's teacher or the school's GT Coordinator at 241-1271.

PARENT-TEACHER ORGANIZATION (PTO)

Camden Station's PTO is a terrific benefit to both the children and the school. To maintain open communication between home and school, active participation by parents is encouraged. We hope all parents will feel free to attend PTO meetings and activities. It is very important that our children know that their parents and teachers are working together.

FIELD TRIPS

Field trips help supplement and build the learning that the children experience in class. In order to derive the utmost from a field trip, the student's work must be up to date and behavior exemplary in nature before being permitted to go on the trip. Students on the field trip represent their home, school, and county and must act accordingly.

Students must have health insurance in order to attend a field trip. If a child does not have insurance, the school district has made arrangements with an insurance provider to make a reasonably priced health insurance plan available that will provide coverage during school hours only. Information on how to obtain this policy will be sent to every parent at the beginning of the school year. Student accident insurance is secondary insurance. Whenever a student has other health insurance of any kind, such insurance is the primary insurance. Parents are welcome to attend field trips, but state law requires that **all persons who will have contact with students on a scheduled or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips, have a background check and confidentiality training.**

DRESS

Proper, neat dress is encouraged at all times.

The following dress code shall be implemented and parental notification made in instances where violations occur:

- Dresses, skirts and shorts shorter than the student's fingertips are not permitted.
- Tank tops, spaghetti straps and t-shirts with inappropriate logos are not permitted.
- Backless shoes/flip flops are not permitted.
- Sagging pants, which may result in possible exposure of undergarments, are not permitted.
- Shoes containing rolling skate wheels are not permitted.
- Hats are worn on designated days only.
- Coats with hoods may not be worn during the school day. Children are encouraged to bring sweaters, jackets and/or sweatshirts to wear in rooms that are too cool.

HOMEWORK

Homework is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts; teaching responsibility and helping students develop positive study habits. It is through homework that parents can be kept abreast of the curriculum and make an on-going evaluation of the child's progress.

Homework may not be assigned in every subject every night. The work and study habits of the students as well as his/her strengths and weaknesses in a subject area help determine the type and quality of homework assigned. Teachers may assign homework on a daily or weekly basis. Camden (K-5) daily expectations for homework include a minimum of 20 minutes of reading a text of the student's choice, and a minimum of 10 minutes of math facts practice.

K-PREP ASSESSMENT

All 3rd, 4th, and 5th graders in the state of Kentucky will take the K-PREP assessments. Oldham County students will take the K-PREP for five consecutive days during the last 14 days of the school year. Third graders will be assessed in the areas of Reading and Mathematics. Fourth graders will be assessed in the areas of Reading, Mathematics, and Science. Fifth graders will be assessed in the areas of Reading, Mathematics, Social Studies, and On Demand Writing. The test questions consist of multiple-choice questions, short answer questions, and extended response questions.

TEACHER QUALIFICATIONS

We are extremely proud of the expertise and experience of our staff. OCS consistently has high percentages of teachers who meet the federal government's Highly Qualified Teacher requirements and who hold National Board Certification. We respect parents' rights to know about the qualification of their children's teacher and welcome inquiries about teacher credentials. Please contact Richard Graviss, Personnel Director, at 502-241-3500 for additional information.

Padres y apoderados tienen derecho a conocer las cualificaciones y credenciales de los profesores de nuestras escuelas. Si usted desea mayor información sobre los profesores de su hijo, por favor contacte a Richard Graviss, director de personal. Teléfono 502-241-3500.

LIBRARY

Camden Station's Library runs on a fixed schedule. This means that K-1 students are scheduled to visit the library one time per week for 30 minutes to listen to read-aloud and check out books. Students in grades 2-5 visit the library one time per week for 20 minutes to check out books.

Students in grades 2-5 are also permitted to check out books throughout the course of the day independently. Teachers decide when would be best for students. It is requested that teachers do not send down a group of students larger than 5 at a time so the LMS and clerk can accommodate everyone.

- Kindergarten and first grade students are permitted to check out 1 book at a time.
- Second through fourth grade students are permitted to check out 2 books at a time.
- Fifth graders may check out 3 books at a time.
- The checkout period is up to 2 weeks.
- Patrons who lose or damage a book will be responsible for the cost of replacement.