

# 🐾 *White Hall Elementary* 🐾

*A Tradition of Academic Excellence - WH - A Future of Leaders*

- Established 1919 -

**2014 – 2015**

## **Student Handbook**



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### **Mission Statement:**

The mission of White Hall Elementary School is for every student to be a **S.I.A.R.**

**S**uccessful students learning at their highest potential  
**T**echnology literate

**A**ttending in an atmosphere that is caring, safe, and positive  
**R**espectful of themselves and others.

### **White Hall Students ROAR**

**R**esponsible students who  
**O**ffer kindness,  
**A**lways do our best, and  
**R**espect others

### **Student/Parent Handbook Communication Plan:**

- A student/parent handbook will be given to each White Hall Elementary student.
- This handbook has been prepared to assist students and parents with the understanding of procedures and policies at White Hall Elementary.
- It is to be read and discussed between the parent and child, for this is the basis of a successful collaboration between the home and school.

## ATTENDANCE POLICY

Every student is required to attend school all day in the state of Kentucky. White Hall Elementary expects excellent attendance. Student achievement is directly related to school attendance.

Kentucky State Law (KRS 159.010) places the responsibility of school attendance with the parents/ guardians. District policy (09.123) allows four (4) parent notes per semester for excused student absences. Note must be received within three (3) days upon student returning to school.

School Hours: 8:00a.m. – 3:00p.m

**Excused Absences: (KRS 159.010)** Students who are absent (away from school more than 60 minutes a day) must have a legitimate excuse. Some examples are: illness, doctor visits (medical, dental, eye, orthodontic), observance of religious holidays and/or activities, serious illness of immediate family member, death in family or other valid reasons as determined by the principal. When a student is absent, within 3 days of the student's return to school, the parent/guardian must send a doctor's note or valid parent note to the teacher with the necessary information (**student's first and last name, date of absence(s), reason for the absence and parent/guardian signature**). If the teacher does not receive the note within 3 days, the absence will be considered unexcused.

The student will be allowed to have 4 excused absences with a valid parent/legal guardian note per semester. Each semester after the 4<sup>th</sup> excused absence with a valid parent/guardian note, the student must have a doctor's note in order for the absence to be excused. First semester unused valid parent/guardian notes will not carry over to the second semester.

### Tardiness

A tardy will be recorded when a student reports to school between the hours of 8:00 a.m. and 10:30 a.m. or checks out for 2 ½ hours or less. Doctor notes or valid parent notes are required to excuse a tardy.

### Late Arriving To School

When a student arrives at school after 8:00 a.m., the parent/legal guardian (or designated adult) must come to the office with the student to sign in the student.

### Leaving School Early

When a student must leave school before 3:00 p.m., the parent/legal guardian (or designated adult) must come to the office to check-out the student. The person checking out the student must show their driver's license to the office person. Also, the person must be on the student's signature card, which is given out at the beginning of the year. If that person is not on the card, the student will not be allowed to go with the person.

## **Unexcused Absences and Tardies**

According to the Madison County Board of Education Policy on Absences and Excuses, "Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy six (6) days or more, is truant. A pupil who has been reported as truant two (2) or more times is a habitual truant."

At WHES, a student cannot have more than 6 unexcused absences or 12 unexcused tardies in a school year. More than 6 unexcused absences are considered habitual truancy. If necessary, truancy/educational neglect may be filed.

## **TRUANCY – HB 72**

- Identifies any public school student who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for 3 or more days or tardy without valid excuse on 3 or more days as ***truant***.
- Identifies as a habitual truant, a student who has been reported as truant 2 or more times.
- Hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. Hold the parent, guardian, or custodian of a public school student who has not reached his or her 18<sup>th</sup> birthday accountable if the student fails to comply with school truancy laws. Holds the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws.
- Requires school district personnel to inform students (between 18 and 21), parents, guardians, and custodians that they are subject to the truancy laws.

## **School Suspension**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later day shall be accepted. Work assigned and due during suspension shall not be accepted. Upon returning to school, students must pick-up an admission slip from the attendance office.

## **School Cancellations/Emergency**

Severe weather or an emergency can necessitate the delay or cancellation of school. Whenever schools are delayed, dismissed, or cancelled, an announcement will be made using the OneCall Now system, local radio stations, TV stations and Madison County cable television channel 9.

## FOOD SERVICE

Children need healthy meals to learn. Madison County School District offers healthy meals every school day.

**Starting in 2012-2013, "New" Menu Requirements are required by the Healthy, Hunger-Free Kids Act of 2010. Madison County Schools will be serving school meals that meet tough new federal nutrition standards, ensuring that meals are healthy, well-balanced and provide students all the nutrition they need to succeed at school. School meals offer students, milk, fruits, and vegetables, proteins and grains, and they must meet "strict limits for calories, saturated fat and portion size".**

Each family will receive a Free and Reduced School Meals Family Application to fill out for free and reduced meals. We ask that each family complete the application regardless of your qualifying status. Our goal is 100% completion rate. It is necessary this information be provided which is reflective of the economic status of our community and affects the amount of funds that will be made available for Title I instructional assistance and the Family Resource Center. The free/reduced application process is a service to help families with the cost of meals for their children. You may wish to complete a Meal Application form online at the Madison County website ([www.madison.kyschools.us](http://www.madison.kyschools.us)).

### **Meal Pricing**

<b>Breakfast:</b>	<b>\$1.10(full paid student)</b>
<b>Lunch:</b>	<b>\$2.35 (full paid student)</b>
<b>Reduced Breakfast:</b>	<b>\$0.30</b>
<b>Reduced Lunch:</b>	<b>\$0.40</b>
<b>Adults:</b>	<b>\$3.25</b>

The cafeteria also offers extra items at an extra charge. We recommend that you put money on your child's account for such items. You may do so by using the "New Online Meal Prepayment System" at **mySchoolBucks.com**. You will be able to track your student's meal account through this online system. The food service staff is preparing meals for the students and interruptions throughout the day effects the food preparation. You are always welcome to send a note and/or payment with your student. Please send in a sealed envelope with the student name. If you need information concerning your child's account please contact:

\* Helen Rhodus, Cashier – available 10:00-10:30a.m. (859)625-6134

\* Carolyn Beach, Child Nutrition Manager –([carolyn.beach@madison.kyschools.us](mailto:carolyn.beach@madison.kyschools.us)) available 2-3p.m. (859)-625-6134.

**Parents and guardians are strongly encouraged to eat with their child during breakfast and lunch, but NO COMMERCIALY sold food/drink will be allowed or carried into the cafeteria during these times.**

## DISCIPLINE POLICY

According to Dr. Madelyn Swift in her book, *Getting it Right with Children*, "a true discipline system leads to self-discipline, is based on correct principles, is an investment in discipline and constitutes DISCIPLINE FOR LIFE." White Hall's discipline policy will be based on principles such as fairness, honesty, respect and responsibility. One of our goals, in cooperation with parents, is to teach students appropriate life skills that will enable them to be productive members of society.

At White Hall, the teachers and staff expect students to **respect themselves, respect others and respect school property**. What does respect mean? Respect is treating each other kindly and politely by:

- Saying nice words to each other
- Listening to all teachers and other adults in the building
- Not talking back and/or arguing with one's teacher
- Not fighting or hitting others
- Completing one's class work and homework
- Answering when an adult or friend asks a question
- Helping each other
- Saying please and thank you

We want students to be responsible for themselves. Each morning when a student walks into our school, we expect homework done and that each student will do their best work during the day. Our hope is, with parents' assistance, each student will learn to make good choices and accept responsibility for their actions and be the best he or she can be during the school day.

### **RESTROOMS**

In order to keep all students safe and ready to learn, the following rules should be followed in the restrooms:

1. You will turn the water off as soon as you finish with it.
2. You will use just enough soap so it doesn't get on the floor.
3. You will not climb on the toilets or pipes.
4. You will not play in the restroom.
5. You will use your quiet voice.

**Consequence:** Teachers will have the authority to use their discretion in handling restroom misbehavior. Many times, the teachers will have to "remind" students in regard to their behavior. If the misbehavior is serious enough, the teacher may take the student to see the Principal. The Principal will use his/her discretion in determining the consequence for the student.

## **BULLYING**

White Hall Elementary is committed to each student's success in learning within a caring responsive, and safe environment that is free from discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Each student at White Hall Elementary has the right to:

- \* Learn in a safe and friendly place
- \* Be treated with respect
- \* Receive the help and support of caring adults

**Consequence:** Teachers/Staff will report incidence of bullying to the Principal. The Principal and Guidance Counselor will counsel with student(s) and determine the best course of action to be taken. Principal will make a phone call to parent/guardian informing them of the behavior.

## **BUSES**

When riding the bus, the student is responsible for following the rules as stated on the sheet titled: *Regulations for Pupils Riding School Buses*, which the student and parent signs at the beginning of the school year.

**Consequence:** Bus drivers will have the authority to use their discretion in busing incidents that occur in areas of transportation and school safety. Many times, the bus driver will have to "remind" students in regard to their behavior. If the misbehavior is serious enough, the driver may take the student to see the Principal. The Principal will use his/her discretion in determining the consequence for the student.

***The Principal always has the authority to remove a student from the bus and students may lose their bus privileges.***

## **CAFETERIA**

Students have 25 minutes to get their lunch, sit down and eat. Students are to enjoy their lunch time in a relaxed atmosphere. Students are to meet the following expectations:

- **To be quiet while waiting in line.**
- **To say please and thank you to the servers, clerk and monitors.**
- **To get napkins, forks and other items before sitting down.**
- **To stay seated while eating in one's space.**
- **To keep their space clean and pick up items that are on the floor.**
- **To talk quietly to the people around them.**
- **To eat the food and not throw it or play in it.**
- **To walk at all times while in the cafeteria.**
- **To not hit anyone.**
- **To raise your hand when needing assistance.**

**Consequence:** The monitors will have the authority to use their discretion in handling situations. Many times, the monitors just have to remind students about their behavior. If a student is hitting another student, the monitor may move the student. If the behavior is serious enough such as a fight or disrespect, the monitor may take the student to the Principal's office. The Principal will use his/her discretion in determining a consequence for the student's action.

**No gum in the cafeteria!**

**No food/gum allowed in the gym!**

### **CLASSROOMS**

The School Based Council supports all teachers having their own classroom rules. At the beginning of each school year, each teacher reviews the rules with students for the classroom. From that point, the student is responsible for following those rules. If the student chooses to break the classroom rules, then the classroom consequences will be applied. The student will be sent to the Principal's office after classroom consequences have been exhausted or in cases of serious misbehavior.

### **DESTRUCTION OF SCHOOL PROPERTY**

Students are expected to take care of all school property, including desks, cafeteria tables, walls, restrooms, floors, gym floor, playground equipment etc.

**Consequence:** When a student intentionally destroys school property, the Principal will call the parents to come in for a conference. With the student present, the Principal will discuss payment for fixing the item. If the family is not able to pay for the item, the student may work it off.

### **DRESS**

Students are to wear appropriate clothes to school.

Boys and girls will:

- wear clothes, which are not offensive or distracting (Example: tee shirts with suggestive words or pictures are not acceptable.)
- wear pants without holes in inappropriate areas
- wear pants that come up to their waist
- shirts/tops that come to the top of their pants, shorts and skirts(for girls)

Girls will wear:

- shorts, skirts, and dresses that come to mid-thigh of their legs
- NO halter-tops, tube tops or see-through tops.

**Consequence:** Call home for parent to bring a change of clothing, verbal reprimand, and contact with Family Resource Center for clothing change.

## **FIELD TRIPS**

Throughout the school year, classes will take field trips. Students are expected to be on their best behavior when on a field trip. They are representing themselves and the White Hall Elementary School.

**Consequence:** If a teacher reports that a student misbehaved on a field trip, that student will not go on any more field trips. That student will be in – **Time Out** – during future field trips.

## **FIGHTING AND/OR PHYSICAL HARM**

There will be zero tolerance for any kind of fighting or doing physical harm to another student, teacher or any staff person.

**Consequence:** If a student violates this policy, the teacher and/or Principal will use their discretion in issuing a consequence which will depend on the seriousness of the offense.

## **HALLWAYS**

Students are **not to talk or run** when in the hallway. While in the hallway, students must remember that other students are learning in the classrooms.

**Consequence:** A teacher or staff person will remind a student who is running or talking in the hallway that is not allowed. When a teacher or staff person constantly sees the same student running or talking in the hallway, the teacher, staff person or principal will use their discretion in determining a consequence for the student's action.

## **ITEMS ALLOWED AT SCHOOL**

Students may have portable CD players, radios, electronic games and any other hand held games. The student may use them while riding the bus, while waiting to go to class in the mornings, and during recess. **Students may carry cell phones, but will not be allowed to use them or have them turned on during the school day.**

**Consequence:** If any of the items listed in the above paragraph are visible during any other part of the day, the teacher or staff person will take it away from the student and turn it over to the Principal. The parent will have to come to school to retrieve the item. Then, the student will not be allowed to bring the item to school again. If a student chooses to use a cell phone or have it turned on during the day, the phone will be turned over to the principal. The parent must retrieve it from the principal with the understanding the student will not be allowed to bring it to school.

***WHITE HALL ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR ANY OF THE ABOVE ITEMS IF THEY ARE LOST OR STOLEN DURING THE SCHOOL DAY.***

## **ITEMS NOT ALLOWED AT SCHOOL**

The following items are never allowed at school:

- toy guns      ◦ water pistols   ◦ peashooters
- slingshots    ◦ handballs      ◦ backpacks on wheels

Other inappropriate items (lighters, matches, cigarettes, chewing tobacco, etc.)

**Consequence:** If the student chooses to bring any of the above items to school, they will be taken away immediately. A parent will have to come to retrieve them from the teacher or principal.

Inappropriate Items: Student will be sent to the principal's office immediately. The principal will call the parent for a conference. The principal will have the option to send the student home for a day or place in TIME OUT for a day.

***IT IS AGAINST FEDERAL LAW FOR A STUDENT TO BRING A GUN(S), KNIFE(S) (regardless of size), FIREWORKS OR ANY OTHER ITEM CONSIDERED TO BE A WEAPON TO SCHOOL. THE STUDENT WITH SUCH AN ITEM WILL BE SUSPENDED.***

## **PLAYGROUND**

The purpose of the playground is to give students an opportunity to play with each other, to exercise, and to smell the fresh air. While on the playground, students are to play fair, not fight, take turns and help each other.

**Consequence:** If a student decides not to behave while on the playground, the teacher and/or principal will use their discretion in determining a consequence for the student's action.

## **SEXUAL HARASSMENT**

Sexual harassment is against the law.

**Consequence:** Any insulting words or improper touching may result in being disciplined according to the principal.

## **STEALING**

There will be zero tolerance for stealing from other students, teachers, or the cafeteria.

**Consequence:** When a student chooses to steal the principal will call parents immediately. The principal will discuss replacing the item. If that cannot be done, the student may be able to work off the cost of the item. The student will also be in TIME OUT for at least a day.

## **THREATS**

Students are to report to their teacher or another adult if they have been threatened. Students are to report if they hear about someone having a gun or may be bringing a gun to school. Students are to tell if they hear other student(s) talking about doing physical harm at school.

**Consequence:** The teacher and/or principal will look into all threats. Consequences will be implemented depending on the seriousness of the threat.

## **SUMMARY**

It is impossible to list every discipline issue in this book. Different issues come up every day. In addition, there are times when a consequence that is listed may not be appropriate. Therefore, the principal will use his authority, discretion, when necessary, to alter a consequence, and deal with issues not listed in this book.

Teachers and staff are committed to providing a safe and orderly environment to assure all students the opportunity to learn. We expect that all students and parents will have the same commitment. In a safe and orderly environment, teachers will be able to focus on teaching and students will be able to focus on learning what they need to know to move forward in their lives.

## **MADISON COUNTY SCHOOLS NOTICE OF NON-DISCRIMINATION**

**Madison County Schools is committed to nondiscrimination on the basis of race, color, national origin, age, religion, marital status, sex or disability in educational programs, activities and employment as set forth in compliance with federal and state guidelines. Responsibility for coordination of compliance efforts and receipt of inquiries concerning the guidelines above may contact the Director of Human Resources, Madison County Schools, 550 S. Keeneland, Richmond, Kentucky, (859)-624-4500. Revised July 1, 2012.**

## TRANSPORTATION

### **BUS RIDERS**

- Loading and Unloading: All students should board and disembark only in the designated area.
- Only in cases of emergency may a child ride a bus other than the one they are assigned (this must be pre-approved by principal).
- White Hall's school personnel will escort students to the school bus.

### **DROP OFF and/or PICK UP POLICY for PARENTS of CAR RIDERS**

The safety and welfare of our students is a top priority at White Hall. In order to provide a safer environment for the students, it has become necessary to address some concerns in regard to the morning drop-off and afternoon pick-up procedures. We are asking for your cooperation in following those procedures. The limited parking in the back of our school creates a safety concern for our students and faculty; **therefore, drop-offs on the side and parking in the back are not permitted.** Staff Parking Tags have been issued and no one without a tag will be allowed in the back parking lot from 7:15am. – 7:50a.m. Compliance to these safety guidelines will make it possible for our facility and staff to provide a safer and more efficient environment for the students at White Hall Elementary. We must work together for the safety of ALL our students!

***\*No student should be dropped-off or picked up in the faculty/staff parking lot or Harper's Square.***

1. **Location of the Car Rider Circle:** the car rider circle is located in the back of our school. To reach this circle, turn on Keystone, then Aqueduct.
2. **All Car Riders:** All students that are car riders should be dropped off and/or picked up at the car-rider circle. If you have a student enrolled at White Hall and/or a middle/high school student that rides the shuttle bus to White Hall, they must be picked up/dropped off in the back. Your older children may walk through the building to reach the car-rider circle.
3. **Morning Drop-Off:** Students need to be dropped off in the car-rider circle from 7:30a.m. to 7:55a.m. Please note that only after 8:00a.m. should your child be dropped off in the front and they will **need to be signed-in at the front office. No student should be dropped-off or picked up in the faculty/staff parking lot or Harper's Square.**
4. **Afternoon Pick-ups:** School is dismissed at 3:00p.m.; your child will be available for pick-up in the car-rider circle at that time. Pick-up generally lasts until 3:20p.m., so please make sure that your child is picked-up by that time. **ALL CAR-RIDERS SHOULD BE PICKED UP IN THE CAR-RIDER CIRCLE, UNLESS YOU ARE CHECKING YOUR CHILD OUT OF SCHOOL EARLY, THEY WILL BE DISMISSED TO THE CIRCLE.**

5. **Daily Transportation Changes:** If there is a transportation change for your child, the best method is to send a note to the homeroom teacher. Any unexpected **changes need to be made to the school office before 11:00a.m.** When calls are made after this time to change a child's PM transportation, both difficulties and liabilities for the students and teachers are increased. Interruptions to the class also interfere with the learning taking place in the classroom for students. Please do not e-mail transportation changes; emails may only be checked at the beginning and end of the school day – this method is not reliable for daily changes.

## **RULES AND REGULATIONS FOR STUDENTS WHO ARE CAR RIDERS**

### **Rules To Follow While Waiting Inside:**

- Remain seated until your name is called
- No talking
- No food, toys, or homework is allowed while waiting

### **Rules To Follow When Outside:**

- Walk on sidewalk
- Wait until vehicle stops before entering and exiting
- Listen and obey adults on duty

### **Helpful Hint to Ensure Safety and Efficiency:**

\*The child's last name will be called over the intercom by the back-door staff. Child will exit building.

\*You will be given a vehicle tag to hang from your mirror – make sure it is visible to the person calling names. (1<sup>st</sup> grade students will have a different colored car tag than other grades.) Those students will have assistance opening and closing the vehicle door. If you have older students who need assistance for any reason, please see someone in the front office for medical color card.

\*If you live close enough to walk to collect your child, please carry your tag with you.

\***SAFETY PRECAUTION:** Those vehicles without a name card will be asked to go to the office to collect your child. **NO EXCEPTIONS.**

\*Please notify your child's teacher if you need additional car tags.

\*Please pull forward to the sign at the end of the sidewalk pulling up as far as you can to the vehicle in front of you allowing more students to exit/enter at the same time.

\***SAFETY PRECAUTION:** Please do not allow your child to exit/enter the car until you have reached the sidewalk.

\*If possible, please have your child seated on the side of the vehicle that will place them next to the sidewalk. Each child should be ready to enter/exit when the vehicle comes to a complete stop.

\*If assistance is needed getting your child safely buckled into their seat, please pull forward into a parking space.

## **GENERAL INFORMATION**

### **School Fees:**

A \$7.00 per student fee is to be paid to the homeroom teacher. Individual teachers may request additional fees for field trips or t-shirts. Students eligible for free lunch may obtain a waiver of school fees if the appropriate free lunch forms have been completed.

### **Student Health Services**

A school health clinic will be available two days a week and every other Friday.

A Registered Nurse will serve the on-site clinic. The mission of the school based clinic is to protect the health and well-being of all students thereby promoting student success.

Students will be given a "Consent for School Health Services" form to be completed and returned each school year. The forms provided ask parents for any pertinent information regarding their child's health, and outline the services provided.

**A student may not be treated or referred if proper forms are not completed and on file.**

Please contact the school nurse for any further questions.

### **Visitors and Volunteers**

Visitors are welcome. For safety the front door is locked and monitored by camera. Please ring the bell and answer the speaker. The secretary will release the lock. All visitors must sign-in at the office and obtain a visitor's pass. This pass must be worn at all times. This is for your child's protection! All visitors to the school must conduct themselves so as not to interfere with instruction or operation of the school. You are encouraged to volunteer and welcomed to schedule visits with the classroom teacher. No "drop-in" visits, please.

### **Notice of Right to Request Teacher Qualifications**

Because our District receives federal fund for Title I programs as a part of the No Child Left Behind Act (NCLB), you may request information regarding the professional qualifications of your child's teacher(s).

If you would like to request this information, please contact Dustin Brumbaugh, Human Resource Director by phone at 624-4500 or by e-mail at [dustin.brumbaugh@madison.kyschools.us](mailto:dustin.brumbaugh@madison.kyschools.us) Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or e-mail address where the information may be sent.

### **North Madison Family Resource (FRC)**

The North Madison Family Resource Center was created as part of the Kentucky Education Reform Act (KERA). The Center is another way that the White Hall community provide services to enhance the students' ability to succeed in school. Our services of the Family Resource Center are available at no cost to all children, parents and families with students who attend White Hall Elementary School. The North Madison Family Resource Center is here to assist children and their families in any way we can. Please contact the center at (859)625-6136, ext. 1731.

Ashley Taylor, Director FRC [ashley.taylor@madison.kyschools.us](mailto:ashley.taylor@madison.kyschools.us)

### **White Hall Parent Teacher Organization (PTO)**

The White Hall PTO meets monthly at school. This organization is comprised of parents and teachers supporting their school. Attendance is open and interested persons are invited.

### **School Based Decision Making Council**

The Council is an elected representation of teachers and parents under the leadership and guidance of the school principal. "The school council shall have the responsibility to set school policy consistent with district board policy providing an environment to enhance student achievement and help the school meet the goals established by KRS 158.645."

**The Emergency Management Agency and Chemical Stockpile Emergency  
Preparedness Program**

**BASIC Emergency Procedures for Madison County Schools  
in the event of a CHEMICAL ACCIDENT  
(from a factory, railroad, interstate or the Blue Grass Army Depot)**

During an emergency from a chemical accident, your child's school will take appropriate protective actions based on the type of emergency if your child's school is at risk. The two basic types of protective actions that will be recommended are (1) Shelter-In-Place and (2) Evacuation. Below are general outlines of the steps your school will take to follow both plans. **BE SURE TO SEE YOUR SCHOOL'S PRINCIPAL / STAFF FOR YOUR SCHOOL'S SPECIFIC EMERGENCY PLAN.**

**SHELTER-IN-PLACE**

- Announcement over the public address (PA) system that an **Emergency Situation** exists and everyone is to implement Shelter-in-Place procedures.
- All classes are to proceed (or remain) in their designated Shelter-in-Place location.
- Terminate all outdoor activities (i.e., physical education classes) and **bring all students indoors.**

**NOTE:** If bus drivers or parents are outside, they will be brought inside the building. No one is to be left outside the building.

- Assigned staff will lock all doors and post Shelter-in-Place notices at all building entrances.
- Ensure all heating/ventilation/air conditioning systems have been turned off.
- **No one should leave the shelter-in-place protection areas** until told it is safe to do so.
- Assigned staff will monitor the Advisor Alert Radio and the local radio station or cable television for further emergency instructions and for information on when it is safe to ventilate the building. Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

**Parents:** Do not interfere with Shelter-in-Place procedures or attempt to check out your child. Being exposed to the outside air could put you, your child, other children, and staff at the school in danger.

## Frequently Asked Questions:

How long will the school be sheltered in place?

- Typically 2-4- hours.

What happens after Shelter in Place?

- If it is determined that your child's school and surrounding area was not and is not at risk of detrimental effects of a chemical incident/accident, the school will be instructed to EXIT SHELTER IN PLACE, and may resume its normal activity.
- If it is determined that remaining at the school or in the surrounding area poses any health risks, the school will "Relocate" to the pre-determined host school outside of Madison County.

## **EVACUATION**

**The school will be alerted by an outdoor siren or indoor Advisor Alert Radio to evacuate based on the type of emergency that poses a risk, and if there is enough time to implement evacuation procedures.** Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

- Announcement over the public address (PA) system that an **Emergency Situation** exists and everyone is to prepare for evacuation.
- All students & staff will report to their pre-designated areas for loading on buses.
- Assigned Staff will ensure student rosters, medical cart, student identification wristbands, and other vital information for student release and family reunification are prepared for transport.
- Students and staff are loaded onto buses.
- Teachers and staff that have been CSEPP trained and with CDL licenses will transport students and staff to pre-designated host schools outside of Madison County.
- Designated staff will assist with student accountability.
- Designated staff will "sweep" the building to ensure no one is left behind.
- Designated staff will post Notice of Evacuation

**Parents:** Do not interfere with evacuation procedures as it will slow the process and could put you, your child, other children, and staff at the school in danger. Listen for official instructions as to when it is safe to travel to the pre-designated host school and check out your child at that location.

School Administration will be in contact with the Madison County EOC throughout the evacuation process to report the student census, confirm completion of evacuation, arrival at the host school.

If you know  
only one thing...

# KNOW YOUR ZONE CSEPP SAFETY

Knowledge is safety.

That's why the Chemical

Stockpile Emergency Pre-

paredness Program (CSEPP)

urges you to **Know Your Zone.**

In the unlikely event of a chemi-

cal accident at the Bluegrass Army

Depot, which zone you are in will

determine what action you should

take to ensure your safety. Don't wait.

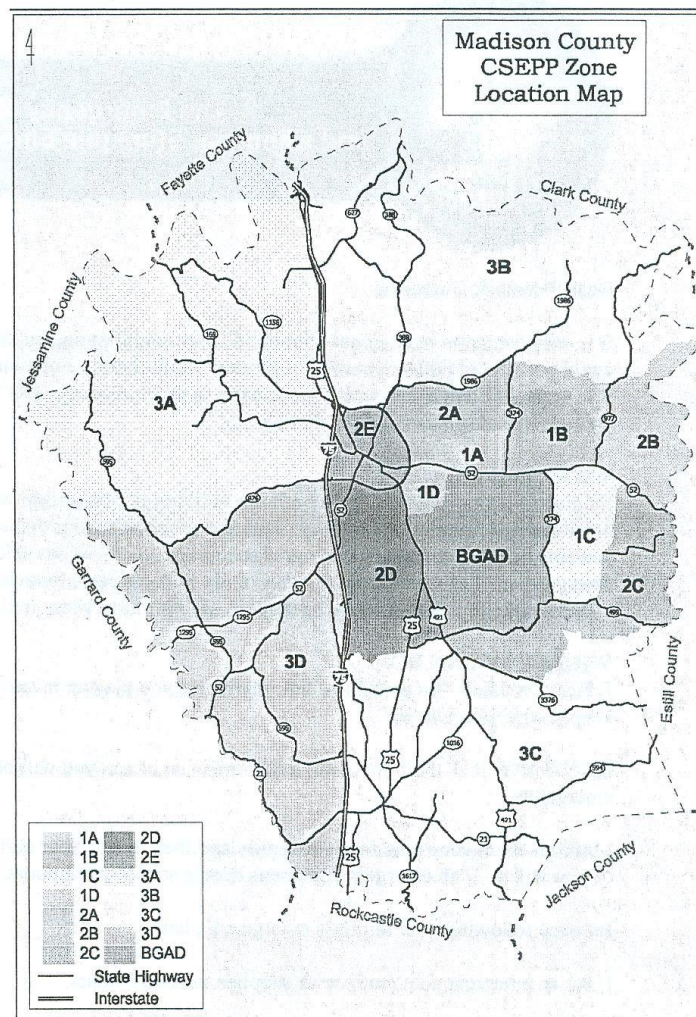
Find out today and be prepared.

**(859) 624-4787**

[www.Madison-County-EMA.com](http://www.Madison-County-EMA.com)

or

[www.madisoncountyema.net](http://www.madisoncountyema.net)



Learn more about keeping  
your child safe at school: contact



Madison County EMA/CSEPP  
560 S. Keeneland Drive  
Richmond, KY  
40475

# STUDENT HANDBOOK

## Policies and Procedures

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

1. I understand that all visitors **must** sign-in/register in the front office.
2. I understand that confidentiality training is a requirement for anyone to chaperone a field trip, participate in a classroom party or to volunteer in any capacity within the school building.
3. I understand and support the “Student Release of Information” to the media information.
4. I understand and support the important daily Information provided.
5. I understand and support the information that is vital to student success; including all behavior expectations and discipline standards.
6. I understand and support the homework expectations.
7. I understand the enrollment and school record information.
8. I understand and support the instructional information provided.
9. I understand and support the student and activity planning information.
10. I understand and support the home/school communication information.
11. I understand and support the Title I school/family compact.
12. I understand the drop off/pick-up policy.

Please sign and return to your child’s homeroom teacher as soon as possible.

I have read and discussed the White Hall Elementary Student/Family Handbook with my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Photo/Video Permission**

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

I give permission for my child to be photographed and/or videotaped at school. I understand that the photograph and/or video tapes will be used for educational and recognition purposes only. (Example: honor roll pictures published in the local newspaper, photographs on field trips, activities in the classroom, special projects, school plays, Student of the Month recognition, student teaching activities and/or school yearbook).

Check only if you wish to **NOT** have your child photographed or videotaped.

\_\_\_\_\_ **NO Photographs**

\_\_\_\_\_ **NO Video Taping**

\_\_\_\_\_ **I DO NOT want my child's name to appear in the school newsletter or local newspaper.**

### **Car-Riders Policy**

I have read and understand the rules and regulations of car-riders. I agree to discuss these with my child, and to support the school with my cooperation.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

