

WELCOME

to Tully Elementary School!

The faculty and staff of Tully Elementary School are pleased to welcome you to our school community. We provide a learning environment in which children can grow intellectually, morally, and socially into educated, responsible citizens. Education is a partnership shared among parents, students, and educators, so please keep in close communication with your child's teacher.

This handbook contains most of the general information you need to know about Tully Elementary School. I hope it is helpful to you and answers any questions you may have. Please feel free to drop by the school office any time for any reason!

Office Telephone:	485-8338
Office Fax:	485-8393
Absentee/Tardy Recording:	495-3263
Bus Compound:	485-3153
Cafeteria:	485-3675
Preschool:	485-8967
YMCA/CEP	491-9622/ 485-8967



School Hours and Arrival Procedures

The Tully school day begins at 9:05 a.m. and ends at 3:45 p.m. for students in P1 (kindergarten) through grade five. Students should arrive between 8:55 and 9:05 a.m. Students wanting breakfast should arrive between 8:35 and 8:50 a.m. and go directly to the cafeteria. All other students arriving early are to report to the gymnasium, where there is adult supervision. For



students arriving earlier than 8:35 a.m., parents/guardians may arrange for childcare through the YMCA Childcare Enrichment Program (CEP) located at Tully. While waiting to be dismissed to their classes, students are to use this time wisely by reading or studying. At 8:55 a.m., all students are dismissed from the cafeteria and gymnasium to go to their classes. Instruction begins at 9:05 a.m. Car riders are to arrive at the Maple Road entrance. **Do not drop students at the front entrance.** The back door is open from 8:40 to 9:30 a.m. Students arriving tardy between 9:05 and 9:30 a.m. need to go to the tardy desk located at the back doors to get an admittance slip for class. Students report to the office after 9:30 for a tardy slip. **Please do not park or stop your car in the fire lane or in reserved spaces.**

Dismissal Procedures

Bus Riders

Buses are called by number and by a special, designated color. The use of colors is intended to simplify the need for students to recall their bus number. Buses are announced on the intercommunication system, and students are dismissed by grade level from classrooms for boarding at the main entrance.

Car Riders

Students are called to the Maple Street entrance at the end of the school day. All car riders' parents are assigned a number and are given two numbered rearview mirror tags. In the afternoon, cars picking up students are to line up in two single-file lines in the same area used for morning drop-off. **Cars may not park, and all drivers need to stay in their cars. All car riders will dismiss through Maple St. entrance, no car riders will be dismissed at the front entrance. Parents are asked not to park in grassy areas or on the street to ensure the safety of our children.**

Beginning at 3:45 p.m., a staff member relays displayed numbers to a second staff member located inside the building. Students are called by number to come outside and get into their car. Multiple vehicles load at one time. Parents are encouraged to consider arriving from 3:50 to 3:55 p.m. to avoid possible delays due to traffic.

For the safety of everyone, please follow the directions of staff members during dismissal.

Early Dismissal

Early dismissals are granted if an emergency exists. Parents who find it necessary to request early release must appear in person and sign the official register in the office. Teachers are instructed to release students only after the request is made by the office via telephone. Students then report to the office. Students will not be released to the parent from the classroom. These procedures are essential for the protection and safety of our students. Parents are asked not to go to the classrooms to get their child. **Afternoon dismissal is a very hectic time of day, in order to ensure a smooth dismissal, there will be no early**



dismissal after 3:30 p.m.

Transportation Changes

Parents are encouraged to establish and maintain consistent transportation arrangements. Students and staff often become confused when arrangements are altered or changed, especially at the last minute. Parents must clearly communicate any transportation changes to the office and/or teacher by providing a note explaining the change. Please submit changes no later than 12:00 noon, the day of the change. Calling the office to make changes is discouraged because we are unable to verify the person who is calling.

If you are allowing your child to go home with another student, BOTH families are asked to submit a note. One note provides permission for the student to go home with another student and the other note acknowledges that the student will be coming home with your child.

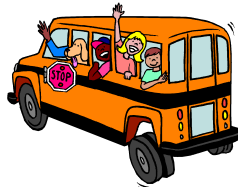
Attendance

Students are expected to be in school every day that they are physically able to do so. If a student is going to be absent from school, parents are asked to call the school on the Tully Tiger Line at **495-3263**. The Tully Tiger Line is in service 24 hours a day. If the school has not been contacted, a Jefferson County Public School (JCPS) District representative calls the absent student's home to inquire about the absence. Upon returning to school, the student is to bring a note from his or her parents stating the reason for the absence, excessive absenteeism will require a note from the physician. Make-up work is not provided for unexcused absences. Any student reporting to school between 9:05 and 9:30 a.m. must report to the tardy desk, located at the Maple Street entrance, to receive a tardy slip. After 9:30 a.m. report to the office. The tardy slip should be presented to his or her classroom teacher.

Bookstore

The school bookstore is open daily from 8:40 to 9:00 a.m. Items stocked in the bookstore include school supplies and school-spirit shirts.

Bus-Schedule Information



Bus schedules are available in the school office. Questions concerning bus routes, bus-stop information, lateness of a specific bus, etc., should be directed to the JCPS Transportation Department at **485-3153**.

Emergency Procedures

Fire, disaster, and emergency drills are conducted according to JCPS policy. You are requested to complete a special Emergency Form (yellow card) with important contact information at the beginning of the school year.

Field Trips

Curriculum-related field trips are planned for all students. **Students must have a signed Field Trip Permission Form prior to the trip. No verbal permissions will be accepted.** Students who demonstrate appropriate behavior may participate. Students who do not participate in a field trip remain at school under the supervision of another teacher.

Field Trip Fees and Refunds

Field trips are educational activities that extend the classroom instruction. Fees associated with field trips will cover the cost of transportation and admissions. Because of the need to make reservations for buses and admission fees (tickets), all fees must be collected prior to the field trip. Field trip fees are non-refundable due to the need for the school to prepay for these events.

School Volunteer
Records Check
House Bill 136

Food Services

Payment Method

When paying for field trips and class fees, you may pay by check, cash or money order. The exact amount needs to be paid. There will not be change given back. **If the school receives a returned check, there will be a \$20 service fee.** After a returned check, you will need to pay by cash the remainder of the school year.

A state criminal records check is required of all parents and guest accompanying students on school-sponsored field trips; volunteering in classrooms; or chaperoning class activities, including class parties. A records check is free of charge, and the form is available in the office.

All students must eat a school lunch, or they may bring a nutritious lunch from home. **Soft drinks are not allowed.** School lunches are available for \$2.00. Extra milk is .25 cents, and adult lunches are \$3.50. Breakfast also is available for \$1.50. Reduced-price meals for those who qualify are .40 cents for lunch and .30 cents for breakfast.

The cafeteria maintains a small-loan fund that is available when students forget or lose their money. The loan should be repaid the following day so that the money will be available for other students. You also may prepay for lunches by the week, month, or semester. Call the cafeteria at **485-3675** for more information.

Parents are welcome to eat lunch with their children. Parents who eat lunch with their children are to purchase a school lunch and to refrain from bringing outside food or soft drinks into the cafeteria per JCPS Nutritional Services Guidelines.

Snacks

Snacks in the classroom during the school day will be left to the Teacher's discretion.

Health Information



Parents should inform their child's teacher at the beginning of each school year if their child has a health problem that requires monitoring or special precautions during school hours. If your child is required to take medicine during the school hours you must fill out and sign the standard district form. All prescription medicine **MUST** be in the original prescription container with the prescription label attached, or must be accompanied by a written statement from the treating physician stating the dosage, time of dosage, and any special instructions for administration of the medicine. Non-prescription medication requires the same authorization form as prescription medication. In order for school personnel to administer any type of medicine to a student, the school office must have on file a signed and notarized affidavit from the parents that authorizes school personnel to do so. Forms are available in the office. Children who take medication daily need only complete one form unless there is a change in the dosage or prescription. Our school has a notary public whose services are free. Medicine should be sent to school with complete instructions and in its original container with the label attached. We are permitted to administer preauthorized medication only.

If a student becomes ill at school, his or her teacher sends the student to the office. It is important that the school be able to contact a parent at all times. The school office must have a home telephone number and an emergency telephone number. **If the telephone numbers are**

changed or unlisted, the school office must be notified immediately.

According to state law, all students without an up-to-date Immunization Certificate must be excluded from school. The original Kentucky Immunization Certificate showing the expiration date must be attached to each student's health record.

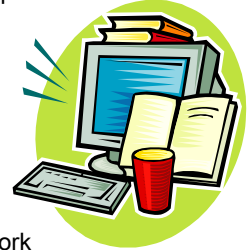
Health-screening programs are offered to all students. These include vision and hearing screenings.

Health Room

The purpose of the Health Room is for a child to rest for a brief period of time until his/her parent can be reached to take them home. Students must be picked up within a reasonable time after parent notification. This policy protects the child who is ill and prevents the spread of communicable diseases. Please note this policy and make arrangements accordingly. **Please make certain that the school has a number where someone can ALWAYS be reached to notify the parent of a sick or injured child. It is not our policy to keep children at school who are vomiting or running a fever of 100 or more.**

Homework

Homework is assigned regularly (at least three to four times weekly) so that homework is considered the rule rather than the exception. Students should be able to perform their work with little or no help from others. Students in Primary grades spend 10 to 25 minutes per day on homework, and students in the Intermediate grades spend 30 to 45 minutes per day on homework. Teachers (1st – 5th) will use the agenda planners as a communication tool. Teachers request that parents' check and initial homework assignments/agendas. If a student often spends more time on homework than indicated or says that he or she has no homework at all, please contact his or her teacher. In the absence of homework, reading is recommended.



Inclement Weather

Notice of early dismissal of school is broadcast on the radio and on television. Parents are asked to make prior arrangements for their children so that all students can be accommodated without the confusion when schools are dismissed early due to inclement weather.

Library



Each student has a scheduled library period once a week. Students receive instruction in library skills and are permitted to check out books. It is expected that books lost or damaged by the student must be paid for by the student.

Lost and Found

Lost Items can be claimed from the cabinet outside the pool area. It is helpful if parents label personal items and clothing. Unclaimed items are sent to the 15th District PTA Clothing Assistance Program (CAP) each semester.

Parent-Teacher Conferences

Parents are invited and encouraged to have parent-teacher conferences as often as possible, and parents should contact their child's teacher at least once each grading period by telephone, note or conference. We think parent-teacher communication is very important, and in arranging conferences, we let students know that we all want the best education available for them. Whenever a parent needs to contact his or her child's teacher, the parent should call the office.

The office staff members will see that each request is given to the appropriate teacher. Scheduled Parent-Teacher Conference Days for this school year are **October 8, 2007**, and **February 18, 2008**.

Parent Involvement

Parent volunteers are always welcome in our school. A background check is required for those who volunteer. Additional information on how you can become involved will be available in our newsletter. All visitors must register in the office and receive a visitor's pass.

Parent-Teacher Association

Tully Elementary School enjoys an active and helpful Parent Organization, which we urge all members of our school community to join. Our P.T.A. is very involved in the educational programs of our school.

Special Student Recognition

Students are recognized for their achievements throughout the school year. Awards include recognition for academic achievement and attendance. Other awards are announced in our newsletter called the Dateline.



Spring Break

This school year, Spring Break is **April 7 to April 11, 2008**.

Student Dress

Students should come to school in neat, clean and comfortable clothing that is appropriate for school and should not be a distraction to the classroom. Shorts should have a two-inch inseam. Halter tops, spaghetti straps, and fishnet shirts are **not** allowed. Shirts should be free from pictures or print that is not appropriate for school. Pants must fit at the waist, no sagging will be allowed. Please remember that our building is air-conditioned. **Because vigorous physical activity is now a state requirement, students must wear closed toe shoes daily. No HEELIES, flip-flops, sandals, wedges, clogs, jellies or other shoes that may hinder physical activity.** Girls may not wear make-up while at school. Students may not wear distracting jewelry (i.e. dangle earrings, light-up necklaces, etc.)

Student Conduct

All students are expected to abide by the rules and regulations as stated in the JCPS *Code of Acceptable Behavior and Discipline*. Students should be polite and courteous and should exhibit good manners. They should respect the rights and feelings of fellow students and adults. Parents are notified if misbehavior persists or is serious.

Textbooks

All textbooks are loaned free of charge to students. Students are responsible for the care and return of all books. Lost or damaged books must be paid for by the student.

Telecommunication Devices

A student in the JCPS District may not use, activate, and/or display a telecommunication device on school property during the course of the school day unless he or she is acting in the capacity of a volunteer fire fighter or Emergency Medical Service worker. Telecommunication devices include pagers, cellular telephones, and other telecommunication devices as defined by KRS 158.165. The offense will be treated as "refusal to follow directives" under the *Codes of Acceptable Behavior and Discipline*. In addition, the telecommunication device will be confiscated by an administrator and may be returned only to the parent/guardian. The district

shall not be responsible for loss, theft, or destruction of devices brought onto school property. Parents should refrain from cell phone use in the office, hallways and while volunteering in the classroom.

Birthdays

We try to recognize students at school when they celebrate their birthdays. You are welcome to bring **ONLY COMMERCIALY PREPARED FOOD ITEMS THAT HAVE INGREDIENTS LISTED** to school for your child to share with classmates on their special day. Please make sure that you include enough for every child in the class. Please drop these items off in the office and the office staff will see that your child gets these treats at the appropriate time to share with his/her class. If because of food allergies or food intolerance, your child may not share in items brought from other parents, please bring a suitable substituted item if notified by the teacher. Also, if your child is inviting children to a birthday party at home, these invitations must go through the U.S. Mail unless you send one for every child in the class.

Flowers, Balloons, And Toys

Tully does not accept the delivery of flowers and balloons for students. They disrupt classroom instruction and create a hazard for bus drivers. Students are also asked to keep Gameboys, video games, Ipods, Walk-man radios, collector cards (sports, Pokemon, etc.), and other toys at home.

Tully Web Site

Visit the Tully Elementary Web site at www.jcpsky.net/Schools/Elementary/Tully/welcome.htm.



