

Table of Contents

Arrival.....	2
Dismissal.....	2
Florists Deliveries.....	3
Daycare.....	3
Bus Transportation.....	3
Attendance.....	3
Visitors.....	4
Emergency Information.....	4
School Telephones.....	4
Student Illness or Injury.....	4
Immunizations.....	4
Care of School Property.....	5
Medication Policy.....	5
Lost and Found.....	6
Grading Periods.....	6
Parent Conferences.....	6
Discipline.....	6
Policy Concerning Gum-Candy-Toys-Soft Drinks.....	6
School Pictures.....	7
Assembly Programs.....	7
Bookstore.....	7
Cafeteria.....	7
SafetyDrills.....	7
School Dress Codes.....	8
Snow Day Procedures.....	8
Library Services.....	8
Counseling Services.....	9
School wide Title I Program.....	9
Special Education Resource Room.....	9
Speech/Language Program.....	9
Fine Arts Program.....	9
Physical Education Program.....	9
Support Personnel.....	9
Suggestions For Parents.....	11

Arrival

The morning bell rings at 7:40 A.M. THIS IS WHEN SCHOOL BEGINS! THE TARDY BELL RINGS AT 7:45 AM. Walkers and car riders should not arrive at school before 7:15AM. Students are considered tardy after 7:45 A.M. and must stop by the office to get an admission slip to enter class. Any student who is late is ALWAYS REQUIRED to bring a note with him/her stating the reason for being tardy. Any student who is checked out (for any reason) before the 2:35 PM dismissal bell will also be marked tardy.

Dismissal

At 2:35 P.M. the first bell rings, and students riding the first bus line up at the front EXIT to be loaded onto the bus. Buses **ONLY** will use the circle drive in front of the building to pick up students.

Walkers After the first two buses have departed, walkers are dismissed at 2:40 P.M. Students will line up at the front EXIT beside the office. **NO OTHER EXIT SHOULD BE USED.** Walkers should leave the school grounds promptly and safely. A staff member will dismiss them. If a parent or guardian is meeting a walker at the school, the waiting area is the cafeteria.

Car Riders Students who are car riders are dismissed at 2:35 P.M. If your child is a car rider, please discuss who is picking him/her up from school before he/she leaves for school that morning. It is difficult for the office to notify your child of dismissal arrangements throughout the day. Exceptions will be made for emergencies only. Cars enter the car drive from Reed Ave. and exit onto Hayes Ave. **PARENTS SHOULD NOT PICK UP OR DROP OFF STUDENTS USING THE CIRCLE DRIVE IN FRONT OF THE BUILDING EITHER BEFORE OR AFTER SCHOOL. THIS DRIVE IS FOR BUSES ONLY.** They will proceed to the car rider hall and be seated along the hallway across from the boys and girls restroom. Parents will display numbers assigned to the students in the windshield of their car. These numbers will be assigned at the beginning of school. **ANYONE PICKING UP A STUDENT MUST HAVE THIS ORIGINAL NUMBER DISPLAYED, OR THEY ARE REQUIRED TO ENTER THE BUILDING AND PRESENT IDENTIFICATION.** We appreciate your cooperation concerning this matter. The safety of our students is of utmost importance to us as we know it is to you. Staff members will call out "pick up" numbers as cars pull through the drive and load students. **All students should be picked up by 2:58PM,** or they will be taken to the cafeteria where they will be supervised by staff on bus duty. Parents **should not** routinely be late picking up a child who is a car rider, unless special arrangements have been made with the principal. Daycare services are available after school for those parents who cannot pick up their child by 2:58PM. Anyone who is late picking up a student is required to go to the cafeteria to pick up the child. **Students making excessive noise in the car rider wait area will be sent to the office. Parents will then need to drive around and check out students from the office.**

Dismissal (Early)

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating time and reason. Exceptions will be made for emergencies only. Your child will be counted as Tardy ANYTIME he/she is checked out early.

REMEMBER ONLY PEOPLE LISTED ON THE CHECK OUT SHEET CAN CHECK OUT A STUDENT.

Please Note: It is difficult for the office to notify your child of dismissal arrangements throughout the day. If you must change the way your child goes home, please let the child know that morning and send a note to the child's teacher. If an emergency occurs during the day, you may leave a message on the teacher's voice mail.

Florist Deliveries

Grapevine Elementary is unable to accept deliveries from florists, etc. These deliveries often cannot be taken home on the bus and cannot be delivered to students without causing classroom disruption. We encourage parents to send students cards during those special times. Cards and mail will be placed in the teachers' mailboxes to be given to students at an appropriate time.

Daycare

Grapevine Learning and Growth Center operated by Grapevine Elementary School offers a wide range of child care services which includes full daycare for children ages one year old to five years old with Preschool curriculum for three and four year olds and after school care for children in Kindergarten through 5th grade. Please call Grapevine Learning & Growth at 821-5266 for more information. Space is limited.

Bus Transportation

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. All students should ride the bus to which they are assigned. Any emergency request to ride a bus or a different bus (other than regular assignment) must be requested in writing by the parent/guardian and submitted to the office. Students will be allowed off the bus only at school, home, or locations requested in writing by parents. **STUDENTS RIDING THE BUS MUST FOLLOW BUS REGULATIONS. THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES. REMEMBER--STUDENT SAFETY IS ALWAYS OF UTMOST IMPORTANCE.**

Attendance

Any student who is tardy or absent is required to bring a note signed by parent, guardian or physician whenever he/she is absent. Excused absence basically means a child is absent from school for a legitimate reason (illness, death in the family, doctor appointments, etc. and the school is notified). **Please schedule family vacations on those holidays when school is not in session. PARENTS MUST**

SEND A WRITTEN EXCUSE FOR ANY/ALL ABSENCES FROM SCHOOL. THIS IS DISTRICT POLICY AND MUST BE FOLLOWED FOR ALL STUDENTS. Excessive unexcused absences will be reported to the proper authorities. Please read the Hopkins County Code of Conduct. Pupils who arrive after 7:45AM are to check in through the office (with a note from parent) and have their name removed from the absentee list.

The class with the best attendance percentage monthly will be presented with the Wildcat Attendance Trophy (which will travel from room to room throughout the year). Students with perfect attendance and exemplary behavior will be recognized at the end of each nine week marking period.

Visitors

Visitors are welcome, but ALL visitors MUST sign in through the office before going to any classroom or any area of the facility. Visitors will be provided with an identification pass while in the building. Please leave the pass in the office before exiting the building. Students are not allowed to bring visitors to school. Extensive visitation in the classroom is disruptive to the academic process and is not permitted.

Emergency Information

A record of phone numbers and contact persons is kept on each pupil in case of an emergency. IMPORTANT-the names of EVERYONE who may pick your child up from school MUST be on that list. If someone whose name is not on the list comes to pick up your child, he/she will **not** be allowed to leave with that person. Our aim is to insure the safety of your child.

School Telephones

Use of the school telephone by students is limited to emergency calls and school business calls only. Calls for permission to attend parties and ride buses with friends, etc. are not permitted. These matters should be taken care of at home.

Student Illness or Injury at School

Any student who becomes ill or is injured at school should report to his/her teacher. The teacher may then direct the student to the school nurse. If the student requires more than minor first aid, every effort will be made to contact the parents. All students who are injured or become ill must be checked out through the office before leaving school. A school nurse is on site daily.

Immunization

All students enrolling in a school in the HOPKINS COUNTY SCHOOL DISTRICT for the first time must present certification from a licensed physician stating that the child has been immunized against Diphtheria, Tetanus, Poliomyelitis, and Rubella. This policy shall not apply to a student when, in the written opinion of the student's physician, such immunization would be injurious to the student's health, or if the parents object, by a

written sworn statement, to the immunization on religious grounds. (KRS 158.035 and 214.036)

In addition, beginning August 1, 2001, all children at least 19 months of age and less than seven (7) years of age who attend day care centers, certified family child care homes, preschool programs, and public or private schools shall have a dose of varicella vaccine, **unless a parent, guardian, physician states that the child has had chickenpox disease.**

Also, effective August 1, 2001 and through the 2008-2009 school year, all public or private primary schools shall require for sixth grade entry, immunization with at least three (3) doses of hepatitis B vaccine, in accordance with the recommended minimum intervals. (902 KAR 2:060)

KRS 156.160 (1) (g) requires proof of a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a three, four, five, or six year old child is enrolled in public school, public preschool, or Head Start program.

Care of School Property

Any student damaging, destroying, or losing School or Board property will be required to pay the cost of repair or replacement. Textbooks issued to a student become his/her responsibility for proper care. All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The student's name, grade, and school are written on the book label in case the book is misplaced. Books checked out from school classroom libraries must also be handled carefully. Any lost or destroyed book must be paid for by the student or parent.

Students having unpaid charges at the end of the year may not be permitted to participate in field day activities. Charges may include meals, lost or damaged books, damage to school property, unreturned school pictures, or money owed to PTA from fund raisers.

Collection Scale for Lost Books:	1-2 years old	100%
	3-4 years old	75%
	5-6 years old	50%

Medication

Hopkins County Policy Concerning Medication

Parents of students who must take medication while at school must follow these procedures:

1. The Parents of the students **MUST** deliver the medication to the school **IN PERSON**. **DO NOT SEND THE MEDICATION WITH YOUR CHILD.**

The amount of medication in the container will be confirmed by a school employee, and the parent will sign a form also confirming the amount. The medication must be in the

original container bearing the pharmacy label which includes the directions from the physician, the physician's name, the name of the medication, the date, and the student's name. Written instructions from the doctor are required for non-prescription medication.

2. The parent must sign an authorization card for administering medication by school personnel.

Lost and Found

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the teacher. Lost articles can be claimed by proper identification. **ATTENTION PARENTS: Please label coats, backpacks, etc. with your child's name.**

Grading Periods

Both Primary and Intermediate students are on a 9 week grading period. At the end of each 9 weeks grading period a report card will be sent home for all students. Progress reports are also sent home at the midpoint (4 1/2 weeks) of the grading period for all students.

Parent Conferences

If parents have any questions concerning their child's progress, they are encouraged to contact the school office to arrange a conference. Please schedule all appointments through the office. They should coincide with the teacher's planning periods. Please call 825-6012 to schedule your appointment. **Parents who come to school without scheduling a conference may not be able to talk with the teacher because of classroom responsibilities.**

Discipline

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. **Students are reminded that any teacher or staff member in the school has the responsibility to correct students who are behaving inappropriately at any place and any time.**

Chewing Gum/Candy/Toys/Soft Drinks/Backpacks with Wheels

Students may NOT use chewing gum at any location on school grounds.

Students who bring their lunches from home may have candy as part of their lunch. Students are NOT permitted to buy, sell, or trade gum, sports cards, candy, or soft drinks at school. **STUDENTS ARE NOT PERMITTED TO BRING TOYS TO SCHOOL. TOYS MAY GET LOST OR DAMAGED AND SOMETIMES CAUSE A CLASSROOM DISRUPTION. Please do not send carbonated soft drinks in your**

child's lunch. Milk, juice, punch, or water is acceptable. Backpacks on wheels are not permitted in the school due to safety and storage issues.

School Pictures

We have individual pictures made in the fall and group pictures in the spring. Additional information will be sent home prior to picture day. Preschoolers are always welcome.

Assembly Programs

We plan to have several assembly programs throughout the year. The programs are an important part of our students' education. They will be exciting, informative, and cultural. During these performances we expect student behavior to be courteous. Each student is personally responsible for the impression made by the school as a whole. Remember--YOU are responsible for YOUR BEHAVIOR!

Bookstore

We operate a bookstore in the Media Center for the convenience of our students. They may purchase the following items: #2 lead pencils, glue, scissors, notebook paper, spiral notebooks, rulers, cap erasers, folders, and crayons.

Cafeteria

Breakfast and lunch are served in our school's cafeteria daily. Cost of breakfast for students is \$1.00 and reduced price is \$.30. Adult breakfast is \$1.50. Cost of student lunch is \$1.75 and \$.40 reduced price. Adult lunches are \$2.75. Students should pay daily. If a student forgets lunch money, he/she may charge lunch that day and bring money on the following day.

IF THE STUDENT DOES NOT BRING MONEY TO COVER THE CHARGE ON THE FOLLOWING, HE/SHE IS REQUIRED TO CALL HOME TO NOTIFY PARENTS. STUDENTS SHOULD NOT MAKE ADDITIONAL CHARGES UNTIL THE FIRST CHARGE HAS BEEN PAID.

Parents will receive Free and Reduced applications before the beginning of school that are to be filled out and returned to the Central office. Even if you feel that you do not qualify or do not wish your child to participate in this program, fill out this form. This information is confidential. Completion of this form by all enrollees is necessary for our school to receive full benefits from various federal programs. Menus are sent home bimonthly so you will be able to know what will be served for breakfast and lunch. Occasionally, menus are changed because of late deliveries or snow days; however, most of them are served as listed. **SOFT DRINKS ARE NOT PERMITTED DURING LUNCH.** For sanitary considerations we ask that the students not give or accept food from others in the cafeteria.

Safety Drills

Fire and Tornado drills are held periodically as required by state and local regulations. Earthquake preparedness is also practiced.

Fire Drills--In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There will be an evacuation plan posted in each unit and each teacher's class regarding specific procedures. A minimum of ten drills per year is required.

Tornado Drills--In case of a tornado drill or emergency, there will be a series of 3 on-off sound of the bell system alarm. Everyone will go to his/her assigned area in the corridor or room. When students are asked to assume the "tornado position", they are to do the following:

1. Kneel in designated area in hallway facing wall. Bend over and place forehead on floor with hands clasped over back of neck and head. No talking.
2. If bell rings again in a series of 3 on/off, the students may sit in hallway with backs to wall. No talking.
3. If bell rings again in series of 3 on/off rings, the students should assume the "tornado position" again. No talking.
4. Remain quiet until the all clear signal is given verbally.

School Dress Code

Grapevine Elementary School has adopted the dress code set forth in the Hopkins County Code of Conduct.

Snow Day Procedure

School shall be open for instructional purposes as often as possible, taking into consideration, first, the safety of the students. It is the plan of the Board to have school on a regular schedule every day the roads are judged to be safe for bus travel.

District school officials will make decisions concerning the operation of school on the basis of the best information available at the time. Announcements will be made over local radio and television stations to ensure adequate media coverage for the entire county concerning school closings. Please listen to radio and TV for information. **Do not call the school!** IF THERE IS NO ONE AT YOUR HOME DURING THE DAY, IT IS THE PARENTS RESPONSIBILITY TO HAVE AN ALTERNATE DISMISSAL PLAN FOR THOSE DAYS WHEN SCHOOL DISMISSES EARLY. PLEASE GO OVER THOSE PLANS WITH YOUR CHILD, SO HE/SHE KNOWS WHAT TO DO IN CASE OF EARLY DISMISSAL FROM SCHOOL. If school is dismissed early, DAYCARE will be open.

Library Services

Our school library provides some open time in its schedule to allow access to students and teachers for research. Classes are also scheduled weekly. This allows students time to visit the library, learn valuable library skills, and check out books from the various materials available. Grapevine has an "open" checkout policy which means your child may check out books daily from the library. Books checked out from the library become the responsibility of the student and must be paid for if lost or damaged.

Counseling Services

Group and individual counseling are part of our program. If you need to contact the Counselor, please phone 825-6012.

School Wide Title I Program

The Title I Assistance Team works with students to improve reading and math along with fine arts. They use a variety of materials, computers, audio-visual aides, etc. to accomplish that task. This Title 1 program is provided by your federal tax dollars and offers your child many enjoyable educational opportunities.

Special Education

These teachers implement individual education programs for those students identified with learning difficulties. They develop academic objectives that address the students' special needs.

Speech / Language

The Speech-Language Pathologist works with students who have speech and/or language problems. Each new student is screened at the beginning of the school year.

Fine Arts

Fine Arts is provided weekly. Our goal is to broaden the students' general knowledge of fine arts as well as to assist them in developing an appreciation for the arts. Students study drama, dance, music, and visual arts.

Physical Education

Physical Education is a part of the educational process concerned with developing good attitudes in play activities and related experiences. We recognize the need to develop the physical and mental being as a whole, rather than separate parts. Students receive physical education training weekly. Each day they have fifteen minutes for physical activity with a classroom teacher during recess.

Support Personnel

Grapevine Elementary School is served by the James Larmouth Family Resource Center which provides a vital link between the school and the home. The center provides a variety of services for our families. Call 821-2971 for more information.

The Hopkins County Board of Education provides a health nurse, special education director, elementary instructional supervisor, and migrant coordinator who are often involved in decision making concerning students with special needs or families with difficulties.

The Parent Volunteer Program is outstanding at Grapevine. Hundreds of hours are donated to students and teachers by these willing, capable parents each year. They perform such duties as typing, working with students individually or in small groups. If you are interested in volunteering, please drop by the front office of the school and fill out the necessary forms. By law, all volunteers must have a criminal background check and be cleared by the principal.

Our Cafeteria staff is composed of a group of individuals who are capable, friendly, and anxious to prepare a warm, nutritious meal for your child.

We have three custodians who are responsible for keeping the grounds and building in good condition. They work hard to keep the school neat and clean.

We are fortunate to have classroom instructional assistants, (C.I.A. s) to work directly with any student who is at risk in reading and/or math. We also have instructional assistants in the Title I Program. The Speech department has a full time assistant as well. These people are well qualified to provide the much needed support to our staff and students.

Suggestions for Parents

1. Show an interest in your child's work.
2. Be positive about your child's school work and activities.
3. Praise your child for good work and effort.
4. Join the P.T.A. and attend SBDM Council Meetings
5. See that he/she gets proper rest, sleep, food, and medical attention. A tired or sick child cannot give his/her best.
6. If you have questions about the program, please call the school 825-6012. Don't wait for a problem to occur.

Grapevine Elementary School Mission Statement

Grapevine School and Community, as a team, will motivate and prepare our students to achieve academic excellence and become life-long learners.

At Grapevine Elementary school we believe...

- students are the most important individuals in our school.**
- students are more successful when the home, community, and school work together.**
- students learn at different levels and in different ways.**
- students are responsible for their own behavior.**
- respecting and appreciating individual diversity enriches life**

Parents and students are encouraged to keep this handbook and use it as a reference throughout the school year as questions arise concerning policy and procedures.

Nondiscrimination Policy Statement

The Hopkins County Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates and is required by Title IX, of the educational amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further , the Board of Education does not discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended. Section 504, nor does the Board of Education discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964, nor does the Board of Education discriminate on the basis of sex, age, religion, or martial status, in the educational programs or activities it operate