# Welcome to Norton Elementary School!

*The faculty and staff of Norton Elementary are pleased to welcome you to our school community. We provide a safe learning environment where students can grow intellectually, morally, and socially into contributing citizens. Education is a partnership between parents, students, and educators, so please keep in close communication with your child's teacher. This handbook contains most of the general information you will need to know about Norton. We hope you find it helpful!*

### Frequently Used Contact Information

**Norton Elementary Office: 502-485-8308 - Report an Absence by Text: 502-485-8308**

**www.nortonelementary.com**

**Text "Y" or "Yes" to 67587 to register for school text message alerts**

YMCA Child Enrichment Program (CEP): 502-471-4031

Wilhoit Bus Compound: 502-485-8595 - Jacob Bus Compound: 502-485-7660

Special Needs East Compound: 502-485-6099

# 2026-27 Parent/Student Handbook

## Arrival and Dismissal

**Car riders** are to be dropped off and picked up at the school gym, using the Barbour Lane entrance. **The front and back bus circles are for BUSES ONLY between 7:00-7:45 am and 1:45-2:45 pm**. For families arriving after 7:25 am, parents must park in the Barbour Lane parking lot and escort their child into the building. Parents should then visit the office to sign their child in tardy.

**Parents are not permitted to pick students up at the door or in the lobby after 1:40 pm.** For early dismissal, students must be signed out in the front office. Students will not be called to the office prior to parent arrival. Proper identification is required to gain access to the building.

- Early dismissal is strongly discouraged. In cases when it is necessary, students must be picked up no later than **1:40 pm. Please keep in mind that requests for a change in dismissal must be in writing**.
- For the safety of our students, **we will not dismiss students between 1:40-2:10 pm**.
- **Child Protective Services (CPS) will be contacted if students are not picked up.**

**Car Rider Reminders**

- Car rider drop-off is open from 7:00-7:25 am. Car rider pick-up is open from 2:10-2:30 pm. Please arrive within or before these windows to facilitate a smooth transition.

- Car rider tags should be easily visible. If you misplace your car rider tag, you MUST pick up a new one in the office. You may be asked to show ID when picking up if no tag is present.
- Please stay in your car during arrival and dismissal. Unattended cars slow down the dismissal process.
- **For safety reasons, children must both exit and enter from the passenger side of the vehicle.**
- Our school is a no-idle zone. Please turn off your engines as you wait in the carpool line.

**Walkers** must live within one mile of Norton. Walkers may enter at the Barbour Lane entrance beginning at 7:00 am. Dismissal begins at 2:10 pm through the school library exit. Parents picking up students who are walking home must present the walker tag. Students in 4th and 5th grade are permitted to walk home alone if they have a parent approval note on file. **Walkers must walk home, not to a parked car**. All walkers must stay on the sidewalk as they enter/exit and cross with the crossing guard, when present. **Please do not cut through the bus circle at any time.**

**Bike riders** must follow walker guidelines. Students are required to walk their bikes on school property. To ensure safety, it is suggested that students have a chain & lock to attach their bikes to the stand.

**CEP** pickup begins at 2:45 at the designated location.

**Parents are not permitted to walk students to their classroom.** Students are supervised at all times.

**Parents are not permitted to pick up students from the lobby at dismissal**.

### Changes in Transportation

We **will not** take changes of transportation over the phone. Please utilize the "A Note to School" form to indicate any changes. Notes must include the date of the change.

If a student is going home with another student, the parents/guardians of **both** students must send a note to the school office giving permission. If a student leaves at dismissal time by any means other than the normal procedure, a note must be sent to the teacher. **Bus riders will be placed on the school bus unless they have a note.**

**Children are creatures of habit. Even when you remind your child and send a note, students tend to exit by their normal route. It is for this reason that consistent transportation is best for your child's safety.**

## Attendance Regulations

### School Hours

Elementary school instructional time begins at 7:30 am and ends at 2:10 pm. Students desiring breakfast should arrive between **7:00 and 7:20 am** and go directly to the cafeteria. Bus riders and car riders who are not eating will go directly to their assigned location upon arrival. While waiting for the school day to begin, students should use their time wisely by reading or studying. **Students may not arrive before 7:00 am, as no adult supervision is available before that time.**

### Excused Absences

- Confirmed student illness
- Doctor or dentist appointment
- Death in immediate family
- Religious holidays
- Other extenuating reasons approved by the principal

### Unexcused Absences

- All other reasons (including vacations, transportation issues, and oversleeping)

JCPS policy requires parents/guardians to notify the school office each day that their child is absent and to submit a note explaining the reason for the absence. **Please utilize the School Absence Text Line at (502) 485-8308 and include the student's full name, teacher's name, and reason for absence. Texting will serve as both the notification and parent note.** Submit a doctor's note if available, as schools can only accept parent notes for ten days of illness during the course of a school year. **Students who are absent from school without a valid excuse for more than three days are considered truant under Kentucky state law.** Students with six or more unexcused absences will be referred to the Pupil Personnel Department for truancy.

### Tardiness

A tardy will be recorded for late arrivals and early checkouts. Parents should visit the office to sign their child in if he/she is tardy. No drop-offs are allowed. The instructional day begins at 7:30 am. Your child must be in the building before 7:30 am or he/she will be counted as tardy.

## Before-School and After-School Care

The YMCA has a CEP site at Norton and provides before-school and after-school care for students. Payment is based on a sliding scale. To register your child, contact the YMCA at (502) 637-1575.

## Birthdays

Birthday treats, such as cupcakes or cookies, are allowed at the discretion of each classroom teacher. Please check with your child's teacher before purchasing or sending in treats. Approved treats should be dropped off in the school office the morning of the celebration for the teacher to pick up. Please do not send balloons or flower arrangements to school for students.

## Bus Information

### Bus Schedules

Bus schedules are available on the JCPS website. Questions concerning the route of the bus, bus stop information, lateness of a specific bus, etc., should be directed to Transportation Services.

### Bus Conduct

- All students are required to follow the safety rules on the bus and listen to the bus driver at all times.
- Students must sit flat on their bottoms. Their backs should be against the seat backs, and their belongings should be on their laps.
- Students who exhibit inappropriate behavior will be given bus referrals and reported to the assistant principal or other administrator. Ongoing negative behaviors will result in suspension from the bus.
- Please note that when a student is suspended from the bus, he or she may not ride any public school transportation during the suspension. Parents are responsible for transporting the student to and from school. Suspension from the bus is not a suspension from school.

## Class Assignments

**Norton Elementary School does not accept teacher requests.** Student assignments are made according to appropriate placement and enrollment needs.

## Communication

All parent/guardian communication is sent digitally via text and/or e-mail. We encourage you to sign up for important alerts from JCPS through the JCPS website.

School newsletters are shared via email every Wednesday. Please read each newsletter thoroughly, as they contain important information and school updates.

## Dress Code

Appearance should not disrupt or distract from the educational process. Students should dress in a manner conducive to positive behavior and the learning process. Please see the guidelines below:

- No bare midriffs, backless shirts, halter tops, or clothing that exposes undergarments.
- No shirts with writing, decals, or messages that are inappropriate for the school setting.
- No shorts, skirts, dresses, or volleyball-style shorts above mid-thigh. Bottoms should be finger-tip length.
- Hats, bandanas, and other headwear may not be worn during the school day unless approved for religious, medical, or school-related purposes.
- No shoes that restrict physical activity, such as platform shoes, high heels, or shoes that do not securely fasten around the ankle. Tennis shoes must be worn for PE and are encouraged for daily wear.
- School administrators reserve the right to determine the appropriateness of student dress.

## Electronic devices

Electronic games and devices are not permitted at school. Students may not use, activate, or display cell phones or other telecommunication devices, including smartwatches, during school hours.

JCPS/Norton is not responsible for the loss, theft, or destruction of cell phones, electronic devices, toys, or personal items brought onto school property.

## Emergency Procedures

Fire, disaster, AED and emergency drills will be conducted according to JCPS policy.

## Family Resource Center

Our school provides a Family Resource Center (FRC) that offers numerous prevention and support services. The coordinator for the FRC is at Norton part-time and can be reached by contacting the office.

## Field Trips

- Curriculum-related field trips may be planned for your child.
- Students must have a digitally signed permission form prior to the trip. Permission forms are completed for all students through MySchoolBucks.
- Field trips are for current Norton students. **Adult chaperones must have a School Volunteer Records Check Form on file and may not bring other children**.
- Parents may not drop off/pick up at a field trip site.
- Students who do not participate in a field trip will remain at school under the supervision of another teacher.

## Food Service

- Students have the opportunity to purchase a school lunch or bring one from home.
- **Restaurant food is NOT PERMITTED during lunch.**
- For the safety and social development of our students, lunch visitors are not allowed.

## Health Information

- Norton will follow all CDC and JCPS recommendations and guidelines pertaining to the health and safety of all students.
- Parents should inform the teacher at the beginning of each school year if a student has a health problem that requires monitoring or special precautions during school.
- For school personnel to administer any type of medicine to your child at school, we must have a signed and notarized affidavit on file. Forms are available in the school office.

- Students who take medicine daily need only complete one form unless there is a change in the dosage or prescription.
- **Medicine must be brought to school by an adult with complete instructions and in the original container with the label attached.**
- If a student becomes ill at school, the teacher will send the student to the office.
- **For the safety of your child, the school must be able to contact a parent/guardian at all times.** We require a cell phone number and an emergency number. If the phone numbers change, **notify the office immediately**.

## Homework

- Students should be able to complete their homework with little or no help.
- Parents need to sign agendas and check folders **daily** to keep informed about their child's progress/status.
- Homework completion has an impact on the overall grade.

## Missed Work

A student returning to school after an excused absence or suspension may request make-up within three days of his/her return. The student will have the number of days of absence or suspension plus one day from the time he/she receives the assignments to complete the work and submit it to the teacher.

## Immunizations and Health Records

According to state law, all students must have an up-to-date immunization or they will be excluded from school. The original Kentucky Immunization Certificate showing the expiration date must be attached to the child's health record. Students entering school for the first time, ages 3, 4, 5, or 6 years old only, should have a Kentucky Vision Examination Form on file at the school. Kentucky law, KRS 156.160(i), requires proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, nurse practitioner, or physician assistant. This evidence shall be presented to the school no later than **January 1** of the first year that a 5 or 6-year-old is enrolled in public school. A completed Preventative Health Care Examination Form for Kentucky students is required within two months after the first day of attendance in a Kentucky school.

## Inclement Weather

School closings, late openings, and early dismissals will be broadcast on radio, television, and social media. Students will use their normal mode of transportation; however, times will vary. Parents are required to make arrangements for their child when schools are dismissed early due to inclement weather or other factors.

## Library

Each student will have a weekly opportunity to check out books from the school library. Parents are responsible for lost or damaged books.

## Parent Conferences

Parents are strongly encouraged to participate in Parent-Teacher Conferences. This communication is critical for the success of the student. Parents have the opportunity to schedule conferences in the fall and spring of each year, and/or as needed.

## Parent Involvement

Parent involvement and community support are valued by JCPS, and visitors are welcome at many Norton Elementary School events throughout the year. **Unapproved drop-in student visits are not allowed**, since they tend to disrupt the instructional environment. **Visitors are not permitted to interrupt classes, school programs, or school business.**

- We encourage all parents to join the Parent Teacher Association (PTA) and become active members.
- Parent volunteers are required to complete a School Volunteer Records Check Form.
- Additional information on how to stay involved will be communicated through our school PTA Facebook page.

## Payments

All school fee payments are made through MySchool Bucks. These fees include a $25 instructional fee, field trip fees, library fees, and extracurricular fees.

Students who qualify for a fee waiver are NOT required to pay, donate or contribute any portion of an eligible school fee (including fees charged for school day field trips). **These students are still required to have permission forms completed in MySchoolBucks and can check out for $0.00.** If families of students with a fee waiver choose to pay selected school fees, they must complete a **Voluntary Fee Waiver Exception Form** in Parent Place. Students who qualify for a fee waiver are required to pay for voluntary after-school activities.

## Personal Property

Students are responsible for the safety and security of their own personal property. Please do not allow your child to bring items of great value or large amounts of money to school.

**Please write your child's name on clothing and personal items with a permanent marking pen**. Clothing left in and around the school will be placed in the Lost and Found. Unclaimed Lost and Found articles will be donated to the JCPS Clothing Assistance Program (CAP).

Personal property that can be considered hazardous or disruptive to teaching and learning will be taken by the teacher and put away. **Students are not permitted to have trading cards, electronic games/devices, or toys during the school day.**

## Safety

- Students are to behave in a respectful, responsible and safe manner at all times.
- Students are to walk inside the school building.
- Students are to enter and leave the building in an orderly fashion.
- Fire, disaster, AED and earthquake drills will take place throughout the year.
- Please report any unsafe conditions to the office immediately.

## Smoking

Smoking and vaping are prohibited on all JCPS property 24 hours a day/7 days a week. Smoking and vaping are also prohibited on school field trips and at any school event.

## Student Conduct

All students are expected to abide by the rules and regulations as stated in the *JCPS Student Support and Behavior Intervention Handbook.* Students should be respectful, responsible, and safe at all times. Parents will be notified if misbehavior persists or is serious.

## Visiting Norton

All parents and/or visitors will be asked to ring the doorbell and show proper identification in order to enter the school building. In addition, visitors must enter and exit through the school doors accessible from the Barbour Lane entrance (the back bus circle). The entrance facing Brownsboro Road is **ONLY** for staff and students utilizing the playground or accessing school buses. These precautions are for the safety of our staff & students, and we ask for your cooperation.

For those wishing to speak to teachers, administrators, or staff, please schedule an appointment **at least 24 hours prior to arrival**. Students are our top priority, and we cannot guarantee that “walk-in” visitors will have an opportunity to speak with staff. All visitors must sign in at the office and obtain a visitor’s pass prior to meeting with staff.

## Volunteers

- Before you can volunteer in a Kentucky school, you must complete a School Volunteer Records Check Form. Log on to the JCPS Parent Place to complete this form.
- The School Volunteer Records Check Form may take two to four weeks to process.