TES Parent and Student Handbook 2026-2027

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Note: All information contained in this Handbook is subject to change.

Students, their parents, and potential employees of the Boone County Schools are hereby notified that the Boone County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender or disability in employment programs, career and technical education (vocational) or activities set forth in compliance with the Office of Civil Rights Laws, Title VI, Title VII, Title IX, ADA and/or Section 504.

Wildcat families,

It is going to be a great year here at Thornwilde Elementary School. We are here to serve our students, families, and community. We want to welcome you to be a part of TES. Our motto is "**T**ogether **E**veryone **S**ucceeds" and that truly is our belief.



We strive to provide the highest quality education possible for your child and that is only possible with all of us working together. Together, as partners in education, we will work hard for each and every student with the ultimate goal of achieving our goals of the Boone Co Schools Portrait of a Graduate by the end of high school. The foundation for this begins at Thornwilde, and we are passionate about ensuring success for all students.

The following pages of this handbook outline the policies and procedures that all of us are required to follow at Thornwilde Elementary School. These policies and procedures allow all of our students to learn in an environment that is safe, fair, organized and focused on excellence.

If at any time you have any questions about items outlined in this handbook, or about anything pertaining to the school, please contact your child's teacher or any of the administrative or support staff.

Thornwilde Elementary is an extraordinary school. We have top-notch teachers and staff who are committed to providing the best for your child each and every day. We are a community of learners who work to provide a positive, enriching and challenging learning environment for your child.

We believe that our CATS Pride is vital for success. By following the policies and procedures in this handbook, we are able to display our CATS Pride and provide a world class education for all students. Your children, our students, will always be our top priority as we all strive for "Excellence" together.

Sincerely,

David Fuller, Principal

THORNWILDE ELEMENTARY

T. E. S.

Together Everyone Succeeds!

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WE ARE THORNWILDE WILDCATS - HEAR US ROAR!

Mission Statement: Thornwilde Elementary is committed to working as a collaborative team to provide a positive, engaging and challenging learning environment for every student, in every classroom, every day. We strive to help all children reach their full potential and become lifelong learners.

Expectations of a Thornwilde Wildcat:
All students and staff are expected to follow their CATS Pride while embracing the 7 Habits of Learning and choose Kindness each and every day! Outlined below are our CATS PRIDE Expectations and our KINDNESS PLEDGE. It will be important for all to have a clear understanding on how to apply and demonstrate expectations from both! See **page 9** for more information.

CATS PRIDE EXPECTATIONS

C—CHALLENGE YOURSELF
** Be Proactive * Begin with the End in Mind **
I strive to do my best every day.
I work to reach my highest potential.
I approach tasks with a positive attitude.
I follow procedures.
I work hard.
I am smart.
I try.
I CHALLENGE MYSELF!

A—ACT RESPONSIBLY
** Put First Things First * Sharpen the Saw **
I come to school on time prepared to work and study.
I put forth my best effort ALWAYS.
I follow directions, and participate cooperatively in class.
I know I am responsible for my actions.
I am accountable.
I am self-disciplined.
I work hard.
I ACT RESPONSIBLY!

T—TREAT EVERYONE RESPECTFULLY
** Think Win-Win * Seek First to Understand * Synergize **
I speak respectfully to others.
I treat others respectfully.
I am tolerant of differences.
I am open to others.
I forgive others.
I am kind.
I care.
I TREAT EVERYONE RESPECTFULLY!

S—STAY SAFE ALWAYS
** Be Proactive **
I follow school safety procedures.
I conduct myself in a safe manner.
I value others and the property of others.
I protect the environment.
I am careful. I think.
I STAY SAFE ALWAYS!

KINDNESS PLEDGE

As a Thornwilde Wildcat,
I pledge to choose
kindness,
because kindness
is a key to life.

I will treat people
the way I want
to be treated.

I will do
the right thing
and be kind.

Throughout my life,
I will choose kind!

7 HABITS

1. **Be Proactive**
2. **Begin with the End in Mind**
3. **Put First Things First**
4. **Think Win-Win**
5. **Seek First to Understand, Then to Be Understood**
6. **Synergize**
7. **Sharpen the Saw**

CURRICULUM AND INSTRUCTION

Kentucky Academic Standards (KAS)

Kentucky Academic Standards (KAS) for reading and writing, mathematics, science, social studies, and arts and humanities provide the core framework for skill acquisition at Thornwilde Elementary. All these standards and expectations can be found at www.kystandards.org

In addition, Boone County Schools and TES have identified curriculum for each subject. These standards can be found on the Boone County Schools website (**www.boone.kyschools.us**) under the *District Curriculum* tab.

Reading and Writing includes reading foundations, reading literature, reading informational text, handwriting, writing/composition, and language. Thornwilde follows a "structured literacy" instructional approach for reading and writing. Teachers will use the Amplify Core Knowledge Language Arts program, and often integrate science and social studies content within reading and writing.

Mathematics includes operations and algebraic thinking, numbers and operations in base 10 and in fractions, measurement and data, and geometry. Thornwilde offers many hands-on mathematics activities and incorporates problem solving and higher order thinking into the Amplify Desmos math curriculum.

Science, Social Studies, and Arts & Humanities Instruction adhere to the learning standards and are integrated into the curriculum. Students are also offered instruction in Music, Visual Arts, Physical Education, World Language (Spanish), and STEAM (Science, Technology, Engineering, Arts, and Mathematics) during Library.

Grading Scales

Grading scale for grades **K-3 (Primary)**:

- ☐ Exceeds
- ☐ Meets
- ☐ Approach
- ☐ Below
- ☐ No Data

Grading scale for grades **4-5 (Intermediate)**

A	=	90-100
B	=	80-89
C	=	70-79

Below 70 is "I" for INCOMPLETE until June 30 of the academic year. Students with an "I" will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an "I" after June 30, then it becomes a failing grade.

This grading scale provides comparability of student achievement between Boone County Schools and that of many other districts across the nation. Refer to the Infinite Campus Parent Portal section of this handbook to view information about monitoring grades for your student.

Grading Periods

Below is an outline of the grading periods for the school year. **They are tentative and may change** due to snow days and calendar changes approved by the school board.

Report cards are available to Parent/Guardians through their Parent Portal account within Infinite Campus. Hard copy reports are also available upon request. *A final report card at the end of the school year will be printed and will go home with the student on the last day of school.*

The grading period for grades K-5 are based on quarters. Students will receive **4** report cards a year. In addition, grades 4 & 5 will receive a mid-term.

Grading Period #1	Grading Period #2	Grading Period #3	Grading Period #4
August 19 – October 15	October 16 – December 18	January 4 – March 11	March 12 – May 27
Mid-Terms CLOSE on the below dates…			
September 15	November 12	February 4	April 22

CURRICULUM AND INSTRUCTION

Parent/Teacher Conferences (Preschool – 5)

These will be held on **October 22 and October 29 between 4:30-7:30pm by appointment only**. Please make every effort to attend conferences so that we can work together for the success of your child. It is very important to have an open line of communication between parents and teachers throughout the school year. We encourage you to request additional Parent/Teacher Conferences throughout the school year if you ever have any questions or concerns. Partnering together ensures success for our Wildcats!

Intervention and Extension (K – 5)

Instruction is differentiated across all curricular areas throughout the day based on the individual learning needs of each student. In addition, every grade level operates one Reading and one Mathematics period a day where students are provided either intervention services or learning extension opportunities.

At Thornwilde, our focus is on growth in all content areas for each and every student, every day. Individual learning needs are determined by our **Multi-Tiered System of Supports (MTSS)** model where students are assessed three times per year in Reading and Mathematics using district determined programs. All students participate in MTSS at a Tier 1 and Tier 2 level. Students in need of intensive support in the areas of reading and/or math will be serviced through a Tier 3 intervention group.

Gifted and Talented

Here's a link to the Boone County Schools gifted and talented program information called BCS GATES:

https://sites.google.com/boone.kyschools.us/gifted-and-talented-edservices/home

INFINITE CAMPUS: PARENT PORTAL

The Infinite Campus Parent Portal is a secure online resource (also available as a mobile app) that allows parents to access information about their child's school, including grades, teacher assignment, attendance, schedules, and more.

Parents can also use the portal to verify and update household information, such as phone numbers, email addresses, changes in home addresses, transportation information, pay school fees, etc.

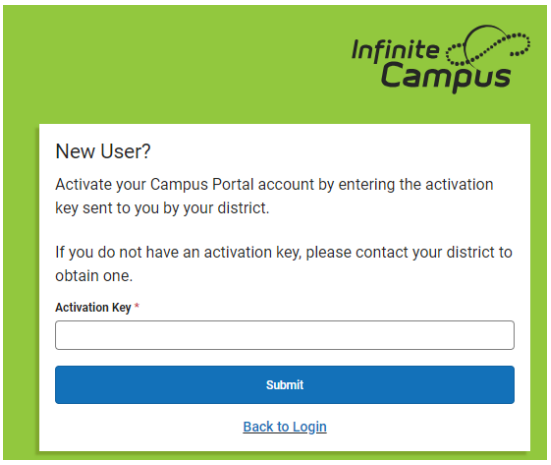
All Boone County parents/guardians should have an Infinite Campus: Parent Portal Account. Not only for the items listed above, but also because **a Parent Portal account is required to utilize the SDM (School Dismissal Manager) program used at Thornwilde Elementary and to complete the district's OLR: ANNUAL UPDATE each year.**

Setup an Account/New User

A parent's/guardian's 32-digit state-issued activation code is specific to the individual parent/guardian and applies to all of your children, K-12, in a Boone County school. If you have not secured your activation code to set up a Parent Portal account, please contact the TES office in person (with state-issued ID) or by phone and they will happily source your code.

Once your code is secured, you can go to the Boone County School's website (https://www.boone.kyschools.us), For Parents tab, and access the IC Parent Portal link.

- Be sure to select Campus Parent; Students have their own Infinite Campus accounts.
- Select the New User? Link
- The New User Activation Key page will populate.
- Enter your 32-digit code with NO DASHES and hit the blue submit button.





Infinite Campus: Parent Portal is also available as an app for your mobile device!

It's a quick and easy way to have access to your child's information!

Having Issues with Your Account?

Once you have set up a Parent Portal Account, school personnel cannot assist with trouble-shooting problems with opening/accessing your account or deactivate an account.

Parents/Guardians would need to send a work ticket email to request assistance. Send to: portal.support@boone.kyschools.us and include the following information:

- Your Full Name
- Campus Portal Username
- Child's Name
- Child's School
- Description of Issue

This information is also outlined on the home page of the CAMPUS PARENT page of Infinite Campus. Parent Poral assistance is available through email only, no phone support.

BEHAVIORAL EXPECTATIONS & POLICIES

Positive Behavioral Interventions and Supports (PBIS)

Thornwilde Elementary implements PBIS to maximize learning for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. **PBIS supports the success of ALL students!**

Most students will succeed when a positive school culture is promoted. Positive and effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS emphasizes that classroom management and preventive school discipline must be integrated and work together with effective academic instruction in a positive and safe school climate to maximize success for all students.

Thornwilde's staff uses the most effective and most positive approach to addressing even the most severe problem behaviors. PBIS offers many benefits such as maximizing instructional time, improving overall school behavior, having clear and consistent policies and reducing office referrals.



Positive school-wide expectations have been developed by the Thornwilde staff and incorporate the 7-Habits of Learning. These expectations are called "CATS Pride." These expectations guide all common area and classroom expectations throughout the year. Common areas include, but are not limited to assemblies and special events, wellness (recess), lunch time, riding the bus, etc.

Students, staff, and parents are responsible for showing their "CATS Pride" at **all** times (during school, before/after school activities, field trips, on the bus, etc.)

Teachers will implement positive classroom management programs in their classrooms to help students learn and follow their CATS Pride daily. Teachers will also review PBIS information throughout the school year, not just during the first week of school!

As an integral part of our school community, we would appreciate your support and partnership as we implement this positive and consistent approach.

Choose Kindness

As part of our daily routine, students will recite the Kindness Pledge. The Kindness Pledge and adherence to its principles are part of our PBIS program. Examples of how to choose kindness and how it applies to PBIS will be reviewed with all students throughout the school year. Refer to **page 5** for the Kindness Pledge.

BEHAVIORAL EXPECTATIONS & POLICIES

Boone County Code of Conduct & CATS Pride

Discipline is first and foremost a matter of personal responsibility to oneself and to Thornwilde Elementary rules and regulations. When students make an inappropriate choice, they understand that they will be governed by classroom rules as well as the school rules and procedures and policies established by the Board of Education whether during the school day, after school, school trips, on the bus or activities at other schools.

ALL STUDENTS ARE REQUIRED TO FOLLOW THE BOONE COUNTY CODE OF CONDUCT. A copy of this code is available online from the Boone County Schools website or a booklet is available upon request.

ALL STUDENTS ARE ALSO EXPECTED TO DEMONSTRATE THEIR CATS PRIDE. CATS Pride expectations are outlined in the Student & Parent Handbook and are continually reviewed with students. This Handbook is available online on the TES website or can be made available upon request.

The BC Code of Conduct policies are electronically signed/acknowledged during the OLR (Online Registration/Annual Update) process.

Discipline

Discipline is always viewed as a way to help a student learn. Consequences are the means by which students are held accountable and given feedback on behavior that may violate procedures and regulations. Consequences are based on the offense and at the discretion of the administration.

Possible consequences may include but are not limited to: conferencing with an administrator and/or counselor, parent notification, student conference, written assignment, lunch detention, time out, before or after school detention, Saturday School, out of school suspension, and expulsion.

If a student makes an inappropriate choice, the teacher may use nonverbal interventions such as eye contact, close proximity, tap on desk or shaking head no to redirect the student. If the behavior persists, verbal interventions such as telling the student to stop, brief side discussions, explaining to the student that his/her actions are a violation of a rule or procedure will occur.

Discipline – Discipline Referrals

If inappropriate behavior persists, the student will receive a **Teacher Managed Discipline Referral** or an **Office Managed Discipline Referral** – depending on the situation. Interventions may include consequences such as time out, separation, loss of privilege, written assignment, detention, Saturday School, or suspension.

When a child receives a Discipline Referral, a parent will be contacted.

Behavior infractions will either be handled in the classroom by the teacher, or in some cases the student will be sent directly to the office to be seen by an administrator. The situation will then be assessed by the administrator and action implemented.

BEHAVIORAL EXPECTATIONS & POLICIES

Detention

Detention will be held for one (1) hour before or after school. Students report promptly at 7:30 a.m. if serving a before school detention. If serving an after-school detention, students will report directly to the office at dismissal and will begin their detention at 3.45 p.m.

A student arriving more than 5 minutes late or not showing up for detention will be required to serve an additional detention; therefore, two detentions will be assigned to replace one missed detention.

Detention takes precedence over any other commitment/responsibility. Student participation in extracurricular activities is not considered when a detention is assigned. Parents are always notified regarding detention. The detention date is determined by the administrator.

A student may not be excused from serving a detention unless an emergency arises. Being inconvenienced, missing activities/sports, or having carpool difficulties do not constitute emergencies. The request for reassigning the time to serve a detention must be requested by the parent to the administrator prior to the time the detention is to be served for consideration. The principal will make the final determination.

Saturday School

Saturday School is the result of, but not limited to, chronic misbehavior or failure to abide by school rules and regulations. Saturday School will be held from 8:30 - 11:30 a.m. here at Thornwilde Elementary.

Students are required to sit quietly and complete all assigned work during Saturday School. Saturday School dates are determined by the administrator. Any student who does not work during the Saturday School will be reassigned Saturday School.

A student may not be excused from serving Saturday School unless an emergency arises. Being inconvenienced, missing activities/sports, or having carpool difficulties do not constitute emergencies. Missing Saturday School will result in an automatic Out-of-School Suspension.

Out of School Suspension/Expulsion and Search & Seizures

Please refer to the Boone County Code of Conduct for detailed information regarding these aspects. The Code of Conduct Handbook is available through the Boone County School's website, or a hard copy of the booklet can be requested through the TES office.

Bus Conduct

Riding the school bus is a **privilege.** Students must obey and follow all rules and procedures in accordance with Thornwilde expectations and Boone County School Code of Conduct Policies in order to maintain this privilege.

For the safety of all students, we expect our students to behave and respect the driver and each other on the bus as well as at the bus stop. All students must always follow their CATS Pride while at the stop and on the bus. Failure to do so will result in consequences including, but not limited to the following: verbal warning, parent notification, detention, written assignment, Saturday School, one to ten-day bus suspension, and/or immediate removal from bus.

Disciplinary action is based on the offense and may not occur in this order. Note: If serving a bus suspension, students must still report to school, on time.

"CATS Pride on the Ride" expectations will be reviewed with each student riding a bus.

BEHAVIORAL EXPECTATIONS & POLICIES

Discrimination/Bullying/Cyber-Bullying/Harassment and Intimidation

Harassment, Discrimination, Bullying and Cyber-Bullying is prohibited at all times on school property and off school grounds during school-sponsored activities.

This prohibition also applies to visitors to the school who may come into contact with employees and students. Discrimination, bullying, cyber-bullying, harassment and intimidation are serious offenses. The Boone County Code of Conduct will be followed for all reports of this nature.

Behavior Expectations During Extra-Curricular Activities & Events

Students and families alike will have numerous occasions to attend a variety of events or participate in extracurricular teams and clubs. All behavior rules and regulations that govern students and visitors during the day, are also applicable at all before and/or after school activities and events.

If attending an event open to TES families, parents are expected to enforce rules of good behavior with their child(ren) in attendance. Families should also note that unless otherwise specified, parents/guardians should accompany their students to all special events that fall outside the school day.

We ALL represent Thornwilde. "CATS Pride" will be mandatory for all extra-curricular activities and events by staff, parents and students. Upon the unfortunate event that a stakeholder is not following their CATS Pride at an event or activity, the administration retains the right to ask that person to leave the school premises and their child may lose the privilege of participating.

ENROLLMENT & WITHDRAWAL POLICIES

Notice of Nondiscriminatory Policy

Thornwilde Elementary allows students of any race, color, age, gender, disability, medical condition, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, and athletic and other school related programs.

Enrollment/Parental Authority

Any student enrolled in K-5 at Thornwilde Elementary is required to reside in the Thornwilde School District or have received an official Boone County School District's School Choice approval. All students must live under the care and authority of their parents or legal guardians. For the school's purposes, the parent with whom the child resides is known as the custodial parent.

Any short-term exceptions to this policy must be reported to the principal and requests for approval must be made through the Boone County Schools Board Office by the parent/legal guardian.

Custodial and Non-Custodial Parents' Rights and Responsibilities

Thornwilde Elementary abides by the provisions of the Family Educational Rights and Privacy Act, 1974. **Parent/Guardian** rights include access to student records, school mailings, attendance at parent/teacher conferences, as well as the authority to request that a student be released early or be absent from school for a legitimate reason.

When parents/guardians of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of **both the custodial and the non-custodial parent**.

1. Both shall have equal access to any information concerning the student(s).
2. Both shall have the right to the release of a student under their care.

However, please note that only the **custodial parent can withdraw the student from school**.

In the absence of a court order to the contrary, Thornwilde Elementary will provide the non-custodial parent with access to academic records, to other school-related information regarding the student, and access to the student themselves (following proper dismissal procedures).

If there is a court order specifying that there is to be no information given or access to a child provided, it is the responsibility of the custodial parent to provide the school with an official copy of the court order stating such.

All court orders concerning special restrictions will be respected and followed by the school administration. The school shall release a student or information concerning the student to a parent, guardian, or individual designated by a parent/guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Thornwilde Elementary is not required to inform the custodial parent/legal guardian(s) if such information or access has been requested or given to a non-custodial parent/guardian.

ENROLLMENT & WITHDRAWAL POLICIES

Enrollment Process OLR (New Registrations & Annual Updates)

When families are NEW to Boone County Schools, they register their children as NEW students through the Online Registration process (OLR). Annually, parents/guardians will also complete an OLR: Annual Update for the upcoming new school year. During this Annual Update process returning families can add a child (ie: adding a Kindergartner) to their registration.

Families can complete both through the Boone County Schools website, go to the Parent Tab, and then select Online Registration. https://sites.google.com/boone.kyschools.us/olr/home



NEW families to the district utilize the Online Registration. Simple step by step directions will guide you thru the process. Required hard copy supporting documents will also have to be secured prior to your child starting school.



Returning families or families moving into TES from another BC school, complete the OLR Annual Update. **You will need your IC: Parent Portal account activated for this process!**



Updating your Information

If your contact information changes, you need to update your emergency contact's information, you need to update your address, change your bus transportation needs, etc., changes are now made online thru the OLR system!

Simply go to the BC School's website (link noted above) and select the OLR Annual Update box to access the link to make changes.
Again, you will need your IC: Parent Portal to access the needed link.

Withdrawal Policy

If you need to withdraw your student from Thornwilde Elementary, please complete the following:

- Inform TES office staff and the teacher of the withdrawal date for your child/children.
- Fill out a **Withdrawal form** and submit it to the TES office.
- Inform the new school that they must officially request school records from Thornwilde Elementary in writing, using the **Release of Records Notification form.**
- Once the Release of Records notification is received, we will send all student records to the new school.
- Return library books, textbooks, Chromebook with chargers, or other instructional materials to the office.
- Pay all book fines, school fees and cafeteria charges in full.

Withdrawal Policy - Out of District

Any student who moves or lives out of the district must be withdrawn immediately and enrolled in a new school assigned to their residence ***unless*** an out of district petition for School Choice is made to the district Board Office and has been approved.

All out of district students must be provided their own transportation to and from school. An alternative stop - even if within the school's district, CANNOT be utilized. If a child attends TES as an Out of District/School Choice approved student, a parent must provide transportation both to and from school.

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Definition of Attendance & "8 Event" Policy

Thornwilde' s Attendance Policy is in compliance with the Boone County Schools Attendance Guidelines as well as Kentucky State Statutes. Students are required to attend school regularly and punctually. Time lost in the classroom is never fully recovered. Most of what occurs during the school day cannot be made up with worksheets or take-home assignments. Attendance is monitored through Boone County Schools software program *Infinite Campus.*

In grades K – 5, ALL absences, tardies, and early dismissals are considered individual "events" and will be recorded on your child's attendance record – whether excused or unexcused.

According to state law, any time a student misses one minute or more of school, it is considered an event. It does not matter if your child misses one minute, one hour, half a day, or the whole day, or if they come back to school after an appointment – it is **calculated by child, by day, by event**.

Event examples include, but are not limited to:

- *Absence* for half or whole day
- *Absence for Multiple Days (ie: Vacation* - **each** day missed is defined as an event)
- *Tardiness* (by any time amount; i.e.: one minute tardy constitutes an event)
- *Early Dismissal* from school (by any time amount – one minute or more constitutes an event.)

All events are considered unexcused until a parent note or a doctor's note is received by the school. **Parent or doctor notes are required for all events – whether parent or school initiated.**



Early Dismissal includes events initiated by parent/guardian or school. An early dismissal is allocated when you pick up your child early from school *for any reason* and/or when we notify you to pick up your child early due to sickness, injury, lice, behavior, etc.

We will accept an accumulation of 8 events documented with a parent note for the entire school year. This policy is set Boone County Schools. Doctor notes do NOT count against the allotted 8 parent notes.

Though we highly recommend that all parent notes be received by the office the week or day of the event, technically parents have up to two weeks after the event to submit a parent note to the office before the event is considered unexcused. **After 8 parent notes/events, all attendance events will be unexcused. Principal has final discretion to accept notes after the weeks and whether an event is excused or unexcused.**

Absent Versus Tardy

In accordance with Boone County Schools Attendance Guidelines and Kentucky State Statute, attendance is tabulated as "whole day" or "half day" absences. **If a child misses more than 60 minutes of class time, this constitutes an "absence**." **If a child misses 60 minutes or less of class time, the child is considered "tardy."**

Remember that absences are accumulative – and each day a child is absent will count against the 8 events allotted to each student (unless a doctor's note is submitted to the office.)

Refer to **page 19** for information about your child arriving late for their school day. For more detailed information regarding the Boone County Attendance Guidelines, please refer to a copy of the Boone County Schools Code of Conduct Book made accessible online at: **www.boone.kyschools.us**

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Reporting Student Absences & Late Arrivals

School attendance is critical and directly related to student achievement. Attendance is the responsibility of the parent/guardian. **If your child is going to be late or absent, we require notification in advance or the day of, and hard-copy documentation in the form of a parent hand-written note, email, or doctor note.**

✖	**NO CALL OR PARENT NOTE** Will receive an attendance auto call. Event is entered as unexcused.
✖	**PARENT CALL, BUT NO NOTE** Will not receive the auto attendance call, but we still need to secure your documentation. The event will remain unexcused.
✔	**PARENT CALL AND PARENT/DOCTOR NOTE RECEIVED** THANK YOU! It may take up to 7 days for your child's attendance information to be entered/updated in Infinite Campus: Parent Portal.



Notification must be received to the TES office no later than 8:55 a.m. of the day in question. (If your child is in afternoon Preschool, we ask that you call no later than 11:00 a.m.)

Homeroom teachers submit attendance daily, soon after the official start time of the day! If a parent has not contacted the office concerning an absence by 9:15 a.m. (12:40 p.m. for PM Preschool), an auto/robo attendance call is placed to the parent/guardian to remind them to call the school.

You are free to contact your teacher via email or through ROOMS on your BC App about your child's absence, however **you must still contact the office!** Teachers are not always able to review emails before the time deadline and messages sent through the App cannot be forwarded to the office staff. If you send an email to someone in the TES office concerning your child's attendance, be sure you receive a "got it" response to ensure that your message has been received.

Please note that even though we require you to call in for your child, **parents must also send in a parent note or doctor's note to account for the late arrival or for the day(s) missed** on the first day that the child is back to school. Remember that all events are accumulative – and each day a child is absent, late, or leaves early will count against the 8 events allotted to each student (unless a doctor's note is submitted to the office.)

If you know in advance that your child will be out for any given time period, please send a parent note with your child to school so that the teacher is made aware, and the attendance clerk can document the information in advance.

Arriving Late to School

Any student not seated in their homeroom by the official start time will be considered tardy and must report to the office for an admittance slip.

If a child is tardy, a parent/guardian MUST accompany the child into the office and sign them in. Do not drop off your child and drive off; you must enter the building with them to sign them in. Plus, doors are locked, and no staff member is available outside to assist. Traffic does not exclude a student from receiving a tardy. In addition, a note signed by the parent regarding the tardy or a doctor's note must be provided.

Truancy

After **8** parent notes, all events will be unexcused unless a doctor's note is received within **two weeks** of the event. **All unexcused events will be counted toward truancy**. K.R.S 159.150 defines truancy as any child who has been absent from school without a valid excuse for three (3) or more events. Truancy shall be reported to the Principal and/or Director of Pupil Personnel, who shall take action per Boone County School guidelines. Letters regarding truancy will be sent directly to the parent. Any child who has been reported truant two (2) or more times is a habitual truant and will result in a referral to court.

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Absence Due to Funeral

Absences due to a death in the immediate family will be excused and not count against your allotted parent notes if you submit a funeral program/in memoriam card with your parent note for the days missed. Students will have up to 3-days excused due to a death in the family.

Absence Due to National Take Your Child to Work Day

If your child is participating in this national event, an EEO (Educational Enhancement Opportunity) application must be submitted in advance! If *Take Your Child to Work Day* falls within the testing window, an absence/tardy for this purpose will not be excused and EEO approval will not be granted. See **page 19** for more EEO information.

Doctor Notes for Attendance

If your child visits the doctor, please send in a doctor's note. **If a doctor note is received documenting your child's attendance event, it will be excused and not count against one of the 8 allotted event/parent notes you have for the year!**

Doctor's notes must be submitted within two weeks of the event in order to be excused. **Only the dates on the original doctor's statement will be excused for a medical reason.** Doctor's notes should clearly state when the student may return to school. Unless follow up documentation from a doctor is provided, doctor's notes stating "until fever free" will only be accepted for up to 2 excused days past the date seen. A note from a doctor that states "parent contacted or called" but the child was not seen in person or by telehealth will not be accepted. If this occurs, the doctor's note will be applied as a parent note.

If a child is late to school from a morning doctor's visit, but a doctor's note was not secured - a parent note can temporarily be accepted and can then be replaced with a doctor's note when the child returns to school.

Though absences supported by a doctor's note, do not count against the allocated 8 parent notes, there is a district policy concerning doctor notes. When a child misses more than 10 days due to medical absences, a *BC Medical Excuse* form must be completed by the doctor or ARNP. This form is available through the TES office.



Absence and Participation in Before/After School Activities

A student who is absent from school for more than half a school day may not participate in or attend any school related sports, clubs or other events **on the same day**. Extenuating circumstances may be presented to the principal/principal designee for special consideration.

Perfect Attendance

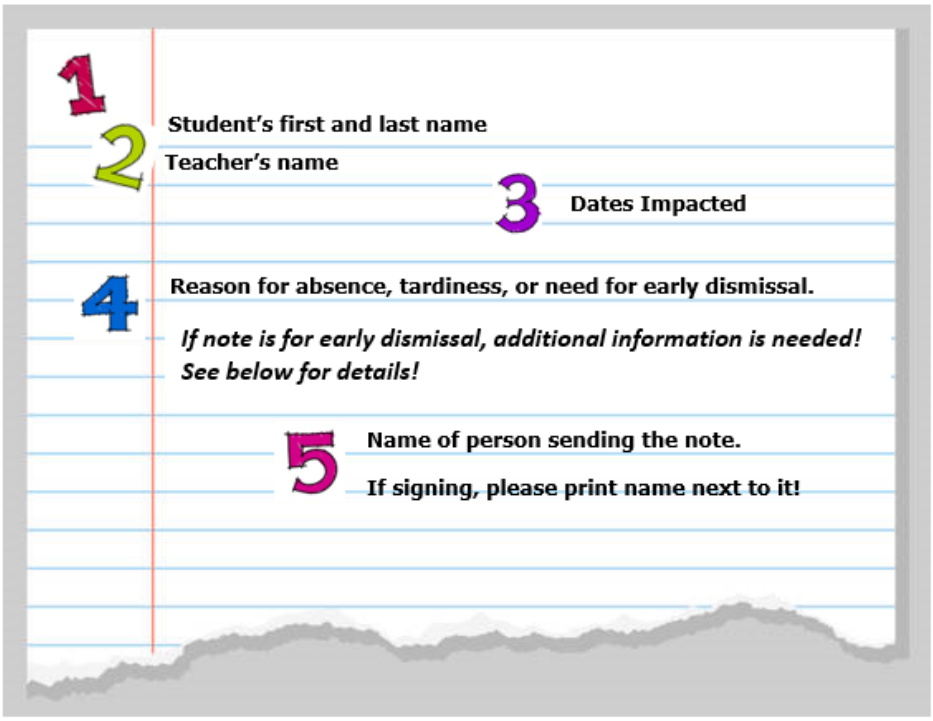
To be eligible for perfect attendance, a student **must not miss a day of school or have more than three tardies for the entire year**. (It does not matter if the absences, early dismissals, etc. are excused or unexcused.) Tardies are defined as missing less than 60 minutes of a student's school day. Students who earn perfect attendance will be recognized annually.

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Parent Notes for Attendance (Applies to: Absent, Late, & Leaving Early)
If your child will be absent, be late, or leave early - a parent note is required! SDM (School Dismissal Manager) is NOT utilized or updated in any of these cases!

All parent notes documenting an event for **absences, tardies, and/or early dismissal** need to include all the basics! It's important to **print clearly and legibly and include all requested information!** Your parent note may start with your student handing it off to their teacher, but it will be processed by an office staff person…who may not be as familiar with your child's pertinent information!

Parent notes referring to your child's **attendance** (absences, tardies, and early dismissal) should include:



If you are writing a Parent Note concerning an **early dismissal/student leaving early** from their school day, additional information is required.

1. **Name of the person picking up the student** is also required! Do **not** use nicknames or relationships to document who is picking up your child. (Grammy, neighbor, etc.)
2. Provide a **time estimate** for pickup (The note should be clear that it is EARLY pickup!)
3. Let us know if there is **anyone else we need to communicate to** --- YMCA, Club Sponsor, tutor, etc.

Please remind the person you identified to pick up your child to bring their photo identification. We will not release a child to their care without it. Also note, we will **NOT** simply dismiss your child to an individual because they are on your emergency list. You will need to state, by name, who we should release your child to.

Absence Make-Up Work Policy
If your child is absent **two or more consecutive days**, Thornwilde Elementary requests that you contact your child's teacher directly to arrange for homework to be picked up. Any student with an excused absence/event will be provided the opportunity to make up work missed within one week. It will be at the discretion of the teacher as to whether homework will be provided prior to the absence.

If your child has been absent, a note **MUST** be sent to the attention of the teacher and attendance clerk upon his/her return to school, even if you already called the school office, or if the child was absent due to unexcused reasons. **Work missed as a result of a suspension may not receive full credit.**

ATTENDANCE AND ABSENCE POLICIES & PROCEDURES

Educational Enhancement Opportunity (EEO)

Did you know that your child's event may qualify for an **E**ducational **E**nhancement **O**pportunity? This option allows for your child to be out of school, and it NOT count against your allotted 8 parent notes!

EEO days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an educational opportunity of significant educational value. The expectation is that the activity for which the excuse was granted would provide a **high-quality, educationally relevant** experience that supports the student's in-school program, such as participation in a foreign exchange program or an intensive instructional experiential or performance program in one of the core curriculum subjects of: English, Science, Mathematics, Social Studies, Foreign Language and the Arts.

In order for a principal to approve an EEO, the principal must determine that the activity has **significant educational value**. EEOs may be granted up to a **maximum of 10 school days** during the school year.

In general, family vacations taken when school is in session will not meet criteria for an EEO as intended by KRS 159.035. Please schedule vacations during school breaks to ensure that your child does not miss valuable instructional time.

EEOs are reviewed and approved by the principal on an individual basis. Parents/Students will be notified as to the specific requirements for the EEO student work assignment during the application process.

The EEO Approval Process includes:

1. Request an **EEO Application** from the TES office or your child's teacher.
2. Submit the EEO application to the Principal for tentative approval a **minimum of 10 school days prior** to the first day of absence.
    - A delay in submitting an application for consideration will cause a delay in or a rejection of the tentative approval!
    - Approval must be secured a minimum of 10 days in advance – **not after the fact!**
3. Parent/Guardian will be notified as to the status update of the EEO application after it is reviewed by the Principal.

EEO information in the case of *Take Your Child to Work Day* can be found on **page 17**.

NOTE: No EEO approvals will be granted during the testing window in the spring – no exceptions.

The EEO Application form can be found on the TES website, Parent Tab, under School Forms.

More information about attendance can also be found on the BCS website:

https://boonecountyschoolsky.sites.thrillshare.com/o/bcs/page/attendance-policy

YOUR CHILD'S SCHOOL DAY

Your Wildcat's Timeline (Arrival and Dismissal)

Time	Activity Timeline
6:30 – 8:30 a.m.	**YMCA Before School Program & TES Morning Clubs** • *Students registered in a Club that meets before school will be let into the building by the club's sponsor at a designated time.*
8:10 - 8:30 a.m.	**Grades K-5: Arrival to School** • *Front doors unlock at 8:10 a.m.* • *Students will be held in the cafeteria until 8:30 a.m.* • *Breakfast offered in cafeteria*
8:30 a.m.	**Grades K-5: Students released to classrooms from bus/cafeteria** • *Recommended students arrive at 8:30 a.m.; not late until 8:40 a.m.* • *Students arriving between 8:30-8:40 go directly to their classroom*
8:50 a.m.	**AM Preschool: Arrival to School** • *Preschool students will need to wait with a parent at the TES flagpole for a TES Preschool staff member. Preschool students must have a hand-to-hand transfer from one adult to another.*
8:40 a.m.	**Grades K - 5: Official Start of School Day** • *Morning Announcements begin/Attendance is taken* • *Front doors automatically lock*
9:00 a.m.	**AM Preschool: Official Start of School Day**
12:00 p.m.	**AM Preschool: Dismissal from School** **PM Preschool: Arrival to School** • *Preschool students will need to wait with a parent at the TES flagpole for a TES Preschool staff member. Preschool students must have a hand-to-hand transfer from one adult to another.*
2:25pm	**SDM (School Dismissal Manager) Parent Cutoff for Updates**
3:00 p.m.	**Official End of School Day for PM Preschool**
3:30 p.m.	**Afternoon Announcements & Dismissal Process Begins** • *Car rider process using School Dismissal Manager begins* • *Bus riders are dismissed in stages* • *Y Afterschool students are transferred to the Cafeteria or designated alternative room* • *Students registered in a Club that meets immediately after school will report to their designated Club space for attendance*
3:40 p.m.	**Official End of School Day for Grades K-5**
3:40 – 6:00 p.m.	**YMCA Afterschool SACC Program & TES Afterschool Clubs** • The TES playground is closed to outside visitors during Y hours • NOTE: YMCA staff cannot let anyone other than parents of their program participants into the building Parents picking up students from an Afterschool Club must wait outside of the building until the Club Sponsor lets you in •



Office Hours during the school year are:
8:00 a.m. - 4:30 p.m.
Monday - Friday

YOUR CHILD'S SCHOOL DAY – ARRIVAL TO/START OF SCHOOL DAY

YMCA Childcare
Thornwilde Elementary is proud to partner with the R.C. Durr YMCA to offer Before/After School care services onsite at TES. Enrollment for these programs, registration, payments, etc., is handled directly through the R.C. Durr YMCA located at 5874 Veterans Way, Burlington, KY.

The TES Office Staff can answer basic general questions about the registration/enrollment process; however, for specific or more in-depth questions about the program, parents must contact the R.C. Durr YMCA directly.

The YMCA's onsite program hours include:

- Before School Services: Open at 6:30 - 8:30 a.m.
- After School Services: 3:40 – 6:00 p.m.

If Boone County Schools are operating on a delay, then the Y will also operate they're Before School services on a delay. Review of these YMCA policies and how they impact your child are available through the Y's Child Care Handbook or a YMCA staff member.

YMCA families are required to inform the TES office if their child is registered in either of the YMCA's programs (Before or After school) so that Infinite Campus/TES records can also be updated.

School Hours
Parents are encouraged to use the Boone County Schools bus service in order to reduce traffic and ensure their child starts their school day on time. Drop-off is a busy time with cars, buses, bikers, and walkers – for the safety of all involved, please pay special attention to those around you when arriving at school.

School is in session during the following hours:

- Kindergarten through 5th grade @ 8:40 a.m. – 3:40 p.m.
- **AM Preschool @ 9:00 a.m. – 12:00 p.m. and PM Preschool @ 12:00 p.m. – 3:00 p.m.**

Grades K-5: Arrival to School
Unless registered in the Y's Before School program or registered in a TES club/activity that meets during morning hours, **students may not enter the building any earlier than 8:10 a.m., and we request all students arrive by 8:30 a.m.** Students arriving at the building from 8:10 – 8:30 a.m. are held in the cafeteria, and then are released to their classroom. Students in the classroom/hallway prior to 8:30 a.m. will be subject to disciplinary action. **Though the school day officially starts at 8:40 a.m.,** our teachers provide important morning instructional activities prior to the official start of the day! We encourage you to have your child here by 8:30 a.m.

Families dropping off students in the curbside parent drop-off line may have student's exit their car from the passenger side of their vehicle directly onto the sidewalk. For safety reasons, students should not exit vehicles from the driver's side of a car.) A staff member will be available during designated drop-off times to help make sure your Wildcat makes it into the building.

AM/PM Preschool: Arrival to School
Preschool students are required to have a hand-to-hand transfer with a Preschool staff member. **Students may not be left unattended while waiting for the start of their school day.** Parents may not watch their child from their car or leave their child in the office; you must remain with your child until a staff member is ready for their release.

A parent/guardian must walk their child to the flagpole to complete a hand-to-hand transfer of their child to a Preschool staff member.

AM Preschool - Families cannot use the curbside drop-off line, even if your Preschooler has older siblings. To avoid the morning rush of bus and car riders, **morning Preschool students are to arrive between 8:45-8:55 a.m. / PM Preschool - Families are to arrive with their Preschooler between 11:55-12:00 p.m.**

YOUR CHILD'S SCHOOL DAY – ARRIVAL TO/START OF SCHOOL DAY

Late Arrival to School

In the morning, staff members are available outside the front of the building from 8:10 – 8:40 a.m. to assist with making sure your Wildcat makes it into the building off the bus, from your car, etc.

The front doors automatically lock at 8:40 a.m. and staff members return to the inside of the building**.** Preschool staff members will also be available during afternoon drop-off to assist students.

If you do not see a staff member during your child's drop-off, do not release your child to figure out how to get into the building on their own. You will need to park, use the buzzer door system to enter the building, and then walk them inside through the office to sign your child(ren) in.

Each tardy/late arrival is considered an event and must be accompanied by a parent note or doctor's note. Remember, a student only has **8** parent notes allocated for the school year.

Walking your Child to Class is Prohibited

Parents may not walk students to classrooms - even on their first day/week of school.

YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY



Early Student Pick-up/Dismissal from School

If a parent needs to pick up their child **early** from school, we strongly encourage that you send in a parent note with your child the week or day of the event to the attention of your child's teacher and the office staff. However, we understand when last minute schedule changes and appointments may prevent you from notifying the school in advance. (See **page 18** for information needed on an *Early Dismissal Parent Note*).



SDM (School Dismissal Manager) is NOT utilized for early pickup notifications or absences! Those items require a parent note!

Please always allow yourself extra time when picking up your child early to account for notifying the office staff that you need your child(ren), staff locating your child's classroom at that moment, signing out your child, providing identification, etc. Unless leaving early for a doctor's appointment, staff will also ask for you to write a parent note at that time if it was not already received.

Students will not be called to the office until the parent arrives at school to pick up the child! **We do not have children sit in the office at a designated time waiting for pick up.**

Please also note that if the end of day dismissal process has begun, we will NOT allow you to simply show up unannounced and verbally request that your child be an early dismissal. This is for the safety and security of all of our students. End of day dismissal is always a busy time, and it is important that we manage this time effectively and safely. **We request that all early dismissals be communicated, in writing, before 3:00 p.m. (Before 11:00 a.m. if your child attends AM Preschool).**

Dismissal - Administrative & Process Information

End of day dismissal is a busy time that must be carefully managed for the safety and security of all of our students. **Stay Safe Always** is our number one CATS Pride priority during dismissal!

There are many components and moving parts that make up our dismissal policies and processes. TES utilizes a combination of your OLR (Online Registration) Transportation information on Infinite Campus records, and SDM (School Dismissal Manager) software. **Pages 23 - 29** will help review each of the components used to manage our dismissal process.

End of Day Dismissal options for students basically fall into 7 categories:

1. Bus Rider
2. Car Rider
3. Walker/Bike Rider with parent/guardian
4. Unaccompanied Walker/Bike Rider (with required paperwork on file)
5. YMCA Afterschool services
6. Club/After School Event participant
7. Staff Member's / Substitute Teacher's Child

www.schooldismissalmanager.com

Dismissal Notification - School Dismissal Manager (SDM)
SDM (School Dismissal Manager) is the program used to manage end-of-day dismissal. **All K-5 Wildcat families must create a SDM account. (Preschool does not use the SDM system!)**

SDM is NOT utilized for late arrivals, early dismissal or absences.
Families of Preschool students should discuss end-of-day policies with their child's teacher.

Be sure to download the SDM app to your phone! (Note: The SDM app is available on the App Store for Apple and Android phones, but is also available through the SDM website.)

SDM allows parents/guardians to use their computer or phone to send dismissal instructions to the school. **All changes/exceptions must be entered BEFORE 2:25pm.**

BEFORE you can set up your SDM Account, you must have an existing Infinite Campus Parent Portal account. (See **page 8** for more information).

Communicating Your Child's End-of-Day Routine
SDM allows easy set up for recurring instructions for a child's normal routine. Parents will set up their child's **DEFAULT** (aka: normal) method home for each day of the week. This could include: Walker/Bike Rider Accompanied by Parent, Unaccompanied Walker/Bike Rider, Car Rider, Bus Rider, YMCA Afterschool, Afterschool Club, or Staff Child.

Parents/Guardians may also enter **EXCEPTIONS** on any given day (provided they are completed no later than 2:25pm) to let the school know their child is doing something other than what is set as the "default dismissal."

Setting up Your SDM Account - Step #1: Infinite Campus Parent Portal
To create a SDM account, you must first have your IC Parent Portal account set up. SDM and your Parent Portal account do not interact beyond SDM verifying that you are a TES parent connected to a TES student.

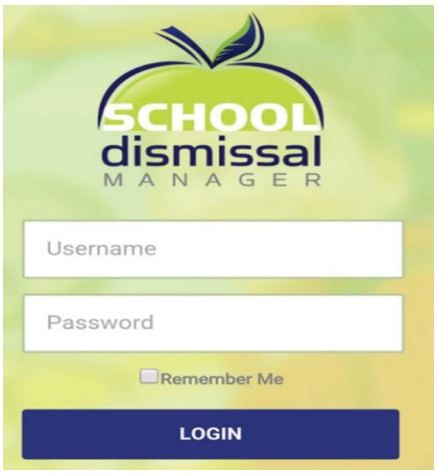
Note for NEW Parent Portal Accounts: The day after setting up your Parent Portal account, you can set up your SDM account, as Infinite Campus does not update until midnight each day.

Setting Up Your NEW SDM Account - Step #2 (SDM)
You can set up your SDM account AFTER your Parent Portal account is active! Families may either contact the TES office to request the SDM Welcome Instruction Letter w/ temporary password credentials be emailed to you…OR, you can go to www.schooldismissalmanager.com to begin the process to download the app to your phone and set up an account.

IMPORTANT NOTE: Your SDM username is your email address from your Infinite Campus Parent Portal account. This must match!

You will also need to set up your password. To set up your password, begin typing something random into the "password" field; the "Forgot Password" link will appear for you, and you can follow the directions from there!

The School Dismissal Manager website has helpful tutorial videos and program information.



YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY

Bus Riders

Parents/Guardians must complete the *OLR: Online Registration* (New Enrollment or Annual Update) in order to document their child's transportation needs both to and from school. This information entered as part of the OLR process downloads into Infinite Campus, and if applicable is sent to the Transportation Department for bus routing to be set up.

Families who indicate they need bus services to or from school during the OLR process, will be assigned to a specific bus and assigned a pick up/drop off location. Students will be assigned to the bus that services the stop closest to their home address or documented alternate stop location. All bus transportation information will be noted in the Infinite Campus database by child and also with the Boone County Bus Garage/Transportation Department.



The bus garage will not approve different stops for different days of the week. A child may only have one designated pickup location and one drop-off location. For example, a student cannot be picked up from daycare center 3 days a week and picked up from their home address the other 2. This is also true in the case of split households.

Students must be enrolled/on a bus roster to ride a bus. A child is registered to ride a specific bus (even if occasionally) through the completion of the OLR Registration process by a parent/guardian.



Students will not be able to ride any school bus other than their assigned bus. Bus passes will not be issued for alternate locations or to ride home on a different bus other than a child's assigned bus. **NO EXCEPTIONS!** If students need to be picked up or dropped off at a location other than their designated stop, it will be the parents' responsibility to provide transportation. Again, please note that this means not only can a child **not** change buses for any particular day – they may also **not** change their designated stop!

Any pickup and drop off times communicated are approximate! To help ensure your child does not miss the bus, students should be at the bus stop a minimum of five minutes before your scheduled bus stop time. If the bus driver misses your bus stop, please bring your child to school and **call the bus garage** so they can determine what happened. Please be aware that this could occur when there is a substitute bus driver.

Alternative Assigned Bus Stop

If the bus stop differs from the home address (i.e. daycare, babysitter, childcare, etc.) this is considered an "alternate stop". An "alternate stop" is requested as part of the OLR (New Registration or Annual Update) process. An alternate stop must be within the school's attendance boundary based on home address, be a permanent location for the school year, **and** be the designated location where the student is picked up and/or dropped off whenever the student is transported on a Boone County bus.

Note: Parents/Guardians of students who attend TES as an approved Out of District/School Choice participant must provide their own transportation and do not have an option to ride the bus - even with an alternative stop.

Changing/Updating Transportation Needs

Changes needing to be made to a bus pickup and/or drop off location must be submitted online using the OLR: Annual Update. No verbal or over the phone changes are accepted. There are no forms to submit --- it must be completed online. Parents should allow a **minimum of 48 hours** for the change to be processed by the Transportation Department.

TES Arrival & Dismissal Form

At the beginning of the school year or as part of a new student's enrollment, we as a school have parents/guardians complete this form as a backup safety measure. It requests information about your child's arrival and dismissal needs. It in no way is connected to the bus garage/transportation department to secure bus routing or the SDM (School Dismissal Manager) program.

YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY

Bus Transportation – Student Release Policies

The Boone County Transportation Department follows the below guidelines in concern with releasing your child from the bus.

Kindergarten Students: A parent/guardian (or designee) must be visible at the bus stop. If your child's assigned bus stop is at the end of your drive, you must step out of your house so that you are visible to the driver. The bus driver will return a Kindergarten student back to the school building if they do not confirm a parent/guardian is meeting the student.

Preschool Students: The release of a Preschool student requires what is known as a "hand-to-hand" transfer. Meaning that the parent/guardian (or designee) must meet the bus at the bus stop. The bus aid will actually "hand-off" the child to you. The bus driver will return a Preschool student back to the school building if they do not confirm a parent/guardian is meeting the student.

Bus Transportation – Returned Students

If your student is returned to school by the bus driver, the office staff will call the parents/guardians to pick up their child. Your child will wait in the office until a parent/designated adult arrives to pick them up. If you cannot be reached, we will contact the person(s) you have listed under your Emergency Contacts to pick up your child. If **after 30 minutes** a parent or an individual on a child's emergency contact list cannot be contacted, the SRO (Student Resource Officer) will be notified. Families should also note that an officer or the school's SRO (Student Resource Officer) is automatically contacted after 3 late pick-up incidents. This includes children who are returned to the school by their bus driver because no one was at the stop.

Bus Driver/Bus Transportation Concerns

We work closely with the Boone County Transportation Department. If you have a **concern with your child's transportation – specific to the bus, transportation policies, bus stop, or driver, call the bus garage at 859-586-0878**.

If there are **behavior concerns** that are occurring on the bus, parents are encouraged to contact their child's teacher or the school office. We want to quickly address any student *CATS Pride on the Ride* concerns!

Bus Stop Locator

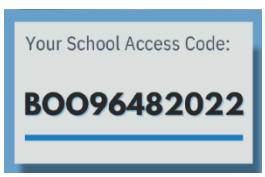
Parents can access information about their child's bus stop, bus number, stop times, etc. through the Bus Stop Locater! Use the QR code shown here, or access it on the Boone County School's website through the For Parents tab / Transportation.

Bus Riders: Zonar MyView & Z Pass

Being able to track the bus and also track when your elementary student rider gets on or off the bus at any given moment, gives parents/guardians one less thing to worry about! Each elementary bus rider carries a small card (Z-Pass) that they scan each time they board or exit their bus. The scanner, which is installed on the bus, logs their student ID number, date, and time of that scan. That information is immediately and securely available to the authorized parent on their MyView mobile app.

Download the Zonar MyView app from the App Store or Google Play. You will then enter the School Access Code.

In the search field, enter the bus number you want to follow. Enter your child's student ID number; which is available on your IC: Campus Parent Portal Account. From there you can create alert zones, monitor your student's progress getting home or to school.

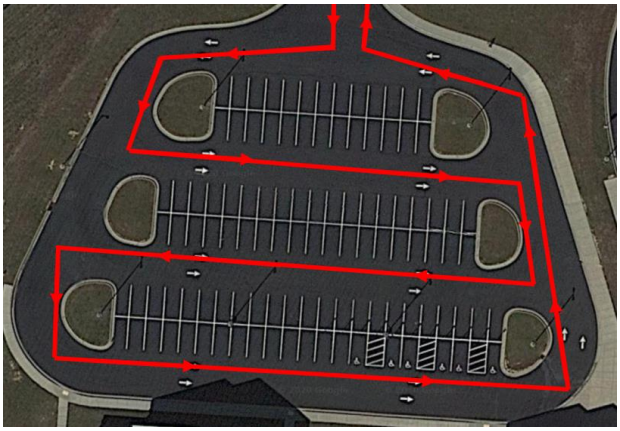


A Zonar MyView Parent User Guide is also available on the BC School's website!

YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY

Car Riders - SDM Fastlane in the Car Loop

Parents can identify a child as a car rider/pickup as a DEFAULT (normal routine) or as an EXCEPTION for any given day. (If an EXCEPTION, must be updated before 2:25 p.m. in SDM.)



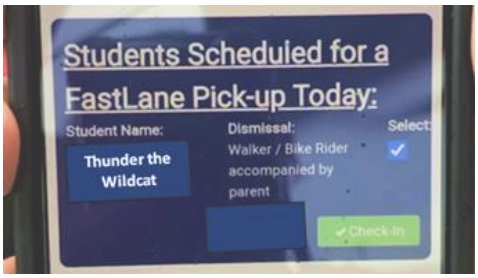
Students who are car riders are picked up in the front of the building at the designated car rider exit by the Art Room Door.

Cars will follow the designated path outlined below to get to the appropriate SDM: QR Code station to check in. (Note: There are separate QR code stations for the car line (car loop) versus Accompanied Walkers/Bike Riders.)

Once you arrive, you will open your SDM app and then click the blue bar that says: "*CLICK TO CHECK-IN VIA QR CODE*." That will pull up your SDM camera for you to scan the QR Code.



After you have scanned your FastLane screen will appear.



Click the green "CHECK IN" button to complete the FastLane process. FastLane is now activated, and the SDM system will send the prompt into the building for your Wildcat to dismiss to the Art room.

Cars will park next to the paw prints on the sidewalk and staff will be out to assist dismissing students. A staff member will then assist them to your car as you drive up to the pick-up station.

ACCOMPANIED Walker/Bike Rider - SDM FastLane

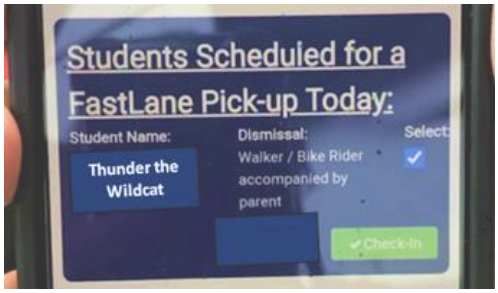
Students that are assigned *Accompanied Walker/Bike Rider* are designated as needing to be accompanied by a parent/guardian (or other designated person listed on SDM).

Those families picking up their Accompanied Walkers/Bike Riders will report to the designated SDM QR Station closest to the Family Resource Center Door. (There will be a QR code on the side of the building for parents to scan). Once you arrive, you will open your SDM app and then click the blue bar that says, "*CLICK TO CHECK-IN VIA QR CODE*." That will pull up the SDM camera for you to scan the QR Code.



After you finish scanning, your FastLane screen will appear.

Click the green "CHECK IN" button to complete the FastLane process. FastLane is now activated, and the SDM system will send the prompt into the building that your child is ready for pick up and a staff member will assist in getting your child to you.



YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY

UNACCOMPANIED Walker/Bike Rider – BC Schools Walker/Biker Agreement & Consent

For your child to walk/bike to school or be dismissed from school to walk/bike home **unaccompanied** by an adult you must complete the ***Boone County Schools Walker/Biker Agreement and Consent form.*** This must be on file at school. Email permission and/or phone permission will not be accepted. Once this is on file your child may walk to school unaccompanied by an adult.

In order for your child to be dismissed from school as an unaccompanied walker/biker, you will also have to use our School Dismissal Manager (SDM) program so we know which students will be utilizing this dismissal option. The dismissal option you will chose is "Unaccompanied walker/biker" and in the notes it will state the before mentioned form must be on file in order for TES to dismiss your child.

Only students in grades 3-5 may walk/bike to and from school unaccompanied. Students in grades K-2 must either have an adult or an older sibling. If it's an adult or older sibling that's not a TES student, please continue using SDM as normal. If the student in grades K-2 will be walking/biking with a TES student in grades 3-5, this form must be utilized and noted on the form who the younger sibling is walking/biking with.

Here are some guidelines and considerations:

- TES and Boone County Schools recommend that all elementary age students are accompanied to and from school by an adult as there are no crossing guards in place.
- Students must remain on sidewalks to and from school, including once they get onto school grounds. Students should never walk through the TES parking lot or bus loop.
- For arrival, TES doors open at 8:10am for students and lock at 8:40am, students must be in class by 8:40am. It is recommended that walkers/bikers arrive between 8:10-8:25am, before the carline is at its busiest.
- At dismissal, unaccompanied walkers/bikers will be the last group of students dismissed once buses have left and the carline has diminished. This will typically be around 3:45pm.
- If you wish for your child to walk/bike home from an afterschool club, having this form on file will allow for that as well.

To recap, if you wish for your child to walk/bike to and/or from school **unaccompanied** by an adult, the *Boone County Schools Walker/Biker Agreement and Consent form* must be on file at school. For dismissal, **it must be entered into SDM** as an unaccompanied walker/biker.

End of Day SDM Dismissal – YMCA Afterschool

Though we will share SDM information daily with the YMCA staff, it is always a good idea to reach out to them with your schedule changes as well. Parents/Guardians will have to be sure their student's information is updated in SDM daily - especially if your child attends the program on a part time basis.

End of Day SDM Dismissal – Afterschool Clubs/Events

For consistency in the reports shared with teachers, please set up your child's club days in SDM as their DEFAULT (not an exception). Also, don't forget to update your DEFAULT schedule once the club has concluded!

End of Day SDM Dismissal – Staff Child

This option on SDM is only to be utilized by our TES Staff members and substitutes working in the building. Substitute staff will need to add a note indicating the location/classroom their child should be dismissed to at the end of the day.

YOUR CHILD'S SCHOOL DAY – DISMISSAL FROM/END OF SCHOOL DAY

Late Pick-up/Missing Pick-up at End of Day

If a child is not picked up at the end of their school day the office staff will call the parents/guardians to pick up their child. Your child will wait in the office until a parent/designated adult arrives to pick them up.

If you cannot be reached, we will contact the person(s) you have listed under your Emergency Contacts to pick up your child. If **after 30 minutes** a parent or an individual on a child's emergency contact list cannot be contacted, the SRO (Student Resource Officer) will be notified.

Dismissal from Student Celebrations and Special Events During the School Day

Students are required to stay at school until the end of the day even following special events, classroom celebration, or programming.

If a parent chooses to remove their child early from school, the parent must follow normal dismissal procedures and/or sign their child out early. You **cannot** just simply let your teacher know that you are taking your child! It must be documented through the office!

Parents should also note that if they decide to sign their child out early from school, this will count as one of your **8** events. A parent note must be received by the office in advance. (Refer back to **page 23** for time deadlines).

In Person General Dismissal Pick-up Procedures

Parents/Guardians (or their designee) are required to cooperate with staff regarding parent pick-up procedures for the safety of your child and others.

Please keep in mind that it is also important that you are punctual picking up your child. If your child is a parent pick-up at the end of their school day and you are running late, you are asked to call the school's office to communicate that information.



It is important to always bring a current picture I.D. with you to school. This includes when you come to pick up your child, even if pick up information is noted in SDM. A staff member has the right to request your I.D. at any time when picking up a student.

It is our preference that the person picking up a Wildcat at the end of their day be an adult 18 years of age or older. However, a parent/guardian can identify a minor (older sibling, family member, babysitter, etc.) as an approved designee if they are a Middle or High School age child.



Parents and staff members are locked out from making changes to SDM after 2:25 p.m. In the instances of last-minute updates, parents/guardians would have to contact the TES office to communicate changes and would be asked to also document the change in writing.

In this instance, all changes would have to be received by 3:00 p.m. Once the dismissal process has started, we will not accept changes. Please also note, changes outside of SDM are only handled on the rare occasion.

All changes to your child's end of day dismissal should be handled through SDM (either by a parent or with TES office staff assistance) prior to 2:25 p.m.

Parents will need to notify the office if someone different is coming to pick up a child if it cannot be noted on your SDM app.

EXTRA-CURRICULAR TEAM, CLUBS & ACTIVITIES

Team & Club Activities/Practices

Thornwilde students are eligible to participate in many extra-curricular activities. Examples of Clubs include: Academic Team, Archery, Basketball, Cheerleading, Chorus, Drama Club, Running Clubs, String programs, Drama Club, etc.

In order to be eligible for any extra-curricular teams/clubs, a student MUST maintain acceptable academic standing/grades, have good attendance – during the school day and with overall team/club practices/meetings, and demonstrate acceptable behavior at all times.

If a student fails to maintain their academic standing/grades, good attendance, and good behavior during the season and/or grading period, participation will be suspended until attendance, academics/grades and/or behavior improves. Final decisions are left to the discretion of the principal/designee.

A student must have a signed permission form from their parent, documenting permission to participate in the club. The permission form would be included in the information packet given to students from the sponsor of the team/club and would need to be returned in advance of the program.

IT IS THE RESPONSIBILITY OF THE PARENTS to secure how their child will get to and/or from functions (meetings, practices, rehearsals, etc.) before and/or after school.

Before School Activities/Practices

When registered for team/club/programs that meet prior to the front lobby doors opening at 8:10 a.m., students will wait outside for the team/club sponsor to let them in. After greeting students, the sponsor will take students to their activity location. At 8:30 a.m. students will be released to their classroom for the start of their school day.

After-School Activities/Practices that Meet Immediately After School

If your child is registered for an after school extra-curricular activity or club that meets immediately after school, parents/guardians must update their SDM (School Dismissal Manager) account to reflect that a student is staying after school for a specific club.

If for some reason you do not wish to have your child stay for their normally scheduled after-school activity, we ask that you contact the club sponsor to let them know not to expect your child in addition to updating SDM. If your child is registered for an after-school program, we will NOT accept a student's verbal explanation that they are supposed to ride the bus home!

When a team/club meets directly after school at 3:40-4:00 p.m., students will be dismissed to the activity's location at the end of the school day where attendance will be taken. However, please note that we do not hold buses! **It is extremely important that you, your child, the Club Sponsor, and your SDM (School Dismissal Manager) account all have matching information!**

After-School Activities/Practices that Meet After 3:45pm

Please note that for practices/rehearsals/activities that do not occur immediately after school, but later in the evening, participants are expected to wait outside for the team/club sponsor to let them in. Front lobby doors are not unlocked for practices and rehearsals, so it is important to be on time so your sponsor can get you in the building!

EXTRA-CURRICULAR TEAM, CLUBS & ACTIVITIES

Picking Up Your Child from Team & Club Activities/Practices

Teachers/Sponsors/Coaches will dismiss students through one of the front doors at the conclusion of the program. **Parents/designated adults picking up a child will have to wait outside the building until students are dismissed.** Doors will remain locked during after school activities and opened at the conclusion by the Club sponsor only!



For safety of all students and staff please note:

- **Parents may not enter the school building to wait inside for their child.**
- **YMCA or misc. staff are not allowed to open doors and give entry to anyone not part of their program!**

Be sure to provide your child a friendly reminder before they leave for school if they are staying after for an event/club and who will be picking them up. If someone other than a parent is picking up your child at the conclusion of their after-school activity, be sure your Club sponsor has been made aware.

Children should be picked up punctually after the completion of an activity, practice, game, etc. **Failure to pick up students on time from extra-curricular activities may result in the child being removed from the activity**. If a child is left at school after either the school day is over, or the extra-curricular activity is over, the school reserves the right to contact the proper authorities.

If a student has a *Boone County Schools Walker/Biker Agreement and Consent form* on file and they meet the age criteria, they can be sent home as an Unaccompanied Walker/Bike Rider by the Club Sponsor. (Refer to **page 28** for more details).

Early Pick Up from Team & Club Activities/Practices

If you need to pick up your child early from an after school extra-curricular activity – you will need to make contact with the club's sponsor – **prior** to the day impacted to make special arrangements.



Prior to 4:30 p.m. an office staff member is available to let you into the building using the buzzer door entry system. After 4:30 p.m., no one is in the office to take your call or to assist you getting into the building. It is imperative that you make special arrangements with your team/club sponsor **in advance!**

ENTERING THE SCHOOL BUILDING & SCHOOL GROUNDS



Identifying Yourself at the Door Buzzer

All Boone County Schools have some type of door buzzer entry system to allow for the identification of a person(s) wanting to gain entry to the school building during the school day.

All visitors (including parents/guardians of students) are required to enter the building through the office in order to check in with a staff member. All exit doors remain locked from the outside at all times, with the exception of the front lobby doors. They are open for a short time during the start of the school day in the morning or for specific special events/activities. At the start of the school day, the front lobby doors automatically lock at 8:40 a.m.

It is important to face the video reader/camera as you walk up to the system. Do not put your back to the camera. Please remove any items that would impede your identification – hoods, hats, sunglasses, etc.

Press the doorbell button located at the bottom of the system. A staff member will then greet you and ask how they may help you. Speak clearly into the system to **identify who you are and the reason for your visit**. A staff member will then "buzz" you in! Do not try to open the door before you hear the buzz. If you are pulling on the door while a staff member is trying to let you in, the door will not disengage. The next door is also locked, and a front office staff member will release this door for you to enter as well.

The office door leads you directly into the school's office where a staff member can assist you.

Before leaving home, grab your I.D.! Volunteering, attending an assembly or special event, picking up a child ---- we will need your I.D.! **Any time you enter the school building you must have a photo identification! Don't leave home without it!**

RAPTOR Technologies System

All Boone County Schools will continue to have an electronic sign in system for all visitors (including volunteers). However, this year we have updated to the RAPTOR Technologies system which ties directly to Infinite Campus and other safety programming.

All visitors and volunteers needing to enter the building past the office must use this system to gain entry into the building. This system also allows for easier access to measurable information as to how many people visit the building, who was in the building, why they are here, the number of volunteers we have, etc.

Individuals will need their state issued photo identification to run through the identification reader. Visitors, vendors, and volunteers will then have different options to select to document the reason for their visit. See the Visitor and Volunteer sections of this handbook for more specific information about this system.

Building and School Grounds

SBDM and Board policies will be followed regarding facility use – this includes inside the building and outside on school grounds.

Unless checked in through the office as a visitor, individuals may not be on school grounds – including outside, in the outdoor garden, or on the playground. During the school day we do not allow walkers, runners, dog-walkers, etc. to be on property.

Although the community has access to the outdoor grounds of the school when it is not in session, we remind you that adults MUST supervise children that use our facilities/equipment after school hours and to be mindful and respectful of the property. The community only has access to the playground before or after hours when school **and** the YMCA program is not in session (6:30 a.m. – 6:00 p.m.)

VISITING & VOLUNTEERING AT TES – POLICIES & PROCEDURES



Entry/Door Policy
All Visitors and Volunteers must enter the building by gaining access through the office doors. (Review **page 32)** referencing entering the building.

It is imperative that you do not/do not allow "tailgaters" into the building. Meaning you CANNOT hold the door open for others. This will assist in safety measures to help prevent unauthorized entry into the building.

Visitors – Including Special Events & Volunteers
School is a place of learning. As such, we are diligent in ensuring that there are no unnecessary interruptions to instruction during the school day. In addition, unfortunate events in our society have made school safety and security (not convenience), the top priority when setting policy about who comes into the building and when. We thank you for adhering to these rules, as they are intended to protect students and staff.

Anyone coming into the building during school hours (other than a TES staff member or student) is categorized as a "Visitor" – and would have to follow all outlined Visitor Policies. (This includes Volunteers.) Anyone violating visitor/volunteer procedures and policies may have their privileges suspended. Please reference **pages 33-34** for details about additional requirements for visitors who are volunteers.

Parents may attend school performances/assemblies or attend lunch with their child as a visitor without a background check and volunteer training but cannot go anywhere else in the building before or after these activities. Be sure to allow extra time when attending a special event at TES to account for parking and checking in.

In order to provide a safe environment for the students and staff, **all visitors (including volunteers) MUST SIGN IN and OUT in the school office using the RAPTOR Technologies system and receive their sticker to wear the entire time they are in the building. The sticker must be easily visible!**

Visitors/Volunteers are NOT ALLOWED to go directly to the classroom, gymnasium, or cafeteria, etc., without checking in through the office FIRST! Individuals without an appropriate sticker will be stopped and escorted back to the office. Individuals checked in as a visitor for an assembly, or special event, or as a volunteer may not visit any other part of the building other than what they are checked in for visiting/volunteering for.

All visitors (including volunteers) must **leave their photo identification** at the front desk during their time in the building. For the safety of our students, **visitors must sign out immediately following the event, volunteer session, etc.** They will pick up their identification at that time.

For special events held indoors after hours, TES may require all visitors to sign in for the event.

Please also note these additional visitor (including volunteer) policies:

- **All visitors must be dressed appropriately for a school environment.**
- Parents may only visit a classroom/teacher if it is pre-arranged with the teacher. We do not honor requests of "drop in" visitors or volunteers to see a teacher, provide tours of the building/classrooms during the school day, etc.
- **Use the restrooms designated for adults.** (Volunteers/Visitors **cannot** use student restrooms).
- Anyone violating visitor/volunteer procedures may have their privileges suspended. The administration reserves the right to ask any volunteer to leave the building at any time if they are not following the visitor guidelines, are dressed inappropriately, are creating a distraction, or displaying any type of inappropriate behavior.

Visitors for Breakfast/Lunch are Prohibited
Due to space and safety considerations, Wildcats are not allowed visitors in the cafeteria for breakfast or lunch.

VISITING & VOLUNTEERING AT TES – POLICIES & PROCEDURES

Confidentiality

All visitors and volunteers shall maintain the confidentiality of any and all students at Boone County Schools. You must respect the confidentiality of information you receive about students with whom you work. No information about students, parents or staff can be shared with others at any time. If visitors or volunteers breach the confidentiality of students, parents, or staff, the administration reserves the right to suspend volunteer privileges.

Volunteering at TES

Thanks to our many volunteers such as presenters, chaperones, party planners, coaches, and volunteers who work one-on-one with students, brave the copy machines, help with special events, etc. We would not be as successful as we are without the involvement and commitment of our volunteers!

In addition to normal Visitor policies (outlined on **page 33**), volunteers have additional requirements. In order to provide a safe environment for the students, **a volunteer must have a valid background check (good for 2 years) and be on record as completing a TES Volunteer Training (1 and done).**

Background Checks for Volunteers (aka: Youth Leader Form) - MANDATORY

In order to volunteer, chaperone a field trip, or work with groups or individual students at TES, you must pass a criminal background check processed through the state. These are **required every two years,** and forms can be obtained from the school office or downloaded from the Thornwilde website at **https://thornwilde.boone.kyschools.us/**. There is a $10 charge which can be paid by check or money order made payable to Thornwilde Elementary School to complete this application. If you have a valid background check on file (expires every 2 years) with another student at a Boone County school and it meets our expiration requirements, you can request that the school forward your form to Thornwilde.

TES Volunteer Training - MANDATORY

All volunteers must not only have a valid approved background check on file, but they must also complete the online *TES Volunteer Training* program. This **one-time session** reviews important information such as our Code of Ethics, Confidentiality Policy, expectations in our school, and opportunities for volunteering.

The online TES Volunteer Training program link can be found here or on the TES website under the Parents Tab.
TES Online Volunteer Training

The program includes a short video (18 minutes) and a few acknowledgement statements and questions to complete. You will receive a confirmation email that your Volunteer Training session is completed. Please allow up to 5 business days for your information to be entered into Infinite Campus. We do not contact individuals to update you on the status of your volunteer eligibility. If you have any questions, you can reach out to your teacher or the TES office.

Training on how to use equipment such as the copy machine, laminator, etc. or information about your specific volunteer duties are not reviewed during this session. This training is completed with a PTA member or with the teacher you are volunteering for.

Volunteers – Additional Visitor Policies

Volunteers may also not bring other siblings, small children to their volunteer session. **"Additional" children are not allowed in the classrooms, copy rooms, or on field trips for safety and spacing reasons.**

When volunteers sign in and out at the office, they do so on the *RAPTOR Technologies* kiosk station. It is here that volunteers will note that they are in the building volunteering and where they are headed.

This system also allows the school to monitor and track your minutes spent volunteering for TES, whether spent inside or outside of the building. These minutes are tabulated and are used in district recognition programs.

HEALTH & MEDICATION POLICY/PROCEDURES

Immunization Requirements

Every student is required to have a valid immunization certificate on file at the school they are attending. Immunization forms would have to have a complete and appropriate shot history (complete list of dates – month/day/year) for all vaccines administered since birth. A certificate with a documented expiration date, providers signature and date signed must be presented to the school office prior to your child being able to attend. When current certificates are due to expire, the parent/guardian will be notified.

The state of Kentucky requires all students to have their Hepatitis A vaccination in order to attend school. This is a 2-dose series. The Hepatitis A vaccination would have to be clearly noted on the immunization certificate.

Sickness Policy

Students who exhibit unexplained rashes, vomiting, who run a fever (100.4° or higher), or have diarrhea cannot be in a classroom. If a child exhibits these illness signs during their school day, parents/guardians or emergency contacts will be notified and asked to pick up the student. If a child exhibits these signs before coming to school – they should stay home.

Please note that it is our policy that students must be 24 hours fever, vomit, and diarrhea free – without the aid of medication, BEFORE they can come back to school. We also encourage frequent handwashing as well. It's important that our Wildcats are in school – but it is even more important that they are well and not spreading germs!

Medication

Boone County Board of Education Policy 09.2241 states: Internal medicine, including items such as allergy medicine, pain relief, and cough drops, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other first aid/emergency supplies shall be maintained in the first aid room.

A *Medication Administration Consent form* is required for medication administration during school hours (including those needed during field trips, TES extra-curricular activities before and/or after school and any medications that are identified as self-administration.) See page 36 for more information on this form.

Prescription medicine may be brought to school only as required by administrative procedures. No more than one (1) week's supply shall be sent each time. It must be deposited with the nurse, health clerk, or office staff designee for safekeeping immediately upon arrival at school; however, three (3) exceptions are to be allowed:

1. Asthma inhalers may be carried by an asthmatic student at any time provided the parent/legal guardian and physician files a completed authorization form each year as required by law. A student under treatment for asthma shall be permitted to self-administer medication with parent/physician consent.

2. Students with Type 1 Diabetes shall be permitted to carry their blood glucose monitoring equipment and supplies with them at all times and test blood glucose levels whenever necessary. Provided the parent/guardian and physician file a completed Diabetes health plan and medication consent each year.

3. Epi-pens may be carried by a student with severe, life-threatening allergies, provided the parent/legal guardian and physician file a completed authorization form each year, as required by law. Noted on this form, a student may be permitted to self-administer their medication.

HEALTH & MEDICATION POLICY/PROCEDURES

Medication Administration Consent:
A ***Medication Administration Consent form*** shall be completed by the parent/guardian **AND** your Physician. This form does NOT roll over and must be completed **each new school year.**

The consent form is required when any prescribed medication (including prescription herbal and dietary supplements) **and/or** non-prescription over-the-counter medications, are essential for the student to remain in school and are brought to school. **Bottom line, ANY medication must have a Medication Administration Consent form on file with TES that is signed by a physician AND parent/guardian.**

The specific instructions included with the medication and supplied by the family and/or health care provider on the medication release section of the form, shall be followed during administration of the noted medication.



Cough drops are categorized as an over-the-counter medication. Parents/Guardians wanting to send in cough drops for their student must first submit a *Medication Administration Consent form* with the First Aid Room staff. Cough drops must stay in the first aid room and be administered to students through a staff member.

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and communicate that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.



By law, all medication must be in its original container with the prescription label attached. All medication will be dispensed by office/first aid room personnel. Medications brought to school must immediately be delivered to the first aid room upon arrival. Students should only bring in enough medication to cover the current week of school. Don't forget, a Medication Administration Consent form must be on file for all medications dispensed or held at school!

Did you know that sunscreen is categorized as a topical lotion? As such, a student cannot simply bring it with them to school. Plus, a number of students may be allergic to specific ingredients found in sunscreen. Your child should come to school with sunblock already applied before they get to school. If a child would need sunscreen applied during their school day, a *Medication Administration Consent form* would have to be completed and on file with the school office. The sunscreen can then be brought into school in its original container and given to the first aid room staff. (Students cannot keep sunscreen in their backpacks).

The Medication Administration Consent form is found on the TES website, for Parents Tab, under School Forms.

Return of Medication
At the end of the school year, all medications, epi-pens, etc. must be picked up from the school's health clinic. It is the responsibility of the parents to make arrangements to pick up these medications – as they will **NOT** be sent home with the child!

CAFETERIA EXPECTATIONS & POLICIES

TES Cafeteria Account

Each student is assigned a computerized number to use in the cafeteria. Students may either pay for their meals daily, or parents can set up a pre-paid account in the cafeteria. Parents can put money in their child's lunch account and monitor this account online. Parents may also request that snacks/a la carte items not be purchased through the student account.

Keeping funds available in your child's account is important. A student may only charge their meal 3 times. No charges will be allowed the last two weeks of school. **Breakfast and lunch a la cart items cannot be charged at any time.**

Manage your child's meal account online with **MY SCHOOL BUCKS!**
Pay for school meals and more, anytime, anywhere from your computer or smartphone. This program is convenient and a secure method to help manage your child's cafeteria account.

Visit **https://www.myschoolbucks.com/** to sign up. Signing up is free and simple!

Free & Reduced Lunch Applications

Families can access the free and reduced lunch application form online at **https://www.myschoolapps.com/** The process is simple, fast and easy! If a family does not have access to the internet, a paper application is available upon request through the school's office.

Boone County Schools Menu/Food Service Information

It is easier than ever for families to keep up to date on all things related to food services – including access to the monthly breakfast and lunch menus. Simply use the ONLINE MEAL MENUS found under QUICK LINKS on the Boone County School's website:
https://schools.mealviewer.com/district/BooneCountyBoardofEducation

For any additional questions regarding meals, please contact the TES Cafeteria Manager by calling the direct line at 859-586-3902.

Breakfast at TES

Breakfast is served from 8:10 – 8:40 a.m.; breakfast students will be unloaded from the bus as soon as they arrive to eat breakfast. Students being dropped off should arrive as close to 8:10 a.m. as possible so they have time to get through the line to purchase their items and eat before heading to class and the official start of the school day.

If the school is on a 1-hour delay – breakfast will still be offered on an hour delay. In the event of a 2-hour delay – breakfast is not served.

TES Café Policy & Procedures

- It is our policy not to allow any type of outside restaurant food or beverages (not just fast food – any type of restaurant food or beverage/carry-out/etc.) into the TES Café.
- In addition, NO canned beverages, soda/pop, energy drinks, coffee drinks, or beverages in a glass container are allowed into the lunchroom for students.
- Please also be mindful to not pack beverages with colored dyes, as they easily stain tables and floors.
- For safety reasons, no glass containers of any sort (food or beverage) are allowed in the TES Café (or classrooms).
- TES Café pricing is available on **page 39** of this handbook.
- Families should also note though rare, lunch times may vary during special events.

TECHNOLOGY POLICY/PROCEDURES

Student Email Accounts

Each student will be set up with a Boone County Schools email address. **School email accounts are for educational use only.** Students who misuse their email accounts will be subject to disciplinary action and loss of email privileges. All technology guidelines and procedures will be strictly enforced to ensure the acceptable use of technology for instructional purposes only.

Technology Access at TES

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. 21st century learning (communication, collaboration, critical thinking, and creativity) is essential for today's students. A great deal of technology is available to the students of TES, and it is utilized daily by students.

1:1 Mobile Technology Device

Chromebooks are assigned to each individual student to use during the school day in grades K-5. Any misuse of the Chromebook or failure to follow all rules and procedures will result in the loss of this privilege. Students who violate the AUP policy (08.2323) are subject to disciplinary action per the Boone County School's Code of Conduct.

AUP (Acceptable Use Policy)

Thornwilde Elementary follows the *Boone County Schools: Acceptable Technology Use Procedures (AUP) Contract* outlined in the *Boone County Code of Conduct Handbook*. Students and parents/guardians are annually required to electronically sign the AUP portion of the *Acknowledgment of Review* form as part of the OLR: Online Registration during the New Student Registration or the Annual Update).

The Acceptable Use Policy (08.2323) as approved by the Boone County Board of Education can be found on the Boone County Schools website. Students, employees and guardians are expected to adhere to all of the procedures and guidelines that support this policy.

FINANCIAL INFORMATION FOR 2026-2027 SCHOOL YEAR

Student Fees

School fees are applied to each student's IC (Infinite Campus) account who are in grades K-5. **School Fees help offset costs for ChromeBooks, online learning platforms, classroom instructional materials, among other items. 4th & 5th include Agenda Book.**

2026-2027 School Fees

Grades K-5 School Fees are **$70.00** per child.

School fees can be paid online (includes a convenience fee) through Infinite Campus: Parent Portal or in person during *Back to School Fest* or during TES office hours.

If your student is enrolled after the beginning of the school year – school fees are still due! Prorated rates may be available to families who register children throughout the school year. The school's Financial Secretary or office staff will notify you of your prorated rate, if applicable.

School fees can be paid in person by check, money order, or cash. If paying by check/money order, please make all checks out to Thornwilde Elementary. If paying by cash, please be sure to have the exact amount needed. **The office staff often does not have funds available to make change.**

If paying student fees online, you will need to log into your Infinite Campus: Parent Portal account with your credit card or ECheck information. We do not accept American Express. All payment transactions made via the Infinite Campus portal are directly routed to Vanco Services, LLC and in no part of the transaction process is Infinite Campus or Boone County Schools storing, monitoring or able to view any information. For more information on Vanco Services, LLC, please refer to vancopayments.com.

If your student is eligible for Free/Reduced Lunch, it will also apply to Free/Reduced school fees. Reduced or free lunch applications can be accessed online through the Boone County Schools website.

Extra-Curricular Team & Club Fees

Money due for any extra-curricular clubs, activities, and events will NOT be collected at the *Back to School Fest* or during the first week of school. These fees are NOT part of Student Fees and are considered additional fees to be paid. Information will be made available concerning each of our Extra-Curricular opportunities (description, cost, timelines, etc.) as programs are scheduled on the school calendar.

Field Trip Fees

Students and teachers alike find it very exciting to attend off-site field trips – which support and provide an opportunity for more in-depth exploration into subject matter learned in the classroom.

Some field trips do have fees/expenses associated with them that must be paid in advance – not only for the location site but also for transportation expenses. If applicable for a specific field trip, fees will be communicated and due prior to the scheduled field trip.

TES Cafeteria Prices

Breakfast		**Lunch**	
Paid Student	$2.10	Paid Student	$3.35

THORNWILDE SUPPORT

Support from the Community

We also enjoy other informal partnerships with other local businesses. We appreciate the support and commitment from local businesses and owners in the community! If you own your own business or work for a company who you feel would be interested in partnering with us, we encourage you to contact the school to discuss your interest.

School Based Decision Making Council (SBDM)

The School Council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and KRS 158.6451. The principal shall be the primary administrator and the instructional leader of the school and with the assistance of the total school staff shall administer the policies established by the school council and the Board of Education. Parents nominate and vote for parent representatives. Teachers nominate and vote for teacher representatives. A schedule of meeting dates and times, as well as more information about SBDM Council will be posted on the Thornwilde website.

2026 - 2027 SBDM Council

David Fuller, Chair (Principal)
Jana Nielson, Teacher Representative
Jordan Scheid, Teacher Representative
Jeanie Napier, Teacher Representative
Stacey Delap, Parent Representative
Holly King, Parent Representative
Tiffany Stone, Secretary

2026 – 2027 PTA Board Members

Kelly Cameron, PTA President
Laura Griffin, Treasurer
Kristen Burman, Secretary
Mary Cloar, VP of Volunteers
Ashley Amann, VP of Programs
Stephanie Benner-Perry, VP of Ways & Means
Jessica Schepler, VP of Membership

TES Parent Teacher Association (PTA)

The success of Thornwilde Elementary is impacted greatly by the incredible involvement of our parents and our students' extended families. The PTA supports our students and teachers with added programs, activities, supplies, services, volunteers, and funding to help stretch the state's allowance for education. This allows us to offer our Wildcats things such as Accelerated Reader, school wide assemblies, in depth grade/classroom learning events, off-set cost of field trips, put student recognition programs in place, provide new technologies, meet classroom material needs and provide club/after-school activity support. These programs and allowances give our teachers the extra tools that would normally not be available to enrich the knowledge and learning of our children.

PTA General Assembly meetings are held **3** times a year. Check your online news in *The Weekly Wildcat* news for dates and times or visit the PTA's Facebook page.

To learn more about the PTA and how they support TES or to get more information about volunteering for PTA events/programs, check out their quarterly newsletter, or contact them at: thornwildeelementarypta@gmail.com

The PTA cannot do it without you! Please consider becoming involved by joining our PTA. Memberships can be purchased from the TES PTA Store (use the QR code pictured). Dues are $5 per person, per year and are payable to Thornwilde Elementary PTA.

THORNWILDE SUPPORT

All Pro Dad Programs

The *All Pro Dad* program provides an opportunity for men to be more involved in their student's education and school day. Studies show that an active male figure in a child's life has several beneficial impacts.

All Pro Dad programming allows fathers (or other male support) to gather with other Wildcat dads and their students in a relaxed event setting to discuss important topics specific to supporting young school age children.
All Pro Dad Coordinators: Dave Cameron and Joe Marrin

'Wilde Moms Program

This program provides an opportunity for families to be more involved with TES – especially in the hospitality endeavor. 'Wilde Moms is designed to encourage, serve and support the teachers and staff at Thornwilde. These volunteers provide food and beverages for staff meetings, host the "Fun Friday Cart" for TES staff, provide dinner on parent/teacher conference nights to staff, and organize other fun surprises throughout the year. For more information, contact the Hospitality Coordinators (*Kristen Burman, Samantha Marrin, and Sanja Webb*) at:
thornwildeelementarypta@gmail.com

Fundraisers and Service-Learning Opportunities

There are several ways that you can support our Wildcats. One of which is to assist the school and/or PTA in fundraisers, programs and events that generate money for the PTA, school, or for philanthropic contributions.

Fundraisers and Service-Learning Opportunities will be held periodically throughout the year. These programs allow us to provide additional programs, activities, and technology to enhance the curriculum and provide our students with 21st century learning opportunities. They also allow us to provide funds for philanthropic causes, so students learn about the importance of helping and caring about others. Some examples of events include Read-a-Thon, Dining Out Nights, Fall Fest, Coke Rewards, Jump Rope for the Heart, Giving Tree, etc.

We thank you in advance for participating in programs that support our school and our students. Detailed information about programs will be shared in *The Weekly Wildcat* electronic newsletter or the PTA's quarterly Newsletter.

FRC (Family Resource Center)

Thornwilde Elementary is proud to have an FRC resource for our families! Our mission is to educate and support the students and families of TES through a collaborative and coordinated effort of services that will provide and assist in the well-being, academic achievement, and family growth of our Wildcats. The FRC is grant funded program through the Kentucky Cabinet of Health and Family Services.

Our FRC Coordinator - Kathy Roaden can be contacted via email at: kathy.roaden@boone.kyschools.us
or by contacting her on her direct line at: 859-283-3211.

The FRC Advisory Council meets during the school year and is made up of staff members, community leaders, and business partners. The FRC is here to help our Wildcat families with targeted services based on the needs and interests of our families.

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

After School Hours

We strongly discourage students returning to school to retrieve forgotten homework, books, clothing, etc. after school hours. Students should be following their *CATS Pride* expectations and ***A****ct Responsibly* by ensuring they have everything they need before dismissal.

If a student/parent runs back to the building to retrieve a forgotten item, they MUST identify themselves on the door monitor and be buzzed in through the office. (It is recommended that you call the school first, so we are expecting you). A staff member must accompany you/your student to the classroom. Please note that after 4:30 p.m. **no** students/parents will be allowed back into the building for retrieval of any items.

Please note that due to safety and security reasons, the YMCA Afterschool staff cannot let individuals into the building other than parents of students in their program.

In addition, other than your assigned coach or club sponsor, TES staff members who may still be in the building after hours cannot let you in either!

Animal Policy

Dogs and other pets are not permitted in the building at any time. This policy does not apply to service dogs/animals that have been trained to do work or perform tasks for people with disabilities or certified Paws to Read dogs, etc. Any exceptions to this policy must be obtained from the principal.

Birthdays, Celebrations & Treats

Although we enjoy celebrating our students, items such as balloons, flowers, etc. cannot be sent or brought to school because of the disruption to the educational process and in fairness to all students. If items such as this are brought or sent to school, the parent will be called to pick them up. Items such as these cannot go home on a school bus.

The issue of **party invitation distribution** at school is classroom specific and is up to the teacher's discretion. They may or may not choose to allow party invitation distribution. **Under no circumstances can a teacher provide student names or family contact information.** They can provide class counts. Please contact your child's teacher for the specific guidelines for your child's classroom concerning invites.

Please refer to your child's individual teacher for his/her procedures for birthday/recognition guidelines and specific classroom allergy information. **If** your teacher allows treats, parents may drop them off in the office, and office staff will deliver treats to the classroom so that instructional time is not interrupted. **Parents will not be permitted to walk items down to the classroom or take them into the cafeteria for lunch.**

Snacks/treats must always be store bought and packaged as individual servings for the safety of students with food allergies.

Treats such as cakes, cookie cakes, etc. should not be brought to school. In addition to possible health and safety issues, these types of items take a significant amount of instructional time to cut, serve and clean up.

No left-over treats will be transported home on the bus.

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES



BC Schools App

Most families use their phones as a primary means of communication. With this in mind, Boone County Schools has launched a mobile app to help students, parents, teachers, and community members!

When you download the Boone County Schools app, not only will you have access to the district live feed, news, alerts, events and more ---- you have communication access and information directly from TES and/or your child's teacher/club sponsor!

The Boone County Schools, KY app is free! Be sure to check out all the details on the Boone County School's website and download your app to your mobile device! https://www.boone.kyschools.us/article/2254924

Communicating with Parents – Announcing School Information

Keeping parents "in the know" is an important component of a Wildcat's success. **It is imperative that families keep Infinite Campus: Parent Portal continually updated on the correct contact information,** including email address, phone numbers, mailing address changes, etc. **Changes can be made through Parent Portal or accessing the OLR: Annual Update on the BC School's website!**

Information from Thornwilde will come to you in a variety of ways – but our primary modes of communication are electronic and listed below.

- **The Weekly Wildcat** is the electronic online school newsletter. It is the best ongoing resource parents have to keep up to date on school events and information. The link is emailed to families weekly, typically early on Monday morning.
- **BC Schools App: ROOMS/MESSAGING** is located right inside the BC School's app! It brings together updates, announcements, and two-way communication with your child's teacher or club sponsor/coach! (Note: This replaces DOJO).
- **Email:** You will also find that you will receive emails from the school. These will come into your inbox from: *notify+thornwilde@boone.kyschools.us*
- **TES Website can be found at https://thornwilde.boone.kyschools.us/**
- **Follow Thornwilde Elementary** and the **TES PTA on Facebook**

Conferences & Teacher Contact

If you wish to speak with a teacher, principal, or counselor**, please contact the individual to schedule an appointment that is at a convenient time for all parties involved or contact the office to leave a message for the individual to contact you back. Remember, families can utilize ROOMS which is part of the BC Schools App to use two-way communication with your child's teacher.**

You are welcome to visit your child's classroom or meet with a teacher as long as you **prearrange it with the teacher first**. Parents are not allowed to just "pop in" to classrooms to visit their child or teacher.

The same is true for phone calls to the classroom – if school is in session and the teacher is not in his/her planning period, you will either be placed in that teacher's voice mail, or the office staff will take a message or try to assist you.

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

Emergency Contacts

Your contact information (as parent/guardian) and those of your emergency contacts are captured when you complete the OLR (Online Registration) process as a NEW family or as part of your ANNUAL UPDATE with RETURNING students. This information is housed on your child's Infinite Campus page.

The emergency contacts you provide are utilized when we cannot get in touch with a parent and a child is sick, has had an accident, has been returned from school on the bus, etc.

Your emergency contacts are not utilized as your authorization for those said persons to pick up your child for early or end of day dismissal. Parents/Guardians must still follow all early and end of day dismissal communication procedures. Refer to **page 18** for specific information.

It is imperative that you keep your contact information, and those of your emergency contacts up to date and accurate. Parent/Guardians can update their information any time throughout the year using the Annual Update through their Infinite Campus: Parent Portal.

Emergency Procedures

Fire, tornado, severe weather, earthquake, lockdown, and bus evacuation drills are conducted regularly to develop safety practices that will help students and staff in the event of a true emergency.

During a drill, parents are not permitted to remove students from school and the building will be closed to visitors/volunteers until the drill is complete. We thank you for your patience in advance.

During severe weather, tornadoes, and shelter in place alerts, we expect students, volunteers, and visitors to remain in the school building. Parents will not be permitted to remove students during these types of emergencies, until the warnings have been lifted and all safety procedures have been carried out. This ensures the safety of all involved.

Field Trips & Field Trip Permission Forms

Students will be allowed to participate in a specific field trip only with a returned/signed Field Trip Permission form. This form requires not only a parent/guardian signature, but also contact and student information. Please complete the form in full. A copy will be made of your child's completed form so that one copy can stay on site at the school and the other with the teacher during the field trip in case of an emergency. Failure to return permission slips by the designated date may result in loss of permission to attend.

Fees associated with any field trips will be communicated to parents in advance.

Field Trips – Chaperones

Chaperones for field trips will be arranged by your teacher or a grade level teacher. Please note that for any adult to chaperone, you must have a valid background check on file **and** have attended TES Volunteer training. To ensure the safety of our students, **chaperones are not permitted to bring young children/siblings on trips.**

Volunteers will still need to sign in/out through the office using the *RAPTOR Technologies system but* will not need to leave a photo identification while on the field trip. Depending on space on the bus, chaperones may not be able to ride the bus to/from the field trip location. Volunteers may **not** drive their student to/from the field trip – all students must ride the bus.

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

Forgotten Items / Item Drop Off

Parents should note that we discourage students from calling for forgotten items or for items to be brought up to school. We wish to encourage the life skill of responsibility with our students and minimize classroom interruptions that occur when delivering items. However, we all forget things from time to time and if the item is deemed necessary and with teacher permission, we will allow a student to call home.

On occasion students will have projects that are too big to carry, or items that are too heavy to walk to the classroom, etc. If your child forgets something at home (such as a backpack, glasses, lunches, etc.), or they can't easily carry an item to their classroom, a parent can drop off these items to the office. **The child's name and homeroom must be clearly marked on the item(s).** A staff member will make arrangements to get the item to the appropriate student. Parents will **not** be permitted to walk items down to the classroom.

Lost/Damaged Textbooks, Library Books & Chromebooks

Students need to be responsible for all textbooks, library books, Chromebook, and other instructional materials given to them. Please be aware that parents and/or guardians will be charged, and payment expected for all lost or highly damaged materials/resources.

Lost & Found

We strongly recommend that you place your child's name in all articles of clothing, books, lunch boxes and backpacks. This helps ensure that if an item is misplaced, it is more likely to make it back to its owner. If a child has lost something, he/she should look in the lost and found station located in the cafeteria and/or check in the office. If they lose an item on their school bus, they will need to inquire about it with their bus driver the next time they are on the bus.

It is important to look for an item as soon as you notice it is missing. The lost and found items are donated each month – prior to which a display table is set up so that all classrooms/students can review its contents and claim any lost items. Found items should be reported to your teacher or the front office before placing them in the lost and found station. Items such as cash, jewelry, watches, eyeglasses, etc. should be returned directly to the office. Those items will not be placed in the lost & found bin.

TES is not responsible for lost or stolen items and shall not be held liable for the loss, damage, misuse, or theft of personally owned items brought to school.

Playground/Wellness

Your student's school day includes time allocated for wellness (recess). Weather permitting, classrooms go outdoors for wellness. The grade level teachers determine if their classes will go outside or enjoy time inside for wellness. No grade level will go outside for wellness if it is below freezing, so please be sure your child is dressed appropriately for their day.

Please also note that the outdoor playground areas cannot be accessed immediately after school by nearby families/students until after 6:00 p.m. The YMCA is contracted to use the space, and it is part of state requirements not to have non-program children inter-mixed with childcare students.

Although the community has access to the outdoor grounds of the school when it is not in session, we remind you that adults MUST supervise children that use our facilities/equipment after school hours and to be mindful and respectful of the property. Note: Dogs are not allowed in the fenced playground areas at any time.

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

Publishing Student Information/Pictures

To publicize the achievements and accomplishments of our students, Thornwilde Elementary may publish student names, photographs or achievements in/during school publications (ex: online *The Weekly Wildcat*, the school yearbook, morning announcements, principal emails, recognition assemblies, etc.) or release information to local newspapers and/or broadcast media. We may also post the information on the Thornwilde or Boone County Schools websites, X, BC Schools App Live Feed, and/or throughout the school. TES also has picture days throughout the year, including Fall, Spring, and Club Picture Days.

In accordance with the Buckley Amendment, parents may deny permission for a school to publish any or all of these formats. Parents/Guardians complete the *Boone County Permission to Videotape/Photography/Publish form* as part of OLR (Online Registration/Annual Update) process**.**

Parents should note that the school will make every effort to comply with a request, but parents should bear in mind that we cannot monitor all adults at all times, especially during special occasions/events from taking photos. All student photos will also be included in the annual TES Yearbook. We ask that parents bringing a camera to a school event, games, parties, assembly, field trip, etc. only take pictures of their student and/or ask their child's teacher if everyone has permission to be photographed before snapping pictures!

School Hours - Delay and Closing Information

Boone County Schools and/or TES will announce closings, early dismissals, delays due to inclement weather or other emergency utilizing the BC Schools app. In addition, families can always tune in to their local news channel and watch for the announcement on school closings and delays!

If the school is on a delay, dismissed early, or closed it will be specifically announced as "Boone County Schools" on the local radio or television station. The Superintendent makes weather-related decisions regarding one/two-hour delays, early dismissals, school closings and/or Home Instruction days.

Your contact information in *Infinite Campus* will be utilized to send messages via email and text message through the BC Schools app. **It is imperative you keep your contact information up to date!**

Below is an outline of how our school hours could be delayed or canceled:

- **Snow Day/School Closed** – School is closed, and all TES before/after school clubs and activities are canceled.
- **One Hour Delay** – School will officially start at 9:40 a.m. Students are encouraged to be here by 9:30 a.m. in the event of a 1-hour delay. Buses will pick up students an hour later than their normal pick-up time. TES Before school clubs/activities are canceled in the event of a 1-hour delay. Breakfast is still offered in the cafeteria.
- **Two Hour Delay** – School will start at 10:40 a.m. – students are encouraged to be here by 10:30 a.m. - in the event of a 2-hour delay. Morning Preschool is canceled if schools are on a 2-hour delay. Breakfast is not available if we are under a 2-hour delay.
- **Early Dismissal** – In the case of an early dismissal, students will be sent home their normal route of transportation for that specific day that is documented on SDM (School Dismissal Manager).



If your student is registered for the Before or Afterschool program with the YMCA, please see a Y staff member on how a school closing, delay, or early dismissal specifically impacts your child!

MISCELLANEOUS SCHOOL POLICIES AND PROCEDURES

Snacks & Water Bottles

Please follow the **teacher's guidelines** for snacks during the school day. **Each classroom is different!**

If permitted to have snacks in the classroom, please consider packing nutritious items during the school day as we teach health and nutrition daily. Please abide by all food/snack guidelines set by the teacher. Failure to do so may result in students losing this privilege.

Gum is not permitted unless given by the teacher as a special incentive.

TES has refillable water stations throughout the building. Students are encouraged to **bring a refillable water bottle** to school. **NO GLASS BOTTLES are allowed.**

Note: Students **cannot** bring canned beverages, soda/pop, energy drinks, coffee drinks, etc. Please also be mindful to not pack beverages with colored dyes, as they easily stain desks and floors.

Solicitation/Fundraising

Though we understand the desire to resource teachers, staff, and fellow students to assist with fundraising efforts, etc., students may not solicit during the school day.

In addition, all flyers, posters, advertisements, etc. must be approved through both the Boone County Schools Board office and the Principal before they can be posted/distributed.

Telephones & Communication Devices



Cell phones, video watches, Smart watches, etc., are NOT permitted during school hours – this includes in a classroom, during lunch, wellness, in restrooms, and on the bus.

Students who bring these items to school or have them on the bus will have them confiscated and their parents will be notified to pick them up.

Many of the items listed above cause distraction issues for students, become prey to lost or stolen items, or are misused. Students are not allowed access to the above tech items listed above during any type of testing and or assessments.

Devices may not be used to record, transmit, or post images/sound/video of a person or persons during school activities or during the school day. Any device that can record, video, or take still pictures, may not be used to slander, bully or degrade any student, visitor, staff member, faculty member, and/or administrator, on or off the campus at any time.

Telephones in the office are for school business or emergencies only. Students should practice responsibility and make every effort to have all items they need for the day. We discourage students from calling home for forgotten books, homework assignments, lunch money, lunch box, etc.

Toys & Electronics

Unless otherwise requested by the teacher in celebration of a classroom reward, theme day, or special classroom activity, **all toys and/or collectibles** (i.e. sports cards, trading cards, toys, stuffed animals, etc.) **are to remain at home.** This includes transporting toys on the bus.

CD's and players with headphones, electronic games, etc. should not be brought to school. Toys/electronics brought to school may be confiscated and the parents contacted to pick them up.

2026-2027 TES DRESS CODE

Face Masks
- No Halloween style masks allowed
- Face masks for health concerns allowed

Shirts Permitted
- T-shirts
- Sweatshirts
- Collared shirts
- Short or long sleeve shirts
- TES Spirit wear

Shirts NOT Permitted
- Crop tops
- Tank tops
- Tube tops
- Spaghetti straps
- Halter tops
- Bare back or midriff tops
- **Shirts must have a sleeve**

Pants Permitted
- All pants must fit to the waist
- Jeans
- Capris
- Leggings – **IF** worn with a long shirt/ sweater or skirt that reaches mid-thigh

Pants NOT Permitted
- Spandex
- Leather or leather-like
- Leggings – without a long shirt/sweater or skirt that reaches mid-thigh

Dresses/Skirts Permitted
- Dresses and skirts must be of appropriate length (mid-thigh or longer) and dresses **must have sleeves**

Dresses/Skirts NOT Permitted
- Tube, tank, halter, spaghetti strap, or dresses without a sleeve or that are too short

Shorts/Skorts Permitted

Shorts can be worn except in the months of November–March. Shorts must be of appropriate length which is defined as reaching mid-thigh or longer.

Shorts NOT Permitted
- Spandex
- Cutoff
- Leather or leather-like

Footwear
- Closed toe shoes required
- Open heel shoes with strap are acceptable

Footwear NOT Permitted:
- Sandals with open toe or open heel without strap
- Flip flops
- Aqua shoes
- Skate shoes
- Wedge heeled shoes or boots
- Heels/Boots with heels
- Shoes with Cleats

Additional Items That Are NOT Permitted
- Any clothing and/or accessories (including temporary tattoos) with obscene, crude, or rude pictures or sayings that pertain to drugs, alcohol, tobacco, violence, weapons, sex, discrimination of any kind, or anything else deemed inappropriate
- Any clothing that is too big, too tight, too long, too short, or which constitutes a risk of injury or distraction to the educational process
- Writing across the buttocks of clothing
- Unless a specified day is identified as a spirit/dress up day hats, bandanas across the forehead, distracting items in the hair, sunglasses, etc. are not permitted
- Painting of hair or haircuts that are distracting to the learning environment (i.e.: Mohawks longer than an inch)
- Body, face, or hair glitter or paint
- Excessive make-up
- Excessive jewelry
- **Smart Watches/Video Watches**
- **Cell Phones**
- **Any clothing or accessory that is disruptive to the learning process.**

Additional Information
- Students with inappropriate clothing or accessories are subject to disciplinary action.
- Parents may be contacted to bring appropriate clothing to school.
- The dress code still applies on field trips, special activity days, picture days, etc.
- The principal or designee must approve any exceptions to the dress code in advance.

The administration retains the right to determine whether an article of clothing, accessory, or any aspect of what a student is wearing is appropriate to wear to school. If found inappropriate, a parent will be called to bring clothes to correct the issue.

THORNWILDE SCHOOL CALENDAR 2026 - 2027

NOTE: ALL DATES SUBJECT TO CHANGE!



- August 19 — First Day for K – 12 Students
- August 26 — First Day for Preschool Students
- September 7 — Labor Day – **NO SCHOOL**
- October 9 & 12 — Teacher Training Days – **NO SCHOOL**
- November 23 – 27 — Thanksgiving Break – **NO SCHOOL**
- December 22 – January 1 — Winter Break – **NO SCHOOL**
- January 4 — School Resumes after Winter Break
- January 18 — Martin Luther King Day – **NO SCHOOL**
- February 15 — Presidents Day – **NO SCHOOL**
- March 12 — Teacher Training Day – **NO SCHOOL**
- April 5 – 9 — Spring Break – **NO SCHOOL**
- May 18 — Primary Election – **NO SCHOOL**
- May 27 — Last Day for Students – Without Snow Days

☆ Actual date will be determined/based on snow days

KSA Testing Window

State Testing usually takes place within the 14 days of the school year; whatever that may end up being after the make-up days (if applicable) are recalculated into the school calendar. We typically do not know what the last day of school will actually be until the beginning of May. Once the school board votes on the last day during the April board meeting, we will be notified as to the date range that our State Testing must occur.

We ask that during State Testing, that families not make appointments, plan vacations, etc. so that all of our students are present and are able to take their test and that there are less interruptions and distractions throughout the day in our classrooms and hallways.

We will notify families of the testing window dates as soon as they become available.

