



OCKERMAN ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

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www.ockerman.boone.kyschools.us

“All Belong, All Learn, All Lead to Succeed”

A LETTER FROM THE PRINCIPAL . . .

Dear Parents, Family Members, Caregivers and Students,

We would like to welcome all of you to another year here at Ockerman Elementary. As we continue our journey into year four as a Leader in Me school we are excited to see the continued development of our future leaders. Our goal is to continue to build leaders while also building learners that are college, career and workforce ready. Yes this seems a bit premature at the elementary level but what we do now has a significant impact on later success for our students. We also look forward to continuing to build strong relationships with students and families in order to facilitate a strong partnership for education. I encourage you to become an active participant in all school activities in order to model for your child the importance of education. We offer many opportunities for families to become engaged in their child's education and I encourage you to take advantage. Your participation is encouraged, appreciated and welcomed!

The following pages contain important information that will assist you and your child with having a successful year. I encourage you to read the handbook thoroughly in order to educate yourself on the expectations and requirements we have here at Ockerman. I am looking forward to meeting and getting to know each of you throughout the year. If at any point you have questions or concerns, please feel free to contact me.

Sincerely,

Mrs. Best, Principal

The Boone County Board of Education provides equal employment and educational opportunities.

Handbook topics are arranged alphabetically

ADDRESS CHANGE / PHONE NUMBER CHANGE

In case of an accident or illness, the school must be able to contact the parent at any time, therefore it is crucial that we have the current phone number listed.

Students must live within our school district to attend OES. Proof of address is required to enroll a child in the school. The school may ask for proof of residency at any time during the school year if the school suspects a student is living outside of the OES School District. If a proof of residence is not provided upon request, a home visit by the school administration or their designee could occur.

ATTENDANCE / TARDINESS

School attendance is critical and directly related to student achievement. If your child is absent please call the school before 9:15 a.m. All absences, including early dismissals and tardies, are considered unexcused, until a note, indicating an excusable reason for the child being absent, signed by the parent/guardian, is received by the school (signing in/out does NOT excuse a tardy). All Doctor notes need to be sent to the Attendance Clerk. Parent notes must be sent in (with parent signature and the reason for the absence) to be filed with the Attendance Clerk.

DO NOT SEND IN EXCUSES WRITTEN IN THE STUDENT'S AGENDA. THEY MUST BE ON SEPARATE PAPER FOR FILING PURPOSES; USE THE "NOTE FOR SCHOOL" PADS WHEN APPLICABLE.

Students who do not bring in a note for an absence/tardy are unexcused. Homework and tests will NOT be allowed to be made-up with unexcused absences. Please try to schedule appointments after school or on Saturday. If you must take your child out of school for any reason, please limit the time to appointments only. Please be aware that any lost class time is tabulated in minutes by the computer, and will result in a tardy, half-day, or full day absence.

Students who have missed an excessive number of days (FIVE or more days) will be required to have a doctor's excuse. Doctor's excuses are always regarded as an excused absence. All absences will be unexcused after five days unless there is a doctor's excuse or death in the family. Suspension shall be considered unexcused absences for which no make-up of daily work shall be allowed. After 3 unexcused absences, truant procedures will begin. Court action can be taken after 6 unexcused occurrences.

Early dismissal (before 3:40 p.m.) will result in a tardy being recorded on your child's record, as well as report card.

B.C.B.O.E. Attendance/Tardiness—Policy 09.123 "Pupils are required to attend, regularly, and punctually, the school in which they are enrolled."

Truancy Defined

- Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse for three (3) days or more, is a truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.
- Absence for less than a half day shall be considered tardiness.

Excused Absences An excused absence or tardy is one for which work may be made up, such as

- Death or severe illness in the pupil's immediate family,
- Illness of the pupil with a doctor's note,
- Religious holidays and practices,
- One (1) day for attendance at the Kentucky State Fair,
- Other valid reasons as determined by the Principal.

Make-up Work Make-up work shall be permitted for excused absences only and must be completed within the time specified by the Principal. It is the student's parent's responsibility to contact the teacher for make-up work.

02 KAR 7:050 states, "...a pupil who is absent thirty-five to eighty-four (35-84) percent of instructional time on any regularly scheduled day shall be considered, and recorded, absent for one-half day. A pupil who is absent for at least eighty-five (85) percent of the instructional time on a regularly scheduled day shall be considered, and recorded, absent for the full day".

This KAR has been interpreted to mean that a student must be present between 126 minutes to 302 minutes (approximately 2 hours to 5 hours) of instructional time to be recorded present for one-half day. A student must be present more than 302 minutes of instructional time to be present a full day.

BACKGROUND CHECKS

No one will be permitted to visit the classroom, to volunteer, chaperone field trips, or to eat breakfast/lunch without an approved criminal background check and completed OES Volunteer / Visitor training on file. Please inquire in the front office at the beginning of each school year to make sure your background check is still valid.

The State of Kentucky charges a processing fee of \$10.00 for each background check. The fee should be made payable to OES and accompanied by the required information form (which can be obtained in the front office. No background checks for the current school year will be accepted (through the school) after March 31st. After that, they can be submitted personally on-line through the state of Kentucky at a cost of \$27.00. Background checks are valid for two years; OES Volunteer / Visitor Training must be completed annually and can be found on the OES website.

BEHAVIOR / DISCIPLINE

It is the responsibility of the educators, parents, and students to nurture and shape the qualities of good citizens. Learning and implementing the appropriate consideration for others is essential to producing a good school / community. Parents should discuss school rules and consequences of breaking the rules with their children often throughout the school year.

PBIS (Positive Behavior Intervention Support) is a positive behavior support program that is used at Ockerman Elementary. PBIS offers many benefits such as maximizing instructional time, improving overall school behavior, providing clear consistent policies, and reducing office referrals.

S.T.A.R. Expectations

Our positively stated school wide expectations are S-Safety, T-Truthful, A-Always Prepared, and R-Respectful & Responsible. All discipline for students will be reflected in maintaining and adhering to our STAR expectations and procedures. Teachers will also integrate lesson plans to teach and practice each of our school-wide STAR expectations. OES uses Class DOJO to monitor students' positive and negative interactions throughout the school day. It is of utmost importance parents connect with their child's teacher through Class DOJO. This will be the best way to monitor your child's behavior. Students will get to purchase things from our STAR shop based off of their DOJO points.

Code of Conduct

As the parent or guardian it is your responsibility to review the Code of Conduct with your student(s). To review the Code of Conduct please use the following web address: <http://www.boone.k12.ky.us/> → Student tab → Code of Conduct. If you do not have the internet you are welcome to use our computers here at school or you can request a hard copy from your child's teacher. A form acknowledging that you have read and understand the Code of Conduct is in the back of this handbook and must be signed and returned to school.

General School Rules:

1. Walk at all times.
2. No inappropriate language.

3. Always treat everyone with respect.
4. NO CELL PHONES, Smartphones, personal IPADS, Chromebooks, laptops are permitted.
5. Do not chew gum.
6. Do not bring valuable possessions or toys to school. This would include, but is not limited to, the following: cell phones, extra money, electronic games, etc. Bringing toys to school will not be permitted unless approved by a staff member. (This includes cards, electronic games, etc.)
7. Soft drinks are not permitted to be brought from home for breakfast or lunch to include field trips. This is mandated by state lunchroom guidelines. This also applies to parents eating with their child in the school cafeteria.
8. No animals (other than service animals with appropriate documentation) are permitted.
9. No Fighting or horseplay of any kind.
10. Trading, selling, and betting for money or for personal property is not permitted.
11. Students are not permitted to buy a soft drink or snack from the school machines. This includes before and after school hours. Students who fail to comply will lose their drink/snack.
12. The following articles are not permitted at school for reasons of safety:
 - Shoes with wheels in the heels, bicycles, unicycles, roller skates, skate
 - Boards, Frisbees, hard balls, rubber balls, fireworks, bullets, dangerous
 - instruments, KNIVES OR WEAPONS OF ANY KIND (including Toy Knives or Weapons), slingshots, gum, hard candy, rockets, matches, lighters, animals (dead or alive), tobacco products, or alcoholic beverages / products.

Specific Offenses According to the Boone County Code of Conduct

Behaviors as outlined, but not limited to, the Boone County Code of Conduct will not be tolerated while the student is on school property (including buses) and/or at school related activities. The Boone County Code of Conduct can be viewed in its entirety on the Boone County website, www.boone.k12.ky.us, under the "Student" tab, then "Code of Conduct."

The Code of Conduct assures that discipline will be fair and no person will be discriminated against because of his/her race, color, sex, national origin, handicap, or ancestry. Due process will be followed according to Kentucky Revised Statutes. Examples include (but are not limited to):

1. In class consequences
2. Parent contact
3. Conference with Principal / Assistant Principal
4. After school detention / in school detention / Friday School
5. Loss of extra curricular school related activities

- 6. Alternative Suspension
- 7. Suspension
- 8. Expulsion

BOARD OF EDUCATION MEETINGS

The Boone County Board of Education meets monthly at the Ralph Rush Center by Florence Elementary. Everyone is welcome to attend. Please check Boone County School District Website Site for dates and times.

BUS TRANSPORTATION

School bus service is a privilege. Privileges can and will be suspended for students not following the rules of school and the bus driver. In addition, each bus driver has the authority to assign seats. All rules designated for in school behavior also apply to students while they are on the bus.

Kindergarten and Preschool parents must meet the bus at the designated bus stop in order for drop off to occur. No child will be left unattended by the bus driver. If no one is present at the drop off point, the student will be returned to school and must then be promptly picked up by a parent/guardian and provide a valid government issued photo ID.

If your child needs to be picked up rather than ride the bus, the online form for occasional pick-ups must be completed before 3:00 p.m. of the actual pick up date. After 3:00 pm, students will not be permitted to be withdrawn from their bus and you will have to pick up your child at his/her bus stop. This is for the safety of all children.

Students may have a different pick up and drop off location but cannot have more than one of each. Also, no student will be allowed to ride home with another student; no variances in daily routes are permitted.

If your circumstances change and thus your pick up or drop off location, you must come to the office and fill out a new transportation form. Please note that transportation rerouting may take 24-48 hours before changes become effective.

FAILURE TO FOLLOW THE BUS RULES MAY RESULT IN SUSPENSION OF YOUR BUS PRIVILEGES. Refer to the District Policy Handbook of Student Conduct.

CAFETERIA

Our cafeteria serves breakfast to students between 8:00 a.m. and 8:30 a.m. Nutritious lunches will be served to preschool students through fifth grade. If you wish for your child to eat breakfast and you are driving them to school, please be sure that they arrive prior to 8:20 a.m. so they have time to eat and get to class on time. All students who attend Ockerman Elementary are provided breakfast and lunch at no charge as we participate in the Community Eligibility Provision (CEP) program. Additional snack items

are available for purchase however no charges are permitted for additional items.

Parents and family members are welcome to eat breakfast / lunch with their children provided they have an approved background check on file and have completed the OES Volunteer online training. Visitors eating lunch must sign in at the office and receive a name badge. The name badge must be worn at all times. Visitors must sit at the assigned visitors table with their child only. At the conclusion of breakfast or lunch, visitors must promptly return to the office to check out. Visitors are not permitted to venture into other parts of the building. Failure to comply with these expectations will result in a loss of visitor privileges.

Other Important Cafeteria Information:

The cooks prepare great meals with dietary and nutritional needs in mind. The state breakfast / lunch program prohibits any soft drink in the cafeteria, so please do not send soft drinks with the child's lunch. This also applies to parents who eat lunch in the cafeteria. Also, as outlined in the Competitive Food and Beverage Sales and Service requirements (below), RESTAURANT FOOD AND SOFT DRINKS ARE NOT ALLOWED IN THE CAFETERIA.

*702 KAR 6:090. Competitive Food and Beverage Sales and Service Requirements states: "...this regulation is necessary to ensure that students have the opportunity to fully avail themselves of at least one meal planned with their dietary and nutritional needs in mind. The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half hour after the close of the last lunch serving period."

Students are not permitted to share food with other students. Please do not permit your child to bring large bags of chips, candy, etc. Only individual serving sizes should be sent in with your child.

During lunch we want our students to be able to relax and socialize with their friends, while at the same time we expect the students to follow certain rules so that the cafeteria will run more efficiently.

Depending on the student's behavior, the Principal or her designate, reserves the right to bypass any or all of the above consequences befitting the infraction.

Please do not drop off lunches any later than one hour prior to your child's lunchtime.

CALENDAR

Please refer to the Boone County website or the Ockerman Elementary website for up-to-date calendar information. This calendar will display all planned days off and holidays where school will be closed.

CELL PHONES AND OBJECTS FROM HOME

All OES students from grades 2nd through 5th have one-to-one technology (Chromebooks) and therefore have no need to bring an electronic device of their own to school. This includes, but is not limited to cell phones and includes the bus. If there are special circumstances in which a student needs to have a cell phone in his/her possession, the parent must contact the Principal to obtain special permission in advance. This will be considered on a case by case basis.

If permission is granted by the Principal, the cell phone must remain in the child's backpack and be powered off while at school. This policy will also apply for any time the student is on school grounds or on school provided transportation (including field trips).

Infractions will result in: 1st offense—warning given to student and a note sent home; 2nd offense—device will be confiscated and must be picked up by a parent.

Any item brought from home becomes the sole responsibility of the parent / guardian. Staff members, administrators and the school as a whole will not be liable for lost, stolen, or damaged devices / items.

Toys, Pokemon cards, stuffed animals etc., are not permitted to be brought to school unless special permission has been granted by the classroom teacher in advance.

CLASSROOM SNACKS / BIRTHDAY CELEBRATIONS

Classroom snacks (due to Health Department regulations) must be store bought and in a sealed, unopened container. Snacks can be sent into school with the student or brought into the office. Please also follow the individual teacher's guidelines for snacks due to possible allergies in the classroom. These may require special snack guidelines. No balloons, flowers, etc. as these are a classroom distraction and will not be sent home on the bus.

COMMUNICATION

We believe that working as educational partners with parents/guardians is very important to your student's success at Ockerman Elementary. To help communicate between home and school, we have the following resources: OES Website (www.ockerman.boone.kyschools.us), Back-to-School Night, Curriculum Nights, email, voice mail, student agenda books, parent / teacher conferences, classroom newsletters, The Rocket Connection newsletter (sent via email and posted on the school website), Facebook at www.facebook.com/ockermanelementaryschool, and Twitter @OESRockets. We also provide a "Note to School" pad for easy communication between teachers / staff and families for routine notes.

CONFERENCES

School wide parent conferences are scheduled in the fall and are one of the ways in which parents, families, and staff members can communicate concerning student academic

growth and instruction. Some teachers also choose to schedule additional conferences throughout the year as needed. If at any time you would like to meet with our child's teacher to have a conference or meeting, please contact the teacher directly to set up an appointment.

COUNSELING

The elementary school counselors work closely with parents, teachers, and other professionals to provide students with the best possible resources and services. The counselors' jobs are as varied as the students they serve. Students may be referred to the counselors by teachers, parents, or through self-referral. As an advocate for all children, the goals of the counselor include guiding students to a better understanding of themselves and others, helping them to resolve problems at school as well as at home, providing crisis intervention, and helping to identify children with special needs. Keeping open lines of communication between parents, teachers, and students is an important function of the counselors. Our counselors are available to discuss any matter that concerns your child. Feel free to call for an appointment.

DRESS AND APPEARANCE POLICY

SBDM Dress Code Policy - The SBDM council shall develop guidelines for appropriate dress and appearance for the students within the school. It shall represent the dress code for the school and be evaluated and updated by the month of July each year. The dress code shall be included in the Ockerman Elementary Student Handbook and the Ockerman Elementary Staff Handbook. Principals shall enforce the dress code in their schools. Students whose appearance does not conform to these rules will be required to change into attire that adheres to the guidelines. Parents will be contacted to provide alternate clothing and/or address appearance issues.

Guideline: The wearing of any attire, cosmetics, and presentation of extraordinary personal appearance, or any unsanitary body conditions in the judgment of the Principal, significantly disrupts the educational process, or threatens the health of other pupils and/or staff members is prohibited.

Specifics:

- Shorts may be worn from the first day of school until October 1st and again beginning on April 1st through the end of school with the stipulation that during those time frames the high temperature for the day is 70 degrees or higher.
- Shorts and skirts must be fingertip length (fingertip length means that when the arms are hanging at the sides, the hem of the shorts/skirt is at or below the tip of the fingers).
- Shorts with tights underneath must still follow the length guideline above.
- Shirts must touch the waistband of pants/skirts and no skin should be exposed when arms are raised over the head.
- Tops with straps less than 2 inches wide are prohibited.
- Mesh clothing or any clothing that is see-through is prohibited.

- Shoes with wheels, heels higher than 2 inches, and shoes with no back straps are prohibited. Flip flops may never be worn at school.
- Clothing with inappropriate language, references, or pictures are not permitted, including any reference to drugs, alcohol, violence, or sexual references.
- Hats, sunglasses, or sleepwear may not be worn to school unless it is a specifically designated day with approval by the Principal.

NOTE: The Principal has the flexibility to make adjustments to the dress code due to student medical or religious reasons. Prior approval for deviation from the dress code should be obtained.

Dress Code for Physical Education

For safety within our physical education classes and environment, your child must dress appropriately for all activities. Below are some general guidelines, but are subject to the judgment of the P.E. Instructor.

Clothing which is safe and appropriate for physical activity:

Sweat pants, jeans, (a belt must be worn with any loose fitting pants), gym shoes that stay tied or have Velcro (socks must be worn with gym shoes), any clothing that does not restrict movement or that is unsafe.

Clothing that is unsafe and therefore NOT permitted:

Sandals, high heeled shoes or boots, gym shoes without shoestrings or that will not stay tied or fastened, dresses, skirts.

ENGLISH LANGUAGE LEARNERS (EL)

The English Language (EL) Program for Boone County Schools is designed to help meet the academic language needs of students who have backgrounds in a primary language other than English. Children who are identified for the program will have Program Service Plans created just for their individual needs; the EL teacher will contact parents to discuss the specific type of EL service that will be most appropriate for their child(ren).

EXTENDED SCHOOL SERVICES

The Extended School Services program has been developed and funded through the Kentucky Education Reform Act and provides instructional and related services for students who need additional time and assistance in order to improve in specific subject areas. The program will help students reduce their academic deficiencies, prevent failure, and maintain their academic performance levels. The student selection for this program is based on teacher recommendation, class work, and test scores.

FEES (K through 5th Grade)

The cost of school fees and extra curricular fees is updated yearly and will be sent out through beginning of the year communication.

Student fees are used to offset the expense of instructional supplies used in the classroom. Fees are due the first week of school and may be paid in cash, check, or money order payable to Ockerman Elementary School. Credit Card payments are available if a Parent Portal account is set up in advance (be advised that online payments will incur a service charge). (See Parent Portal for more information.) By filling out the Household Income Form (HIF) each year (as required) you may qualify for reduced or free fees. Students who qualify for free lunch are not required to pay student fees and those who qualify for reduced lunch will pay the reduced student fee amounts. The number of households qualifying for Free or Reduced lunch makes OES eligible for participation in specially funded programs such as the all-school free breakfast/lunch program. The Household Income Form (HIF), which is required, enables us to maintain our Title I program status as well as other funding programs here at Ockerman Elementary. If the HIF forms are not filled out, it could jeopardize all of the programs that are based on our Free and Reduced numbers. Even if you do not feel that you will qualify, we ask that you complete the form anyway just in case as it could assist us with additional educational funding.

- Students with unpaid school fees will not be permitted to participate in any extracurricular activity until the fees are paid.
- Students with unpaid fees at the end of the school year will not be assigned a teacher for the following year until the past due fees are paid.
- Once the fees have been collected, there will be no refund unless there are extenuating circumstances.

FIELD TRIPS

Field trips may be scheduled by classroom teachers as means to support instruction. All students who attend field trips must have a completed or signed permission slip at school prior to the designated deadline or they will not be permitted to attend the field trip.

Parents or family members who wish to attend field trips as a chaperone must have an approved criminal background check and complete the OES Volunteer training. See the Background Checks section for more information.

GIFTED AND TALENTED EDUCATIONAL SERVICES (GATES)

The mission of GATES is to provide opportunities and assist each student to acquire a superior education and love of learning through visionary leadership, productive management of resources, and exemplary services for all students in alliance with school personnel, parents, and members of the community.

GRADING

Primary and Intermediate report card dates are listed on the OES website, www.ockerman@boone.kyschools.us
Dates subject to change due to missed school days.

GUARDIANSHIP CONCERNS

Ockerman Elementary is responsible for educating your child and keeping him/her safe while in our care. It is NOT our responsibility to determine which parent or guardian may check a child in/out of school, etc. and is also unlawful for us to do so. If custodial or guardianship issues exist when you register your child, or during the course of the school year, it is YOUR responsibility to provide custodial documentation to the front office. NOTE: A current legal court document, signed by a judge, must be provided to ensure our compliance with custody orders. Any other documentation must be reviewed and approved by the Director of Pupil Personnel at the district office. Please also note that "custody" does not merely indicate with which parent a child is residing. Both parents may exercise custodial rights unless a document, signed by a judge, indicates that a parent's rights have been terminated:

Information on Rights of Parents from the Family Education Rights and Privacy Act (FERPA): An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. (Authority: 20 U.S.C. 1232g)

HEAD LICE PROCEDURES

Introduction- According to 902 KAR 2:170 (Medical conditions which may pose a threat in the school environment), head lice is one of the conditions considered to pose a threat to others in the school environment. According to KRS 158.160 (2) *"If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the superintendent of the district may order the student excluded from school."*

For the purpose of controlling head lice at school, the Boone County Schools will follow a 'no live lice' procedure. If a person is found to be infested with lice, that person shall be excluded from school until he/she is re-examined by trained school personnel and found to be free of lice. A note from a physician, health care provider, or health department will not be accepted in lieu of the examination by trained school personnel.

Students who are found to be infested with head lice shall be sent home with an information packet supplied by the school and approved by the District Health Coordinator. Parents or an emergency contact will be summoned by the office staff to pick the child up from school as soon as possible. If

parents are unwilling or uncooperative, a school administrator will intervene.

In cases where it is impossible for a parent or emergency contact to retrieve the child, the child may be sent home on the school bus provided the personnel on the bus are notified of the child's condition. Transportation personnel will make every effort to isolate the child on the bus. However, the child may not ride the bus again until school personnel have deemed the child to be free of lice and have notified the transportation personnel.

Absences from school due to head lice infestation will be considered excused on the day the child is sent home and one day following. Absences after that time will be considered unexcused. Subsequent absences due to recurrences within 30 days will also be unexcused.

Children who have been sent home from school due to head lice infestation may not return to school alone or on the school bus. He/she must be accompanied by an adult to the Clinic where the child will be examined by school personnel prior to being permitted to return to class.

Screening may take place in the classroom, first aid room, or other area deemed appropriate for that purpose. Personnel conducting the screening will be given specific training by the school nurse. Training will include identification of lice and nits, procedure for checking a head, and the use of gloves and/or sticks to check heads. Consideration will also be given to confidentiality and protecting the dignity of the children being screened.

Screening on a smaller scale will be performed at all levels or on an as-needed basis. Children will be screened when cases of head lice are reported to the schools (such as infestations in siblings), or when they exhibit signs of infestation (such as excessive scratching of the head). When cases are identified, contacts at school will also be screened. Contacts include classmates, siblings, bus mates, team mates, etc.

Students who return to school after an infestation will be re-checked by school personnel on a weekly basis (for a minimum of four weeks) to ensure there are no re-infestations. Families experiencing chronic re-infestation will be referred to the school nurse or family resource center for additional assistance.

Control Measures at School - Lice sprays are only to be used on fabric upholstery. They have no effect on hard surfaces (which lice avoid anyway) and have been shown to contribute to respiratory and environmental illness. Carpets must be thoroughly vacuumed. Lice will not survive over a weekend in a building without a human host. Commercial environmental spraying of pesticides is not recommended. Avoid activities that promote the spread of lice. Dress up areas and stuffed animals must be washed or bagged in plastic for 2 weeks during an outbreak of head

lice. Playing with hats or wigs is never recommended. During an outbreak, it is advisable to place coats in individual plastic bags. Staff should remind students to never share hats, combs, brushes or hair accessories.

HEALTH CARE / MEDICATION

First Aid Room The First Aid Room (FAR) is provided for any student who is ill, injured, needs to take medication, or requires medical attention. If your child is too sick to participate at school, he/she will be sent home. Excessive trips to the FAR will be reported to the parent. The following information will be helpful in deciding whether your child is too sick for school. Please notify the school if your student will be absent.

- Has a temperature of 100.4 or higher
- Needs to be fever free for 24 hours without fever reducing medicine
- Vomits twice or more in a 24 hour period
- Consistent cough, difficulty breathing or wheezing
- Repeated diarrhea or bloody stools
- Exhibits abdominal pain for more than two hours
- Open sores on the mouth and/or nose
- Skin rash or red eyes and you don't know why
- Head lice, scabies or ringworm
- Shows symptoms of flu, chickenpox, impetigo or strep throat

An Enrollment Card with current contact information is important in case of injury or illness emergency. The information on the card must be kept up-to-date; alert the office immediately if any change of address or phone number(s) is made. ***This is the responsibility of the parent or guardian.*** If a parent or emergency contact cannot be reached within 30 minutes, an officer may be dispatched to the home.

Health Requirements for School

All students must have a valid Kentucky Immunization Certificate on file at school at all times. A valid Immunization Certificate includes all series and boosters for diphtheria, pertussis/tetanus, polio, measles, mumps, rubella, HIB vaccine, hepatitis A, hepatitis B, varicella, and pneumococcal. Dates of all immunizations (series and boosters) must be documented on the certificate. An expiration date stating when the next immunization is due must be indicated.

Contact your doctor, clinic, or the Northern Kentucky Independent District Health Department at 859-363-2060 for an appointment as soon as possible to meet all requirements.

Tuberculosis Skin Test

A tuberculosis skin test must be given by the primary physician, read, and noted on the physical form prior to enrollment in school if the student comes from Asia, Africa, the Middle East, Latin America, or countries with endemic tuberculosis. If the skin test is positive, the child must have a chest x-ray and medical examination prior to enrollment.

Medication Policy—BCBOE Policy 09.2241

Internal medicine, including aspirin, shall not be provided at school for the purpose of administering to pupils. Antiseptic and appropriate other emergency supplies shall be maintained in the first-aid room.

Pupils may take medicine which is brought from home after a completed authorization form from the parent/guardian is on file. Prescription medicine may be brought to school only as required by administrative procedures. No more than one (1) week's supply shall be sent each time. It must be deposited with the Principal/designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

Asthma inhalers may be carried by an asthmatic student at any time, provided the parent/legal guardian and physician files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication.²

Students with diabetes mellitus shall be permitted to carry their blood glucose monitoring equipment and supplies (which may include water, candy, and insulin based on their treatment modality), with them at all times and test blood glucose levels whenever necessary provided the parent / guardian and physician file a completed authorization form each year.

Epi-pens may be carried by a student with severe, life-threatening allergies, provided the parent/legal guardian and physician file a completed authorization form each year, as required by law. It must be noted on this form if a student may be permitted to self-administer his / her own medication.

A school medication release form MUST be completed by the parent / guardian when any prescribed medication, including prescription, herbal and dietary supplements, and non-prescription over-the-counter medications, which are essential for the student to remain in school, are brought to school. The specific instructions included with the medication and supplied by the family and health care provider on the medication release form, shall be followed during administration of the medication.

Students shall not share any prescription or over-the-counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:¹OAG 73-768, ²KRS 158.834, KRS 158.836, OAG 77-530; OAG 83-115 **Section 504 of the Rehabilitation Act of 1973, The American Disabilities Act, Individuals with Disabilities Act (IDEA)**

Related Policy:09-224

Adopted/Amended: 07/08/2010 Order#: E-2E

INCLEMENT WEATHER

It is the parent's responsibility to seek information regarding closings and delays. In the event inclement weather results in a closing or delay, the school all-call system will be used to notify families. This system allows the school to send a phone call, text message, and email quickly and pulls contact information from the Infinite Campus data system. It is the parents' responsibility to notify the school of any changes to phone numbers or email addresses. If you change cellular phone carriers even if you keep the same phone number you will need to notify the office as our all system will automatically deactivate accounts when a change is made in service. Closing information can also be found on the Boone County Schools website www.boone.kyschools.us. Information may also be found on the school Facebook account and Twitter feed as well as seen on local television stations.

Delay Information:

1 hour delay - school begins at 9:40 and students may be dropped off after 9:00 a.m.

2 hour delay, school begins at 10:40 and students may be dropped off after 10:00 a.m. **Breakfast is not served and there will be no morning Preschool

NOTE: Children Inc. before school care is not available on delay days.

KENTUCKY LAW: DEPENDENCY, NEGLECT, AND ABUSE

(620.020) Teachers or any school personnel who know or suspect that a child is dependent, neglected, or abused **MUST** report to a local law enforcement agency or the Kentucky State Police Department, the Cabinet of Family Services, or its designated representative, the Commonwealth's Attorney or the County Attorney.

LEADER IN ME

Ockerman Elementary is a Leader in Me school. The 7 habits are integrated into daily curriculum, activities and the everyday school culture. It empowers students to become the leaders of their own education by learning to set and achieve meaningful goals, take responsibility for their learning, work well with others, and use their own individual talents to better the school and community. Ockerman encourages all families to learn the 7 habits and incorporate them at home with their students.

LIBRARY/MEDIA CENTER

The Ockerman Elementary Library / Media center is available to all students for the purpose of listening to stories, sharing books, learning reference skills, working on research projects, relaxing with magazines, and checking out books.

Each student is responsible for the care and return of library books. **Your child must pay for any book which is lost or damaged while in his/her care.** (Students with missing books or unpaid fines will not be assigned a teacher for the following school year until books are returned and/or fines are paid.) Please be aware of your child's library books, ask him/her when the book is due, and help him/her to accept the responsibility of getting the library book returned on time. When a library book is brought home, share it with your child. This not only helps to develop good listening skills and to provide silent and oral reading experience, but it can be a "special, quiet time" for YOUR CHILD AND YOU.

Our goal is that when your child leaves our school he / she will have acquired a love for reading and the necessary skills to be a good library user in this age of information.

Each year, we have Book Fairs where books and other items will be available for purchase. Students will visit the fair with their classes; parents are also invited to participate.

PARENTAL PORTAL

Boone County uses the Infinite Campus database system to keep track of all your students' information. One valuable tool available to parents in Infinite Campus (IC) is Parent Portal. Parent Portal enables parents to access information in IC such as grades, scheduling, etc. Parent Portal will also allow you to pay annual school fees on-line with a credit card (be advised that a service charge will be incurred). In order to do this, you must create your Parent Portal account **prior** to making any on-line payments. To set up an account, you must **first receive your personal ID number** from the OES office. You will be asked to show a government issued photo ID before we can allow access to the Parent Portal. Once you have set up this account, it is good for the duration of your student's Boone County educational career. Make sure to note your password in a secure location. Passwords can only be reset by the Board of Education.

PARENT / TEACHER ORGANIZATION (PTO)

The PTO is an integral part of our family at Ockerman Elementary and is **FREE** to all parents, caregivers and staff. Their many contributions include the organization of our volunteers in our classrooms and on field trips. They also sponsor and provide many programs including our Fall Festival, Kentucky Kids Week, Field Day, Student of the Month Awards, Teacher Appreciation, and our yearbook in addition to many other activities. They raise funds which provide much needed materials for the school to positively affect our students. We urge you to join our PTO and to support their many efforts to enhance your child's education. Membership forms can be found on the OES website. You can contact the PTO by e-mail at: **ockermanpto@yahoo.com**.

**See the OES website for meeting dates, times, and executive board members.*

PARKING

Parking is somewhat limited at Ockerman Elementary. Visitors are asked to park in the front parking lot, but when full, please park in Ockerman Middle School's parking lot. **Do NOT park in the Ockerman Middle School Bus loop at any time.**

Thank you in advance for not parking in unauthorized parking areas or in no parking zones.

Our handicapped parking spots are located in the front of the building and are clearly marked. This location also has a ramp for accessibility. Do not use these parking spots unless you are legally eligible to do so and a handicap placard/license plate is prominently displayed.

PEANUT / NUT POLICY

OES recognizes the potential of a student developing a life-threatening allergic reaction to exposure to peanuts / nuts. In response to this threat, we have established steps to be a Peanut/Nut Safe School. This procedure will be applicable when it has been determined that a physician has diagnosed a student with a peanut / nut allergy.

Note: The entire Peanut / Nut Safe School policy can be found in its entirety on the OES website.

PICK-UP / DROP OFF / EARLY DISMISSAL

Beginning of the school day—before 8:40 a.m.

Students may be dropped at beginning at 8:15 a.m.

When dropping off your child at school in the morning, you must drop off your child in the front of the school in the drop off line. Make sure your child/ren are ready to exit the vehicle promptly. If your child is not ready to exit, please pull into a parking space and escort him/her into the building. Please follow the directional arrows in the parking lot as it is one way only. Never pass any vehicles unloading children. Doors open at 8:00 a.m.

After 8:40 a.m.

If you arrive after 8:40 a.m. you will need to park and walk your child into the office to sign in as he/she is tardy at this time. If you do not sign in your child, you will be called to return to school to do so. This is in the best interest and safety of your child.

Early Dismissals

If you need to pick up your child for an appointment you will need to come into the office to sign your child out. Make sure you send a note to the teacher on the day of any early pick up. Any time a child is picked up prior to 3:40 p.m. counts as

a tardy—please refer to the attendance policy for clarification. You will need to provide a government issued photo ID every time you come to pick up your child and no child will be called to the office until the parent or guardian arrives for the pick up.

Occasional Pickups

If your child normally rides the bus but you are picking him/her up, you must enter the child's name in the Occasional Pick Up form found on the OES website no later than 3:00 p.m. on that day. In addition, you must notify the teacher in advance. Only in a case of emergency may you call the office during the day to advise them that you will be picking up your child and the office staff will notify the teacher. This must be done before 3:00 p.m. If you do not arrive by 3:25 p.m. for sign out or have not communicated to either the office staff or classroom teacher that you are picking up your child, he / she will be placed on the bus.

Once students are placed on the bus, they will not be removed for late arriving parents. In these cases you will be asked to meet your student at his/her bus stop. Upon arrival you will sign the child out in the lobby and must provide a government issued photo ID. The name of the person picking the student up must be listed on the student's enrollment card. If the person is not listed, we will not permit your child to leave the premises with the person.

Everyday Pickups

If you chose to provide transportation for your child it is your responsibility to drop off/pick up him/her everyday. Everyday pick up parents need to arrive at school no later than 3:30 p.m. Parents who are habitually late will be asked to use school transportation. You will need to provide a government issued photo ID each time you come to pick up your child. You will then wait in the cafeteria for your child. The names of everyday pick-ups are only called the first two weeks of school. You must remain in the cafeteria while waiting for your child. You may not wait in the front hallway or go into other areas of the building. If you wish to speak with your child's teacher you will need to return to the office after dismissal and request to speak to the teacher if he / she is available or make an appointment for another time.

If a request to move a child from the bus to an everyday pick up is done within the school year, proof of residence will be required .

Preschool Drop off and Pick up

Preschool students ride a separate bus than students in grades K -5 as well as their day begins a bit later and ends earlier. If your preschooler does not ride the bus, you will park and walk your child to the preschool door - look for the signage.

AM Preschool begins at 8:50 a.m. and dismisses at 11:55 a.m. Students may be dropped off no earlier than 8:45 a.m. and must be picked up by 12:00 p.m. PM Preschool begins at 12:00 p.m. and dismisses at 3:20 p.m. Students must be

dropped off no earlier than 11:55 a.m. and must be picked up by 3:25 p.m.

For both drop off and pick up, a member of the preschool staff will meet you at the door. Please be prepared to show a picture ID every time that you arrive to pick up your child. You may not enter the building. If you arrive past the posted times for drop off / pick up, you will need to go to the main office for assistance. When leaving with your child, please be mindful of safety rules in the parking lot as well as adhere to safety procedures when exiting the parking lot. Once buses begin to exit the rear lot, please allow them all to leave the campus before you pull out.

NOTE: When leaving the OES parking lot please remember that all buses have the right away. Do not pull out in front of any bus.

PLAYGROUNDS

The front and back playgrounds are closed to the public. Rules and guidelines for playground use will be covered by your child's teacher on the first day of school and reviewed throughout the school year. Please contact your child's teacher for specific questions about what is expected on the playgrounds.

ROLLER SKATING NIGHT At the FUN DOME!!

Be sure to join us at the Fun Dome on Hwy 18 in Florence. Please check the OES website for dates. All skating events are from 6 to 8 p.m. Please be there promptly at 8:00 to pick up your student(s).

**School wide behavior expectations apply to all off campus events.*

If a student requires disciplinary action while at the Roller Skating Event, he / she will not be able to attend any future Roller Skating functions.

Admission: \$3.50---Skate Rental: \$2.00 (Prices subject to change)

Proceeds benefit the BUDDY Program at Ockerman Elementary.

SCHOOL ACTIVITIES

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials. No student shall, either before, during, or after any school event, on or off school premises, participate in fighting, disturbing the peace, congregating in groups threatening violence, or participate in any other misconduct detrimental to others. Violation of this regulation constitutes cause for suspension or expulsion of the student(s) from school, and/or the possible elimination of the schools involved from all participation in interscholastic athletics and other activities.

At Ockerman, we follow a SAFETY FIRST approach. IF YOUR CHILD'S ACTIONS RESULT IN PHYSICAL OR EMOTIONAL INJURY TO ANOTHER, DISCIPLINARY ACTION WILL BE TAKEN. If you feel the disciplinary action is unwarranted, you are welcome to schedule a meeting with school administration.

SCHOOL DAY STARTING AND ENDING TIMES

8:15 A.M. Doors Open

8:40 A.M. Kindergarten - 5th grade students are to be in classrooms ready to learn

8:50 A.M. - AM Preschool begins

12:00 P.M. - AM Preschool dismissal

12:00 P.M. - PM Preschool Begin

3:20 P.M. - PM Preschool dismissal

3:40 P.M. School day ends and students are dismissed

Please make sure students are at school in time to be in their homerooms by 8:40 a.m. **If transporting your child, he / she must be here before 8:30 a.m. to receive breakfast.** If a student arrives in his / her classroom after 8:40 a.m., he / she will be considered tardy. Students must be signed out by **3:30 p.m.** for occasional parent pick-up (it is the parent's responsibility to fill out the online Occasional Pick Up form prior to 3:00 p.m. of the day of pick up). Students will be dismissed at 3:40 p.m. to the cafeteria. All persons signing out a student **MUST** provide a government issued photo ID upon sign-out.

SEARCH AND SEIZURE

All students must be aware that desks, cabinets, closets, classrooms, and other school facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of student code of conduct.

- A search may be conducted by the Principal/designee only upon a reasonable suspicion of violation of student code or State or Federal regulations.
- A further search of the student's person, handbag, athletic bag, or clothing may then be conducted if a reasonable suspicion exists.

SITE BASED DECISION MAKING COUNCIL (SBDM)

Ockerman Elementary is a Site Based Decision Making school. Our SBDM Council is composed of two parent representatives and three teacher representatives. Due to the percentage of minority students enrolled at Ockerman we also have an additional minority parent and minority teacher on council for a total of 3 parents and four teachers, and the Principal who acts as the chairperson. All meeting agendas are posted 24 hours prior to a meeting and parents are

always welcome to attend. Meetings are held in the library. Governing policies and minutes can be found on the Ockerman Elementary School webpage under the SBDM tab. *Please check the OES website for SBDM members, meeting dates and times.*

SNACKS & DRINKS

Snack permissions vary by teacher and will be communicated with families at the start of your child's year. Students may not share snacks / drinks. Snacks / drinks are only to be consumed in the classroom under the teacher's direction. Snacks / drinks may NOT be consumed on the bus. As a general rule students are permitted to bring one snack and drink for the school day if the following guidelines are met:

Snacks

- Only one item per day (individual portion size only)
- Must not require a spoon
- Can be managed by the student independently

Drinks: Water only (no soda, sports drinks, juice, etc.) and must be in a container that has a pop top or flip lid

Exceptions made for students with a specific medical need; appropriate medical documentation, signed by the doctor, must be on file at OES.

TEACHER REQUESTS

If you wish to request a specific teacher for your child for the following year, you must follow the guidelines for making those requests as outlined under the SBDM Policy 3.1 Ockerman Elementary Assignment of Students to Classes. SBDM Policies are located on the school website under the SBDM tab.

TECHNOLOGY

Each Parent / guardian and student is asked to sign an Acceptable Use of Technology form each year. This ensures that everyone is familiar with proper use of school devices, websites, etc. when using technology at school.

Students have rights of confidentiality. Students are not permitted to take pictures of any students with cell phones, Chromebooks, etc. anytime they are under supervision of school staff (including buses, field trips, etc.). They are absolutely not permitted to post pictures of any students taken while under supervision of school staff on social media sites such as Facebook, Instagram, Tumblr, Vibe, etc. Failure to comply with this rule will result in disciplinary action as outlined under Board policy.

Each student in grades 2 - 5 will be assigned a Chromebook for use within the classroom and here at school. Students who misuse the device or intentionally damage the device will lose their Chromebook privileges at the discretion of school administration. Intentional

damage may result in the student having to pay for replacement or repairs.

TEXTBOOKS

Student textbooks are provided at no cost to the students as long as these books are not lost or damaged. Lost or damaged books must be paid for by the student/parent.

TITLE I PROGRAM

At the beginning of the 2005 academic school year, Ockerman Elementary began a school wide Title I program. As a school wide Title I program, we receive federal dollars based on the percentage of our families qualifying for Free/Reduced lunch. This allows Ockerman Elementary opportunity and flexibility to spend Federal Grant Dollars as needed to benefit all of our students.

How does this pertain to you and your child's education?

Ockerman Elementary is able to hire additional staff and improve technology programs such as Fast ForWord and Compass Odyssey with these Federal funds.

Is your child a Title I student?

Yes, if your child attends Ockerman Elementary, he or she is considered a Title I student. This does not necessarily mean that they will need or individually receive supplemental services while attending school.

Is your child's teacher a Title I teacher?

Yes, every teacher at Ockerman Elementary is a Title I teacher because all Ockerman Elementary students are Title I students.

Are there meetings I can attend to find out more information regarding Ockerman Elementary's school wide Title I program?

Yes, we would encourage you to attend an upcoming Title I meeting. There are two scheduled Title I meetings throughout the school year. Our first meeting will be in the fall and the second one will be in the spring. Notification will be sent home with the dates of the Title I meetings. A powerpoint can be found on the school website with all of the information that is covered during the Title 1 Parent meetings.

Title I Parent Involvement Policy

This School Wide Title I policy, and the plan to implement it, have been developed jointly and in agreement with, and will be distributed to, parents of students attending Ockerman Elementary School.

It is the intent of Ockerman Elementary that the parents of students shall be provided with convenient opportunities for

full and on-going participation in the School Wide Title I Program, including opportunities to suggest modifications based on the changing needs of the children, their parents, and the school.

All comments indicating parents' dissatisfaction with the School Wide Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Ockerman School Wide Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by Ockerman Elementary School. These goals and standards shall be shared with parents (in a timely manner) that will enable them to participate in decisions concerning their child's education, and monitor and improve the educational achievement of their child.

A description and explanation of the school curriculum, assessment and proficiency levels, and a timely response to any parent suggestions will also be provided.

Ockerman Elementary School shall submit to the Superintendent and Board for review and comment, the School Wide Title I Parent Involvement Policy, which must meet all legal requirements. This policy shall be developed jointly with, and distributed by, Ockerman Elementary School to all parents.

Building Capacity for Involvement

Ockerman Elementary School shall build capacity for strong parent involvement by:

- Providing assistance to participating parents in understanding national, state, and local goals, standards, and assessments.
- Providing assistance to parents in understanding the School Wide Title I Program and how to monitor their child's performance, as well as information on how parents can participate in the education of their child.
- Ensuring, to the extent possible, information sent home is in a language parents can understand. For parents who speak English as a second language, information will be provided in their primary language. For parents who are visually impaired, information will be provided in Braille or in large print.
- Involving parents, where appropriate, in the development and training for teachers and staff for the improvement of instruction.
- Providing other assistance, as appropriate, in development of programs designed to help parents become full partners in the education of their child.
- Developing appropriate roles for community-based organizations and businesses, and encouraging partnerships with elementary, middle, and secondary schools.

- Training and supporting parents to enhance involvement of other parents, where appropriate.
- A copy of the Ockerman Elementary School wide Title I Parent Involvement Policy shall be kept on file at Central Office.

VISITORS/ BUZZER SYSTEM

All visitors must enter through the main office door. Ockerman Elementary utilizes a buzzer system to maintain a high level of security at all times. When you arrive at the front door please press the buzzer. A member of the office staff will ask the purpose for your visit as well as your name and the name of your child. Please be prepared to show a picture ID. Once staff have confirmed that you are affiliated with OES, you will be allowed into the office. To maintain security in the building, please do not allow other persons to enter the door with you when you are buzzed. Once you are in the office a member of the office staff will assist you as needed. While in the office please refrain from using cell phones. If you have small children with you, please ensure they remain by your side and closely supervised at all times. We encourage you not to bring additional persons to the office with you as we have limited space available.

All visitors MUST report to the office upon entering the building and provide a government issued photo ID. A badge will be obtained in the office and must be worn at all times. Visitors must remain in the area they have received a pass for, i.e. if you are here for lunch you may only be in the cafeteria. This is for the safety of all the students. An approved Background Check must be on file at the school in order for you to volunteer in the classroom or eat breakfast / lunch with your student.

WALKERS

Students will only be permitted to walk home if they are able to do so without crossing U.S. 42. We do not have a safety officer to stop traffic to ensure the students may cross the road safely. Parents wishing to have their student(s) walk home from school must request and fill out a Student Walker form to have on file in the school office. In case of inclement weather, all walkers will be placed on their appropriate bus and not permitted to walk home.

WITHDRAWALS

If you have moved from the Ockerman district, please report the move to your child's teacher and to the school office as soon as possible. All Library books, textbooks, and lunch charges must be returned / paid at that time. School Records will be forwarded upon receipt of the Request for Records Form that must be filled out by the parents at the new school.

OES PARENT FORMS INCLUDED IN THIS HANDBOOK

PLEASE READ, SIGN, TEAR OUT, AND RETURN THE FOLLOWING FORMS TO
OCKERMAN ELEMENTARY BY THE END OF THE FIRST WEEK OF SCHOOL.

- Receipt of Ockerman Elementary School
- Handbook and B.C. Code of Conduct Form
- Authorization for Publication Policy (1/2 Page)
- Parent-School Learning Compact
- Participation in Physical Education Form

There may be additional forms not printed in the handbook that need to be read, signed, and returned to the homeroom teacher.

**Receipt of the Ockerman Elementary School Handbook and Review of
the Boone County Schools Code of Conduct**

By signing each section, you have agreed that you and your child have reviewed, understand, and will adhere to the policies and procedures as outlined in this handbook and in accordance with the Boone County Code of Conduct and the Ockerman Elementary School Handbook. **The Boone County Code of Conduct is located on the district website at: www.boone.kyschools.us or can be picked up in the OES front office upon request.

STUDENT NAME: _____

As the parent(s) / guardian(s) of above named student, we have read and discussed the OCKERMAN ELEMENTARY SCHOOL Handbook and the BOONE COUNTY Code of Conduct with our child.

Signature of Parent / Guardian _____ Date _____

Student's Signature _____

School Use: Classroom Teacher _____

Ockerman Elementary School
Authorization for Publication Policy

There are many internal and external publications, etc. in which your child's photo could be included (i.e. yearbook, newsletter, website, newspapers, etc.). If you have an objection to your child's photo appearing in these publications, you must submit in writing a request for non-publication. In this written request, you must specifically state in what publications you do not want your student included.

By signing below, you are acknowledging that you have read and understand the Authorization for Publication Policy. Signing this document does not exclude your child from publications.

Student Name _____

Homeroom Teacher _____

Signature of Parent or Guardian _____ Date _____

Digital Resource Permission

As a parent of a student(s) at Ockerman Elementary I understand that my son / daughter will use a variety of digital or web based tools and programs to enable and enhance learning. Students may access web-based applications to create, review, store, share and potentially post their work on the Internet. Examples include but are not limited to: Google Apps for Education, Office 365 resources, Book Creator, World Book Online, etc... By granting permission you are allowing your child access to any and all resources and tools provided by the school. Use of all digital and web based tools and resources are bound by adherence to the Boone County Schools Acceptable Use Policy.

Digital Resource Permission

Student's Name _____

School Year _____

Homeroom Teacher

Parent/Guardian Signature _____

_____ Yes, I GRANT permission for my student to use digital and web-based resources

_____ No, I DENY permission for my student to use digital and web-based resources

School Use: Media Specialist

Ockerman Elementary School: Parent-School Learning Compact

Parent/Guardian - I want my child to achieve; therefore I will encourage my child by doing the following:

- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Set aside a specific time for homework and review it regularly.
- Provide a quiet, well-lighted place to study.
- Encourage my child's effort and be available for questions.
- Stay interested in and aware of what my child is learning.
- Read with my child and let my child see me read regularly.
- Communicate with my child's teacher on a regular basis and be available for questions.
- Attend parent conferences.

Parent/Guardian Signature _____ **Date** _____

Student - It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Attend school regularly.
- Be prepared for school each day with completed assignments and supplies.
- Work cooperatively with my classmates.
- Respect myself, my school, and other people.
- Follow rules of student conduct.

Student Signature _____ **Date** _____

Teacher - It is important that students achieve; therefore, I will strive to do the following:

- Provide assistance to parents when requested, so that they can help with homework assignments.
- Encourage students and parents by communicating regularly about student progress.
- Provide parents with positive feedback about students.
- Provide high quality instruction in a supportive and non-threatening environment.
- Provide varied learning opportunities for students to enable them to meet academic expectations.
- Hold expectations high for all students, believing that all students can learn.
- Encourage parents to attend parent-teacher conferences regularly, become school volunteers when possible, and become active in school functions.

Teacher Signature _____ **Date** _____

Principal - I support this compact for parent involvement; therefore, I will strive to do the following:

- Provide a high quality curriculum and support research based instructional practice to equip students to be successful academically and socially.
- Create a learning environment where students feel safe, respected, and nurtured in order for healthy student to student relationships and healthy teacher-to-student relationships exist.
- Support ongoing positive communication between staff, parents/caregivers, students, and community members.
- Encourage ongoing parental/caregiver involvement in all aspects of student education.
- Expect and challenge all students to learn at rigorous, high levels of thinking and make connections with learning to real world applications.

Principal Signature Mrs. Kimble Best

- - Please sign and return to your child's teacher as soon as possible.- -

School use: Best

BOONE COUNTY SCHOOL HEALTH PROGRAM

Annual Health Questionnaire for Participation in Physical Education

Name of Child _____ Teacher _____

Grade _____ Date _____

1. Has your child had a routine health exam in the last year?

No _____ Yes _____ If yes, date _____

Physician or agency _____

2. Has your child had any illness or injury in the last year?

No ___ Yes ___ If yes, is he/she still under treatment? No ___ Yes ___

Can the school health service be helpful? No ___ Yes ___

If yes, please comment: _____

3. Is your child on any medication? No ___ Yes ___

If yes, does it need to be given in school? No ___ Yes ___** If yes you will receive follow up communication from the school nurse to gather additional information.

4. Does your child have any diagnosed disabilities? No _____ Yes _____

If yes please provide additional details _____

Is there any limitation on activities? No _____ Yes _____

If yes, please state limitations: _____

5. Does your child have any need for special attention because of health problems?

No ___ Yes ___ If yes, please comment: _____

6. To the best of my knowledge, my child is physically able to participate in regular physical education classes.

Signature of Parent/ Guardian

Date

Note: A written excuse from a physician is necessary for a student to be permanently excused from physical education.