

West Broadway Elementary School



2018-19 Student/Parent Handbook

The mission statement of West Broadway Elementary is to promote a safe place to learn, develop talents, and become successful.

HOPKINS COUNTY SCHOOLS
WEST BROADWAY ELEMENTARY SCHOOL
SCHOOL OF EXCELLENCE
127 West Broadway
Madisonville, KY 42431
(270) 825-6036
(270) 825-6025 (FAX)

Amy Smith
Principal

Laura Marks
Guidance Counselor

Parent or Guardian:

On behalf of the staff at West Broadway Elementary School, I am happy to welcome you to the Bobcat family! I am excited to begin the school year and look forward to meeting you. This will begin my 24th year in education. My husband and I reside in Hopkins County, along with our two daughters.

Our staff is committed to working with students and their families as a team. Working together will ensure that our students can achieve their highest potential. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We welcome all of our families back for another exciting, challenging year. I hope you will want to be actively involved in your child's education by working with us and supporting our efforts during this coming school year. If at any time you have questions or we can be of help, please call the school at 270-825-6036. I am looking forward to a great year!

Respectfully yours,

Amy Smith

**WEST BROADWAY ELEMENTARY
PERSONNEL
2018-2019**

Amy Smith, Principal

Laura Marks, Guidance

Jennifer Caskey, Financial Secretary

Jonna Buchanan, Attendance Secretary

<p><u>Curriculum Coordinator</u> Morgan Russell</p> <p><u>School Psychologist</u> Erica Price</p> <p><u>Primary</u> Lisa Bruce-Kindergarten Jennifer Tucker-Kindergarten Teresa Campbell- 1st Grade Corina Gamblin-1st Grade Jill Johnston-1st Grade Jennifer Gamblin- 2nd Grade Michelle Larkins-2nd Grade Sherri Riggs-2nd Grade Melanie McElroy-3rd Grade Joy Pendley-3rd Grade Nicole Taylor-3rd Grade</p> <p><u>Intermediate</u> Kristin Duff-4th Grade Marcy Hancock-4th Grade Tiffany Howton-4th Grade Wendy Gamblin-5th Grade Christy Mulligan-5th Grade</p> <p><u>Special Education</u> Gretchen Fischer-Building Coach Jennifer Overby Tammy Saddler Brittany Woodruff</p>	<p><u>CSRT</u> Hannah Bursztynski</p> <p><u>Speech</u> Karen Roberts Kari McCance</p> <p><u>Librarian</u> Heather Stratton</p> <p><u>Physical Education</u> Whitney Watts</p> <p><u>Family Resource</u> Julie Faulk, Director</p> <p><u>School Nurse</u> Nicole Johnson, RN</p> <p><u>Preschool</u> Lisa Eviits-Preschool Teacher Amber Mundy Keitha Noffsinger</p>	<p><u>Instructional Assistants</u> Mitzi Arnold Allison Farmer Debbie Hobgood Brittany Jarvis Carol Mattox Beth Munger Catherine Ramsey Heather Schreiner</p> <p><u>Custodians</u> William Curl, Jr. Amber Phelps Donna Wilson</p> <p><u>Lunchroom Staff</u> Charlotte Barber Sue Ann Brill Jessica Cook Toni Clarke Lisa Martin-Manager</p>
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Hopkins County Schools

2018-2019 Calendar

Open/Close
First Day for Students: August 8 Last Day for Students: May 20 <i>Last day of school is subject to change.</i>
Staff Development Days/No School
November 6, January 2
Holidays/No School
September 3, November 22, January 1, January 21
Breaks/No School
Fall Break: October 8-12 Thanksgiving Break: November 21-23 Winter Break: December 19-January 3 Spring Break: April 1-5
Makeup Days
May 22-31, June 1-10

Days not in session may be changed by action of the Hopkins County Board of Education. The above calendar could be changed due to snow, other severe weather or emergencies beyond our control. The last of school is subject to change. You will be notified of any changes by way of your child, or the news media.

SCHOOL BASED DECISION MAKING COUNCIL

West Broadway Elementary operates under the guidance of a School Based Decision-Making Council. Council members are Amy Smith, Jill Johnston, Nicole Taylor, Brittany Woodruff Tyrone Gregory and Lanise Stone. The election of council members is held annually and meetings are scheduled monthly. The meetings are open to the public and you are welcome to attend.

PTO

The West Broadway Elementary PTO offers opportunities for parents to be involved at the school level. If you are interested in joining the Parent Teacher Organization, please contact the school for information. A membership drive will be held at the beginning of the school year.

SCHOOL CURRICULUM

At West Broadway Elementary School we strive to offer students a broad range of learning opportunities. Children in the primary program and in grades four and five will receive instruction in the basic areas such as math, language arts, science, and social studies. Opportunities for problem solving, critical thinking, and cooperative learning will be provided. Other important components will be process writing and hands-on learning opportunities. *The Kentucky Common Core Standards* represent the content that has been identified as essential for all students to know and will be included on the state assessment.

SCHOOL-COMMUNITY RELATIONS

West Broadway Elementary makes every effort to keep the lines of communication between home and school open and viable. Some things we do include:

1. The PTO meets regularly.
2. Newsletters and information sheets are sent home to the parents.
3. News releases are provided to the local news media.
4. Guidance counselor sends home a weekly newsletter through Infinite Campus.
5. Parents are encouraged to serve on a School Based Decision Council Committee. If you are interested please contact Mrs. Smith.

TEXTBOOKS

Textbooks are provided at no cost to students. A fine is assessed to cover replacement costs when books are lost, damaged, or destroyed. Students are expected to take care of their books. Students are expected to provide their own paper, journals, pencils, crayons, glue, and other consumable materials which the teacher requests.

PERSONAL PROPERTY

Students should not bring personal items that distract from the educational environment. It is the students' responsibility to keep up with their own personal belongings. Any items such as toys, cell phones, trading cards, radios, etc., will be prohibited. If school personnel takes any item

from a student, it will be given to the building principal. The parent or guardian will be notified and they must make arrangements to come to school and collect the item.

ATTENDANCE

We feel that it is important for students to be in school every day. Research indicates that there is a high correlation between good attendance and student achievement. When the 7:50 a.m. bell sounds, students who are not in/have not been to their classrooms are tardy, and must obtain an admit slip from the office. Admit slips are only issued after a student has been officially signed-in.

If a student is absent from school, it is required that the student bring a valid excuse (doctor's excuse, verifiable illness in immediate family, etc....) immediately upon his/her return to school for the absence to qualify as excused. It should be noted that any time a student arrives late, or leaves early from school his/her attendance is affected. *Valid Excuses are needed for tardies, just as they are for absences.*

For policies and procedures concerning absences, see the attendance section in the Elementary Code of Conduct section of this booklet.

School Breakfast and lunch

Lunch and breakfast are served in the school cafeteria. All students at West Broadway Elementary will receive breakfast and lunch for the 2017-2018 school year at no cost to the student.

Meal prices for 2018-19

Breakfast

Adult	\$2.35
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Lunch

Adult	\$3.55
Holiday Meal	\$4.00

Breakfast is served from 7:00 am to 7:45 am each morning. Lunch periods are 25 minutes in length.

A nutritious school lunch will be served each day of the school year. We welcome you to participate in our school lunch program. If you wish to decline, however, your child may bring his or her lunch. Students are encouraged to have a healthy breakfast and lunch. Food brought in from outside restaurants must be in a paper lunch sack or lunchbox. All liquids are to be brought in unbreakable containers.

If a student has run out of money on their lunch account, the parents will be notified. It is the

parent's responsibility to pay for all charges and to keep the lunch account in good standing. Extra food items cannot be purchased unless a student has money in his/her account.

CHANGE OF ADDRESS & PHONE NUMBER

Students and parents should ALWAYS report any change of address or telephone number to the school office promptly. It is important that parents can be reached in case of emergency.

DRESS CODE POLICY

West Broadway Elementary will adhere to the district policy regarding DRESS CODE.

FIELD TRIPS

Field trips will be scheduled throughout the school year by each grade-level team. Students must have a parent or guardian's signature on a permission form before being allowed to attend. Participation can be denied by the building principal. If a parent wishes to chaperone on the field trip, they must complete a background check. Parents are not allowed to ride on the bus. If you decide to take your child from the field trip, you will need to sign the checkout form and a tardy/absence may occur. Field trip money is non-refundable.

SCHOOL VISITORS

All school visitors shall first report to the office, identify themselves, and state the nature of and need for the visit. School visitors must leave an ID in the office and wear a visitor's badge.

At no time shall any individual or group disrupt classroom instruction. The principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on the school grounds.

LIBRARY

A comfortable and well-stocked library is provided for students to enhance their classroom instruction and for recreational reading. The library is a busy and user-friendly place.

The library is open to all students. Any student having an overdue book may not check out more books until those overdue books are returned. Students are expected to pay for damaged or lost books. Parents will be notified at the end of each grading period if books have not been returned. End of the year report cards will not be given to any student having an overdue book until the book is either returned or paid for.

HOMEWORK

Homework is an important part of the learning process and ALL students are expected to complete their work neatly and on time. Most homework is a continuation of an assignment that

students began in class. No homework will be over material not taught, unless the student is to read prior to a lesson.

Homework will be assigned to students at the discretion of individual teachers in accordance with the individual needs and abilities of students. Consequences and rewards are to be determined by each teacher.

Parents are urged to actively involve themselves with their child's school work. Homework assignments offer an opportunity for valuable interactions between parent and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their child brings home
- Providing a suitable place to study, free from disturbances.
- Supplying needed materials for completing homework.
- Offering to clarify instructions and answer questions.
- Checking to see that work is complete.
- Encouraging their child to do their best work and praising a job well done.
- Assisting in use of time and monitoring the amount and type of television programming their child watches.
- Staying in close communication with teachers.
- Rewarding their child in appropriate ways for completed work.

Homework help is available Tuesday through Thursday from 7-7:35 a.m. in the library.

BEHAVIOR MONITORING

Each classroom embraces a behavior system utilizing clipping up and down throughout the day to monitor student behavior. Every morning the behavior chart begins new again. Grades 3-5 implement behavior sheets in their classroom. This includes monitoring student behavior each day and classroom assignments. Consequences are grade level specific.

REPORTS TO PARENTS

West Broadway Elementary School will issue report cards on a Trimester Basis (12 weeks). Additionally, students will receive progress reports approximately mid-way through each trimester. If you have any questions at any time about your child's progress or any part of the school program, feel free to contact the school to arrange a conference.

DISPENSING OF MEDICATION

Students with prescription medicine **must** have the parent's signature on file in the office with written instruction for use. All medicines will be stored in the office and dispensed by an adult in the office. Over-the-counter medicines will not be dispensed without a signed and dated statement by the parent or guardian. All medicine must be in its original container. The over-the-counter medication must be in a new sealed bottle; if it is not, we cannot accept the medication nor dispense it.

ACCIDENT PROCEDURE

In case of an accident occurring at school, school personnel will fill out an Accident Form, which will be kept on file in the office. Parents (or guardians) will be notified of the accident. In case of a head injury or an emergency, the parent will be notified immediately.

SCHOOL BUS SAFETY

Bus transportation is available to students who live farther than one mile from West Broadway Elementary School. It should be noted that bus service is a privilege and can be revoked in order to provide for the safety and welfare of students. Students are to obey all school rules on the bus as well as at the bus stop. Hopkins County Schools has adopted a policy on bus discipline procedures, which is followed at West Broadway Elementary School. The regulations and procedures are outlined in REGULATIONS FOR PUPILS RIDING SCHOOL BUSES given to either you or your child. Please go over these rules with your child and return the signed form promptly. West Broadway bus routes/stops are planned by the Hopkins County Board of Education's Department of Transportation, NOT the school itself. Only the HCS Dept. of Transportation can make any changes in bus routes/stops.

If a student needs to change his or her bus stop, even for one day, it is necessary for the parents to contact the office by note and make a request. The student must present the driver with a note, signed by office personnel, giving permission for the change.

SCHOOL INSURANCE

A voluntary student coverage plan is made available to all students enrolled in the county schools at the beginning of each school year. The plan offered is secondary to other insurance that the family might have.

SAFETY PROCEDURES

FIRE DRILLS are necessary for the safety of the students and faculty and are practiced each month. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. The route of exit is posted in each room.

TORNADO DRILLS are to be held during the first full month of the school year and in March. Designated safety areas and the route are posted in all classrooms and other areas where students assemble.

EARTHQUAKE DRILLS will be practiced in all classrooms during the course of the school year. We are required to conduct earthquake drills twice a year.

A school-wide **LOCK DOWN** will be practiced twice a year to ensure following of proper procedures in case of an emergency.

AFTERNOON BELL SCHEDULE

1st bell at 2:40: First group of bus riders and YMCA students will go to the cafeteria, car riders will go to the gym, and walkers will exit the front of the building turning right.

3rd bell at 3:00: 2nd group of bus riders will go the cafeteria.

SCHOOL-WIDE EXPECTATIONS

Morning and Afternoon Procedures

Goal

Students at West Broadway Elementary will demonstrate appropriate behaviors to ensure safe and orderly arrival and departure procedures.

Morning

Do Your Best

- I will walk at all times

Do What is Right

- If I am eating breakfast, I will eat as soon as I arrive at school and be finished by 7:40 a.m.

Bus riders will unload at the cafeteria door.

- I will walk on the blue line in the cafeteria.
- If I am eating breakfast, I will place my belongings on the table closest to the stage, eat, and then go directly to the gym.
- If I am not eating breakfast, I will go directly to the gym.

Car riders will enter through the back door to the gym hallway.

- If I am eating breakfast, I will go directly to the cafeteria, place my belongings on the table closest to the stage, eat, and then go directly to the gym.
- If I am not eating breakfast, I will go directly to the gym

Walkers will enter through the front door

- If I am eating breakfast, I will go directly to the cafeteria, place my belongings on the table closest to the stage, eat, and then go directly to the gym.
- If I am not eating breakfast, I will go directly to the gym

Gym Seating

- I will walk on the blue line to my designated grade level area.
- I will use a 1-2 voice level in the gym.
- I will use a 0 voice level in the gym once the bell rings.

Gym Dismissal: Kindergarten, P4/5, Fifth Grade

- I will use the door on the right of the gym.

Gym Dismissal: P2/3, P3/4, Fourth Grade

- I will use the door on the left of the gym.

Treat Others the Way You Want to be Treated

- I will respect others' personal space and belongings.
- I will use appropriate language.
- I will keep my hands and feet to myself.

Afternoon

Do Your Best

- I will walk at all times

Do What Is Right***First Bus Riders***

- When the first bus rider bell rings, I will go directly to the cafeteria to board the bus.

Car Riders

- When the car rider bell rings, I will go directly to the gym and sit in my designated area.
- I will wait for my car rider number to be called.
- Car rider line will form on Sugg Street and continue on S. Seminary Street. Parents may only turn right from S. Seminary Street to Sugg Street.

Walkers/Bike Riders

- When the walker/bike rider bell rings, I will go directly to the front door.
- If I am waiting for someone to pick me up, I will wait inside the building.
- If I walk/ride my bike home alone, I will leave immediately.
- Walkers/bikers will exit the front doors and turn right.

Late Bus Riders

- When the late bus rider bell rings, I will go directly to the cafeteria and sit in my designated area.
- I will speak at a 1 voice level when/if given permission by the teacher.

Duty Teachers' Students

- I will sit in the gym in my designated area until my dismissal bell rings.

Treat Others the Way You Want to Be Treated

- I will respect others' personal space and belongings.
- I will use appropriate language.
- I will keep my hands and feet to myself and be careful not to step on others' belongings.

Consequences

- Verbal redirection
- Practice corrected behavior
- Loss of privileges
- Close proximity to teacher

Staff Supervision Procedures**Morning**

- Staff will report to assigned supervision duty on time.
- Staff will constantly monitor students while on supervision duty.
- Staff will ensure all students are following morning procedures.
- When the morning bell rings, staff will stand in classroom doorways and hallways, awaiting students' arrival.

Afternoon

- Staff will report to assigned supervision duty on time.
- Staff will constantly monitor students while on supervision duty.
- Staff will ensure all students are following afternoon procedures.

- When the bells ring, staff will stand in classroom doorways and hallways, monitoring students as they leave.

Cafeteria

Goal

The cafeteria of West Broadway Elementary will be a safe and clean environment where people interact with courtesy and respect.

Do Your Best

- I will have my money/lunch.
- I will eat with good manners.
- I will raise my hand for assistance.

Do What is Right

- Will follow cafeteria rules.
- I will listen to my supervisor.
- I will enter when instructed by personnel.
- I will keep my eating area clean.
- I will keep voice levels 0-2 using the star pattern.

Treat Others the Way You Want to Be Treated

- I will respect other's personal space and belongings.
- I will use appropriate language.
- I will keep my hands on my own tray.
- I will keep my feet under my own seat.

Consequences

- Verbal redirection
- Positive practice
- Misbehavior in cafeteria line (student will be sent to the end of the line)
- Assigned seating
- Excessive noise (0 voice level)
- Major infractions (office referral by cafeteria supervisor)

Staff Supervision Procedures

Breakfast

- Staff will report to duty by 6:50 a.m.
- Staff will ensure students entering cafeteria from bus stop turn left and walk on the blue line while going to tables on opposite side of room.
- Staff will, for students seated prior to serving time, dismiss one row at a time to get their breakfast.
- Staff will assist gym duty teacher in determining students who are not eating to be

dismissed to gym.

- Staff will constantly monitor students while on supervision duty.
- Staff will ensure all students are following breakfast procedures.

Lunch

- Staff will send their students to lunch on time.
- Staff will report any changes to the lunch schedule to the lunchroom manager ASAP (e.g., field trips, lunch in the classroom).
- Staff will constantly monitor students while on supervision duty.
- Staff will ensure all students are following lunch procedures.

Hallway

Goal

Students will exhibit behaviors to ensure safe, orderly, and quiet transitions.

Do Your Best

- I will walk at all times.

Do What is Right

- I will keep voice level at 0.
- I will walk behind others in a straight line.
- I will walk at a normal pace.
- I will travel to the right on blue line when applicable.
- I will keep doorways clear.
- I will walk up and down stairs correctly (not skipping steps, running, or jumping).
- I will use water fountains only at designated times.

Treat Others the Way You Want to Be Treated

- I will respect others' personal space.
- I will keep my hands and feet to myself at all times.

Consequences

- Verbal redirection
- Positive practice
- Loss of privileges
- Office referral
- Follow the Code of Conduct

Staff Supervision Procedures

- Staff will escort class in hallway.
- Staff will monitor for appropriate hallway behavior.
- Staff will use appropriate personal voice level.

Playground

Goal

The playground will be a safe environment where students enjoy themselves and have fun.

Do Your Best

- I will play only in designated playground areas.
- I will show pride in WB by keeping the building and grounds free of litter.
- I will play with equipment provided by the school and will leave personal items at home.

Do What is Right

- I will line up immediately when signaled by the teacher.
- I will stay away from puddles and mud.
- I will play safely on all playground equipment following grade level guidelines.
- I will stay off broken equipment.
- I will stay clear of moving equipment (swings)
- I will only swing back and forth in swings.
- I will have permission before leaving playground.

Treat Others the Way You Want to Be Treated

- I will respect others' personal space and belongings.
- I will use appropriate language.
- I will keep my hands/feet to myself.
- I will leave rocks, bark, sticks, glass, and other dangerous objects alone.

Consequences

- Positive practice/verbal redirection
- Loss of privileges
- Lose next day's recess
- Office referral
- Follow the Code of Conduct

Staff Supervision Procedures

- Staff will stand in an area in which all activities are clearly visible.
- Staff will have walkie-talkie in possession.
- Staff will complete an accident report (available in front office) when someone is injured.
- Staff will report any safety concerns with equipment or grounds to principal immediately.
- Staff will monitor for appropriate playground behavior.

Restrooms**Goal**

The restrooms at West Broadway Elementary will be clean and safe.

Do Your Best

- I will use restrooms appropriately.

Do What is Right

- I will have restroom pass/permission.
- I will keep voice levels between 0-2.
- I will leave stalls unlocked.
- I will flush the toilet.
- I will wash my hands.
- I will use fixtures, soap, dryers, and toilet tissue correctly.
- I will leave as soon as finished.
- I will not mark on restroom surfaces.

Treat Others the Way You Want to Be Treated

- I will use appropriate language to others.
- I will leave restroom clean.
- I will keep my feet on the floor.
- I will use acceptable body language.
- I will respect others' personal space and belongings.

Consequences

- Positive practice/verbal redirection
- Loss of privileges
- Office referral
- Follow the Code of Conduct

Staff Supervision Procedures

- Staff will accompany their students during whole class restroom breaks.
- Staff will monitor the number of students in the restroom at one time.
- Staff will monitor restroom behavior.
- Staff will monitor voice levels in the restroom.

Assemblies**Goal**

Students at West Broadway Elementary demonstrate respectful behavior during assemblies by listening, participating, and following directions.

Do Your Best

- I will sit on the bleachers (blue-seat; gray-feet).
- I will stop talking when program begins.
- I will listen quietly to the speaker.
- I will respond appropriately to attention signals.
- I will use the steps when going to and leaving my seat.

Do What is Right

- I will keep my voice level between 0-1 while waiting for assembly to begin.
- I will walk, unless instructed otherwise.

- I will follow adult directions.
- I will refrain from booing or other negative behavior.

Treat Others the Way You Want to Be Treated

- I will respect others' personal space and belongings.
- I will use appropriate language.
- I will keep my hands and feet to myself.

Consequences

- Verbal redirection
- Practice corrected behavior
- Close proximity to teacher
- Loss of privileges

Staff Supervision Procedures

- Staff will arrive with their students and have them seated on time.
- Staff will remain with their class to monitor student behavior throughout assembly.
- Staff will ensure students follow correct dismissal procedures when departing assembly.

Fire Drill

Goal

To evacuate all students from the school building safely.

Student Rules

- I will walk directly to the designated areas. **NO STOPPING FOR ANY REASON**
- I will be at a 0 voice level.
- I will listen for directions from adults.

Consequences (if not covered in Code of Conduct)

- Verbal reminders
- Model appropriate behavior
- Talk with principal or counselor

Staff Supervision Procedures

- Staff will monitor students to ensure a safe, orderly exit from building.
- Staff will check common area (restroom, etc.) if assigned that task.
- Staff will call roll to see if all students are present once you assemble in the designated outside area.
- Staff will immediately report any missing students to personnel with walkie-talkies.

CELL PHONE POLICY

West Broadway Elementary students are not allowed to bring cell phones to school.
If a student doesn't comply:

- **FIRST OFFENSE:** warning and parent/guardian will be required to pick up the cell phone at WBES.
- **SECOND OFFENSE:** SOS for an entire day and parent/guardian will be required to pick up the cell phone at WBES.
- **THIRD OFFENSE:** Loss of field trip or another day in SOS, which will be determined by the principal. Parent/guardian will be required to pick up the cell phone at WBES.
- **FOURTH OFFENSE:** Possible suspension for one day, which will be determined by the principal.

HEALTH REGULATIONS

Examination:

State law and state regulations require a medical examination of each student first entering school, dated within a period of one year prior to initial admission to school. A health certificate from a licensed physician shall be presented to the school on the specified form distributed by the State Department of Education. Any student transferring into the Hopkins County Schools is required by law to have complied with the above regulations.

Immunization:

Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any child enrolled in the Hopkins County Schools must have a valid immunization certificate on file at the local school (required within two weeks of a student's enrollment in school). Military families have 30 days to comply as indicated in the Interstate Commission Compact. There are five kinds of certificates: Regular, Temporary, Medical, Exemption, and Religious Exemption.

Contagious Diseases:

No pupil having any contagious or infectious disease shall be permitted in the school. If any student is known to have such diseases, that student shall be sent home just as soon as arrangements can be made with a parent or guardian. The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease or illness.

Anytime a student is determined to have head lice, the student will be sent home to avoid possible spread of the condition. Upon return to school the student will be checked to see if any lice/nits remain. If your child catches head lice please monitor the situation daily, for a period of at least 3 weeks.

FAMILY RESOURCE CENTER

West Broadway Elementary is serviced by a Family Resource Center which services the students, families, and communities of West Broadway Elementary. The goal of the Family

Resource Center is to help our children succeed in school by assisting them and their families at meeting some of their basic needs. This will be done by providing community services at the center or by linking families to agencies in Hopkins County. **Julie Faulk**, the center director, can be contacted by calling the school at 825-6036.

VOLUNTEER PROGRAM

Volunteers are vital to education. This program makes use of parents and citizens in a variety of activities, which enhance our students' educational experience. The continued success of this program depends upon a willingness on your part to share some time with your school. If you are interested in becoming a school volunteer, please contact the school. All volunteers who work directly with students will be asked to fill out a form for a criminal records check.

GUIDANCE

West Broadway's school counselor, Laura Marks, is available to all students on various school days. She is here to assist with any problems or questions you may have. To make an appointment with the counselor, leave your name in the guidance office or principal's office. You will be called as soon as possible.

Throughout the year, Ms. Marks will be emphasizing the following activities:

- Individual and/or group counseling
- What to do in case of bullying
- Consultation with parents, school staff, and outside agencies
- Coordination of interest-related student activities
- Pupil appraisal through testing program
- Orientation of parents and students new to the school
- Assisting in providing special education
- Sharing information about events, programs, and agencies in the Hopkins County area

Hopkins County Schools **Internet Safety Policy and Acceptable Use Procedures**

****Students must have a signed Acceptable Use Policy on file to use technology for instruction.**

Overview

Each student attending Hopkins County Schools will be given an account in order to access the district's computer network. Once the appropriate privileges are granted by the parent and/or guardian, this account will also allow the student to access either the Internet, E-Mail (Electronic Mail) or both. This access is a privilege and not a right. Should a student violate any of the rules and/or policies outlined within this document, these privileges may be suspended or revoked.

Permission must be granted each school year by the parents and/or guardian. Permission may also be revoked by parental and/or guardian request at any time throughout the school year. Parent/guardian permission requests must be made in writing via the Certification Statement Card which is available in the school's office.

All computers are the property of the Hopkins County School system and all data stored on this is the property of the school system.

Access to Inappropriate Material

Access of materials deemed as inappropriate, including but not limited to, sexually explicit and/or obscene is strictly prohibited. The District utilizes the Internet filtering technology in order to limit access to such sites and materials. All Internet traffic is logged and archived. If a faculty member suspects that a student has accessed an inappropriate website, a request can be made of the district technology staff to retrieve the logs for a particular student for a given period of time. The local administrative staff at the school will then evaluate the data and take the appropriate action. This action may include the suspension of the student's Internet access up to total denial for the remainder of the school year. This policy is in accordance with **701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.**

Internet Safety and Security

The safety of our students is of utmost importance to the District. The access of social websites from the District network by students is expressly forbidden. Electronic chat rooms, Internet Relay Chat, Skype, etc. are not permitted by students without strict faculty supervision. These types of sites are filtered by our Internet filtering system. The only E-Mail system that may be accessed via the District's network is the Kentucky Department of Education's approved system. Access to any other E-Mail system via our network is strictly prohibited. These sites are also filtered by our Internet filtering system. This is in accordance with **701 KAR 5:120 Prevention of Objectionable Material Transmitted to Schools via Computer.** The District provided E-Mail system is for educational purposes only.

Unauthorized Access

Access of the District network and/or a school owned computer may only be permitted with a student's personal login and password. A student may not reveal their password to anyone nor may they use another student's password to access a district computer or the network. The use of any software in the attempt to gain access to a computer and/or network, obtain another user's password, or interfere with the flow of information on the network is strictly prohibited. The downloading and use of Port Scanners, hacking software, etc., is strictly prohibited unless authorized in an IT class and monitored by a faculty member. **KRS 434.520 Unlawful Access to a Computer in the Second Degree** states that unlawful access to a computer is a Class D

felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Misuse of Computer Information

Any student who accesses any information, software and/or records, or assists another in doing same, is in violation of **KRS 434.845 Misuse of Computer Information**. Examples of this type of information include, but are not limited to, Infinite Campus for student records and data and MUNIS and CPA for financial records. Gaining access to these types of information and redistributing to others, and changing information (such as student grades or attendance records) constitutes violation of this statute. **KRS 434.845** states that Misuse of Computer Information is a Class C felony. Any student found in violation of this statute may, at minimum, lose their network/computer privileges and at most, be brought up on criminal charges.

Other Policies

Students are also not permitted to engage in the following:

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources (playing unauthorized games, etc.)
- Employing the network for commercial purposes
- Intentionally loading viruses onto computers, diskettes, flash drives or networks

Summary

Outlined here are various activities that are prohibited by District policy. Access to the computer systems and network is a privilege for our students, not a right. Any student found in violation of these policies may result in immediate termination of computer/network privileges, other disciplinary actions as deemed by the School/District administrative staff, and/or criminal prosecution. The primary manner in which these rules will be enforced will be through teacher/faculty supervision. Automated safeguards have been put into place to limit the number of simultaneous computer logins by a student, and filters to guard against inappropriate Internet sites and materials. The District also has appliances in place that "watch" the network for inappropriate traffic. This traffic can be traced to a single workstation and the user of the machine can be identified.

EMERGENCY CARDS

Emergency Cards will be maintained in the office. Cards must contain up-to-date information, including phone numbers and addresses. Be sure to promptly report any change of address or telephone to the school office.

TELEPHONE

The school telephone is for business purposes only. Use by students is permitted when deemed necessary by his/her teacher.

NONDISCRIMINATION POLICY STATEMENT

The Hopkins County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, marital status, religion, or age in employment, educational programs or activities as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984. For more information contact Linda Zellich, Superintendent, Hopkins County Schools, 320 Seminary, Madisonville, KY 42431, telephone 270-825-6000.

YMCA AFTER-SCHOOL PROGRAM

When: Monday-Friday during the regular school session. After school daily until 6pm.

Where: Located on-site at West Broadway Elementary School

Enrollment: Each family must complete a YMCA enrollment packet. These can be picked up at the YMCA Kid Center. We must have a current immunization record on file for each child. All enrollment forms, etc. will be turned into the YMCA Kid Center.

Fees: Fees are paid on a weekly basis. We do not offer a daily or part time rate. All payments are handled through the YMCA.

State Assistance & Scholarships: We do accept state child care assistance. We also have financial assistance available through the YMCA. These scholarship applications can be picked up at the YMCA Kid Center.

When school is not in session: If there is a snow day or other cancellation, your child may come to the YMCA main Kid Center for an extra fee of \$10 a day per child. We will offer additional camps during Fall Break, Christmas break and Spring Break.

Staffing & Availability: The YMCA will provide 2 staff persons to administer the Afterschool Program. As for now, maximum enrollment is 30 students in the program. Should the need be greater, we will provide additional staff and can potentially offer more spots in the program.

YMCA Contact: for questions, concerns or any additional information. Please contact the YMCA Kid Center at 270-825-1254 for hcymca7@madisonville.com