

**School Website:** <http://www.wellington.fcps.net/>

**School Phone**: 859-381-3000

**Principal:** Meribeth Gaines

[meribeth.gaines@fayette.kyschools.us](mailto:meribeth.gaines@fayette.kyschools.us)

**VISION**: Wellington will maintain high expectations in all areas of student life and offer diverse learning opportunities through rigorous instruction, ensuring academic achievement and success in any endeavor.

**MISSION**: Wellington students will move themselves and their communities by exploring, attaining, and applying 21st century learning skills.

Our Beliefs

* Everyone deserves to be treated with respect.
* All children are entitled to a quality education.
* All children can learn and be successful regardless of disadvantages.
* High expectations foster learning at high levels.
* Parents, school, and the community are partners in children’s education.

School Colors

Royal Blue and Kelly Green

School Mascot

Explorers

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**Section I – Morning Arrival**

7:15 AM Students enter the school building/ Breakfast line opens

7:45 AM Morning bell rings/ School begins

* Each morning students enter the building at 7:15 AM.
* If you drive your child to school you must use the side, East entrance. (See Arrival/Dismissal Protocol and Map) We are required by law to keep cars and buses separated. This is for the safety of your child.
* Once students enter the building they may either go to the breakfast line or to their homeroom.
* Shortly after the 7:45 bell, morning announcements will begin. The Wellington News Crew will follow announcements each morning.
* Parents are welcome to escort students to class the first three days of school. However, beginning on Day 4, our new Visitor Policy procedures will be strictly followed. Please note section pertaining to School Visits on page 23.

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Absences and Tardies

Getting students to school on time is a parent responsibility. The late bell rings at 7:45 AM. Students who enter school after this bell are considered tardy and must report to the front office **BEFORE** going to class. If your child is absent or late, you are required to send a **written note within 3 days of the absence**. A note received after the 3rd day cannot be accepted. **A note is required even if you have talked with someone at school about the absence**. As a parent you can only write an excuse for up to 10 days. Any absences beyond the 10 days must have a doctor’s note; otherwise, they will be counted as unexcused. After three unexcused absences a child is considered truant and after six unexcused absences they are considered habitually truant. If your child is considered habitually truant, you will get a **truancy** letter from the Superintendent’s office which goes in your child’s school file.

Getting Sick at School

If your child gets sick at school with a fever or vomiting, we must send him/her home. We will call you or an authorized person to come get your child. A student can only be released to the adults whose names are listed on the student’s information card. Please be sure to update your child’s information card as the need arises.

**Section II – Dismissal Procedures**

* School dismisses at 2:35 PM.
* Getting your child home safely is extremely important to us. **Please read all information below.**

**ALL STUDENTS** must have a dismissal tag attached to the **top strap** of their backpack. Color coded dismissal tags are **REQUIRED** **by district policy beginning the first day of school**.

District policy requires a **written notice** when a parent makes changes in how their child goes home. ***Phone calls are not accepted for dismissal changes. Changes must be received in our office at least two hours prior to dismissal.*** We will not release a child to any family member or friend not on the pickup list. Legal guardians listed on the student’s birth certificate are eligible to pick up the child/children unless legal documentation has been provided to the school and exists in their Student Records Folder.

Parents may send notices of a dismissal change in any of the following ways:

* Send a written note to the office.
* Send a note in the classroom teacher’s folder.
* Email a note to the registrar or child’s teacher. This can be printed out and be documented as a written note.
* Fax a note to the school at (859)381-3222. **Please call and notify the office staff that a fax is coming.**

Bus Riders

* Parents are responsible for supervising their child at the bus stop in the mornings.
* Students should arrive at the bus stop about 10 minutes prior to the scheduled bus time.
* Students that fail to follow the bus rider rules may be suspended from riding the school bus. Parents will have to arrange other means of transportation.
* Kindergarten bus riders must be supervised at the bus stop in the mornings, prior to getting on the bus. In addition, Kindergarten bus riders must be met and picked up at the bus stop in the afternoon by a person listed on their pick up tag on their backpack. Kindergarten students can be picked up/escorted by an older sibling if listed on the tag by the parent. Kindergarten bus riders will not be dismissed from the bus unless one of the designated persons is at the stop. Should you miss picking up your child, you may contact the school at 381-3000 or transportation at 381-3866.

If your child is a bus rider, not having the dismissal tag attached to the backpack may result in your child missing the bus, as this is mandatory and a safety protocol for students riding the bus. Starting this year all students riding a bus will have their tag scanned upon getting on and off the bus. This will automatically generate an electronic bus manifest, ensuring the safety of all students riding. The first tag is provided to you free of cost. Should the tag be lost, replacement tags will cost $3.00.

To help us prevent problems with the bus tags, please keep the following in mind:

* Please make sure your child brings his/her backpack to school **every day**.
* Please **do not** let your child switch backpacks. If this is absolutely necessary, the bus tag **must be switched** to the new backpack.

Walkers

* In the mornings, walkers should enter through the front doors and should arrive between 7:15-7:45am. **Students will not be permitted to enter the building prior to 7:15am.**
* If your child is walking to and from school on their own, please wait until the crossing guards are on post before leaving the house. Also, stress the importance of going straight from home to school and the same after school.
* Walkers will report to the library at dismissal. All walkers will be escorted to the edge of the school property, near the marquee by a staff member. Staff will ensure that no student is left on the property before leaving.
* All Kindergarten walkers need to be met by an adult at the front door and have an ID ready in order to pick-up.

Car Riders

* Every car rider will have a car rider number. Parents will be given two car rider numbers for other **authorized persons** to pick up your child. **Anyone picking up your child must have a number with them or driver’s license to verify the adult identification for pick up.**
* Place the number on your rearview mirror so it is clearly visible.
* In the mornings, car riders will be dropped off at the back of the building. **DO NOT drop off students in the front or at the flag pole**. **Students will not be permitted to enter the building prior to 7:15am.**
* At dismissal, parents will pick up their child (1st-5th graders – with the exception of those who have a kindergarten sibling) at the back of the building. Students who have not been picked up by 2:50p.m. will be waiting in the front office. Please come inside with your car tag number in hand.
* At dismissal, kindergarten car riders (including their siblings) will be released from the front bus loading circle. For safety reasons it is imperative that cars line up in this area behind the buses. Therefore, parents of kindergarten car riders should not arrive prior to 2:40p.m. Upon arrival, please pull behind the buses until they depart. At that time, please pull your car curbside next to your child’s teacher so that your child can load quickly. Once your child is safely loaded, a staff member will then direct you exit the bus loop.

Daycare/Van Riders

* Daycare students will remain in their respective classrooms until called.
* Students will be escorted to and loaded onto daycare/after-school vans as they arrive.
* Please be sure your child knows the name of their daycare/after-school program.
* All day-care riders must have a tag on their backpack.

E.S.P.

* E.S.P. is an after school program offered by Parks and Recreation. E.S.P. students will report to the cafeteria at dismissal.
* All E.S.P. students must have a tag on their backpack.
* E.S.P. contact number: 859-288-2929

Kindergarten Parents

In addition to the dismissal tag, Kindergarten students **must** also have a tag that identifies who they are released to everyday. This tag is provided by the school and is also **attached** to the **top strap** of the backpacks.

**If your child is a bus rider**, you must show a picture ID in order for the bus driver to release your child to you. **The ID must match the name listed on the dismissal tag. This policy is strictly enforced EVERYDAY with NO EXCEPTIONS.** If an authorized person is not at the bus stop to receive the students, he/she will be brought back to the school or taken to the transportation depot. This is to protect your child and is **district policy**.

Inclement Weather Changes

In case of inclement weather, check the school website <http://www.wellington.fcps.net/> for early dismissal. Please make sure your child’s teacher has a phone number to reach you during the school day and instructions on how your child will get home.

**Section III – Success for All!**

Primary Grades

**Kindergarten – 3rd Grade**

**BG – Beginning**

**DV – Developing Skill**

**IN – Independent Skill**

**AC – Area of Concern**

**Students will also receive an evaluation in Citizenship denoted by:**

**++ - Exceeds expectations**

**+ - Meets Expectations**

**(-) – Needs Improvement**

**Special Area Grades/Progress**

**Students will receive a separate narrative progress report each nine weeks pertaining to work and standards met in special area classes.**

Intermediate Grades

Intermediate students, 4th and 5th grades, earn the following grades in all subject areas, and will be updated and posted in Infinite Campus. Parents can go online through the Parent Portal to check and keep up with student progress. Parents will receive a report card printout at the end of each grading period.

**Academics**

A Superior 92 – 100

B Above Average 83 – 91

C Average 74 – 82

D Below Average 65 – 73

F Failing 64 or Below

Students receive report cards every 9 weeks. Wellington will host two Conference Weeks throughout the school year. Reports cards will be distributed and discussed during these parent/teacher conferences. Additional conferences may be scheduled as needed and requested by the teacher or parent.

**Section IV – Assessments**

Assessments are important for our student growth. At Wellington we use four essential questions to assess our students and drive instructions in the classroom.

* What do we expect our kids to learn?
* How will we know if they have learned it?
* How will we respond if they don’t learn it?
* How will we respond if they already know it?

Listed below are various ways we will monitor student progress at Wellington. Please note that the monitoring tools are given based on grade level.

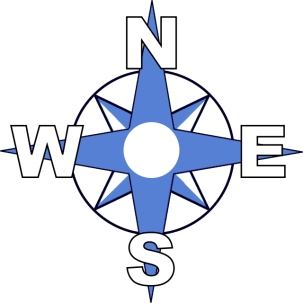
* **Classroom assessments** – teachers in every class assess students through unit tests, exit slips, observations, and anecdotal notes, check lists, etc…
* **M.A.P.** – used to assess students in K through 5th grade in the areas of math and reading.
* **AIMSweb –**This program is also used to monitor ongoing progress of at-risk students in grades 1st-5th.
* **On-Demand Writing –** Administered school-wide quarterly
* **K-PREP – Administered in May within the last 2 weeks of the school year.**

The test is administered to students in grades 3-5 for reading and math. Students in 4th grade will also take a subtest in science and writing mechanics. 5th grade students will take subtests in social studies and on-demand writing.

* **Unit Assessments** – given at the end of math, reading, science and social studies units
* **Short Answer and Extended Response Questions**– given to students in all grade levels to assess growth in math, reading, science and social studies. The questions are open-ended and require written responses.

**Section V – School-Wide Behavior Plan**

**EXPLORER EXPECTATIONS**

**[](http://www.wpclipart.com/tools/miscellaneous/compass/compass_large_pointed.png)**

* **N**eed to follow staff directions
* **E**ngage in learning (stay on task)
* **W**e use our hands and feet appropriate
* **S**how respect for people and property

In our school, we will define the term **community** as *a place where people live, work, and play together with each person contributing unique talents and important abilities that help others’ needs to be met.*

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**AN IMPORTANT NOTE ABOUT BULLYING**

Bullying can take many forms, and can have devastating consequences. It can mean hurting someone by causing physical pain, like hitting, pinching, or kicking. It can also mean just being unkind to someone, by teasing, calling names, or talking about someone in a negative way to someone else**. Basically, bullying is doing ANYTHING that causes someone else to feel bad or to be afraid. Even an unfriendly look can be considered bullying.**

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We don’t ever want any person in our school to feel afraid to ride the bus or come to school. We want our school to be a safe place for everyone, and a place where children and adults look forward to coming each day. It is very sad to think that anyone in our school would do something to make another person feel afraid or not liked.

**Bullies at Wellington will face serious consequences**. Bullying on the bus may result in suspension from riding the bus, and bullying at school may result in suspension from school. **Bullying will NOT be tolerated in our school.**

*The Wellington Elementary School-wide Management System* includes our expectations for student behavior and defines exactly what each behavior looks like. These behavioral expectations will be taught to all students in our school community using the same effective instructional methods applied to other content-areas such as reading, science, math, and social studies.



The following **five** steps will be followed when teaching a behavior:

|  |  |
| --- | --- |
| **STEP** | **DESCRIPTION** |
| **1** | **Task Analyze**: Identify each of the steps or parts required in order to successfully perform the desired behavior. Clearly list each step in writing. |
| **2** | **Model**: Actually perform each step identified in part 1 while students watch. Be sure to verbalize the steps as each one is performed. |
| **3** | **Practice:** Provide an opportunity for students to practice the steps involved in completing the desired behavior successfully. |
| **4** | **Reinforcement:** Once students have practiced the behavior correctly, offer sincere, specific, and immediate praise.  Remember:   * Praise needs to be sincere, specific, and immediate in order to be effective and perceived as genuine. * Praise should continue to be offered periodically, when you notice the desired behavior being successfully demonstrated in day-to-day situations. |
| **5** | **Reteaching:** This is what happens when the desired behavior is not being correctly demonstrated. THREE very important steps are involved with reteaching:   * Reteaching must occur on the student’s valued time. * Reteaching should only take the amount of time that is actually required to reteach. Usually it is several minutes or less, and then the student can return to the valued activity. * Reteaching needs to occur as often as necessary until the behavior is learned and consistently demonstrated.   j0436041 |

Working collaboratively, the Wellington staff has agreed upon the eleven behaviors listed below to be taught consistently school-wide. It is also important to note that we will hold the same high standards for ourselves that we hold for our students, setting positive examples for them at all times. For instance, if part of the behavior *Hallway* requires that students not talk in the hallways above a whisper, staff members, volunteers, and guests in our building will be expected to follow these guidelines as well.

**Hallway**

**Recess**

**Assembly/Showcases**

**Emergency Drills**

**Bathroom**

**Bus**

**Visitors**

**Cafeteria**

**Manners**

**Arrival/Dismissal**

**Field Trips**

Student Accountability

**Day-By-Day Success**

Students will be expected to correctly demonstrate each behavior as specified once the desired behavior has been taught. If a student does not correctly follow the guidelines associated with a specific behavior, the behavior will be retaught, exactly as it was originally taught, but on the student’s valued time.

* Each grade level team may make slight modifications to the components of our management system to better fit the needs of their students. Any modifications will be explained to both students and parents in writing with principal consultation.
* Student progress will be regularly communicated to parents.

**Reteach Log**

In addition, each teacher should keep a *Reteach Log* (Roster Format) for each student either in a file folder or binder. Anytime re-teaching occurs, teachers should document in some way to show progress over time.

**Repeated Reteaching:**

If a student continues to require re-teaching of a specific behavior, the student will work with the teacher(s), school counselor, and other support staff to improve behavior and reach school wide expectations.

**VERY SERIOUS OFFENSES:**

If student behavior involves fighting, drugs (including alcohol and tobacco),   
 theft, forgery, vandalism, weapons, terroristic threatening, assault, disruptive   
 bus behavior, any form of bullying and/or excessive disrespect for classroom  
 policies/procedures, Wellington Staff should involve the principal and the  
 Fayette County Code of Conduct would apply and be followed.

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**A REWARD FOR A JOB WELL-DONE**

Periodically, an unannounced reward may be extended to students for a job well-done. **However, it is our goal for students to behave appropriately at all times because it is the right thing to do, and not just because they are expecting to be rewarded. Appropriate behavior is expected---period.**

**SPECIAL NOTE FOR TEACHERS:** Rewards may occur both on a school-wide and individual teacher basis. It is important to remember that rewards do not have to be elaborate to be appreciated and enjoyed by students.

**Wellington Elementary School Discipline Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Discipline Offense | Office Referral | In-School Suspension (SAFE) | 1-3 Day Suspension | 1-5 Day Suspension |
| Fighting  (Principal Discretion Depending on Severity) | 1st Offense |  | 2nd Offense | 3rd Offense |
| Drug/Alcohol/Tobacco  (Principal Discretion Depending on Severity) | 1st Offense |  | 2nd Offense | 3rd Offense |
| Theft | 1st Offense | 2nd Offense | Principal Discretion |  |
| Forgery | 1st Offense | 2nd Offense | Principal Discretion |  |
| Vandalism | 1st Offense | 2nd Offense | Principal Discretion |  |
| Weapons |  |  | 1st Offense | 2nd Offense |
| Terroristic Threatening |  |  | 1st Offense | 2nd Offense |
| Assault |  |  | 1st Offense | 2nd Offense |
| Disruptive Bus Behavior | Refer to Fayette County Bus Rider Policy in the Student Handbook. |  |  |  |
| Excessive Disrespect for Classroom Policies and Procedures | Principal Discretion |  |  |  |

**Section VI – Bully Prevention Program**

At Wellington Elementary School we recognize that Bullying has a negative impact on school climate and consequently student learning. We at Wellington want to create a safe and caring environment for all students to learn, grow and succeed. Bullying may include, but is not limited to, name calling, teasing, threatening, social exclusion, and cyber-bullying. Bullying may be physical, verbal, and emotional in nature.

**Bullying vs. Conflicts**

Bullying and conflicts can often look similar, however, bullying is repeated, purposeful, and typically an unequal distribution of power exists. Bullying can be physical, verbal/emotional, or social. A conflict often also results in hurt feelings; however, there is an equal distribution of power, as both parties share a part of what is happening.

Physical bullying can be:

* Hitting
* Pushing
* Tripping
* Kicking
* Invading personal space
* Taking someone’s belongings
* Blocking the way
* Pinching, poking, hair pulling

Verbal/emotional bullying can be:

* Name calling
* Insulting gestures or language
* Teasing
* Sexual or racial comments
* Intimidation
* Threatening (“I’m gonna…”)

Social bullying can be:

* spreading rumors
* social exclusion (leaving someone out on purpose)
* making faces
* mean gestures
* clique/excluding

In the event a student should choose to engage in bullying behaviors, staff shall follow the guidelines below in accordance with the Fayette County Public Schools’ Code of Conduct. Consequences should be reasonable and with the intent to provide a safe and secure environment for the bully, the victim and the bystanders. Consideration will be given in the case of the student’s ability, development, circumstances and the severity of the behaviors.

|  |
| --- |
| **If Bully Behavior is Reported/Suspected (Level One)** |
| The classroom teacher shall provide a safe environment by choosing an appropriate consequence and noting the action received by the student. The Teacher may:   * Conduct a student/teacher conference * Conduct a parent/teacher conference * Assign recess restriction * Assign classroom or team-level consequence (from classroom behavior management plan)   The Teacher shall document the incident in classroom records (reteach logs), including: Who, What, When, Where, and How it was addressed by staff. If the teacher believed the behavior to be serious enough, he/she may use professional judgment to go directly to Level 2 referral. Consultation with support staff (i.e., FRC coordinator, social worker, guidance counselor, school psychologist) may be accessed at any time. |
| **Behavior Determined to be Bullying (Level Two)** |
| If the teacher finds/observes that bullying is continually occurring, further action should be taken. In addition to any classroom consequences, a behavior incident report (Fayette County form) should be completed to involve administration and other support staff. The consequences may include (but not limited to):   * Seek consultation with other qualified staff including relevant district resources * Refer to alternative lunch or recess * Conduct observations of the student * Call a team meeting to determine appropriate next steps * Referral to the SAT (Student Assistance Team) * Hold a parent conference * Document the incident using the Behavior Incident Report form * Refer the student to the school social worker, guidance counselor, school psychologist or law enforcement (depending on the frequency and severity) * Develop a Behavior Intervention Plan   The administrator shall notify the parent by phone or by letter if unable to reach by phone. The parent/guardian should return the letter signed to acknowledge receipt. |
| **Severe Bullying (Level Three)** |
| If the Staff considers the offense to be ongoing and/or serious (i.e. consistent verbal abuse, physical abuse, threats, extortion, slander), he/she may refer the incident immediately to the principal or principal’s designee. The consequences may include (but not limited to):   * SAT meeting with the student and family * Document the incident in formal Behavior Incident Report * Conference with the student and family * Assign in-school suspension and counseling referral * Assign out of school suspension and counseling referral * Require participation in a bully prevention lesson * Depending on the frequency and severity student may also be referred to the School Psychologist or Law enforcement. * Other disciplinary consequences may be implemented, per Level Three misbehaviors and FCPS Board Policy   The principal or principal’s designee shall notify the parent by phone or by letter if unable to reach by phone. The parent/guardian should return the letter signed to acknowledge receipt. The administration may require a face-to-face conference with the student’s parent or guardian. |

Staff, Student and Parent Responsibilities

The staff at Wellington Elementary will do the following to prevent bullying and help children feel safe at school:

* Closely supervise students in all areas of the school and playground
* Watch for signs of bullying and stop it when it occurs
* Respond quickly and sensitively to bullying reports
* Take seriously families’ concerns about bullying
* Look into all reported bullying incidents
* Assign consequences for bullying based on the school discipline plan and the Wellington Bullying Policy
* Provide consequences for retaliation against students who report bullying
* Educate students on what bullying is, what it is not, what to do about it, and how to report

Students at Wellington will do the following to prevent bullying:

* Treat each other respectfully
* Refuse to bully others
* Refuse to let others be bullied
* Refuse to watch, laugh, or join in when someone is being bullied
* Try to include everyone in play, especially those left out
* Report bullying to an adult

Families at Wellington will do the following to prevent bullying:

* Report concerns about bullying to school staff
* Conference with teachers, staff and administration present during which consequences of bullying behavior are identified
* Educate students on what bullying is, what it is not, what to do about it, and how to report

**Section VII – Suggested Dress Code**

Appropriate attire and acceptable appearance strongly correlate with school success. Wellington students are expected to be neatly dressed and well-groomed **at all** times. All clothing should make a positive impact on the Wellington community and not distract from the learning environment. Other than on theme days, the following is a description of generally acceptable attire for students attending Wellington Elementary:

* slacks or jeans
* leggings with a mid-thigh top
* shirt, blouse, top, or T-shirt
* sweater or vest in appropriate weather
* below the mid-thigh length shorts
* below the mid-thigh length dress or skirt
* sweatshirt, sweatpants
* slick suits
* appropriate footwear (tennis shoes are required on physical education days)

The dress code ***prohibits*** the following:

* spaghetti straps, cropped tops, tube tops, bare backs, bare midriffs, torn jeans
* short shorts, cut offs, bike shorts
* leggings without a mid-thigh top
* wheeled shoes
* hats or bandanas in the building
* coats worn during the day, unless building conditions require them
* mini skirts and dresses
* pants/jeans worn below the hip bones
* any clothing representing illegal activities for minors including drugs, alcohol, sex, gangs, or violence
* any clothing with inappropriate and/or negative words or phrases
* other items considered inappropriate by the teachers or Principal

**Section VIII – Special Days/Events**

A few of our special days and events at Wellington are listed below:

Awards Day

Awards Day is held four times a year after each nine week grading period. Students may receive awards for attendance, academics, and citizenship. Our goal is that each student is recognized at least during Awards Day over the course of the school year.

Family Activity Nights

Special family activity nights are planned throughout the year to promote parental involvement. These activities are academic based, many sponsored by our PTA, grade level teams, and Family Resource Center

Welcome to Wellington Day/Orientation

Welcome to Wellington Day will take place on Wednesday, August 8th from 7:00 a.m.-7:00 p.m. Parents and families will be invited at any time during the course of that day to tour the school and complete any beginning of the year paperwork, etc. There will be several stations set up throughout the school to inform parents about transportation, PTA, Family Resource Center, E.S.P., etc… The school will also host an Orientation Night Thursday, August 9th from 6:00-7:30 p.m. so that families may come and visit their child’s classroom and meet teachers.

PTA School Festival

The PTA sponsors this event in the spring of each year. Students and their parents purchase tickets to play games.

Field Day and Talent Show

Field Day and Talent Show are held during the month of May at Wellington. During Field Day, students participate in several athletic events around the school building. Non- homeroom teachers and parents are in charge of running the event stations. For the Talent Show in May, students must try out to in order to participate. Good behavior is a prerequisite for participation in both Field Day and the Talent Show.

Family Conference Week

In October and March, Wellington will host a Family Conference Week. Classroom teachers will contact parents to make an appointment in order to discuss student academic and behavioral progress and to distribute report cards. Conferences will also be held at any other time throughout the year when needed.

Celebrate the Arts Nights and Book Fairs

Our special area team and media specialist work together to host special events and performances throughout the year. Please keep your eyes on the Wellington website for information and updates.

**Section IX – Parent/Guardian Involvement**

Parental Contact Information

* **Daily Communication**:Wellington uses an *Agenda Planner* and/or *Wellington Take-Home Folder* for students for daily communication. The agenda helps students organize their learning. Your child’s homework assignments will be in the agenda. Please review and sign it each night. Students will be responsible for keeping up with the agenda and must bring it to school every day.
* **Newsletters**: The school will post an online newsletter, “Words from Wellington” every other Monday. The newsletter serves as a vehicle to keep parents informed on school events, achievements and community opportunities, in addition to the monthly PTA newsletter. Classroom teachers will also send home newsletters and/or other communication to keep parents informed on specific information related to their students.
* **Parent Conferences** are offered school-wide twice a year at times convenient to both teachers and parents. Additional conferences may be scheduled as wanted and/or needed.
* **Intermediate Midterm Progress:** Teachers will communicate student progress and concerns midway through each grading period to keep parents informed.

Parent Volunteers

Fayette County’s volunteer policy requires a criminal check for all school volunteers. If you plan on assisting a teacher with individual, one-on-one instruction or to chaperone field trips, you must complete the volunteer form. The volunteer form is located on the FCPS website at [www.fcps.net](http://www.fcps.net). The volunteer form must be completed at the beginning of each school year.

Parent/Guardian Activities and Opportunities

We the staff of Wellington Elementary feel that parent involvement is the key to a successful learning environment. In order to build a strong and successful relationship between home and school, the staff will provide the following:

* + Early on and at the beginning of the school year, there will be several opportunities for parents/families to become acquainted with Wellington, and be given an opportunity to become involved in their child’s education. Welcome to Wellington Day, Orientation and a Grade Level Curriculum Night will take place during the first nine weeks of school.
  + Parents will be assisted in understanding the Common Core Standards, and K-PREP assessments through training and provided materials.
  + Wellington Elementary FRC will continue to provide support to families within our school. Each meeting will include an instructional focus as well as some make-it take-it activities.
  + There will be a “Conference Week” once per semester during the school year to report student progress and maintain clear communication with parents, guardians, students, and teachers. The progress of the student will be discussed as well as the expectations for the grade level, school curriculum, assessment information, and any other concerns that the teacher or parent/guardian might have.
  + Every effort will be made to communicate with parents in a format and language that they can understand. Communication will occur via phone (as needed), planner, take-home folders, email, newsletters, website and conferences as scheduled and needed.

**Section X – Family Resource Center**

Wellington Family Resource Center

Coordinator: Sue Ellen Young

Phone: 381-3000 Ext: 30405

Location: Wellington Elementary

Hours of Operation: 7:15a.m.-3:00 p.m. during the school year. The FRC is open during the summer month. However, office hours may vary.

The Kentucky Family Resource Centers are recognized as the nation’s largest school-based family support initiative. These centers were developed as a part of the Kentucky Education Reform Act (KERA) and designed to enhance students’ abilities to succeed in school by assisting students and their families with access to community programs. Frequently, families need outside support from the community to overcome barriers that may enable success in school. Recognizing the importance of the total family to educational achievement, Family Resource Centers are here to assist families help their children reach their educational goals.

The purpose of the Wellington FRC is to create a community partnership that is dedicated to helping students succeed in school by providing families with information and access to community services.

The goal is to meet the needs of ***all*** children and their families who reside in the community or neighborhood served by the school in which our center is located.

**Who can use the Family Resource Center?**

The Wellington Family Resource Center is open to all students, parents, grandparents, and families within the community. Please feel free to visit or call during school hours.

**Who runs the Family Resource Center?**

A full-time coordinator oversees the Center’s daily activities. In addition, there is an Advisory Council made up of parents, community leaders, and school personnel.

**What services does a Family Resource Center provide?**

* Assistance with after school child care for children ages four through twelve.
* Health education services for new and expectant parents.
* Education to enhance parenting skills and knowledge for pre-school parents and their children.
* Support for child care providers.
* Health services or referral to health services.
* Literacy/Educational Activities

**\*Optional services:**

* Clothing Bank
* Housing and Rental Assistance Referrals
* Tutoring Referrals (for students and parents)
* Personal Items Community Referrals
* Social/Recreational Activities
* Mental Health Referrals/Information
* Food Referrals

**Section XI – 2013-14 School Calendar**

|  |  |
| --- | --- |
| **August**  8th – Welcome to Wellington Day 7:30 a.m. – 7:30 p.m.  8th - Wellington Orientation 6:00-7:30 p.m.  14th – First Day of School for Students  20th – SBDM Council 5:00 p.m.  23rd – No School for Students – Non-Flex Staff Training Day | **January**  2nd - School Resumes  20th - No School – MLK Holiday – Schools and Offices Closed  21st – SBDM Council 5:00 p.m. |
| **September**  2nd - Labor Day – No School – Schools and Offices Closed  17th - SBDM Council 5:00pm | **February**  17th - No School – President’s Day – Schools and Offices Closed  18th -  SBDM Council 5:00pm |
| **October**  10th-11th – No School for Students  22nd - SBDM Council 4:00pm | **March**  18th -  SBDM Council 5:00pm  21st – No School for Students  31st – Spring Break Begins |
| **November**  19th – SBDM Council – 5:00 p.m.  27th– No School – Schools and Offices Closed  28th – Thanksgiving Day – Schools and Offices Closed  29th - No School – Schools and Offices Closed | **April**  7th – School Resumes  15th – SBDM Council 5:00 p.m.  25th – No School for Students – Possible Weather Make-up Day |
| **December**  16th - SBDM Council 5:00pm  18th –Winter Break Begins  C:\Users\MLGAINES\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8K4BXCSF\MP900422706[1].jpg | **May**  20th – No School for Students - Possible Weather Make-up Day  20th – SBDM Council – 5:00 p.m.  26th – Memorial Day – Schools and Offices are Closed  28th – Last Day of School for Students, unless weather make-up days are pending  29th-30th – Possible Weather Make-up Days |
|  | **June**  2nd-6th - Possible Weather Make-up Days if necessary  9th-13th – Possible Weather Make-up Days if necessary |

**Section XII – Cafeteria**

|  |  |  |  |
| --- | --- | --- | --- |
| Meals | Full Price | Reduced | Adults |
| Breakfast | $1.35 | $0.30 | $1.75 |
| Lunch | $2.15 | $0.40 | $3.50 |

Parents are welcomed to visit and enjoy lunch with their child during their scheduled lunch time. In compliance with Wellington’s Wellness Policy and Non-Competitive Lunch Agreement, outside restaurant lunches **are not permitted** in the cafeteria when visiting. Students shall bring a lunch from home or purchase a school lunch to each in the cafeteria.

Meal Charges – Parents can deposit money into their child’s account by sending a check or cash to the school cafeteria; or payments can be made using a check, credit, or debit card online by visiting ([www.mealpayplus.com](http://www.mealpayplus.com)) or call 1-866-568-0646. ($2 transaction fee applies) Using MealpayPlus allows you to monitor your child’s purchases, view your student’s account balance anytime, and receive notifications when your student’s account balance is low.

When student charges reach the amount equivalent of two lunches and two breakfasts, Elementary (Full Pay - $6.70, Reduced - $1.40); a Nutritious Snack of plain cheese sandwich and a milk will be provided. If a child has documented allergies, other provisions will be made.

**Section XIII – Technology Policy\***

**Wellington Elementary Acceptable Use Policy**

Wellington Elementaryrecognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for students and staff use for educational purposes. This Acceptable Use Policy (AUP) outlines the provisions and expectations of that use by students, teachers, and parents when using school technologies or personally owned devices on district property.

**Roles and Responsibilities of Staff**

The Fayette County School District believes that the use of technology requires all users to be safe and responsible digital citizens. As such, the school and district utilize the following strategies to help keep users safe.

* Internet safety and digital citizenship instruction for students and staff will take place each year.
* Teachers and staff will actively monitor permitted student technology use within the classroom.
* Internet access will be restricted via proxy as required by state and federal regulations and school policies. Web activity may be monitored and recorded at any time.
* Network and school administration may review files and communications to ensure appropriate use.

**Roles and Responsibilities of Parents/Guardians**

Wellington Elementaryexpects parents/guardians to partner with us to teach students to use available technology safely and appropriately. While the school will make every effort to prevent inappropriate use, it is impossible to block all inappropriate content. Likewise, any wi-fi connection not maintained by the district is not monitored and is the responsibility of the parent/guardian.

**Roles and Responsibilities of Students**

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data and files stored or transmitted via the district network are considered property of Fayette County Public Schools and may be reviewed and/or removed. Within reason and legal guidelines, freedom of speech and access to information shall be honored.

**Examples of Acceptable Use include (but are not limited to):**

* Follow school and district behavior expectations to be a respectful and responsible digital citizen.
* Use online/network resources (including email) as instructed and for educational purposes.
* Store and share only appropriate student work and instructional media in provided networked storage spaces.
* Use school and/or personal technology only at approved times for educational purposes.

**Examples of Unacceptable Use include (but are not limited to):**

* Access, send and/or willfully receive any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
* Willfully waste limited resources or use them for non-academic purposes – (file storage, printing, bandwidth)
* Use or share another person’s username or password, or share your username and password with others.
* Compromise the network and its settings in any way – (hacking, spamming, proxy bypass, etc.)
* Use the school network for personal gain, entertainment, political promotion or activities unrelated to school.
* Violate copyright laws or commit plagiarism, including the copying of software, music or other copyright protected files.
* Intentionally damage or steal district or personal technology-related property.
* Engage in cyber-bullying, harassment, or disrespectful conduct toward others.

**Violations of the Acceptable Use Policy**

Students and staff who have a signed the AUP form will have access to a user account, where they will be given network access, an email account and network storage space. Students who violate the AUP are subject to the same disciplinary actions as prescribed by the Student Code of Conduct for similar offline behaviors and are at the discretion of the school administration. Staff members who violate the AUP will be subject to district policy/procedure and addressed by the principal.

**Personally Owned Devices**

Students and staff who demonstrate good digital citizenship and have a signed AUP may be allowed to connect their personally owned devices to the district network. Such access will be monitored as stated above and will require students and staff to login using their district credentials. **Families of students are responsible for all service and support of personal devices. The district is not responsible for any damage or loss incurred with the use of a personal device in the school setting.** Students are expected to use devices for educational purposes and only with the consent of school staff.

Although the use of devices on the district network is monitored, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents and guardians are likewise responsible for what students may access through any non-district Wi-Fi or cellular connection.

**Social, Web 2.0 and Collaborative Content**

The district recognizes that Internet-based resources that can enhance educational activities are growing in number each day. The district may provide access to web sites or tools that support communication and collaboration with others in addition to general productivity. Students and staff are reminded to communicate appropriately and safely via these resources and that communication may be monitored. Use of any website outside of FCPS control is subject to their terms of use and may require specific permission in addition to the AUP.

**Consent for Use**

*By signing this form, you hereby accept and agree that your rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to you can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before one can use online services, he/she must accept the service agreement and, in certain cases, obtain parental consent.*

**Section XIV – Other Important Information**

School Website

Our school website has a lot of information for both new and veteran parents and students. On the website you can find the following:

* Wellington Newsletter
* Cafeteria Menus
* Curriculum Maps
* School Supply Lists
* Staff information
* PTA information
* SBDM Information
* School performances and other special events
* Educational links for students
* Other related links

School Visits

We welcome your visits to our school but please e-mail, call or send a note to arrange conferences with your child’s teacher. In compliance with Wellington’s New Visitor Policy, all visitors should have a pre-arranged purpose for entering the building during school hours and may not accompany students to the classroom. Upon arrival, all visitors should sign-in in the office, present identification, and state the purpose of the visit. For safety purposes, we will strictly adhere to the school and district visitation policy.

PTA Involvement

We need parents to be involved in the Wellington PTA. It is very important for parents to actively participate. The PTA has monthly meetings and sponsors many events for families and students. The schedule of meetings will be given out at the beginning of the school year and links to PTA information and activities will be located on the school website.

Wellington Elementary School Council

The School Based Decision Making Council (SBDM) was initiated in and is the decision making and policy setting body of Wellington.  Meetings are generally held the 3rd Tuesday of each month at 5:00p.m.  Anyone interested in having an item added to the agenda must have the agenda item to the principal (in writing) no later than 5 working days before the meeting.  The Wellington Council welcomes input and suggestions.  By working together, we will all move closer to our goal, making Wellington the best it can be!

2012-2013 Wellington Elementary School Council

Principal Meribeth Gaines

Parent Member Kerry Paumi

Parent Member Sharon Mofield-Boswell

Teacher Member Sara Pickens

Teacher Member Roniele Powell

Teacher Member Eric Preece

Recording Secretary Julie Strange