

2022-23 Student Handbook

Blue Lick Elementary Policies and Procedures

Attendance Regulations

Please call the school office when your child is absent at 485-8212

Excused Absence

- Doctor or dentist appointment
- Confirmed illness
- Death in the immediate family

Unexcused Absence

- All absences other than those listed above (including vacations) are considered unexcused. If your child is absent, please call **485-8212**, and inform the school. Upon their return to school, students need to bring a note from a parent/guardian explaining the absence. A doctor's note may be required if absences due to illness become excessive.

Tardiness

- It is extremely important that students be punctual for school and remains in attendance until they are dismissed. In accordance with state regulations, the instructional day begins at 9:05 a.m. and ends at 3:45 p.m. (For additional information regarding tardies and absences, call the school office and talk to the attendance clerk.)

These regulations are strictly enforced. We appreciate parents' cooperation in ensuring their child's attendance from 9:05 a.m. to 3:45 p.m. daily! Students arriving after 9:05 a.m. must be signed in at the by a parent and must receive a Tardy Slip before proceeding to class. Early dismissal requires the student to be signed out through the office. No teacher is permitted to dismiss a student from the classroom. A school staff member notifies the teacher of a parent's arrival, and the student meets his or her parent in the office. Students will not be signed out between 3:30- 3:45 due to preparation for dismissal unless it is approved by the Principal.

Arrival/Dismissal Procedures

Arrival

Blue Lick Elementary School begins the instructional day at 9:05 a.m. and ends it at 3:45 p.m. for students in kindergarten through grade five. Students should arrive between 8:50 and 9:00 a.m. The gym is available, with adult supervision, from 8:30 a.m. to 9:00 a.m. While waiting to be dismissed to their classes, students are to use their time wisely by reading or studying. Students should not arrive before 8:30 a.m., since there is no adult supervision.

- **Car riders** should be dropped off in the back of the building at the **gym entrance**.
- **Walkers** may enter the building through the **gym entrance** or the **front door**.
- **The front driveway of the school is for bus use only.**
- **Parents** entering the building with their child must park in the back parking lot. They may then enter the building through the **front door**. All visitors must report directly to the front office. Due to new security procedures, parents are not able to escort their child to class.

Once our instructional day begins, all doors are locked and secured throughout the day. We have a security system that allows us to monitor the front door with a camera before any person enters the building. Safety is very important to us! IDs must be shown to the office staff.

Dismissal

To facilitate a safe dismissal for all students, Blue Lick Elementary School follows these procedures.

- **Bus Riders-** First run bus riders exit the building as soon as they are dismissed. Second run riders will wait in designated areas until their buses arrive. Adults are there to meet them and to assist them in loading the buses. The front driveway of the school is for **bus use only**. All bus riders are tagged with a backpack tag to help remind them which bus to board in the afternoon. Parents should make sure that their child keeps this tag on their backpack each day for the first the school year. **Bus-Schedule Information-**Bus schedules are available online. Questions concerning the route of the bus, bus-stop information, lateness of a specific bus, etc. should be directed to the Blue Lick Bus Compound at 485-3145 or to Transportation Services at 485-3471.
- **Bus conduct-**Bus riders need to be at their bus stop ten minutes before pick-up time. All students must follow the safety rules for their bus. All bus drivers explain these rules. Students exhibiting inappropriate behavior are given a bus referral and must report to the Assistant Principal's office. All referrals are processed. In the event of a serious offense, a parent/guardian is notified. In the event of repeat offenses, students are suspended from the bus. It is our primary goal that all students remain safe at all times!
- **Car Riders-** Parents may pull into the car-rider line at the **back** of the building. No car rider pick-ups are allowed in the front due to bus traffic. Parents need a car number tag to display from their rearview mirror. As each car approaches the loading area, a school staff member calls each child and assists him or her into the waiting vehicle. Due to security guidelines, parents may not come into the building to pick up their children at dismissal. Parents must go

through the car rider line to get their child. Parents are reminded that JCPS is smoke-free and please do not smoke while waiting.

- **Walkers-** All walkers are dismissed from the side door facing Knight Middle School. They are held until all buses have left. Once walkers have exited the building, those needing to cross Blue Lick Road should proceed to the crossing guard. Students who live behind the school should proceed to one of the two crosswalks and then proceed home. Students **may not** walk to meet cars in the parking lot. If a parent is driving to school to pick up a child, that parent needs to get into the car rider line. This is a serious safety issue and security will be called to enforce these procedures!

Behavior

As we strive to ensure the best education for your child, we have high expectations of our students in their learning and behavior. Our school is a participant of Positive Behavior Intervention and Supports program. We have created school-wide expectations and procedures in order to be proactive with student behavior. In addition, we have a Student Response Team that will attend and respond to a student that needs additional support. Blue Lick has a student security monitor and mental health counselor available to support students. Our goal is that students follow the expectations to ensure a safe and conducive learning environment.

Communication

Communicating with parents and the community is very important to us. We have many wonderful activities and functions that take place at Blue Lick. We will communicate with you in a variety of ways to ensure that you know important information. Our staff will communicate to parents through the agenda daily. It is very important that your child have their agenda each day in order for the staff to communicate academic and behavior progress. In addition, we have a school website and Facebook page that will post important dates, events, and pictures from our school! Blue Lick will also send home information through your child's Blue Lick homework folder. We also update our school website regularly to include information about the month's upcoming events. Phone calls, home visits, email, and parent conferences will also be tools that we will utilize to partner with you this year. We will also send out a message through our School Messenger system to let you know pertinent information.

Emergency Procedures

Fire, disaster, and emergency drills are conducted according to JCPS policy. Parents are asked to complete an Enrollment Information Form at the beginning of each school year. It is extremely important that a school staff member be able to reach a student's parent(s) in case of an emergency. If a parent's telephone number or address changes, that parent should contact the office immediately. The Enrollment Information Form also is the place for a parent to list all persons who have permission to pick up his or her child from school. Parents are responsible for updating this regularly.

Family Resource Center/Stepping Stones

Our Family Resource/Youth Services Center serves students and families at both Blue Lick and Knight Middle School. The purpose of the center is to link students and families to services that help reduce any barriers to learning.

Games, Gadgets, Phones and Toys

Students should not bring games, electronic gadgets, phones, or toys to school. These items, which can be expensive, are easily lost or stolen. If these items are out, items may be taken away from the student and a parent must come to school and retrieve them.

Health Information

The Commonwealth of Kentucky requires all children entering a Kentucky school for the first time to present a valid Immunization Certificate and proof of a recent physical examination. Presentation of a birth certificate and social security number also are required of all first-time Primary School children, prior to enrollment. An eye examination is required for students between the ages of three and six who have never attended a public school. If your child requires a prescribed medication during the school day, you need to fill out a Medication Form in the office. **Medicine should be brought to school by an adult with complete instructions and in its original container with the label attached.** Please make your child's teacher and the office staff aware of any health problems requiring special monitoring or precautions during the school day.

Lunchroom

We are a Community Eligibility School, which means all of our students receive a free breakfast and lunch daily. We qualify for this program because we receive funding from Title 1, a federal program. Even though all students receive this, completed lunch applications are still needed. The number of actual families that qualify for free/reduced prices lunches also qualifies us for Title 1 funding. Fast food and soft drinks are not allowed in the school cafeteria.

Parent Involvement

We need you! We are fortunate at Blue Lick to have a supportive group of parents. Our PTA works very hard for your child. The best way to say thank you to the organization's members is to volunteer, in any way you can, and to spend some time with

us. We are always glad to accept your help. As a matter of fact, we cannot wait to see you! Come on over; let us help you truly become part of the Blue Lick family!

Volunteers must fill out a Volunteer Form and have it **approved before** they can work with children or chaperone a field trip. Call the school office to request a Volunteer Form.