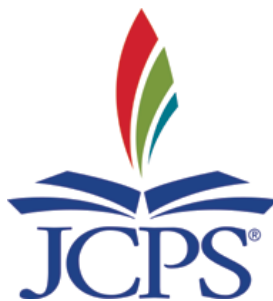




Tully Elementary School

2023-2024

Parent and Student Handbook





Dear Tully Families,

The faculty and staff of Tully Elementary School are pleased to welcome you to our school community! We provide a learning environment in which children can develop academically and socially into educated and responsible citizens. Education is a partnership shared among parents, students, educators and the community. So please keep in close communication with us.

This handbook will provide you with a wealth of information about Tully, including attendance and participation expectations, transportation, curriculum and instruction, student support services, behavior and more! Please read and discuss it with your child, and keep it handy for reference throughout the year. We have attempted to anticipate questions about our school and provide appropriate answers, and we hope it is helpful to you. If you need further clarification about any information contained within, please do not hesitate to contact us. We want to work closely with you in providing the best educational environment for your child.

Please note that while the language within this handbook will sound official, our rules and regulations have the purpose of maintaining high expectations for education and high standards for student safety. I take great pride in being part of a school in which decisions are student focused. After reading this handbook with your child/children, please sign the acknowledgement of receipt page of the handbook and return it to your child's teacher.

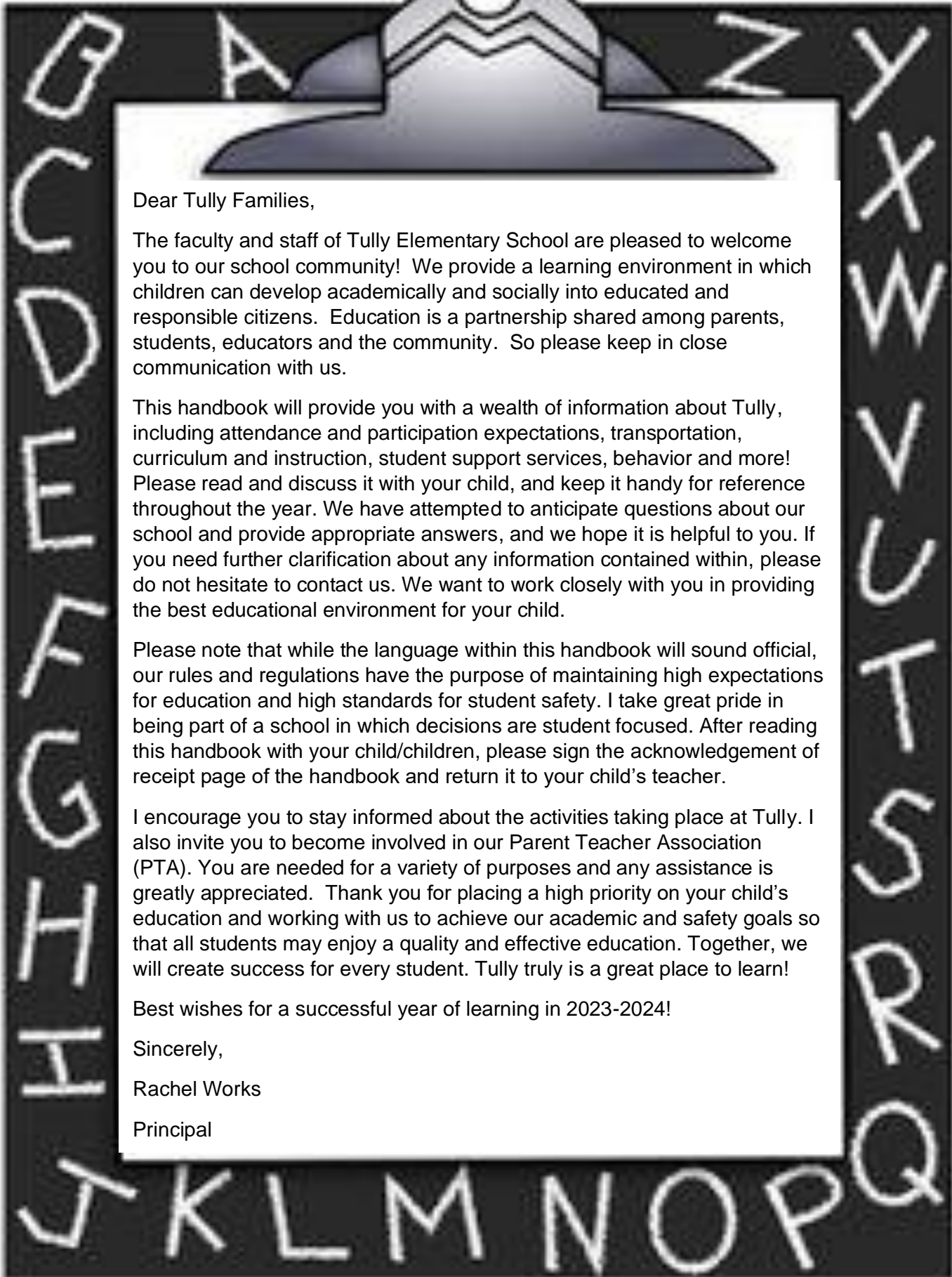
I encourage you to stay informed about the activities taking place at Tully. I also invite you to become involved in our Parent Teacher Association (PTA). You are needed for a variety of purposes and any assistance is greatly appreciated. Thank you for placing a high priority on your child's education and working with us to achieve our academic and safety goals so that all students may enjoy a quality and effective education. Together, we will create success for every student. Tully truly is a great place to learn!

Best wishes for a successful year of learning in 2023-2024!

Sincerely,

Rachel Works

Principal



We are here to help you have a great school year!

Principal: Rachel Works

Assistant Principal: LeAnn Carrico

School Counselors: Steve Mulkins & Karla French

Academic Instructional Coach: Vacant



Family Resource Center Coordinator: Jessica Cherry

Mental Health Practitioner: Aisha Thomas

Secretary: Phyllis Neyhart

Bookkeeper: Elizabeth Walker

Attendance Clerk: Nancy Dean

Office Clerk: Terri Bream

Nutrition Service Manager: Joni Clack

YMCA/CEP: Katelynn White

Office Telephone: (502) 485-8338

Office Fax: (502) 485-8338

Absentee/Tardy: (502) 495-3263

Cafeteria: (502) 313-2543

YMCA/CEP: (502) 313-5822

Bus Compounds

Jeffersontown (502) 485-3153



Acknowledgement of Receipt of the Tully Elementary School Parent and Student Handbook

I have thoroughly read and agree to the expectations outlined in the handbook.

As the parent/guardian of: _____,
Student's Name

I have read and discussed the Tully Elementary School Parent and Student Handbook with my child.

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date

Student's Signature

Date

Teacher's name: _____

(Please cut this form from the booklet and return it to your child's teacher.)

ATTENDING TULLY



School Schedule

The Tully school day begins at 7:40 a.m. and ends at 2:20 p.m.

7:15	Cafeteria opens for breakfast. Car rider door, located at the Maple Road entrance opens. <u>Do not drop students at the front entrance.</u> Students not wanting breakfast report to the gymnasium until escorted to classes. Students are to use their time wisely by reading and studying.
7:30	First bell rings and all students are dismissed from the cafeteria and gymnasium to go to their classes.
7:35	Cafeteria is closed. Car riders must be in the cafeteria before 7:35 to be served breakfast.
7:39	Car rider door closes.
7:40	Final morning bell and school begins. Students should be in their seats and ready for the day to start, not walking through the door. (One is tardy if he/she arrives in the classroom after this bell.) Students arriving tardy are to go to the office with an adult and receive an admittance slip for class. All doors are locked for security purposes.
2:20	Dismissal begins in the following order: walkers, car riders and bus riders.

For students leaving after 2:35 p.m., parents/guardians may arrange for childcare through the YMCA Childcare Enrichment Program (CEP) located at Tully. The office does not remain open for student supervision after 2:45 p.m.

Walkers

Walkers are dismissed from the Maple Road exit. **Walkers must live within a mile or less from Tully. Students may NOT be picked up in vehicles at this exit door. Students dismissed at this exit must be walking home.** Kindergarten and First grade

students must have a parent/guardian meet them at the walker exit. They will cross the street with the crossing guards. For the safety of everyone, please follow the directions of staff members during arrival and dismissal.

Car Riders

- Students are dismissed to the Maple Road entrance at the end of the school day.
- All car riders' parents are assigned a number and are to display their number on the rear view mirror. **You cannot pick up your student from the car rider line without the car rider tag or photo identification.**
- In the morning, cars will line up in one single-file line for drop-off. In the afternoon, cars picking up students are to line up in two single-file lines in the same area used for morning drop-off. **Please do not park or stop your car in the fire lane or in reserved spaces and avoid parking in front of neighbors' driveways while in line.**
- **To enter the car rider line, take Watterson Trail to Walnutwood Way to Locust Ave. to Maple Road. Road signs prohibit turning left from Maple Road into the driveway.**
- Students will be called to the sidewalk and dismissed to their parent's car when it is safe to cross. **All drivers need to stay in their cars.**
- **Car riders will NOT be dismissed at the front entrance.**
- Jefferson County Public Schools have initiated a "No Idle" program. Car drivers are asked not to keep their car running as they wait for their child(ren).

Car riders must be picked up by 2:35 p.m. After 2:35 p.m., students will be escorted to the office and will await a parent to show photo identification and sign the student(s) out. The office does not remain open for student supervision after 2:45 p.m. If you are unable to pick your child up by 2:35 p.m., arrangements with the YMCA/CEP are recommended.

Bus Riders

Buses are called by number and by a special, designated color. The use of colors is intended to simplify the need for students to recall their bus number.

Buses are announced on the intercommunication system, and students are dismissed by grade level from classrooms for boarding at the main entrance.



Please remember that bus service is provided as a convenience and a privilege. To ensure the safety of all students, we will follow JCPS bus regulations.

Bus schedules are available on the JCPS website (www.jcpsky.net). Questions concerning bus routes, bus-stop information, lateness of a specific bus, etc., should be directed to the JCPS Transportation Department.

Students riding the bus must obey the following directives:

- Remain seated and face forward at all times.
- Sit in assigned seat.
- Keep the aisle clear.
- Talk quietly (only talk to the person on either side of you).
- Be respectful to the bus driver and/or monitor at all times.
- Do not put anything outside the window, including your hands.
- Do not eat, drink or chew gum.
- Use positive words. No fighting or arguing is allowed.
- Board and exit the bus in a quiet, safe manner.
- Be at the bus stop on time.

Parents are encouraged to meet their child's bus driver at the morning and afternoon stop. A cooperative and supportive relationship between the parents and their child's bus driver helps ensure students' safe transport to and from school.

Transportation Changes

Parents are encouraged to establish and maintain consistent transportation arrangements. Students and staff often become confused when arrangements are altered or changed, especially at the last minute. Parents must clearly communicate any transportation changes to the office and/or teacher by providing a note explaining the change. Change of Transportation Forms are available on-line at <https://schools.jefferson.kyschools.us/Elementary/Tully/docs/TullyTranspFrm.pdf> and in the office. **Please submit changes no later than noon, the day of the change.** If a note is not provided, the child will go home their original way. Calling the office to make changes is discouraged because we are unable to verify the person who is calling.

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

APPROPRIATE FORMS

Upon enrolling a student at Tully Elementary, the following forms are required:

1. Kentucky Immunization Certificate (Required within two weeks of enrollment)
2. Preventative Health Care Examination Form
3. Kentucky Vision Examination by a qualified examiner
4. Kentucky Dental Examination by a qualified examiner
5. Birth Certificate
6. Proof of Address
7. Previous school records if available
8. Additional medical requirements that need to be shared
9. Enrollment Forms - white enrollment form and yellow card – (complete both sides)
10. Student Bill of Rights and **Internet permission** (located in Student Support and Behavior Intervention Handbook)
11. **Optional** – Directory Information Opt-Out **Only complete this form if you do not want your child's photograph to be included** in School or District publications, video productions, School/District websites or Twitter. Directory Information Opt-Out – includes, name, address, grade and **photo/video** (located in Student Support and Behavior Intervention Handbook)

In the event that a telephone number or emergency contact changes over the course of the school year, parents and guardians are responsible for notifying the office.

ATTENDANCE

Students are required by law to attend school every day and to be on time for school and all classes.

Absences

If a student is going to be absent from school, parents should call the school on the Tully Tiger Line at **(502) 495-3263**. The Tully Tiger Line is in service 24 hours a day. If the school has not been contacted, a Jefferson County Public School (JCPS) District representative calls the absent student's home to inquire about the absence. **Upon returning to school, the student is to bring a note from his or her parents stating the reason for the absence. Excessive absenteeism will require a note from the physician.** Make-up work is not



provided for unexcused absences. When your child has an excused absence, the teacher needs 24 hours' notice to provide assignments. Students have one more day than the total days they missed to make up his/her work. Work not made up results in a grade of zero for each assignment. **Excessive absenteeism results in a referral to the Pupil Personnel director and Child Protective Services.** School administrators will be in contact with families if attendance issues are of concern.

Tardiness

Students who arrive at school after 7:40 a.m. must report to the office and be signed in by an adult upon their arrival. They will then be given a tardy slip and proceed to their room. Being on time to school is a life skill that we encourage all of our students to develop. Students should be in the classroom and in their seat ready to work when the bell rings. Tardiness is recorded and becomes part of the child's attendance record. Tardies accumulate over the year to become a day of being absent. **A note from parents/doctors concerning habitual tardiness is required.** The following schedule is mandated by the State Board of Education and must be implemented. Please note the following times:

Daily Start Time	7:40 a.m.
Daily Dismissal Time	2:20 p.m.

Early Dismissal

We ask that you DO NOT request that your child be dismissed before regular dismissal time. Early dismissals are granted if an emergency exists. **Parents who find it necessary to request early release must appear in person, show photo identification and sign the official register in the office.** Teachers are instructed to release students only after the request is made by the office via telephone. Students will not be released to the parent from the classroom. **If someone other than a parent or guardian has permission to sign out your child, they must be listed on the student enrollment form and have a photo ID. Please keep this information current.** These procedures are essential for the protection and safety of our students. **Afternoon dismissal is a very hectic time of day. In order to ensure a smooth dismissal, there will be no early dismissal after 2:00 p.m.**

Educational Enhancement Policy

Educational Opportunities allow students to have an excused absence and be counted present in attendance. If you are planning an event that has **significant educational value and is related to the current standards, you may request an**

Educational Enhancement form. Once the form is submitted, the principal will determine if it meets all criteria.

BIRTHDAY CELEBRATIONS

We try to recognize students at school when they celebrate their birthdays. You are welcome to bring **ONLY COMMERCIALLY PREPARED FOOD ITEMS THAT HAVE INGREDIENTS LISTED** to school for your child to share with classmates on their special day. Please check with your child's teacher and make sure that you include enough for every child in the class. Please drop these items off in the office and the office staff will see that your child gets these treats at the appropriate time to share with his/her class. **Parents may not bring food/snacks for children in the classroom unless arranged with the classroom teacher and distributed at a scheduled time.** Also, if your child is inviting children to a birthday party at home, these invitations must go through the U.S. Mail unless you send one for every child in the class.

Tully does not accept the delivery of flowers and balloons for students. They disrupt classroom instruction and create a hazard for bus drivers.

CHILD ABUSE

Every person who knows or has reasonable cause to believe that a child is abused or neglected is required by law to report those acts (KRS 620.030). School personnel must report suspected cases of child abuse or neglect. Not reporting child abuse is punishable by jail time from employees of school districts. We will report as the situation warrants every time. Child Protective Service (CPS) workers have a legal right to interview anyone at school without parents or school personnel being present.

DISCIPLINE

Tully Elementary follows the discipline policies and procedures of the JCPS *Student Support and Behavior Intervention Handbook*. Administrators, teachers, students and parents must understand and support these discipline policies.

Students are strictly held accountable for their conduct. Students should be polite and courteous and should exhibit good manners. They should respect the rights and feelings of fellow students and adults. Parents are notified if misbehavior persists or is serious.

The school wide expectations will be posted and used in all parts of the building. All staff will spend time teaching and modeling each expectation. Time will be given on the telecast to promote examples and nonexamples of each expectation. Tully expectations are to be followed throughout each area of the school.

Tully School Wide Expectations

- I am Respectful.
- I am Responsible.
- I am Mindful.

Parents are asked to be supportive of teachers/staff. We need to model civil behavior to our students and resolve any issue in a professional manner. It is important that students understand how we work together to resolve issues in a positive manner.

EMERGENCY PROCEDURES

Fire, disaster, and emergency drills are conducted according to JCPS policy. Parents are requested to complete two Enrollment Forms (white enrollment form and yellow card) with important contact information at the beginning of the school year. It is imperative that you update this information as it changes in your household.

EXTRACURRICULAR POLICY

Extracurricular activities shall be defined as any activity that takes place outside of the regular academic schedule for students. These activities would include, but are not limited to, the following: Basketball, Cheerleading, Cross Country, Track, Tiger Ensemble, Mayor's Cup teams and various clubs. Participation in any extracurricular activity will be determined by interested students abiding by the following guidelines:

- Student is meeting school-wide behavior expectations during school and while in the extra-curricular activity. This will be monitored by teachers and coaches.
- Student must meet the academic expectation set by each teacher (grades and homework). This will be monitored by the teachers.



- If a teacher or coach has a concern they will reach out to the sponsor of the extra-curricular activity.
- If a child is missing practices, misbehaving, or is struggling academically in the classroom, a child could be placed on probation, removed from the team, or might not be permitted to tryout or participate in the activity.
- If a student is absent from school or leaves early, he/she will not be able to participate in the activity.
- Students that fail to follow the guidelines will be put on probation. The length of the probation is set by the faculty sponsor. The duration of the probation is determined by the length of the activity. Students are expected to attend all practices/rehearsals during the probation period. Stated attendance expectations for each particular extra-curricular activity are still in effect regardless of probation.
- The first time students are on probation is considered a "warning." Students that are put on probation a second time will be removed from the activity without a monetary refund.
- The faculty sponsor of the extra-curricular activity will notify the parents/guardians of any student that is put on probation.
- Parents and students will be informed of this extra-curricular policy as part of the permission slip for any extra-curricular activity.

FAMILY RESOURCE CENTER

Our Family Resource Center was created to support Tully families. The coordinator helps families remove barriers to a student's success in school. The goal of the center is to provide a link between home and school, connect school and community resources, increase attendance and serve as a referral source when needed. The coordinator is available during regular school hours or after school by appointment. The coordinator can be contacted by calling (502) 485-8338.

FIELD TRIPS

Field trips are educational activities that extend the classroom instruction. Fees associated with field trips will cover the cost of transportation and admissions. Because of the need to make reservations for buses and admission fees (tickets), all fees must be collected prior to the field trip. Field trip fees are non-refundable due to the need for the school to prepay for these events. Students are not excluded from field trips due to an inability to pay any necessary fees.

Students must have a signed Field Trip Permission Form prior to the trip. No verbal permissions will be accepted. Students are expected to display appropriate behavior on field trips and to represent Tully Elementary. Parents may be asked to chaperone students on field trips; however, an approved School Volunteer Records Check Form must be on file before a parent may act as a chaperone. Siblings are not to participate in field trips. Students who do not participate in a field trip remain at school under the supervision of another teacher.

Payment Method

When paying for field trips and class fees, you may pay by **My School Bucks**, (a convenience fee of 3.95 percent will be charged by the processor), check, cash or money order. The exact amount needs to be paid. There will not be change given back. If the school receives a returned check, there will be a \$25.00 service fee. Jefferson County Public Schools has contracted with eTech Transactions, an Iowa firm that will handle all returned checks. If a check is returned, cash or money orders will be required for the remainder of the school year.

FOOD SERVICE

The Tully cafeteria serves a nutritious breakfast and lunch each day for children and adults. All students must eat a school lunch or bring a nutritious lunch from home. Students are provided a 20-minute lunch period each day. **Please refrain from bringing outside food or soft drinks into the cafeteria** per JCPS Nutritional Services Guidelines.

Tully Elementary is a Community Eligible school which means all students may eat breakfast and lunch at no cost. **All families must complete the Educational Benefits form regardless of income.** The forms are mailed over the summer or can be completed on line at <https://jcps.me/ebf>. A form must be filled out annually. Contact (502) 485-6237 for additional help.

If your child has any special dietary needs or allergies, please complete the necessary paperwork and return to the school's food service manager and the office.

Snacks

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

HEALTH INFORMATION

Parents should inform their child's teacher at the beginning of each school year if their child has a health problem that requires monitoring or special precautions during school hours.

If your child is required to take **prescription medicine** during school hours you must fill out and sign the standard district authorization form every year. All prescription medicine **MUST** be in the original prescription container with the prescription label attached. Medication labels must specify the exact time for administration. **Non-prescription medication** requires an over the counter authorization form and the form must be signed by the treating physician. In order for school personnel to administer any type of medicine to a student, the school office must have on file a signed authorization form from the parents that authorizes school personnel to do so. Forms are available in the office. Children who take medication daily need only complete one form unless there is a change in the dosage or prescription. Medicine should be sent to school with complete instructions and in its original container with the label attached. We are permitted to administer preauthorized medication only.



HEALTH REQUIREMENTS

In accordance with the Kentucky Cabinet for Health Services, 902 KAR 2:060, Section 2, immunizations are required for students to attend school. Each student shall have the **Kentucky Immunization Certificate**, EPID-230, (an original, not a copy, is requested) on file within two weeks of enrollment. The certificate must be signed by any duly licensed medical or osteopathic physician, nurse practitioner, or local health department provider.

A completed **Preventative Health Care Examination Form** for Kentucky school children is required within two months after the first day of attendance in Kentucky school. The examination may be performed by a licensed physician, by an Advanced Registered Nurse Practitioner, by a physician assistant or by an

Early Periodic Screening, Diagnosis and Treatment Special Service provider. This form must be submitted as proof of an examination that has been given no earlier than one year prior to or 60 days after the first day of attendance.

An eye examination is required for students between 3 and 6 years old. Present the completed **Kentucky Vision Examination** Form no later than January 1 of the first year that the student is enrolled. An optometrist or ophthalmologist must complete the examination.

Five and six year old students entering school for the first time are required to have a dental exam. The completed **Kentucky Dental Examination** Form is to be presented to the school office.

HEALTH ROOM

The purpose of the Health Room is for a child to rest for a brief period of time until his/her parent can be reached to take them home. Students must be picked up within a reasonable time after parent notification. This policy protects the child who is ill and prevents the spread of communicable diseases. Please note this policy and make arrangements accordingly.

Please make certain that the school has a number where someone can ALWAYS be reached to notify the parent of a sick or injured child. Upon arrival to pick up your child you will be requested to sign in and show a photo ID. We do not keep children at school who are vomiting, running a fever of 101 or more, have an undiagnosed rash, or any illness that prevents the child from participating in program activities. Students must be fever free, and no vomiting or diarrhea for 24 hours before returning to school.

HOMEWORK

Homework is an integral part of school life. Homework is assigned regularly, and should assist students in mastery of skills taught. Students should be able to perform their work with little or no assistance from others. Students in Primary grades spend approximately 10 to 25 minutes per day on homework, and students in grades 3-5, spend approximately 30 to 45 minutes per day on homework. First through 5th grade teachers will use the agenda planners as a communication tool. Teachers request that parent's check and initial homework assignments/agendas. If a student often spends more time on homework than indicated or



says that he or she has no homework at all, please contact his or her teacher. In the absence of homework, reading and studying math facts is recommended.

INCLEMENT WEATHER

Notice of early dismissal of school is broadcast on the radio and on television, on the District's website, www.jcpsky.net and through the School Messenger alert system. Parents are asked to have arrangements in place for their children so that all students can be accommodated without any confusion.

LIBRARY

Each student has a scheduled library period once a week. Students receive instruction in library skills and are permitted to check out books. It is expected that books lost or damaged by the student must be paid for by the student. Students with missing books or unpaid fines will not be allowed to check out until an arrangement is made between the parent and library media specialist.

LOST AND FOUND

The school is not responsible for lost or stolen property. The student must assume the responsibility of taking care of belongings and books. Although not responsible for lost articles, the school will do whatever we can to help you locate and retrieve the lost item. Our lost and found closet is located in the cafeteria. Lost items will be purged at the end of each month. It is helpful if parents label personal items and clothing. Unclaimed items are sent to the 15th District PTA Clothing Assistance Program (CAP) each semester.

PARENT COMMUNICATION

Conference Days

Parents are invited and encouraged to have parent-teacher conferences as often as possible. Parents should contact their child's teacher at least once each grading period by telephone, note or conference. We think parent-teacher communication is very important, and in arranging conferences, we let students know that we all want the best education available for them. Whenever a parent needs to contact his or her child's teacher, the parent should call the office. The office staff members will see that each request is given to the appropriate teacher. Scheduled Parent-Teacher Conference Days can be found on the JCPS school calendar.

Concerns

Please follow the protocol below when communicating a concern regarding your child.

1. Set up a conference or phone call with your child's teacher.
2. If concerns continue to exist, please schedule a conference or phone call with your School Counselor, Mr. Mulkins. (steven.mulkins@jefferson.kyschools.us) or Mr. Simms (michael.simms@jefferson.kyschools.us)
3. If concerns continue to exist, please schedule a conference or phone call with your Assistant Principal, LeAnn Carrico. (leann.carrico2@jefferson.kyschools.us)

Report Cards

Reporting of student progress at the elementary level conforms to state and local regulations, with students receiving report cards four times throughout the year. Reports are based on class participation, written assignments, homework and test scores.

If a teacher observes a decline in a student's work, attitude or behavior, he or she will notify the student's parent immediately. This prompt notice allows time for the student, the parent, and/or the teacher to take positive action before a serious problem develops. It is important that the teacher and the parent communicate on a regular basis.

Parent Portal

The JCPS Parent Portal (<http://www.jefferson.k12.ky.us/Parent/ParentPortal/index.html>) is a secure web site that you can use to track your child's progress in school. The goal of the Parent Portal is to create a better partnership and dialogue between JCPS parents and teachers. We hope that you will use it regularly and become a partner in your child's education.

School Messenger

Tully utilizes the SchoolMessenger system to deliver text messages and information about school events, activities, closings and more. To receive messages, text "Y" or "Yes" to 67587.

School Website

<https://schools.jefferson.kyschools.us/Elementary/Tully/>

District Website

www.jcpsky.net

PARENT TEACHER ASSOCIATION

Parent volunteers are always welcome in our school. We need you for a variety of purposes and any assistance is greatly appreciated. If you are able to volunteer, please contact the school or PTA. A criminal records check is required of all volunteers who wish to work with children. The criminal records check form is available in the school office.

We highly encourage you to join our PTA and become an active member. We need each of you to create the best results for our students. Your membership also demonstrates support for our school and enables our PTA to sponsor many worthwhile and enjoyable activities for children and families. When volunteering, it is required that you sign in to the office, show photo ID and obtain a volunteer's pass. When volunteering for PTA, refrain from visiting your child's classroom to ensure safety procedures are followed.

SAFETY

Tully Elementary has developed safety and emergency plans to address various issues and situations. We firmly believe in providing our students with a safe and secure environment. Students and adults are encouraged to report any concerns to school personnel.

Tully utilizes a videophone in the front entry of the building. This is for the safety of all students, staff, and family members. Please ring the buzzer and someone from the office will ask you to identify yourself by stating your name and purpose of visit. Office staff will instruct you to come into the office to sign-in, show your photo ID and get a visitor's badge. **All visitors must sign in at the office upon their entry into the school. All visitors must have scheduled appointments to visit classrooms, with prior approval by the teacher.** The classroom doors will be locked at all times. We appreciate your cooperation in helping to make our school a safe place for children. Safety is our first priority.

SBDM

Parents are important stakeholders in their children's education. Elected parent representatives from the Tully Elementary community may participate as members of our School Based Decision Making (SBDM) council. The council is responsible for setting policy in many areas of school procedure and process. The council meets monthly throughout the year, and all meetings are open to the public.

STUDENT DRESS

Students should come to school in comfortable clothing that is appropriate for school and should not be a distraction to the classroom. Shorts, skirts and dresses should come to the bottom of the fingertips when the student is standing. Shirts should be free from pictures or print that is not appropriate for school. Students may not wear make-up or wear distracting jewelry (i.e. Dangle earrings, light-up necklaces, etc.) **Because vigorous physical activity is a state requirement, students must wear closed toe shoes daily. No flip-flops, light-up shoes, sandals, wedges, or other shoes that may hinder physical activity should be worn.**

TOYS, CELL PHONES AND ELECTRONIC DEVICES

Students are encouraged to refrain from bringing electronic devices to school. Electronic voice recording devices are not allowed. The school will not accept responsibility for these items and students must take full responsibility for the care and safety of these items. If an electronic device is displayed or causes a disturbance, parent/guardians will be contacted by administration and District policies will be followed. **Cell phones are to be turned off and put away and are not to be displayed from 7:15 a.m. - 3:10 p.m.**

VISITORS AND VOLUNTEERS

Tully Elementary encourages parent, family and community involvement. Some guidelines have been developed to maintain a safe and productive learning environment for children. All visitors to the school must conduct themselves in a manner that does not interfere with the daily operations of the school. **All visitors are required to report to the office upon arrival, show photo identification, sign our log book, and to obtain a visitor's badge.**

A state criminal records check is required of all parents and guests who volunteer on a regularly scheduled and/or continuing basis, or if you will have supervisory responsibility at school or on a school sponsored field trip. A records check is free of charge, and the form is available in the office.

Please refrain from taking pictures of students before checking with the teacher to verify the student has a photo release on file.

YMCA/CEP

CEP provides quality after-school childcare throughout the school year for JCPS students ages 5 to 14. The program operates after school until 6:00 p.m. Registration is open throughout the year, and spaces are available on a first-come, first-served basis. If you would like more information about CEP or how to register your child, please call (502) 637-1575 or (502) 313-5822.

