

Robert W. Combs Elementary



9165 Highway 15 South, Happy KY 41746

Phone (606) 476-2518

Fax (606) 476-8502

Josh Baker, Principal

Jamie Fugate, Assistant Principal

# **Robert W. Combs Elementary**



## **“Home of the Mustangs”**

### **Student/Parent Handbook**

S. – Show Respect

A. – Accept Responsibility

F. – Feel Compassion

E. – Engage in Learning

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**School Purpose Statement:**

The purpose of Robert W. Combs Elementary is to educate our students to become productive members of society.

**School Mission Statement:**

The students of Robert W. Combs Elementary School will achieve their maximum potential in a S.A.F.E. \* learning environment.

*\*Show Respect; Accept Responsibility; Feel Compassion; Engage in Learning*

**School Vision Statement:**

The vision of R.W. Combs Elementary School is to provide a safe and nurturing learning environment, in which our children will be successful in reaching their fullest potential, so each child can become a productive adult in our ever changing society.

Our school embodies the purpose statement of producing productive members of society by focusing on rigorous classroom instruction targeted toward curriculum standards, remediation programs, extracurricular programs, Gear-Up involvement, Save-The-Children, and gifted/talented programs.



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**I. Morning Arrival & Afternoon Dismissal**

- a. Our school opens at 7:30 am each morning during the school year. Students are expected to eat breakfast in the cafeteria or wait in the gym until homeroom bell at 8:00 am. At 8:00 am students are to report to homeroom for silent reading and attendance check. Students arriving after 8:05 am will be counted tardy and must obtain a tardy slip from the front office.
- b. The school day ends at 2:50 pm each day. At this time the first run of buses will leave the school parking lot. Students who ride the second run of buses will be expected to wait in the cafeteria under adult supervision until their designated bus picks them up. Parents/guardians who wish to pick up their children must wait in the gym until afternoon dismissal at 2:50 pm. Students will be dismissed based on their grade level, with lower grades exiting the building first. The gym doors will be opened for parent/guardian entrance beginning at 2:30 pm each day. Any student who rides with their parents/guardians not picked up at afternoon dismissal must wait in the cafeteria until the parent/guardian arrives.
- c. Parents/guardians dropping off or picking up their children must utilize parking spaces located around the campus. Please do not block the bus lane or any other vehicle in the parking lot. If you need assistance please see one of the administrators.

**II. Attendance Policy – At R.W. Combs Elementary we strive to have excellent attendance (93% or higher) each and every day for all students. For this reason, students are expected to be at school unless they are ill or attending a family emergency. Please make your best effort to schedule all doctor/dental appointments for after the school day has dismissed or on a day that school is not in session.**

- a. **Tardies** – Tardiness is defined by the late arrival (after 8:05 am) or early withdrawal (leaving before 2:50 pm) from school. Tardies accumulate throughout the year and can lead to students not having perfect attendance. Parents will be contacted by administrators after the 5<sup>th</sup> tardy to identify an explanation for the frequency of the tardiness. After the 10<sup>th</sup> tardy, administrators will contact the school districts DPP to discuss truancy issues.
- b. **Absences** – Absences are classified as either excused or unexcused. Absences will only be excused if:
  - i. Accompanied by a doctor or dental excuse
  - ii. Use of a parent excuse – documentation must be submitted for the excuse in the form of a letter by the parent/guardian explaining the reason for the absence
    1. *These are limited to FOUR parent excuses per school year.*
  - iii. Death in the family – funeral announcement is required for verification
  - iv. Court summons – documentation is needed
- c. If a student is absent for any reason, it is their responsibility to go to the front office for an excuse. If the student fails to do so, then the absence will automatically be entered into the schools computer as an unexcused absence. Students are responsible for obtaining make-up work from their teacher(s) once they return to school. Make-up work will only be presented if the absence was excused. Students will have one make-up day for every day that they were absent. (example: a student who misses two consecutive days will have two days to complete the make-up work once they return) Students who accumulate unexcused absences throughout the school year will be referred for a parent/teacher meeting to identify concerns in the attendance pattern. If unexcused absences continue to occur, then the student and parent/guardian will be referred to the district DPP and the court system.

**III. Bus Transportation**

- a. All students, who live within the R.W. Combs Elementary area, have the option of riding the school bus. School bus transportation is not required by law, but is a privilege extended to our students. Students are expected to remain seated at all times while on the bus and follow the rules set forth by the driver. Misbehaving on the bus endangers

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the safety of everyone and may result in the loss of bus riding privileges. The following guidelines have been established to ensure the safety of all of our students while on the bus.

- i. 1<sup>st</sup> offense – Student is reported to school administration. Parents/guardians are notified by phone that their child has misbehaved on the bus.
  - ii. 2<sup>nd</sup> offense – Student is suspended from riding the bus for five school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
  - iii. 3<sup>rd</sup> offense – Student is suspended from riding the bus for thirty school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
- b. Any student riding a bus to a different location must have a signed note by the parent and the school administrator before the student will be allowed on the bus. Phone calls from parents cannot be used in place of a signed note. The signed note must be verified by a school administrator or a member of the front office for authenticity.
- c. Students must have a parent/guardian waiting for them at their bus stop at the designated pick-up time. If the driver does not see the parent/guardian at the stop, then he/she will bring the student back to school for administration to contact the parents.

**IV. Cafeteria -**

- a. Breakfast – Breakfast is served daily from 7:30 am – 8:00 am.
- b. Lunch – Lunch begins each day at 10:00 am and continues through 12:30 pm. Students are allowed travel time to and from the cafeteria and 20 minutes to eat lunch.
- c. Students are provided with a meal at breakfast and lunch each day at school. Students have the option to purchase additional items, but must do so during their initial trip through the line. Students may choose to bring their own lunch to school, but must do so in a lunch box container. Restaurant bags are prohibited from the cafeteria as are outside beverages (ex: pop). All students are expected to follow cafeteria rules while in line or eating lunch and listen to the adult supervisors on duty at the time. Failure to do so will result in the student being sent to the principal's office.

**V. Communication** – Effective communication between home and school is essential for the success of the student and the school. If you have questions or concerns, then please feel free to contact your child's teacher or the school administrator for assistance. If necessary a face to face meeting may be scheduled. If a teacher/administrator contacts you regarding a meeting, then please make every means necessary to attend the meeting. Below are some of the methods that our school utilizes to contact the parent/guardian throughout the school year:

- a. Phone (606-476-2518)
- b. Fax (606-476-8502)
- c. Email
- d. Newsletter
- e. School Messenger
- f. School Website (<http://rwcombsselem.ky.pce.schoolinsites.com/>)
- g. Marquee
- h. Parent/Teacher Conference
- i. Open House
- j. PTA



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- VI. Discipline**  
a. (SEE SCHOOL DISCIPLINE POLICY)
- VII. Dress Code/Appearance**  
a. (SEE SCHOOL DRESS CODE POLICY)
- VIII. Early Dismissal**  
a. The decision to close schools or to dismiss early is made at Central Office. Please listen to the radio or watch television for more information in times of inclement weather.
- IX. Electronic Devices**  
a. (SEE CELL PHONE POLICY)
- X. Grading**  
a. Students will be issued a report card every 6 weeks. Students with unsatisfactory work will receive a midterm report every 3 weeks until work becomes satisfactory. Students in primary (Gr. K-3) will receive a comprehensive report complete with samples of their work and teacher feedback. The grading scale is shown below:  
i. EFFECTIVE 2013-2014 SCHOOL YEAR  
A – 90-100  
B – 80-89  
C – 70-79  
D – 60-69  
F – 0-59  
b. Promotion/ Retention  
The Perry County Board of Education has determined that the students of this district shall progress through the system based on one or more of the following criteria for primary through grade eight.  
i. Primary: Promotion based on continuous progress (PELP or district profile) over four years of primary education. Promotion and/or retention decisions are made at the end of primary school.  
ii. Grades 4-8:  
1. Student's GPA in the subject areas of reading, English, spelling, math, science, and social studies.  
2. The student's mastery level of the minimum competencies as shown on the district's skills list in reading, math, & English.  
3. A student's achievement level as shown on the various components of the assessment.  
4. The number of years a student has been in a grade (consideration is given to chronological age, social, and mental development of the pupil).  
5. The student's medical and legal status may have an influence on his/her progression through the system.  
6. Prolonged absences will cause a student difficulty in maintaining passing grades due to the daily work that may be missed while out of the classroom. Retention is a recommended consideration for 16 or more unexcused absences during one year.
- XI. Health**  
a. Nurse – A nurse is on hand to handle all minor incidents at the school. In the event of an emergency, students or staff may be transported to the local hospital for care. If the nurse is not at school, then students may need to contact a family member in the event that they become ill.



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- b. Medications – No medication may be given to students without the necessary paperwork being on file in the nurse's office. All medication must remain in the nurse's office in pharmacy labeled bottles with proper identification and instructions. Medication may not be transported throughout the building. Only trained supervisors within the school may administer the medicine.
- c. School insurance – The district carries an accident policy for all students. This policy is secondary to any personal plan a family may have (pays after the family personal health and accident insurance has paid maximum payment). The policy will cover students to and from school, during all activities of the school day, and while the student is involved in school-sponsored activities at any time or place.
- d. Lice/Nits (SEE LICE/NIT POLICY)

**XII. Homework**

- a. (SEE HOMEWORK POLICY)

**XIII. Honors & Awards**

- a. At the end of year students will receive awards based on attendance, academic performance, and extracurricular activities. An honor's night will be held to recognize the academic achievements of students, while an athletic banquet will be held to recognize the athletic accomplishments of our students.
- b. Attendance/Academic awards include:
  - i. Perfect attendance
  - ii. 98% or higher attendance
  - iii. 4.0 GPA
  - iv. 3.5-3.9 GPA
  - v. 3.0-3.4 GPA
  - vi. Citizenship
  - vii. Most Improved

**XIV. Library/Media Center**

- a. Our school library has a wide selection of books that students are permitted to check out. Students are asked to take care of these books once they are in their possession. Students are responsible for the book until they check the book back in to the library. If the library book is lost or damaged, then the student/parent/guardian may be asked to replace the book.
- b. Our school proudly supports the Accelerated Reading (AR) program for our students. Students are encouraged to actively read at school and home.

**XV. Parent-Teacher Association (PTA)**

- a. Our PTA is a school-wide organization that works with the school on several activities and programs throughout the school year. The PTA is an integral part to our school and parents are urged to become involved in some capacity with the group. For more information on monthly meetings or how you can be a part of the PTA, please contact the school.

**XVI. Personal Property**

- a. Students are encouraged to leave personal items such as toys and games at home. These items distract students from classroom instruction and at times may be lost, damaged, or stolen at school. The school accepts no responsibility in the event that these items go missing or receive damage. At certain points in the year the school may have a game day for students as a rewards celebration. Students are asked to take care of items that they bring to school on these days. Items brought to school without permission by school staff will be confiscated.



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**XVII. Phone Calls/Messages**

- a. Phone calls interrupt the flow of instruction for the staff and students. If you need to contact your child or staff member, you may be asked to leave a message by our front office staff that can be delivered when the student or staff member has a break later in the day.
- b. Several times throughout the year, our school utilizes the phone messaging system to broadcast wide messages to several students (either at particular grade levels or participants of certain groups) at one time. In the event that this occurs we will do our best to begin the message with the target group audience. Please pay close attention to these messages as they contain important information related to our school.

**XVIII. Safety Drills** – Drills will be practiced throughout the school year in order for students and staff to understand safe practices in the event of an emergency.

- a. Fire – once per month
- b. Tornado – once per semester
- c. Earthquake – once per semester
- d. Lockdown – once per semester
- e. Bus evacuations – four times each year

**XIX. SBDM**

- a. School-Based Decision Making is the required decision-making method for all Perry County Schools. Beginning in 1990 with the Kentucky Education Reform Act, this research-based decision-making strategy is a tool used in Kentucky schools to create conditions at the school level that will help all students reach proficiency by 2014. Our school has regularly scheduled SBDM meetings that are open to the public. Contact our front office for the date and time of SBDM meetings.

**XX. School Programs/Extracurricular Activities** – Our school offers several programs both during the school day and after school to assist each child with reaching their maximum potential with their academic or athletic talents.

- a. Special classes
  - i. Art, PE, Computers, Library
- b. Gifted & Talented Program
- c. Special Education/Section 504 Plan
- d. Counselor (Provided through KRCC)
- e. Track & Field Days
- f. Junior BETA
- g. STLP
- h. 4-H Club
- i. Cross Country
- j. Youth League & Middle School Football
- k. Middle School Volleyball
- l. Basketball
- m. Archery
- n. Soccer
- o. School-wide Christmas program





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**XXI. Student Rights**

- a. As a student of this school, you can expect to be treated fairly by those in authority over you. Your right to courtesy and respect will be honored. Of course you will be expected to respect the same rights of others. You can explain your teachers to explain their method of grading. You can expect to be given a chance to tell your view of what happened when you have been questioned about something for which you may be disciplined. Parents can expect school staff to be available for appointments when they want to review their child's progress or the information in the student's records. You can expect the staff to be serious about teaching; they expect you to be serious about learning.

i. (SEE PERRY COUNTY SCHOOLS STANDARDS OF ACCEPTABLE STUDENT BEHAVIOR)

**XXII. Technology**

- a. Students must sign and adhere to all requirements related to technology use in the school before they will be allowed access to the technology.
- b. Parent Portal – Parents may come into the school and sign-up for Parent Portal, which will allow them access to monitor their child's/children's academic performance and attendance throughout the school year. Please see the school's front office staff for more information.

**XXIII. Textbooks**

- a. All textbooks are on loan to the student for each school year. The parent must sign a textbook form before the child will be issued books at the beginning of each school year. Any books lost or damaged must be paid for by the parent before the student will be issued textbooks for the following year. The cost of the lost or damaged book is based on the listed price of the book.

**XXIV. Family Resource Center – Our Family Resource Center (FRC) is located within our school and is able to help all students within the building. Some of the ways that the FRC is able to help is:**

- a. Getting school supplies
- b. Helping needy families with food boxes, etc...
- c. Bringing in educational programs
- d. Purchasing items to be checked out and used within the school
- e. Assisting with other activities within the school

**XXV. Outside Agencies – Our school works with several outside agencies to provide students with the additional academic support that they may need or counseling help.**

- a. Gear-Up – Provides staff, funds, and resources to help all students in grades 2-8 with college & career readiness. In school tutors and college/university trips are funded through Gear-Up.
- b. Save-The Children – Provides staff members and resources to assist students who are having difficulty with reading content.
- c. Unite – Provides staff to assist with math tutoring.
- d. KRCC – Provides on-site counseling for students.



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### **"Home of the Mustangs"**

#### **Student/Parent Handbook Signature Page**

Please sign and return this page only stating that you have read and understand all sections of the student handbook. The student handbook should be kept by the parent/student for future reference.

#### **Student/Parent Handbook sections include:**

1 Arrival & Dismissal	8 Early Dismissal	15 PTA	22 Technology
2 Attendance Policy	9 Electronic Devices	16 Personal Property	23 Textbooks
3 Bus Transportation	10 Grading	17 Phone Calls/Messages	24 Family Resource Center
4 Cafeteria	11 Health	18 Safety Drills	25 Outside Agencies
5 Communication	12 Homework	19 SBDM	
6 Discipline	13 Honors & Awards	20 School Programs/ Extracurricular Activities	
7 Dress Code	14 Library/Media Center	21 Student Rights	

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_