



Campbell Ridge

ELEMENTARY SCHOOL

2021-2022 Student Handbook

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The mission of Campbell Ridge Elementary School
is to provide a safe, caring environment
where everyone is engaged in successful learning.

At Campbell Ridge, we will Cooperate, Respect, Engage, and Be Safe
with everyone at school

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2500 Grandview Rd.
Alexandria, KY 41001
Phone: 448-4780
Fax: 448-4788

School Hours: 8:30am-3:20pm (Students arriving after 8:30
and leaving before 3:20 are marked tardy)

Office Hours: 8:00am-4:00pm

Principal: Anthony Mazzei
Assistant Principal: Michele Augsback
Guidance Counselors: Olivia Hathorn, Lauren Bitter, Brenda Harting
School Secretary: Peggy McDaniel
Family Resource Director: Sarah Sterling

2021-2022 Campbell Ridge SBDM Members

Principal: Anthony Mazzei
Teachers: Rachael Wachter, Kelley Lange, Britney
Wiener
Parents: Abi Clabeaux, Jamie Schuckmann

Follow CRES

On the web - campbellcountyschools.org
On FaceBook - @campbellridgeES
On Twitter - @campbellridge

School Calendar 2021-2022

Campbell County Board of Education

August 11, 2021	Student's 1st Day
August 16, 2021	First day for Preschool students
September 6, 2021	Labor Day—No School
September 24, 2021	Plan Day for teachers—no school for students
October 11-15	Fall Break
November 24-26, 2021	Thanksgiving Break – No School
December 20-31, 2021	Winter Break
January 17, 2022	Martin Luther King Jr. Day – No School
February 21, 2022	Plan Day for teachers—no school for students
March 17-18, 2022	No School
April 4-8, 2022	Spring Break
May 17, 2022	Election Day, no school
May 20, 2022	Last day for students

Grading Periods

Trimester 1: August 11 - November 5

Trimester 2: November 8 – February 18

Trimester 3: February 21 – May 20

This handbook explains the procedures, routines, and regulations for Campbell Ridge Elementary School and the Campbell County School District. Please keep it in a handy place. As educators and parents, we share the responsibility for ensuring that our students develop the habits and traits that will help them to be successful in school. Please take time to review this handbook with your child and have a discussion about the habits and traits that you wish your child to develop in the upcoming school year.

PARENT INVOLVEMENT

The extent to which parents and teachers cooperate and involve each other in a child's education is an indicator of success for all students. Campbell Ridge encourages all parents to take an active interest in their child's education and in the various activities held at school. Parents and visitors are always welcome at Campbell Ridge but please sign in at the office as soon as you arrive; this helps us to ensure the safety of all students. There are three basic ways in which you can get involved at Campbell Ridge:

Campbell Ridge School-Based Decision Making Council — The Campbell Ridge SBDM is the policy making body for the school. The SBDM Council develops school policy, monitors the School Improvement Plan (SIP), is consulted on the hiring of staff, selects the Principal, and monitors Campbell Ridge's performance on state accountability testing. Meetings are held monthly, typically on the last Monday, but please check the school calendar.

Campbell Ridge Volunteer Program –

The CRVP coordinates parent volunteers' skills and talents with Campbell Ridge's needs. Campbell Ridge volunteers read to students, chaperone field trips, assist the Librarian, clean up the grounds, assist the office, and work with teachers. If you have an hour to two a week to spare, we have somewhere that we need help. Contact Ms. Harmon in the FRC office if you are interested and able to volunteer. All volunteers need to have a background check in order to work with students. Please allow a minimum of 2 weeks to complete the background check.

Parent-Teacher Organization (PTO) - The PTO sponsors curricular and cultural enhancements to the school environment that benefit all students. Meetings for all parents are held throughout the year.

Campbell Ridge Elementary Academic Program

Campbell Ridge Elementary offers a comprehensive academic program focusing on the acquisition and development of sound basic skills and reasoning abilities. The Kentucky General Assembly has identified the following Learning Goals and Academic Expectations for all Kentucky students:

1. Students are able to use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives.
2. Students shall develop their abilities to apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, practical living studies, and vocational studies to what they will encounter throughout their lives.
3. Students shall develop their abilities to become self-sufficient individuals.
4. Students shall develop their abilities to become responsible members of a family, work group, or community, including demonstrating effectiveness in community service.*
5. Students shall develop their abilities to think and solve problems in school situations and in a variety of situations they will encounter in life.
6. Students shall develop their abilities to connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned and build on past learning experiences to acquire new information through various media sources.

Instruction at Campbell Ridge Elementary is designed to make sure that students meet these goals. To accomplish that purpose, students take part in instructional and assessment activities in all grades. Results of assessments are used to plan further instruction, assign intervention and remediation assistance, comply with federal and state assessments, and inform teacher and parents about student progress.

Parents are highly encouraged to visit the Kentucky Department of Education website for information concerning curriculum, instruction, and assessment practices in Kentucky.

Academic Time Interruptions

Instructional time is precious; CRES will make every effort to guard classroom instructional time very closely. Parents may not interrupt class time during school hours, 8:00am—3:20pm. Teachers may be contacted through email (links are on the CRES website), voicemail, or by leaving a message in the front office. All Campbell Ridge staff are expected to return phone and email messages within 24 hours, this may not necessarily be the same day the message is received. Classroom observations are welcome but must be scheduled in advance. Parents must make arrangements for younger siblings during class observations and trips.

Campbell Ridge Elementary School Policies and Practices

This section outlines many of the policies and practices that you will encounter at Campbell Ridge. Please read carefully and share with your child.

Communications

Follow CRES

On the web - campbellcountyschools.org

On FaceBook - @campbellridgeES

On Twitter - @campbellridge

All teachers have a system for communicating with parents weekly through email and/or newsletters.

Attendance

Campbell Ridge Elementary students are expected to be at school everyday and on time. Regular school attendance is the first requirement for a successful school experience.

- (1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
- (2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
- (3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
- (4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Truancy - According to KRS 159.150, any pupil who has been absent or tardy from school without valid excuse (unexcused) for three (3) days or more is considered truant. A pupil who has been reported as a truant two (2) or more times is considered a habitual truant.

Excused absence reasons:

- Court appearance
- Doctor or Dentist appointment (only the portion of the day required and with documentation from physician/dentist office)
- One (1) day for attendance at the Kentucky State Fair
- Illness of the pupil
- Death or severe illness in the pupil's immediate family
- Religious Holidays
- 4-H Activities - Participation in 4-H activities which are regularly scheduled and under the supervision of the designated 4-H leader
- Educational Enhancement Opportunity—requested on the district form and approved by the Principal.
- Military deployment of a parent/guardian.
- Other valid reasons as determined by the Principal

A parent must accompany any student returning to school after an absence due to lice, bed bugs, or any communicable disease.

What to do if your child is tardy or absent:

1. Call the school in the morning to report the absence to the Records Clerk, Mrs. Martin, before 9am.
2. Send a signed and dated note explaining the absence no later than the 2nd day that your child returns to school. Consistently failing to send in a note by the 2nd day after a student returns from an absence may result in the absence not being excused.
3. Parents may send 6 notes to excuse absences for any rea-

son. After the 6th day, a Doctor's note, or other official notice besides a parent note, is required for every absence to be excused.

4. Bring your child to the office to sign them in.
- No student can be considered for Perfect Attendance if they have any percentage of an absence or tardy, even if for an "excused" reason.

At Campbell Ridge Elementary, a note is required for every absence. Failure to send in a note will result in the absence being marked unexcused. Unexcused absences may be addressed through a phone call, letters home, staff visit to the home, and/or referral to the district truancy officer. The Principal may request that the Family Resource Center Director make a parent contact to determine if the services and resources of the Center may be of assistance.

Make-up Assignments

Students are responsible for completing assignments that are missed when they are absent. For planned absences parents should contact their child's teacher to arrange for the assignments prior to the absence. Students have the same number of days they were absent to complete make-up assignments. For example, if a child is absent for one day, the make-up assignments are due the day after they return to school. If a student is absent for 3 days, make-up assignments are due on the 3rd day after the day they return.

Campbell Ridge Dismissal Process

3:15 – Afternoon announcements

3:20 – Students dismissed

Student safety is our number 1 priority during dismissal. You can help us to make it safe and ensure that all students will be dismissed to the right place, by following these guidelines:

- If there is a change in the normal way that your child is to go home we must receive a **written note** to school. **PHONE CALLS ARE NOT ACCEPTED TO CHANGE DISMISSAL PLANS.** The note must include the date, child's name and teacher, address (for bus change), or name of adult picking your child up, and phone number where you can be reached. Emails will be accepted prior to 2:30pm. After 2:30, no changes to transportation home can be made. In an emergency, students will be kept at school until they can be picked up.
- No parents may wait in the lobby or office to pick up their child. ALL car riders are dismissed from the gym.
- Parents that prefer to park and pick up their child at the building must have the car ID number in hand.
- Extenuating circumstances should be presented to the Principal.

REMEMBER: You must come to the office to sign in anytime you visit our school. During the school day students can only be released from the office.

Our first priority during dismissal will always be student safety not parent convenience. Please bear this in mind if you are asked to show an ID, wait a few extra minutes, or slow down your driving.

Early Release of Students

No child will be released to anyone other than the parent/guardian without written authorization. Parent/guardians may authorize others to pick up their child by completing the Permission for Early Dismissal form. *Any person picking up a child will be required to show proof of identification.* No child will be released without proper verification and identification.

All visitors to the school must come first to the school office and sign in. Students are released from the office after the parent/guardian signs them out.

1. No student shall be released from school early without written notice from the student's parent/guardian.
2. The enrollment records of the Campbell County School district shall include information regarding the marital status of a student's parent/guardian.
3. All schools will maintain a file in the principal's office of children with special custody arrangements in which there shall be a signed order of custody. It is the responsibility of the parent/guardian to notify the school of the existence of such special arrangement and to provide the documentation.
4. If a court has not entered an order of custody, or if there is joint custody, either parent/guardian may pick up their children if written notice has been sent to school.
5. If a person whom the principal or designee does not recognize appears at school requesting the early dismissal of a student, the principal shall ask for identification such as a driver's license. Even if the person presents appropriate identification, the person's name must be on file as an authorized individual before the student may be dismissed to leave school.
6. Students may be released into the custody of the officers of the court, police, and officials of the Cabinet for Human Resources with or without the knowledge or consent of the parent/guardian.

Both custodial parents of a student have all of the rights afforded to parents. Campbell Ridge Elementary staff will comply with custody arrangements specified in court orders. If there is no official notice from a Court that specifically states what the custody arrangements for that student are, the assumption will be that both parents have custody and can enjoy all the rights and privileges of a parent. Phone calls and handwritten notices are not accepted as proof of custody arrangements.

Bus Riders

All students who ride the school bus are expected to abide by the bus rules and to show respect for the adults on the bus. The Campbell Ridge Guidelines for Student Success are to be practiced on the bus. Because the safety of everyone on the bus depends on the driver's being able to fully concentrate on operating the bus, all infractions against bus rules are considered serious and will be reported to the school principal.

Continued failure to obey the driver may result in suspension from the bus for a period of time. Offenses which are extremely serious in nature and which significantly interfere with the driver's ability to operate the bus safely may result in suspension from the bus for the remainder of the year.

When a student is suspended from one bus, he/she is suspended from all busses, this includes field trips and sports activities. It then becomes the parent/guardian's responsibility to transport the child to and from school. Suspension from the bus is not an excused absence from school. We encourage you to discuss bus rules and safety with your child so he/she is aware of the importance of good bus behavior. Bus rules and guidelines can be found in the district discipline code handbook.

School Phone

Students will not be called to the school phone *for any reason*. Messages may be left with the school secretary and will be given to the student when appropriate. Likewise, students are not allowed to use the school phone. In the event of an emergency, school personnel will call parents to give the message. **Forgotten homework, lunches, and permission slips are not considered emergencies.**

Crisis Plan

Campbell Ridge Elementary has a Crisis Plan on file and all staff are trained on its implementation every year. In the event of a school emergency, school staff are prepared to care for all students, in cooperation with various local emergency personnel.

- No student will be dismissed from school to anyone other than a parent or guardian.
- No student will be released to anyone not specifically listed on the Permission for Early Dismissal.
- All students will be released only when signed out at the school office, temporary student release station, or emergency command post.

Please:

- Do not call the school during an emergency,
- Do not immediately drive to the school, keep roads clear for emergency personnel,
- Listen to your radio, all emergency information will be communicated to the media.
- Emergency information will also be posted to CRES social media sites as possible.

Discipline and Student Behavior

Elementary school students are in the formative stage of social, emotional, and behavioral development. The primary purpose of an elementary school-wide behavior plan is to teach appropriate behavior and to reinforce positive behavior. At Campbell Ridge Elementary, we expect every student to demonstrate respect for self, others, and property. Respect helps create responsible citizens.

Campbell Ridge Elementary Staff Beliefs

All staff members, students, and parents contribute to making Campbell Ridge Elementary a productive learning environment where students behave responsibly, are motivated to learn, and feel physically and emotionally safe. We set this tone through our actions and attitudes. We demonstrate our support and encouragement of students in the following ways:

- ✓ Teach students the expectations for responsible behavior in all school environments.
- ✓ Provide students with positive feedback when they are

- meeting expectations and demonstrating responsible behavior.
- ✓ View student misbehavior as a teaching opportunity and respond calmly and consistently with consequences for misbehavior.
- ✓ Work collaboratively to correct student misbehavior that is chronic and/or severe.
- ✓ Strive daily to make sure that: our actions help support students' basic needs, are proactive, positive, and instructional.

Our expectations for student behavior is best summed up in our school motto: At Campbell Ridge, we will **Cooperate, Respect, Engage,** and **Be Safe** with everyone at school. The procedures, routines, and expectations that have been developed for all areas of the school embody this motto. All students are expected to know and adhere to this motto.

Classroom Behavior Plans

Teachers will strive to ensure that classrooms are safe and productive and will emphasize to students the importance of being responsible, engaged, and motivated. Teachers will focus on teaching and encouraging responsible behavior, rather than trying to "control" inappropriate behavior.

All teachers will implement three basic principles of behavior management.

Proactive – Classrooms will be structured for academic success, which means having efficient routines, focused instruction, clear rules and expectations, direct teaching of expectations, and frequent monitoring.

Positive – Classroom teachers will interact with each of their students, providing noncontingent attention and acknowledgement as well as positive recognition when students are behaving appropriately.

Instructional – Classroom teachers will view incidents of misbehavior as teaching opportunities and will calmly and consistently implement appropriate corrective consequences.

NOTE: Though these principles will guide teachers in their classroom management, each teacher, each student, and each situation is unique. Therefore, the specific procedures that will be used by an individual teacher will be determined by that teacher and will be based on the teacher's professional judgment of student needs and specific situations, in accordance with the principles outlined above.

Bullying

At CRES bullying is not "part of growing up," "something everyone has to deal with," or "just what kids do." Bullying is not tolerated at CRES and will be addressed when it occurs.

State law (KRS 158.148) defines bullying as "any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated."

This behavior can happen at school, on the way to and from school, and outside of school. Wherever the bullying occurs, if it disrupts the educational process it will be addressed by CRES staff.

Bullying can include:

- Hurting someone physically and/or emotionally

- Stealing or damaging another student's things
- Ganging up on someone
- Teasing
- Using put-downs and insults, including those directed at a student's race, gender, disability, and/or orientation
- Touching or showing private parts/areas
- Spreading rumors
- Leaving a student out on purpose and/or persuading other students to not include someone
- Taking advantage of a student based on their disability and/or perceived disability

Any of these examples can occur in person, through rumors, utilizing other students, on social media, verbally, nonverbally, and with technology.

Consequences for bullying can include:

- Removal from activities (including changes in classroom placement and access to the victim)
- Parent conference
- Written assignments and/or contracts
- Intervention by the Counselor and/or FRC Director (required)
- Behavior screenings and/or evaluations
- Suspension from school
- Other actions as appropriate to the situation and student

All students are trained and taught regularly to be able to identify bullying and how, as well as to whom, to report bullying. Bullying that occurs outside of school, but still disrupts the school environment and/or interrupts student learning, can be addressed with consequences and intervention at school.

Campbell County Safety Tip Reporting Service

Safe Schools Tip Reporting Service: If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

S.T.O.P. (Safety Tip-Line, On-Line Prevention) link is available on each school and district website, via S.T.O.P. icon (just click and report).

FOR EMERGENCIES, PLEASE CALL 911!

Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Cheating

As educators, we take cheating to be a serious offense. Cheating includes:

- Copying homework, essays, or other writing, and/or plagiarism
- Looking at another's work during tests, using notes, "cheatsheets", signals, or other communications to aid cheating,
- Turning in work that is not the result of the individual's efforts
- Using technology to create work that is not one's own.

Students referred to the office for cheating will receive consequences deemed appropriate to the student and the extent of

the cheating; this can include revoking a student's access to technology as described in the district Acceptable Use Policy.

Free and Reduced Lunch Applications

All students will receive this application. We ask that all families complete this application, even if you plan on not using the assistance. School funding can be based on these numbers and it is to the school's advantage to have everyone complete this form, whether you will make use of it or not.

School Fees

A school fee is charged for materials that students will use throughout the year. These fees are collected yearly and are spent on materials for the students during the current school year.

Fee Schedule

Full day student	\$40.00
Half day Kdg. student	\$20.00
Students that qualify for reduced lunch	\$16.00
Students that qualify for free lunch	No fee

Breakfast and Lunch

All Campbell Ridge students will receive breakfast and lunch free of charge. Students will be charged for extras.

Lunchroom Guidelines

- Students are expected to practice good table manners and appropriate behavior during breakfast and lunch.
- Students are expected to eat a reasonable portion of their meal.
- Entrees and fruits and vegetables should be eaten before snacks, treats, or extras.
- Restaurant food and soft drinks are not allowed.
- Parents should monitor the monthly menu and pack a lunch when their child does not want the school offering.

Cafeteria Charges

- No more than ten (10) charges or a maximum of \$20.00 in charges, including breakfast charges, shall be allowed.
- Students shall be allowed to have a regular lunch and breakfast daily.
- Any time money is brought to food service accounting, it shall be applied to the charges account if there is an outstanding balance and the student shall be allowed to purchase a regular meal or breakfast.
- When charges reach \$15.00, letters shall be sent to the parent/guardian and a follow-up phone call shall be made to inform them of the balance. A copy of the charge letter shall be given to the Principal to inform him/her that the student is approaching the limit for charges.
- Extras cannot be purchased until all charges are cleared. Students who receive free/reduced lunch and desire extras shall have them provided on a cash only basis at full price.
- At no time should staff discuss charges with students.
- Parents/guardians are to be contacted and informed that the outstanding charges are being referred to the District office and Board Attorney to begin collection proceedings when \$20.00 in charges have been reached.
- Involve Family Resource Centers as necessary.

Student Dress Code

All students are expected to come to school neatly dressed and groomed and dressed appropriately for school and the weather. For help in determining appropriate dress, please follow these guidelines:

All students in grades K-5 shall wear a mask unless the student has a medical exemption. Face coverings are essential when proper social distancing is difficult. Masks shall be required at all times with the exception of scheduled mask breaks and during meals.

Masks should:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction;
- Be able to be laundered and machine dried without damage or change to shape
- Cover both nose and mouth
- Meet school standards for appropriate messaging and images aligned with school dress code

Students may not wear:

- Hats or bandannas in the building
- Cropped shirts, half shirts, shirts with spaghetti straps, boys basketball jerseys with oversized arm holes, and shirts that expose the student's stomach when arms are raised.
- Skirts and shorts should fall below the student's fingertips when arms are held at the student's side. Shorts may be worn from the start of school until Fall Break. Shorts may be worn again after Spring Break.
- Flip-flops/thong sandals, i.e. beach sandals and sandals with no back, shoes with skates and shoes with high heels
- Oversized hip riding pants, low-riders look, are not allowed. Students should have a belt on if their pants are falling down. No pants with inappropriately placed holes.
- Make-up is not allowed.
- Excessive amounts and/or overly large jewelry which may pose a safety risk or which may be distracting to other students.
- Hairstyles that are overly distracting.
- Articles of clothing printed with objectionable language or promoting or depicting drugs, alcohol, tobacco, or discrimination/intolerance (including the Confederate flag) are not allowed.
- Any clothing or accessories which are distracting and prohibit students and/or teachers from concentrating and engaging in the educational process are not allowed.

The school Principal shall make the final determination as to whether or not an article of clothing or accessory has proven distracting and need not release the name of any students or teachers that were distracted in order for the clothing to be disallowed.

If a student is wearing something that does not follow these guidelines every attempt will be made to reach the parents/guardians so that new clothing may be brought to school. In the event that a parent/guardian cannot be reached, the school will provide clothing for the student to wear. The student will be kept out of class until new clothing is brought to school or until the clothing has been replaced by the school.

The way we dress influences our behavior tremendously. Give your child a head start in school by dressing them in a way that demonstrates your seriousness about school.

Homework

The CRES SBDM Council policy on Homework is copied below:

Kdg-Grade 1

- Homework consists of reading and math practice. Reading can be for AR and/or assigned by teacher. Reading homework should be done at home every evening, even if students complete other homework at school. Age-appropriate technology (AR, COMPASS, xtramath, etc) can be completed by students at any time and parents are encouraged to include nightly academic digital learning in their family homework routines.
- Weekly homework plans are sent in folders on Monday with a schedule for when specific assignments need to be returned.
- Families that work ahead understand that the content for practice may not have been taught yet.
- Homework help and technology can be utilized between 2:50 and 3:15.

Grades 2-5

- Homework consists of reading, math practice, and preparation for assessments (studying, completing study guides, writing/reflecting, etc). Reading can be for AR and/or assigned by teacher. Reading homework should be done at home every evening, even if students complete other homework at school. Age-appropriate technology (AR, COMPASS, xtramath, etc) can be completed by students at any time and parents are encouraged to include nightly academic digital learning in their family homework routines.
- Homework is written daily by students in agendas and is also communicated by teachers with families weekly through email, newsletters, and/or webpages.
- Homework help and technology can be utilized between 2:50 and 3:15.

Recommended amounts of homework: Homework time should include all assignments including reading minutes.

⇒ Kdg (10-15 mins)

⇒ 1st (15-20)

⇒ 2nd (20-25)

⇒ 3rd (25-35)

⇒ 4th (35-45)

⇒ 5th (45-60)

Family Responsibilities for Successful Homework Practices

Parents help best by:

- Scheduling and budgeting time
- Providing a distraction-free space to complete homework
- Making sure all necessary materials are available
- Monitoring completion of homework assignments
- Communicating with the teacher when the child is unable to complete an assignment on their own and when a family commitment makes the child unable to complete an assignment that evening.

Feedback: All homework assignments may not be formally evaluated; however students will receive feedback on all assignments. There are 4 types of appropriate feedback:

- Letter grades,
- A review that provides students with a way to improve,
- Verbal or written feedback relative to the correctness of the completed work,
- Nonverbal incentives for completion.

Student Health

All students must have a completed, signed Emergency Procedure Card/Medical Alert Form on file in the office at all times. This form is included in the packets of papers that is sent home on the first day of school.

The Principal will report to the local health authority any student attending school who is suspected of having a reportable disease as defined by the Kentucky and Campbell County Boards of Health.

The Principal will exclude from attendance any student suffering from a reportable disease, as defined by the Kentucky and Campbell County Boards of Health, until the criteria for re-admittance is fulfilled.

The Principal or designee may exclude students suffering from:

- Scabies,
- Impetigo Contagiosa,
- Ringworm of the scalp,
- Infectious forms of conjunctivitis,
- Head lice.

Students excluded for reason of communicable disease will be re-admitted by one or more of the following methods:

1. Certificate of the attending physician attesting to their recovery and non-infectiousness.
2. A child dismissed from school because of lice and/or nits may not be returned to the classroom until school personnel have determined that the child is lice and nit free.
3. After a period of time corresponding to the duration of the communicability of the disease as established by the Commissioner of Health.

The Campbell County School System employs a school nurse to work with students and families suffering from communicable disease outbreaks. In addition, the nurse works to educate all students concerning health, hygiene, and wellness issues.

Medical Record Requirements

Students must have a valid original Kentucky Immunization Certificate when enrolling in school for the first time. This includes students from out of state and those entering kindergarten. Those students enrolling from other Kentucky schools may present a copy of the Kentucky Immunization Certificate. A valid certificate includes at least:

- 4 or 5 DPT (Diphtheria, Pertussis, Tetanus) Fourth immunization to be administered after age four (4).
- 3 or 4 OPV (Oral Polio Vaccine) Third immunization to be administered after age four (4).
- 2 MMR (Measles, Mumps, Rubella) Two MMR are re-

quired for kindergarten and sixth grade entrance.

- Three Hepatitis B are required.
- 2 Varicella (chickenpox) Proof of immunization or verification that the child has had the disease.

In addition to the above, medical, dental, and vision examinations, reported on the correct form and performed no more than six months prior to the initial entry to school, are required for kindergarten students. If you need assistance, please notify the school nurse. A Kentucky Certificate of Exemption, signed by a physician, must validate any exceptions to the above immunizations requirements. These are all required by State Regulation and school attendance can be denied if requirements are not met.

Item

Due Date

KY Immunization	within 2 weeks of enrollment
Medical Exam	within 30 days of enrollment
Vision Exam	by Jan. 1st
Dental Exam	by Jan. 1st
Birth Certificate	within 30 days of enrollment

Students can be excluded from school if the Immunization or Medical Exam forms are not turned in. Students without a Birth Certificate will be reported to the Alexandria Police.

Medications

No students will be given medication **of any kind, prescription or over-the-counter**, without a signed Parental Consent Form on file in the school office. The Parental Consent Form must include the signature of a physician.

Parents must bring medication of any kind directly to the school office. All student medications are given out in the school office following the directions on the bottle label. Students that can self-administer medication must do so in the presence of the school nurse. Parents must bring and pick up all medications, no medicine will be sent home with students.

Students that need to take medication during the school day must have:

1. A current, signed Parental Consent Form,
2. Medication in the original container with directions that state:
 - a. When the medication is to be given,
 - b. The dosage amount,
 - c. The prescribing Doctor's name and address,
 - d. Any other information pertinent to the correct administration of the medication.

Special Health Notes

- Students with a temperature of over 100 degrees will be sent home from school. Students with a temperature may not ride the bus.
- Students must be fever free, without medication, for 24 hours before returning to school.
- Students may not take medications on the bus. This includes all over-the-counter medicines.
- A parent must accompany any student returning to school after a bout with head lice; students must be nit-free.

- Students with head lice are not allowed to ride the bus and must be picked up at school.
- Please inform the school nurse if you find head lice on your child.
- Absences for head lice are excused on the day a student is sent home and the next day. Absences for head lice after the third day are unexcused.

Personal Belongings

Please put your child's name on all personal belongings. Items left at school will be placed in the Lost and Found and can be reclaimed. Unclaimed Lost and Found items will be donated to charitable organizations periodically throughout the year. Students should not bring personal entertainment devices to school (iPods, MP3 players, handheld games, etc). These items often present a disruption to learning. In addition, these small items are very easily stolen and once they are gone from the school, they are gone. CRES follows the "If we see it, you lose it" policy concerning electronic media. If personal items remain in backpacks and are not taken out, they will not be confiscated. Confiscated items will be returned only to a parent/guardian.

Students may carry cell phones to school if they have a permission slip signed by a parent. Signing the permission form means that the parent and student have discussed the following guidelines:

- The phone must remain turned off and in the student's backpack during school hours and while on the bus,
- The phone may not be used to call or text other students,
- The phone may not be used in any way to bully, intimidate, or harass other students.
- School personnel may search the cell phone if they have a reasonable suspicion that the phone was used in violation of school rules or to make threats, bully, or harass other students, *regardless of where or when the actions occurred*,
- If the phone is stolen it may never be recovered, the school is not responsible to help in recovering a stolen phone, and the school is not responsible for a stolen or lost phone,
- This permission can be revoked if the school rules for cell phone carry are not followed.

Background Check

Anyone going on field trips or volunteering in at CRES must have a background check. You can complete the background check application in the school office. You must have your driver's license and social security number when completing the application.

Field Trips

Field trips can be a very important part of the instructional program and can make the printed pages more relevant. All students must have a permission slip signed by their parent or legal guardian in order to participate in a field trip. The signature must be on the permission slip that the teacher sends home. All students must ride on the bus to and from the field trip destination. Chaperones play an important role during field trips in ensuring student safety and enhancing the experience. For this reason, we ask that you not bring younger siblings on field trips. All chaperones must have a background check.

When a parent does not give permission for their child to attend a field trip, the student must stay home on the day of the trip, will be given an excused absence for the day, and will be given an alternate activity related to the field trip to be returned on the next day following the field trip.

Paper, Pencil, and Eraser Dispenser

Students may purchase paper, pencils, or erasers from a vending machine located in the office lobby. These can be purchased before or after school. The cost for paper is \$.75; one pencil is \$.25, and two erasers are \$.25. The machine only operates on quarters.

Parent-Teacher Conferences

If you wish to meet with a teacher, you can make an appointment with him/her before 8:30am, after 3:20pm, or during the teacher's planning time. Please sign in at the office and get a Visitor's Badge before going to a classroom.

The Children's Collaborative School Age Services

This agency provides quality and affordable before and after school childcare for students ages 5-11. If interested, please call 653-2520.

Integrated Pest Management

Section 12 of 302 KAR 29:050 of Kentucky Law states:

"Each school district shall be required to implement an integrated pest management program with a primary goal of controlling dangerous and destructive pests with the judicious use of pesticides. An integrated pest management program shall include the following:"

- Advance notice of pesticide use – If you want to be notified in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency application is necessary, please register at the front office of the school or call 448-4780
- Notification – The notice shall include: anticipated date of application, a description of the general location of the pesticide application, the routine scheduled service, a description of the pests encountered, the brand name of the pesticides applied, a list of active ingredients, the pesticide application method used, and a telephone number that parents and staff can use to contact the school for more information. In the event of an emergency application of pesticides to control organisms that pose an immediate health threat or that may be disruptive to a normal learning environment the notice shall be provided as soon as possible.
- Qualifications – Persons who apply pesticides in schools must hold Category 7(a) and Category 7(b) certification.

Exemptions – This policy **does not apply** to the following types of pesticides: germicides, disinfectants, bactericides, sanitizing agents, water purifiers, swimming pool chemicals, personal insect repellants, human or animal ectoparasite control products administered by qualified health professionals or veterinarians, and manufactured paste or gel bait insecticides placed in areas where humans or pets do not have reasonable access to the bait.

Textbooks

All textbooks and library books are loaned to students for their use during the school year. Any damage or loss of textbooks or school instructional materials is the responsibility of the parent.

Campbell Ridge Work Ethic Program

Campbell Ridge, in cooperation with our BEST partners and the Northern Kentucky Chamber of Commerce, sponsors the Work Ethic Program for students in grades 3-5. The program was developed by the NKY Chamber and addresses qualities that employers want to see in their employees. Campbell Ridge will recognize students after each grading period for their contribution to developing these positive work habits. The Work Ethic Award recognizes students who consistently meet standards in the areas of Academics, Attendance, Behavior, and Collaboration. Detailed information about each standard is sent home at the beginning of the school year and throughout the year.

Snacks, Treats, and Food at CRES

Campbell Ridge has a School Wellness Policy as required by law that addresses nutrition education, foods, snacks, party treats, and physical activity in and out of the classroom. The entire SBDM Council Wellness policy can be found on the CRES website.

Snacks in the Classroom

Classroom teachers will develop procedures to ensure that classroom snacks do not present a disruption to learning within the following guidelines:

- Specific times for snacks will be allotted.
- Snacks must be packaged in individual servings, require no preparation, and be able to be eaten with fingers at the students' desks while they continue to take part in class activities. Classrooms with food allergy considerations will develop a plan for snacks in coordination with the school nurse and communicate that plan to all the families in the classroom.
- Students are not required to bring a snack to school.
- Snacks that are disruptive to the learning process, i.e. do not meet the healthy guidelines listed above, and/or require too much space, time, or effort to consume will not be allowed. The Principal will make the final determination as to whether or not a snack will be allowed and will notify parents.
- Snacks must be listed on the Healthy Snacks list below (also printed in the student handbook) or adhere to the following guidelines:
- Fat – No more than 35 percent of total calories from fat and 7 grams maximum per serving. Saturated Fat and Trans Fat – No more than 10 percent of calories from saturated fat and/or trans fat and 2 grams maximum per serving.
- Added Sugar – No more than 35 percent by weight and 15 grams maximum per serving (excludes sugars naturally occurring in fruits, vegetables and dairy).

Healthy Snack List

Snacks for Classroom Parties

- Sweets, in moderation, will be allowed for classroom parties. The classroom teacher will work with party organizers to ensure that healthy snacks are available and that sweets are provided in moderation.

Birthday Treats

- Due to the prevalence of food allergies and special diets, food treats to celebrate birthdays are not allowed.
- Non-food treats (pencils, stickers, etc) are welcome to celebrate birthdays.

Fresh vegetables	Fresh fruit	Granola bars
Cereal Bars	Pretzels	Cheese crackers
Popcorn	Dried fruit	Gold fish crackers
String cheese	Dry cereal (healthy choices only)	Sun chips
Baked chips	Yogurt – squeeze tubes	Raisins
Trail mix	Animal crackers	Wheat crackers
Vanilla wafers	Rice cakes	Baked tortilla chips

- Campbell Ridge celebrates student birthdays daily with morning announcements.

Food as Reward

- Classroom rewards involving food require prior approval from the Principal.
- The use of food as an instructional material requires prior approval from the Principal.

Physical Education and Physical Activity

- All students will be scheduled for physical education instruction
- All students shall participate in 3 sessions of moderate to vigorous physical activity each day
- Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.

Visitor Guidelines for Campbell Ridge

Campbell Ridge is an educational facility where the learning and safety of our students is the highest priority. Parents and guardians are vital partners in making sure that student learning is successful. Parents and legal custodial guardians are the only individuals with a right to access student records, to receive communications from the school, and to have access to their child at school. Every effort is made to accommodate family members that want to be a part of a student's school experience. The following guidelines are in place to ensure student safety and a learning-centered environment.

What is the Event?	Who Can Participate?	What is Required
After School schoolwide events (concerts, arts events, plays, etc)	Family and friends of students	No special requirements.
During School school and class events (class plays, science & art fairs, concerts, etc)	Legal parents and guardians Other family (Other family means family that parents have listed on the Permission for Early Dismissal Form or have sent in written permission.)	Identification required to enter school
Class event that requires chaperone assistance (field trips, class parties, etc) The number of volunteers for these events may be limited.	Legal parents and guardians Other family (Other family means family that parents have listed on the Permission for Early Dismissal Form or have sent in written permission.)	Valid Campbell County Schools volunteer card (this includes a background check -please give 8-12 weeks for this to be completed) Prior approval from teacher.
Breakfast and lunch	Legal parents and guardians Other family (Other family means family that parents have listed on the Permission for Early Dismissal Form or have sent in written permission.)	If the visitor DOES NOT have a CCS volunteer card, no other students will be allowed to join that booth. NO restaurant food is allowed.

- A note prior to the visit letting the teacher know who will be visiting and when must be sent in.
- Classroom instruction will not be interrupted to accommodate an unannounced visit.
- When visiting at lunch, no fast food is allowed to be brought in to school.
- When visiting in the classroom, no siblings are allowed.
- Any visit that disrupts learning or the learning environment will be discontinued.

FAQ's

Q: My child's uncle wants to visit him at school and have lunch with him, is this OK?

A: Yes, as long as the uncle is listed on the Permission for Early Dismissal Form or the parents have sent in a note saying that he will visit. If the uncle **DOES NOT** have a CCS volunteer card, no other students will be allowed to join the table.

Q: My child's grandmother wants to see the play her grade is putting on during school, is this OK?

A: Yes, the grandmother needs to be listed on the Permission for Early Dismissal Form or the parents have sent in a note saying that she will visit. She will be required to provide ID and sign in at the office.

Q: My girlfriend wants to come to school for my child's Valentine's party and hang out with her. She does not have a CCS volunteer card, is this OK?

A: No. Adults that attend class parties are there to volunteer and help, a CCS volunteer card is required.

Q: I want to go on the field trip to the zoo with my son, but I don't have a CCS volunteer card, can I go even if I drive myself?

A: No, adults that attend field trips are volunteers and will have responsibilities to supervise other students, a CCS volunteer card is required.