

Helmwood Heights Elementary School



Student and Family Handbook 2018-19



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Helmwood Heights Culture of Learning

Helmwood Heights is proud to launch our “Culture of Learning” initiative for the 2018-19 school year. This initiative will involve a schoolwide emphasis on “The 7 Habits of Happy Kids” as well as a “Growth Mindset” approach each day in our building. You will see evidence of this initiative sprinkled throughout the hallways, in classroom instruction, in our attitudes and in the way we converse, instruct and interact with one another each day. Each student will also have a “Growth and Leadership” binder where they will set goals and track progress, keep evidence of The 7 Habits and Growth Mindset instruction, log leadership and service participation, house awards and accomplishments, collect test scores and date, among other things. This binder will be a “Scholar Scrapbook” if you will, where students can really showcase who they are as individuals and learners, where they are going, where they want to be and how to get there.

Students will use their “Growth and Leadership” binder to take an active role in “Student Led Conferences” this year. Teachers will be in the early phases of navigating this new approach to the old parent-teacher conference model...so.....parents.....don’t leave your child at home this year during your conference, bring them along, they will take an active role in the conference. As teachers and parents we just have to be willing to put the brakes on and be great listeners as our students showcase themselves to us.

Helmwood Heights’ Culture of learning aims to support students character education, social emotional health and academic behavior development. This initiative puts students in the driver’s seat in taking ownership of their own learning and taking greater responsibility in their effort and achievement. It attempts to plant seeds now in our students to become leaders and great citizens who provide service and leadership for their communities as prosperous adults of our future. It involves a shift in everyday thinking and everyday practices and conversations into a positive belief that all students can learn and grow. It supports the idea of ownership and responsibility of all stakeholders in student achievement.

Academic and Instructional Programs

Helmwood Heights is known for providing high quality instruction to its students and maintaining a highly qualified staff with expertise in best practice instructional strategies, as well as a passion for learning and building strong relationships with students and families.

Math

Helmwood Heights’ core math program is GO Math at all grade levels. To accompany this program all students also have Think Central online accounts to strengthen their math skills taught in the core instruction and meet their differing needs. Some classrooms also use Camelot Math, Do the Math and Marilyn Burns methods among others to supplement their instruction and provide intervention, reteaching and enrichment services.

Reading

Helmwood Heights uses a variety of reading programs including but not limited to Lucy Calkins, Jan Richardson, Words Their Way, Leveled Literacy, StoryWorks, Scholastic News and Junior Great Books. Students also have access to online programs like Lexia Core 5, Raz-kids and

Spelling City. Many teachers use a reading workshop approach to reading instruction where the goal is to teach students to comprehend the texts they are reading and develop a lifelong love of reading and learning.

Science

We are proud to announce that we are opening a STEM lab this fall as one of our special area classes. The STEM lab will use the Project Lead the Way curriculum which will include Vex Robotics as well as Foss Science materials. We are beyond excited to be able to offer this class for all of our students.

Technology

Helmwood is always working to have technology devices and programs at our students' fingertips. The world of technology is ever-changing and always growing and we always have work to do in the area. All of our classrooms are equipped with Active Boards, document cameras, desktops, laptops and Ipads. Some classrooms also have Ipods and Chromebooks. We have a stationary computer lab with over 30 desktops and three mobile technology carts--two of which house Chromebooks and one that houses laptops for student and teacher use. We are growing in our use of Google and Google classroom as well as using Social Media to share the story of our school and capture day to day learning to showcase to our parents and families.

Intervention and Enrichment Programs

Intervention

Helmwood Heights employs one full time math interventionist, one full time reading interventionist and one part-time math/reading interventionist. All students are assessed in math and reading 3 times per year using STAR 360 benchmark assessments. Our interventionists use this data to provide additional support and instruction for students based on their assessment results.

Enrichment

Beginning this fall Helmwood will also be launching an enrichment program for the first time ever which will include Vex Robotics, Leadership, Graphic Design, Drama, Keyboarding and STLP for students whose benchmark assessments and classroom performance indicate they are above grade level in core instruction and in need of more challenging content and opportunities in these areas. Our special area teachers will be in the learning and beginning implementation phase of this new program, but we are excited to see how our students will soar with the opportunities.

Student Services

Helmwood Heights is happy to provide ELL (English Language Learners) services, Enrichment services, speech and language, occupational therapy, visual impairment services, hearing impairment services as well as a counseling program partnership with Communicare and Brighter Futures.

Student Programs

We also provide ESS after school tutoring for 3rd-5th graders in math and reading two days per week and many of our students attend Panther Place after school program. We also offer

opportunities for students to be involved in Hello Helmwood (our morning news show), Safety Patrol, Academic Team and BETA club. We are hoping to expand opportunities in STLP and VEX robotics as well. We have a close working relationship with our district Family Resource center which provides support and assistance to our students and families in many different ways connecting them with community organizations, opportunities and programs. One of our goals for the future is to be able to provide more activities, programs, clubs, etc. for our students after school on our campus.

Helmwood Heights Elementary Staffing

Regular Classrooms

<i>First Grade</i>	<i>Second Grade</i>	<i>Third Grade</i>	<i>Fourth Grade</i>	<i>Fifth Grade</i>
Mrs. Duff Ms. Kean Mrs. Parker	Mrs. Gardner Mr. Bristol Mrs. Thompson Mrs. Woosley	Ms. Stinson Mr. Proffitt Mrs. Watts	Mrs. Hinton Mrs. K Adams Ms. M Adams	Mrs. Hepner Mrs. Davis Mr. White Mrs. Whitlock

Classified Staff

Mrs. Smith	Ms. Wilson	Mrs. Schexneider	Michelle Jenkins	Mrs. Meek	Mrs. Kremzar
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Special Area Staff

<i>Art</i>	<i>Music</i>	<i>PE</i>	<i>Library</i>	<i>STEM</i>
Ms. Walters	Ms. Strange	Mr. Mudd	Ms. Jewell	Mrs. Looten

Office Staff

<i>Principal</i>	<i>Counselor</i>	<i>Behavior Interventionist</i>	<i>Secretary</i>	<i>Attendance Clerk</i>
Mrs. Turner	Mrs. Christian	Ms. Wood	Mrs. Pfeiffer	Mrs. Thomas

Custodial Staff

<i>Daytime</i>	<i>Afternoon</i>	<i>Afternoon/Evening</i>
Rosa Menchaca	JoAnn Phelps	Kevin McDaniels

Cafeteria Staff

Carolyn Rawlings--Manager	Jennifer Moran	Rose Marie Pike
Karyn Dupperon	Shelia Martin	
Vanessa Moorman--monitor	Pam Williams--monitor	

Resource Staff

<i>Special Education Resource/Collaboration</i>	<i>MMD/FMD</i>	<i>English Language Learners (ELL)</i>
Mrs. Bainbridge Mrs. Gani Mrs. Ray (Instructional Assistant)	Ms. Gasparac Mrs. Whitmer (Instructional Assistant) Ms. Stasel (Instructional Assistant)	Mrs. Kersey
<i>Speech</i>	<i>Occupational Therapy</i>	<i>PAISS</i>
Mrs. Swiney	Mrs. Brown	Mr. Bowman Mr. Brown (Instructional Assistant)
<i>Reading Intervention</i>	<i>Math Intervention</i>	<i>Visual Impairments</i>
Mrs. Cann Mrs. Lyman	Mrs. Barnes Mrs. Lyman	Mrs. Phelps

Communication

At Helmwood Heights we make every attempt possible to communicate with our students, families and community. Classroom teachers do this through class newsletters, Remind, email, texting, Class Dojo, Google Classroom, Infinite Campus parent portal, One Calls, phone calls and face to face conferences. We communicate schoolwide using Infinite Campus email, One Call, our Helmwood Facebook page, our PTO Facebook page, the local newspaper and our school/district website. We hope you “like” our Facebook page and participate in our One Call system as well by contacting our school attendance clerk Mrs. Thomas.

Assessment

At Helmwood Heights we use various forms of assessment throughout the year. We take students assessments seriously and do all we can to prepare our students, however we know assessments are only one measure of a students abilities and performance.

Students are assessed three times per year using STAR 360 math and reading benchmark assessments to help us determine where each students’ baseline performance is and where we need to meet them to best support their success and growth. Teachers also utilize pre/post assessments as well as formative and summative assessments in daily instruction throughout the school year to guide their instruction and pacing.

Third-Fifth graders are testing using KPREP, our statewide accountability assessment each spring and we receive those results (individual, content area and schoolwide) each fall. Our fourth graders also participate in the ITBS assessment each year.

Character Education and School-wide Behavior Program

PBIS

Helmwood Heights is a PBIS (Positive Behavioral Interventions and Supports). This means we have a school-wide program to address the social, emotional and behavioral growth and needs of our students. We have outlined school-wide expectations in the classrooms, bathrooms, playground, gym, cafeteria, hallways, assemblies, etc. and each teacher provides direct instruction throughout the year on those expectations. We also have common guidelines for success that have been adopted school-wide and are emphasized with each student every day and are defined below.

Guidelines for Success

1.Be respectful

2.Be responsible

3.Be Cooperative

4.Be your Best

Class Dojo

We monitor our school-wide behavior and character education program and hold students accountable for the schoolwide and classroom expectations using a point system and the help of a teacher, student and parent friendly online program called Class Dojo. Below you will find an informational letter about Class Dojo.

Dear Helmwood Families,

We are excited to share that our school is a Class Dojo school! Class Dojo is a great way to stay connected with your child's class and also stay up-to-date, not only with the curriculum and activities happening in your child's class, but also your child's behavior. If you have not connected with your child's class, please ask your teacher for connection information.

Since Class Dojo is new to many families, we want to clarify how you can best utilize this tool. Downloading the app on your smartphone is free. All you need is an invite from your child's teacher. However, if you do not have a smartphone, you can also connect on a computer.

We have listed some guidelines below that we would like you to follow to help maximize communication between home and school.

- 1. Class Dojo is NOT a tool for communication about your child's transportation. Often times teachers can't check Class Dojo during the school day so you still need to follow basic protocol of emailing the office or sending in a handwritten note if your child's transportation changes from the norm.*
- 2. Class Dojo is NOT a tool for communication about attendance. Please only notify the office if your child is absent.*
- 3. There is a private message option for you and the teacher to use. However, this option should not be used for lengthy messages about academics and behavior. We would like for you to schedule a conference or call if you have concerns that require conversation. The private message can be used for quick comments or questions that aren't time-sensitive.*
- 4. Teachers will respond within 24 hours of your message on Class Dojo and are only required to respond when time allows, such as during planning time. If you need an immediate answer to your question, calling school is the best option. Please do not use Class Dojo for time-sensitive requests, questions, or concerns.*
- 5. Sometimes teachers like to post pictures of fun events like class parties or projects happening in the room. Your child may not always be in every picture. Please be patient and know that teachers are very busy and taking pictures requires extra time. Teachers are doing the best they can do to capture what's going on while still teaching and supervising students. Eventually your child will be in a picture sometime in the year.*

We appreciate your cooperation with this exciting new tool! We look forward to connecting with all of you and sharing your child's day at school.

*Your partners in education,
Helmwood Heights Staff*

Behavior Reward Clubs

To reward students for meeting schoolwide and classroom expectations we offer Reward Clubs once per month which are hosted by all of our staff members with an emphasis on tapping into students' interests, rewarding them for meeting expectations and to build positive relationships with them and motivate them to continue in their success. Our reward clubs have been quite the hit and we are excited to offer these again to our students.

Culture of Learning

Helmwood's Culture of Learning initiative also supports our school-wide character education and behavior program by instructing students on the 7 Habits and Growth Mindset approach to life and education. These two programs allow us to teach our students a wide and extended variety of character education vocabulary (honesty, respect, perseverance, integrity,.....are just a few) to help them perform the best and be the best they can each day.

Site-Based Decision Making Council (SBDM)

Council Members

Council Chairperson	Parent Members	Teacher Members
Mrs. Turner jessica.turner@etown.kyschools.us	Alaine Owens alaineowens@yahoo.com Angela Moore angel10974@hotmail.com	Mr. Bowman jeff.bowman@etown.kyschools.us Mr. Bristol eric.bristol@etown.kyschools.us Mrs. Looten liz.looten@etown.kyschools.us

Meeting Dates--the council meets the 2nd Tuesday of each month at 3:15 pm in the Helmwood Office

Role of the Council--the role of the Site-based Council is to make decisions for the growth and achievement of the school and its students and staff using combined perspectives of parents, teachers and leadership. The council makes collaborative decisions about policies, budgets, curricular programs, committees, school safety, school improvement plans, etc. Healthy site-based councils with members who are active participants can have a great positive impact on the growth and achievement of a school.

Parent Teacher Organization (PTO)

PTO Members

President	Vice President	Treasurer	Secretary	Teacher Representative
Brook Wallace bandgwallace@yahoo.com	Trewlany Cochran trc4432@hotmail.com	Michelle McAlister mlmcalister@comcast.net	Kathryn Brandenburg kathrynbrandenburg@hotmail.com	Kelly Kean kelly.kean@etown.kyschools.us

Other Active Member Contacts

Alaine Owens (alaineowens@yahoo.com)	Leslie Smith (pjcdsmith@gmail.com)
Kristy Toms (danielandkristitoms@yahoo.com)	Ashley Carmon (carmon_ashley@yahoo.com)

Meeting Dates--Helmwood's PTO meets the 3rd Monday of every month at 3:15 p.m.

The Role of the PTO--The role of the PTO is to establish and maintain strong positive relationships between parents, the school and the community. They help support school improvement, programs and initiatives that enrich the curriculum by supplementing equipment, supplies and technology by hosting events and fundraisers to support purchases outside of the school budget. They also play a role in increasing student safety and security. A strong, active and involved PTO can have a great impact on enhancing a school's academic achievement and success.

Important Dates (School and PTO)

Open House--8/6 (5-6:30pm)	Fall Festival/Family Showcase Night--9/27
Vision Screenings--8/17 and 8/31 (8am-2pm)	Fall/Halloween Parties and Trick-or-Treating 10/31
Fall Picture Day--9/7 (8-11:30am)	Fall Picture Make-up Day--11/9
Fall Book Fair--9/20-9/28	5th grade Thanksgiving Feast--11/14
Hearing Screenings--end of Sept.	Winter Book Fair--11/29-12/7

Christmas Family Showcase Night--12/6
 Valentine Parties/Dance-a-thon--2/14 or 2/15
 Spring Picture Day--3/22 (8am-12pm)
 Spring Book Fair--4/19-4/26

Spring Family Showcase Night--4/25
 Spring Color/Water Run event--end of April
 Testing Fun Day and Assembly--5/ and/or 5/7
 Teacher Appreciation--May 1, 2, 3, 6, 7

Infinite Campus (IC)

Infinite Campus is a very powerful and valuable tool for school districts and is also a way to allow parents to stay informed about their child’s schedule, attendance and grades to name a few. Below you will find information about how you can create an account in Infinite Campus and be able to stay informed about your child’s education.

PARENT PORTAL

Would you like the ability to view your student’s schedule, grades, attendance, assignments, and behavior as well as school and district notifications? Then you need a Parent Portal account!

If you are new to the Parent Portal, please email parent.portal@etown.kyschools.us requesting an account – be sure to include your name and your child’s name. Within 3 days, you should receive an email with the directions on how to access the Parent Portal. If you have an existing account and have forgotten your login and/or password, please email parent.portal@etown.kyschools.us requesting a reset of the account. Please allow 3 days for a response. And, yes, Mobile Portal apps are available to download on your phone or tablet! Check the app store for your device – search for Infinite Campus.

Schedules and Important Information

Lunch Schedule

<i>First Grade</i>	<i>Second Grade</i>	<i>Third Grade</i>	<i>Fourth Grade</i>	<i>Fifth Grade</i>
Duff 11:00-11:25 Kean 11:02-11:27 Parker 11:04-11:29	Bristol 11:06-11:31 Gardner 11:08-11:33 Thompson 11:10-11:35 Woosley 11:12-11:37	Proffitt 11:40-12:05 Stinson 11:42-12:07 Watts 11:44-12:09	K Adams 12:01-12:26 M Adams 12:03-12:28 Hinton 12:05-12:30	Davis 11:32-11:57 Hepner 11:34-11:59 White 11:36-12:01 Whitlock 11:38-12:03

Specials Schedule

<i>First Grade</i>	<i>Second Grade</i>	<i>Third Grade</i>	<i>Fourth Grade</i>	<i>Fifth Grade</i>
12:30-1:20 pm	1:30-2:20 pm	10:30-11:20 am	8:30-9:20 am	9:30-10:20 am

Important Procedures

Arrival

Our school day begins at 7:50 a.m. and our doors open promptly at 7:00 a.m.

If a student rides the bus to school they will be dropped off at the cafeteria entrance so they have an opportunity to eat a nutritious breakfast to start their day of learning. If a student is a car rider in the mornings they will be dropped off at the main front entrance of the building and enter through the front doors. They will then be allowed to go to the cafeteria to eat breakfast

or to the gym to sit with their homeroom class until 7:40 a.m. when students are released to go to class. If you would like your student to eat breakfast at school please make sure they arrive before 7:30 a.m. so they have plenty of time to eat before class starts for the day.

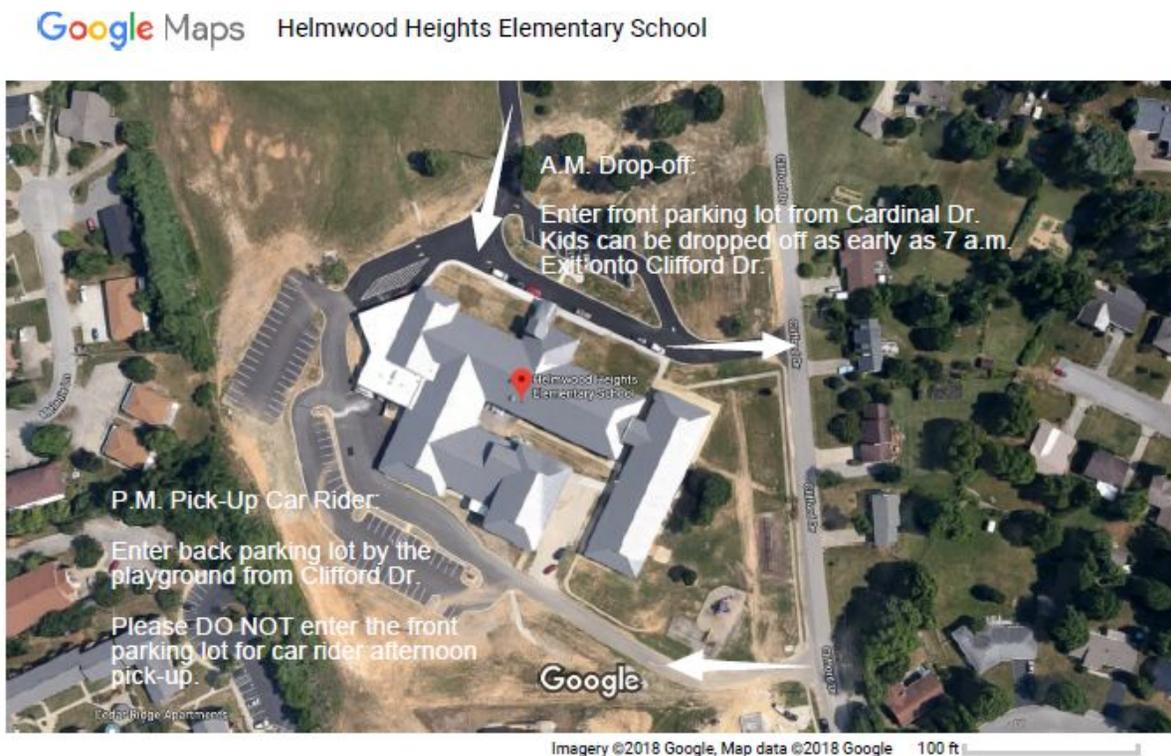
Please do not park in the front drop off area if you need to walk your child inside. Instead, please park in one of the parking spots in the front parking lot and walk your child in across the crosswalk.

Dismissal

Our school day ends at 2:55 p.m. and our front office closes at 3:30 p.m. each day.

If a student rides the bus home they will exit in the bus dismissal lines led by staff members through the front entrance and load the appropriate bus. If a student is a car rider they will be escorted as well by staff members to the intermediate hallway where they will wait by grade levels for their names to be called over the walkie talkie to load into their vehicle. Parents and guardians will enter the car rider pick up line through the back entrance of the school off of Clifford drive (by the playground) and follow the directions given by staff members in the pick up line. Please do not enter the car rider line from Cardinal Drive. Cars will make a complete loop around the rear of the building and exit back onto Clifford drive after picking up their student(s). Please do not enter or exit through the front entrance as we maintain every effort possible to keep our buses and car traffic separated for the safety of all of our students and staff.

The map below outlines morning drop-off and afternoon pick-up.



Attendance

Remember our school day begins promptly at 7:50 a.m. and ends at 2:55 p.m.. If your child arrives after 7:50 a.m. please park your vehicle in one of the front parking spaces, walk your child into the building and sign them in. This will count as a tardy on your child's attendance record. If you need to pick your child up before the end of the school day please park your vehicle in one of the front parking spaces, walk inside and sign your student out. This will also count as a tardy on your child's attendance record.

If your child will be absent please make every effort possible to call the office (270-769-1328) by 8:30 a.m. to inform the attendance clerk Mrs. Thomas that your child will be absent and the reason for the absence. If your child is sick a doctor's note will need to be provided in order for the absence to be noted as excused in Infinite Campus. Otherwise, it will be coded as unexcused. If your child is absent due to the loss of a family member a funeral program with the student name written on it will suffice as documentation and can be turned in to the attendance clerk Mrs. Thomas so that the absence can be noted as excused.

Visitors

We welcome visitors at Helmwood and encourage you to take an active role in your child's education. To keep all students and staff safe and to protect instructional time we ask that you help us out and follow a few simple steps.

-Only enter through the front office.

-Be prepared to sign-in on a chromebook, provide your driver's license and wear a visitor's sticker or badge at all times when in the building.

-Sign-out on the chromebook and pick up your license when exiting the building.

-Only exit through the main entrance.

-We discourage drop by visits in the classroom during instructional times or requests for parent-teacher conferences during instructional times. Administration or office staff may ask you to come back at a later time and/or schedule a time to visit or to meet with the teacher during his/her planning period.

Transportation

We make every effort possible at Helmwood to make sure each student arrives to school and returns home each day safe and sound. We ask that parents help us in this effort by following a few simple steps to ensure accuracy and safety in transportation.

-Each time your child's mode of transportation will change please provide a written or typed note that includes date, date of transportation change if it differs from the current date, first and last name of student, change in transportation and parent signature.

-Transportation changes through email will be accepted before 2:00 p.m. each day, however we cannot accept transportation changes over the phone at any time. Transportation changes can be emailed to lisa.thomas@etown.kyschools.us.

Important Policies

Assignment of Students to Classes and Programs Within the School (2.01)

HELMWOOD HEIGHTS ELEMENTARY SCHOOL COUNCIL POLICY

Elizabethtown Independent Schools

POLICY TOPIC DESCRIPTION

ASSIGNMENT of STUDENTS to CLASSES and PROGRAMS WITHIN the SCHOOL

POLICY STATEMENT

An ad hoc committee will be formed to assist with assigning students to homerooms for the following school year. This committee will recommend assignment of student to special programs. The committee will include a grade level representative, principal or counselor.

The Committee shall base recommendations for assignment on, in priority order:

- 1.) An assignment of students to classes and programs that best meet their needs.*
- 2.) A review of student needs and interests.*
- 3.) Maintenance of state guidelines for class cap sizes (unless otherwise approved by SBDM) and also ensuring heterogeneous grouping.*
- 4.) Maintain a file on each child's need for special services, etc. that may impact student/class assignment.*

The principal/counselor shall be solely responsible for student assignment for any new students enrolling after the Committee has recommended assignment of all currently enrolled students.

Parent Requests (2.02)

HELMWOOD HEIGHTS ELEMENTARY SCHOOL COUNCIL POLICY

Elizabethtown Independent Schools

POLICY TOPIC DESCRIPTION

PARENTS REQUESTS

POLICY STATEMENT

At Helmwood Heights Elementary School, we believe in a trusting partnership that exists between parents/guardians, teachers and students. In order to support and encourage these relationships, no parent requests will be accepted in order to create and maintain equitable classrooms and school culture as well as equal opportunities for all students and staff with fidelity.

Field Trip Notification/Payment (2.05)

HELMWOOD HEIGHTS ELEMENTARY SCHOOL COUNCIL POLICY

Elizabethtown Independent Schools

POLICY TOPIC DESCRIPTION

FIELD TRIP NOTIFICATION/PAYMENT

POLICY STATEMENT

Field trip permission slips will be given out at least two weeks in advance or as soon as possible. Each child will be Given a copy that must be signed and returned. The bottom of the permission slip is the Emergency Medical Release And also has a place for a parent signature. No verbal phone permission will be accepted. Handwritten notes Will be accepted with proper information including (student name, date, destination, duration, parent name (printed), Parent signature as well as medical release permission), at the discretion of administration. Payment is expected

With the permission slip unless other arrangements have been made through the office with the principal. There is a Scholarship fund to help students that need assistance in paying for field trips. Students that do not have permission Slips the day of the trip will remain at school and be given school work like a regular school day.

Dress Code (6.02)

HELMWOOD HEIGHTS ELEMENTARY SCHOOL COUNCIL POLICY
Elizabethtown Independent Schools
POLICY TOPIC DESCRIPTION
DRESS CODE
POLICY STATEMENT

Helmwood Heights Elementary School follows the Dress Code Policy #09.427 and the Student Code of Conduct #09.438 of the Elizabethtown Independent Schools. In addition, this policy specifies that the student's complete attire, including clothes, ornaments, or jewelry shall conform to proper school standards as established by the faculty, administration and SBDM council. The expectations are as follows:

**Students are expected to wear appropriately sized clothing. (No sagging, bagging, excessively tight or exposing mid-section of the body when arms are raised).*

**Students are expected to wear clothing with appropriate pictures, graphics, and language. (Should not be negative, sarcastic, or offensive in nature.*

**Students are expected to wear shirts with sleeves to the shoulder. (No tank tops, no spaghetti straps without overshirt, or jerseys without a sleeved shirt underneath.)*

**Students are expected to wear shorts, skorts, dresses, and jumpers that are mid-thigh in length or longer. (Jeans, Khakis, Capris, and other pants are also acceptable).*

**Students are expected to wear shoes that are secured in the back by a strap or backing enabling them to safely participate in school activities. (Heels no higher than 1-inch, no flip flops).*

**Students are expected to remove caps, hats and hoods in the building.*

**Students are expected to wear jewelry that is safe for students and not a distraction to the educational process.*

A clothing closet will be provided so that students with inappropriate clothing can change. Any other issues concerning dress expectations or personal expression that are found to be disruptive to the educational process, will be handled and resolved at the discretion of the building principal.

BYOD (Electronic Devices) 2.06

HELMWOOD HEIGHTS ELEMENTARY SCHOOL COUNCIL POLICY
Elizabethtown Independent Schools
POLICY TOPIC DESCRIPTION
"Bring Your Own Device" (BYOD) and iPad Responsible Use Policy
POLICY STATEMENT

PURPOSE

Our students are striving to meet 21st Century standards. In an effort to make technology available to all students and to transform teaching and learning through the use of technology, Helmwood Heights Elementary will allow personal devices on our "personal" network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding BYOD and all devices here at school.

When permission is granted by individual teachers, HHES students may bring in their own devices. Purchasing and loading software onto personal devices is the parent's responsibility. District and school personnel will not be able to assist students with technical issues that occur with their devices. Printing will not be available from these personal devices.

Helmwood Heights Elementary strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized and alternate modes of participation will be available.

An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. Students will also be expected to comply with all class and school rules while using

personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

DEVICE TYPES

Any personal device an individual teacher approves may be brought in for use. Only one device is allowed per student.

STUDENTS AND PARENTS/GUARDIANS AGREEMENT

The use of technology to provide educational material is not a necessity but a privilege. Students and parents/guardians participating must adhere to the following guidelines as well as all board policies, particularly EIS Board Policy 08.2323 (Access to Electronic Media/Acceptable Use Policy).

- Students take full responsibility for personal devices and keep it in their backpacks or teacher designated space until needed. The school is not responsible for the security and/or damage of personal devices.
- HHES is not responsible for any data charge that the account may accrue while used at school. Students will utilize data services on their device while at school. HHES will not guarantee wireless capabilities on a daily basis due to unforeseen technical issues that may occur.
- Students may not use personal devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless allowed by a teacher.
- Devices may only be used to access computer files on the internet which are relevant to the classroom curriculum.
- Students must comply with the teacher's request regarding devices.
- The school and district reserve the right to collect and withhold any device and require parent to pick up. Devices will be secured until parent pick up.
- All devices must be charged and ready for use prior to school.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated.

All HHES students and parents/guardians should review this policy and sign that they understand and will abide by these guidelines before students utilize any school and/or personally owned devices. HHES reserves the right to restrict students' use of district-owned technologies and personally owned devices on school property if these guidelines are not followed.

****Parents may want to copy this form for your records. Keep in mind if your child gets a new device, it should be registered under this policy through the office.**

I understand that my child will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my child's device privileges as well as other disciplinary action.

DEVICE TYPE _____ MODEL _____
SERIAL NUMBER _____

Signature of Parent *Date*

Signature of Student *Date*

Food Services

Breakfast and Lunch Prices

We are so fortunate at Helmwood that all students receive free breakfast and lunch each day. Each child will be assigned a personal lunch account number. To deposit \$ in your child's account for extras please send money or a check (lunch # in memo) in an envelope with your child's name and lunch # on it to ensure proper credit in the correct account. You may also add money to your child's account by using the myschoolbucks.com website. Please see the info below for meal prices.

Adult Meal Prices

Student Extras:

Breakfast \$2.50
Lunch \$3.50

Breakfast Entree \$1.00
Lunch Entree \$1.75

Milk or Juice .30
Water .75

Important Food Service Dates

National School Lunch Week Oct. 8-12
Goblins in the Kitchen Oct. 31
Thanksgiving Dinner November 14

Holiday Dinner December 5
National School Breakfast Week March 4-8
Breakfast for Lunch March 6

EIS Nutritions Services Coordinator--Mike Sallee 270-766-1231
HH Nutrition Services Manager--Carolyn Rawlings 270-769-1328, 270-769-3238

Wellness Policy

We strive to teach our students not only academics but also life skills that will serve them well not only in school, but in life. Some of those life skills we model and teach is living a healthy lifestyle including exercising, making healthy food choices, staying away from things that are dangerous for our bodies, etc. Oftentimes in school food becomes a part of instruction, celebrations, lessons and activities. When that occurs we want to make sure we continue to model health and wellness.

Healthy Snacks

When food does become involved in instruction, celebrations, lessons and activities we ask our parents to support is in modeling health and wellness for our students as well. In order to collaborate in doing this we ask that you support us in a few ways.

-students may of course bring their lunch to school, however we ask that you do not bring food in during the lunch period from restaurants

-when sending in snacks for birthdays please refrain from cupcakes, cakes and other sugar items and instead opt for more healthy options. Below you will find some healthy options. You can also purchase healthy snack options through Helmwood's nutrition services by contacting Mrs. Rawlings 270-769-1328.

Healthy Snack Options:

Cheese Sticks
Fresh fruit
Applesauce
Yoplait Go-gurt
Granola Bars
Nutri-grain Bars
Rice Krispie Treats
Popcorn

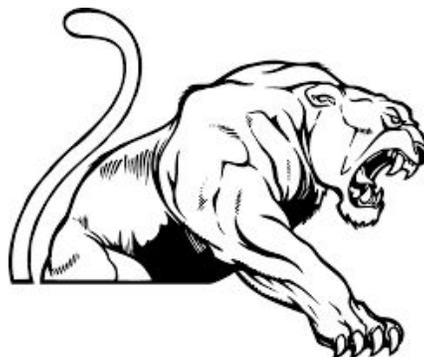
Baked Chips
Sun Chips
Goldfish Crackers
Graham Crackers
Sugar Free Pudding
Sugar Free Jello
Low Fat and/or Sugar Free Ice cream bars

Low Fat and/or Sugar Free freezer pops
Fruit Juice
Capri Sun
Milk
Bottled Water

Panther Pride

E'town Fight Song

Stand up and cheer,
We're gonna fight for dear old E'town.
For today we raise,
The purple and gold about the rest Rah, Rah, Rah!
Our boys/girls are fighting
And we are bound to win this fray.
We've got the team, Rah, Rah!
We've got the steam, Rah, Rah!
For this is dear old E-town's day.
Rah, Rah, Rah, Rah, Rah!



Rah, Rah, Rah, Rah, Rah! Rah, Rah, Rah, Rah, Rah! GO BIG E!!!	
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Parent Receipt and Signature Page

I _____ (parent printed name) have read the parent handbook and have found valuable information to support my child in being successful each and every day at Helmwood Heights Elementary School and to help me partner with the school to help my child be the best he/she can be. I understand all the information provided, especially the SBDM policies provided, and understand and support the school administration in the expectations set forth for all students and families to abide by the given policies and procedures in order to promote success, growth and achievement for all at Helmwood Heights Elementary School.

Please check each SBDM policy that you have reviewed and understand.

- _____ SBDM policy 2.01--Assignment of Students to Classes and Programs within the School
- _____ SBDM policy 2.02--Parent Requests
- _____ SBDM policy 2.05--Field Trip Notification/Payment
- _____ SBDM policy 2.06--"Bring Your Own Device" (BYOD) and Responsible Use Policy
- _____ SBDM policy 6.02--Dress Code

_____ (Parent Signature)
_____ (Student Name)
_____ (Student Grade)
_____ (Teacher Name)
_____ (Date)