

Welcome

As parents and guardians, you are your child's first teachers. We are honored that you have chosen Piner Elementary to continue the important education you have begun.

Piner Elementary School is **your school**. Please take the opportunity to visit often. You are always welcome to volunteer, to observe and have lunch with your child.

It is our hope that this booklet will be a constant source of information for you. We hope you will take a few moments to review this information and then keep it handy for reference throughout the school year. Please do not hesitate to call the school for additional information.

Special thanks to Ticona, our B.E.S.T. business partners, for the publication of this program and generous support of our programs here at Piner Elementary School.

Any parent/guardian who intends to volunteer must have completed a background check form and participated in volunteer/chaperone training. **It can take up to six weeks for the background check to be completed. Any parent/guardian who intends to volunteer during the school year should contact the school office as soon as possible to get the paperwork started.** Contact: Christi Jefferds, Principal, at 356-2155.

This booklet was prepared for distribution to our Piner families and community by Lori McQueary, Piner School Counselor.

<p>PINER ELEMENTARY SCHOOL PROGRAMS AT A GLANCE</p>
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KENTON COUNTY SCHOOL DISTRICT

PREAMBLE

The Kenton County School District is a learning community of students, educators, staff, families, and businesses dedicated to providing quality learning opportunities.

MISSION STATEMENT

Through equity and excellence, we will educate all students to successfully demonstrate the knowledge and skills essential for lifelong learning, social well-being, and active responsible citizenship.

BELIEFS

We believe:

- ◆ Each student is important.
- ◆ Every student can be a successful learner.
- ◆ Effort creates ability.
- ◆ Self-esteem and personal dignity come from within an individual.
- ◆ Each student has a right to a quality education with rigorous learning opportunities.
- ◆ Each student has a responsibility to respect others' rights to a quality education.
- ◆ Students, educators, staff, families, businesses and the community share in the responsibility for creating an environment in which students can learn and succeed.
- ◆ Recognition and acceptance of cultural, social, physical, and economic differences creates a healthy learning community.
- ◆ Learning is a life-long process.

DISTRICT GOALS

Goal 1: All students will perform at or above grade level in numeracy and literacy at each transition point.

Goal 2: All “professional practices” will be based on a common understanding of quality instruction and best practice for every student, in every classroom, every day.

Goal 3: Beginning in the fourth grade, all students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom.

PINER ELEMENTARY SCHOOL

Piner Elementary School's Mission Statement

The entire school and community of Piner Elementary will work together to ensure all students obtain a strong academic foundation, success in life, and character based on the six pillars.

We believe in ...

Productive / Positive Attitudes

Rigorous teaching and learning opportunities

Independent, self-motivated students

Development of life skills

Excellence in academics

Demographic Description of Piner Elementary School

Piner Elementary is the southernmost elementary school in the Kenton County School District. It serves students in the largest geographic area in the district and is rapidly growing. The school population is mostly rural. Students receive instruction from a highly skilled and experienced teaching staff. Students have access to computers in every classroom. The school serves a wide range of student abilities and backgrounds. Academic, social and emotional needs are met in a variety of ways. A Student Assistance Team (SAT) is in place to meet the needs of students and their families. This team is comprised of the principal, teachers, specialists, guidance counselor, school psychologist, and other school personnel. Students are served during the regular school day with special programs such as Reading Intervention and Accelerated Reader and may participate in before and after school sessions as part of the Extended School Services Program. Accelerated learners have opportunities throughout the school day to interact with the curriculum at higher levels. Students with special needs are served in the regular classroom with support provided by resource teachers and assistants. Parents/guardians are a key component in our success. An active PTA and SBDM Council support the learning environment. The entire school and community work together to ensure student success!

Piner School Web Page

Access through the Kenton County School District's web site will permit parents/guardians to access district, school, staff members, school organizations, and program web sites. The Kenton County School District's web site address is: piner@kenton.kyschools.us

CAUTION: Do not send e-mail to school that would need to be opened on the same day as sent. Example: If a parent/guardian sends an e-mail requesting that the child take a different bus home, the e-mail may not be opened by bus time. Or, if a parent/guardian e-mails the reason for a child's absence, the office will not have opened the e-mail by 9:00 a.m. and will then call the home to check on the child's absence.

Piner Elementary School's Staff for the 2014 -15 School Year

Piner School Office

Jefferds, Christi– Principal
Smith, Kelly-Assistant Principal
Fisk, Charlene – Secretary
Mardis, Trina –Secretary/Pre-School Asst.

Piercefield, Patsy – School Nurse
Morrison, Rebecca - Music

Homeroom Teachers

Preschool & Kindergarten

Peace, Laurie

Kindergarten

Childers, Melody
Holbrook, Gerri

First

Jackson, Stephanie
Mefford, Regina

Second

Gilvin, Kara
Holbrook, Geri
Kinman, Susan

Third

Crum, Ellen
Endicott, Bethany

Fourth

Lubbers, Hillary
Phipps, Jennifer
Claybern, Nichole

Fifth

Hicks, JoAnne
Thompson, Emily

Specialty Areas

Jennifer Ruble– Speech/Language
Harvey, Melanie – School Psychologist
Holbrook, Gerri -Read 180
Keith, Glenn-RTA
King, Kim – Physical Education
Kyle, Jane – Special Education
McQueary, Lori - Art
Taylor, Carol Jo – Media Specialist/Computer
Wolsing, Jessica-Special Education

Student Services

Bohman, Jody – FRC Coordinator
McQueary, Lori – School Counselor

Instructional Assistants

Cain, Pam – Special Education
Palmer, Sandy – Kindergarten /
Reading Intervention
Stahl, Brandy – Kindergarten/Health Asst./
Reading Intervention

Cafeteria

Houck, Paula
Trattles, Monica - Manager

Building Operations

Shepherd, Katherine - Head Custodian
Daugherty, Terry - Custodian
Kelley, Danielle- Custodian

Bus Drivers

Courtney, Rick
Courtney, Don
Feagan, Phyllis
Snelling, Tina
Speaks, Cheryl

Piner Elementary Telephone Configuration

Name	Extension	Room Number
Bohman, Jody - FRC	5021	163
Childers, Melody	5068	Cottage
Claybern, Nichole	5030	202
Compass Lab	5036	204
Crum, Ellen	5037	215
Endicott, Bethany	5028	201
Fisk, Charlene	5023	office
Gilvin, Kara	5032	142
Hall Phone	5013	hall
Hicks, Joanne	5033	219
Holbrook, Geri	5031	133
Jackson, Stephanie	5029	138
Jefferds, Christi	5011	office
Keith, Glenn	5036	218 Read180/System 44
King, Kim	5024	153
Kinman, Susan	5039	132
Lubbers, Hillary	5026	213
Mardis, Trina	5049	office
McQueary, Lori	5034	136 art/guidance
Mefford, Gina	5025	130
Morrison, Becky	5043	Music/mobile 301
Piercefield, Patsy	5022	111
Peace, Laurie	5044	Mobile302
Phipps, Jennifer	5035	212
PTA voicemail	5050	
Ruble, Jennifer	5067	144
Shepherd, Kathy	5040	Cust.Off/101
Smith, Kelly	5015	164
Special Ed	5027	137
Taylor, Carol Jo	5018/5042	144
Teegarden, Mary	5041	165
Thompson, Emily	503	203
Trattles, Monica	5014	cafeteria manager
WPNR Newsroom	5019	145

USING PINER'S PLANNER/AGENDA

Piner's planner is used to provide consistent communication between parents and school staff.

1. Parents are asked to check the **Agenda** by looking at the work / notes from the current day. Parents are then asked to initial in the space provided for that day.
2. Parents are asked to check the pocket in the front of the Agenda. Once your child has completed any work or had necessary papers signed, place the papers back into the pocket to be returned to school the following day.

Piner School provides the first agenda as a part of student fee money. In the event of a lost or damaged agenda, the replacement cost will be \$5.00.

Visitors

Parents and other adults are always welcome at Piner Elementary. All visitors are asked to report to the school office immediately upon arrival, sign in, and receive a visitor's pass. When leaving, guests are asked to sign out and return the building pass. Parents who wish to conference with teachers are asked to make an appointment prior to visiting. Students may not bring guests to school.

Grading Scale at Piner School

Intermediate:

93 – 100%	A
85 – 92	B
76 - 84	C
70 – 75	D
0 – 69	U

EDUCATIONAL RESOURCE STAFF

Resource Teachers

Piner has two resource teachers. They work with students who have been identified as needing some type of extra assistance and have an Individual Educational Plan (IEP). The resource teachers work very closely with each child's homeroom teacher. Jane Kyle and Jessica Wolsing (356-2155 Ext. 5027)

School Nurse

Piner has a nurse or health assistant on-site at some time between 8:15 – 3:15 p.m. Monday - Friday each week. The nurse dispenses medications, does special procedures when required, assists students who are ill, maintains health records on all students, and communicates with parents/guardians regarding student health issues. Contact: Patsy Piercefield, School Nurse (356-2155 Ext. 5022).

Speech

Piner has a Preschool-5 speech/language pathologist. The speech/language pathologist is on-site daily and works with students who have been identified and have an Individual Education Plan (IEP). The pathologist takes students on a weekly basis until the students have completed the program.

Contact: Jennifer Ruble, Speech Teacher (356-2155 Ext. 5067)

Physical Therapy/Occupational Therapy

A physical therapist works with gross motor skills like running, walking, and jumping. The occupational therapist works with fine motor skills like writing, coloring, and eating. The Kenton County School System provides students in each building with physical therapy and occupational therapy as needed. Sometimes the therapists are used as consultants by the teacher. When needed, the therapist works directly with students.

School Psychologist

Piner has a school psychologist on site Wednesday and Thursday of each week. She works closely with teachers when students are having difficulty in the classroom. She can test children to see if they qualify for an Individual Education Plan (IEP). Contact: Melanie Harvey, Piner School Psychologist, 356-2155 Ext 5027.

SUPPORT PERSONNEL**Kitchen and Cafeteria**

Piner School offers daily breakfast and lunch to all students. The cost of a student breakfast is \$1.35, and the cost of lunch is \$2.00. A form for free and reduced meals is available from the school office for families who qualify financially. Lunch for adult visitors is \$3.25.

Each student has a five digit account number. The five digits are the last five numbers of the child's social security number. When the child goes through the cafeteria line for a meal, he/she is asked the number for identification purposes. When the child gives the number, the amount of the meal is deducted from the account. Students may pay daily if they choose, or parents/guardians may put money into a lunch account.

Parents are encouraged to pay for meals in advance with cash, checks, or on-line with a debit or credit card. Charging meals is allowed to cover the situation of a student occasionally losing or forgetting meal money. This service is not designated or intended to provide a credit service for continuous charging and collecting of student meals. Under no circumstances can a-la-carte items be charged. When a student incurs the third charge, parents will be notified by phone and the US mail by the cafeteria manager. Once a fifth charge is incurred, the parents will be notified by phone by designated school administrators and an alternative snack will be provided until the charges are paid.

The Kenton County School System has implemented the state of the art online and telephone based Mealpay system by Horizon Software International. Mealpay Plus is a prepayment system that allows you to make deposits into your children's accounts via the web at www.mealpayplus.com or by phone 866-668-5705. The Mealpay system will allow you to:

- Make and view online payments by phone or web
- Use credit cards and bank debit cards with the Visa or Master Card logo.
- View child's balance and payment history.
- Receive e-mail confirmation of deposits into your child's account.
- Receive low balance reminders by e-mail.
- Set an automatic replenish for your child's account.

Although money deposits into Mealpay will usually arrive at the site within a matter of minutes, on occasion you will see a delay of up to 48 hours.

If you have problems or payment processing questions, you can call 877-237-0946 between the hours of 9:00 – 6:00 EST. After hours, you will be asked to leave your number and you will be called the next business day.

Parents can also send e-mails to Support@Mealpayplus.com.

Contact: Monica Trattles, Cafeteria Manager, 356-2155 extension 5014.

Bus Drivers

Most of our Piner bus drivers have driven for Piner School for years. They not only know the children, but the children's parents/guardians and families. It is important that parents/guardians teach their children to respect and obey the driver of their bus. Students who act responsibly on the bus help make the trip from home to school a safe journey. See Bus Code of Conduct, Appendix B. Contact: Bus Garage 356-5050.

COMMITTEES

SAT (Student Assistance Team)

The Student Assistance Team is comprised of the principal, school psychologist, school counselor, several teachers, speech/language pathologist, and Family Resources Center coordinator. This team discusses the needs of identified students and determines what special interventions need to take place to help these students experience success. Contact: Christi Jefferds, Principal, or Melanie Harvey, Piner's School Psychologist, 356-2155.

SBDM (Site Based Decision Making Council)

This decision making group consists of the school principal, three teachers, and two parents/guardians. The teachers and parents/guardians are elected in the spring for a one-year term. New participants receive six hours instructional training. Committee members who are experienced receive three hours training each additional year. The council meets on the third Tuesday of every month at 5:00 p.m. unless otherwise posted.

KCID

The principal, counselor, secretary, custodian, teachers, instructional assistants, parents/guardians, and community representatives make up the school's KCID Committee. This committee meets regularly to discuss how Piner School can continue to provide a program of positive discipline for our children. Contact: Christi Jefferds at 356-2155

Comprehensive School Improvement Plan (CSIP)

Each school in the State of Kentucky is required to have an improvement plan. Piner's plan is divided into three (3) action components:

1. Literacy
2. Numeracy
3. Meaningful Connection

The three main committees meet the second Tuesday of every month. Each component requires parental involvement. Any parent interested in serving on a committee can contact Christi Jefferds, Principal (356-2155).

PARENT/GUARDIAN INVOLVEMENT

Piner Family Resource Center

Piner has a full-time Family Resource Center Coordinator. The Resource Center's Programs and services are available to the Kenton County community. Referrals can be made to community agencies and organizations for child care, health care, mental health counseling, parent/guardian education, adult education (GED), emergency assistance, food, clothing, and school supplies. Parent/guardian support is available. This support will help parents enable their children to learn, to be healthy, and to be nurtured to their fullest potential. The center is open Monday through Friday.

Texas Roadhouse has been a valued partner of Piner Elementary for several years by providing fundraising opportunities to the Family Resource Center to help with programs and services. Piner Elementary is proud to identify Texas Roadhouse as a sponsor on flyers/newsletters for programs such as Readifest and Family Reading Night. Through their support of the Kenton County Schools, Texas Roadhouse continues to make a real difference in the lives of families and communities.

Contact: Jody Bohman, Family Resource Center Coordinator, 957-0046 or 356-0583 extension 5021.

Piner PTA

Piner Elementary has a wonderful Parent Teacher Association. Meetings are held monthly on the third Thursday at 7:00 p.m. Officers are elected yearly. Staff members assist student groups in preparing programs for entertainment for PTA audiences. The PTA Board meets the third Thursday of the month at 5:30 p.m.

The PTA officers for the 2014-15 school year are:

President: Brandy Kiser

Vice President: Michaela Cunningham

2nd Vice President: Donna Hance

3rd Vice President: Susan Back

Secretary: Aimee Nienaber

Corresponding Secretary: Rhonda Davis

Treasurer: Roxann Schmiade

Helping Hands/Volunteer Program

Parents/guardians, grandparents, uncles, aunts, and community members who have the desire to assist students and staff at Piner School are encouraged to become volunteers. Volunteer training is provided by Piner staff and is mandatory. Volunteers may contact the school office for a form and training dates. A background check is required. This background check takes approximately four to six weeks to process. If an adult plans to chaperone field trips or assist at school in any way, it's wise to have the background check completed at the beginning of the school year. Fingerprinting is not required and the background check once completed is valid for three years. School involvement can occur through PTA, special events, serving on school committees, etc.

In 2003 President Bush created the President's Council on Service and Civic Participation to find ways to recognize the valuable contributions volunteers are making in our Nation. This council created the President's Volunteer Service Award Program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service. Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President's Volunteer Service Award recognizes individual, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12 month period or cumulative hours earned over the course of a lifetime.

To date, the President's Council has partnered with more than 58 leadership organizations and more than 14,000 certifying organizations to bestow more than 400,000 awards to our Nation's deserving volunteers. **Piner Elementary is one of the 14,000 certifying organizations.**

Each spring Piner recognizes all volunteers who have served our children. Those volunteers with at least 100 hours are eligible for the Presidential recognition. There are three levels of Presidential recognition:

- Bronze (100-249)
- Silver (250-499)
- Gold (500 plus)

For further information, please contact: Christi Jefferds, Piner Principal, 356-2155; or Jody Bohman, Family Resource Center Coordinator, 957-0046 or 356-0583 extension 5021.

COMMUNITY SUPPORT

Business Partners

Celanese is a plastic manufacturing company located in Florence. Celanese has been our BEST Business Partner for over 20 years. They participate in Career Day, put on our fabulous Science Night, judge at our science fair, print Character Counts coupons for the students, provide the gifts for Students of the Month, provide gifts for needy students/families at Christmas, participate in the Fall Festival, teach Junior Achievement, assist in classrooms, print our Programs At A Glance, advise the Robotics Club, provide volunteer readers for Read Across America, etc. The Piner/ Celanese Partnership won the **Northern Kentucky Chamber of Commerce's BEST Business Partnership of the Year for 2012-2013** and annually earns the **Gold Standard Partnership Award**. The Piner/Ticona Partnership received the B.E.S.T. Hall of Fame Inductee Award, May 21, 2009. Contact: Christi Jefferds, Principal or Lori McQueary, School Counselor

Kenton County Public Library – This is the second year of partnership between the new R.C. Durr Branch of the Kenton County Public Library and Piner Elementary. Many awesome opportunities have come from this new combined effort. Library Personnel serve on Piner's Family Resource Center Board. The library participates in Piner's Summer Reading Program. The head children's librarian Joel Cautheimer often visits classrooms to read or share library program information on the news. Contact: Christi Jefferds, Principal or Lori McQueary, School Counselor

Wendy's is located in Independence and has been a partner to Piner for approximately ten years. On Wendy's Night, Piner families dine at Wendy's once each month and the profits are shared with Piner School. Please watch Piner's newsletter for specific dates. Contact: Christi Jefferds, Principal

Northern Kentucky Health Department – A representative from the Health Department has been on Piner's Reducing Barriers to Learning Team for a number of years. The Health Department works closely with Piner staff on health and wellness programs and has provided grant monies to purchase the Steps to Respect Program, a bully prevention program for grades three, four, and five, and Second Step, a violence prevention program for kindergarten and grades one and two. Contact: Christi Jefferds, Principal or Jody Bohman, Family Youth Resource Center.

Skyline Chili, Independence- Skyline in Independence shares profits with Piner School on Skyline Chili Nights for programs and clubs at Piner, such as Odyssey of the Mind, Archery and more.

Walton Snappy Tomato – For several years the Walton Snappy Tomato has provided coupons for pizza for Piner's Students of the Month. They also helped sponsor Piner's Readifest t-shirts. Contact: Christi Jefferds, Principal; Lori McQueary, Counselor, or Jody Bohman, Family Resource Center Coordinator

PINER'S POLICIES, PROCEDURES, RULES

Attendance and Notes

The Piner school day begins at 8:45 a.m. and ends at 3:41 p.m. If a child is absent, a family member is requested to call the school office by 9:30 a.m. A follow-up call will be made by the school office on all students who are absent.

If a child is absent, late, or must leave early, a parent/guardian note is required. A note for an absence is required within two days. If a note is not received within two school days, the absence is unexcused. Any time a child is tardy, leaves early, or is absent, your child misses out on educational opportunities and the school loses funds. To encourage students to attend school when they are able, the PTA provides monthly incentives to Piner students for perfect attendance.

Kentucky's Compulsory Attendance Law, Kenton County's Attendance Policy, the definition of Truancy, and the definition and consequences of Habitual Truancy can be found in Appendix C. Contact: Christi Jefferds, Principal 356-2155

Student Rules

Students at Piner School are expected to show respect for themselves, other children, adults and the environment around them. The Piner Staff encourages parents/guardians to help students understand that rules must exist and be followed so that better learning can occur. We ask that parents/ guardians and students discuss the rules of the school. In this way, we can be assured that the children know and understand them, and realize that parents/guardians and Piner Staff will work together throughout the school year to insure a beneficial and safe learning environment. Please find general rules, rules for the restroom, the cafeteria, the playground, and the bus in Appendix D. Contact: Christi Jefferds, Principal 356-2155

Student Rights and Responsibilities

Yearly, all Kenton County students and their parents/guardians receive the school system's Code of Conduct. In Appendix E you will find a copy of the simplified version of this Code of Conduct.

Students and parents/guardians should be familiar with these rights and responsibilities.

Contact: Christi Jefferds, Principal 356-2155

Discipline Referral Forms

Student behavior will be reported to parents/guardians DAILY in the student planner/agenda.

Parents/Guardians are asked to review the behavior nightly with their child and initial the planner.

Piner School has an Office Discipline Referral Form. This form is used after the student accumulates a behavior total of 4 in one day (i.e. 4 Level I or 2 Level II) or the incident is of a serious nature. The student is asked to take this form home so the incident can be discussed with parent/guardian. The signed form should be returned to school the following day.

Contact: Christi Jefferds, Principal or Kelly Smith, Assistant Principal at 356-2155

School Visitors

All visitors should enter through the main front door of school. This year, the district has provided additional school security. Visitors should ring the bell located to the right of the front door. Visitors will be greeted by school personnel via an intercom. The front door will be unlocked by school personnel using remote control.

Guidelines for Students Transported by Car

Some Piner students are transported to and/or from school by car. In order to insure the safety of all students, it is requested that parents/guardians give written permission and follow certain guidelines. Please do not be offended if we occasionally ask for identification. These Guidelines for Car Riders and a Car Rider Release Form can be found in Appendix H. When parents/guardians park at school to drop off or pick up students, we ask that only designated parking spaces be used whenever possible. Please do not block bus lanes or park near the shed outside the cafeteria door. When dropping off students in the morning prior to 8:45 a.m., the side door near the library is used.

An adult is stationed on duty there. After 8:45 a.m., parents and students must enter the front door of school. **Parents must sign their children in with the secretary or principal in the school office.** The driveway in the parking lot (near the library) now has one way traffic. Afternoon pick-up of students is outside the library. The outside door by the library will be opened and monitored at 3:41 p.m.

Guidelines for Students Transported by Bus

The Kenton County School System provides bus transportation for approximately 13,000 students. Route schedules and pick up times are available just prior to the beginning of each school year. If throughout the school year parents/guardians find it necessary for a child to ride a bus other than the regular bus, a note must be sent to the school office. The note must include the child's first and LAST name, address of the child's destination, full name and relationship of the person who is to pick up the child, and the signature of the parent/guardian. If a child is going home with a friend, both children must bring notes from their parents/guardians.

Guidelines for Parking

We appreciate your efforts to park in designated spaces when they are available. During whole school activities, we work in cooperation with the Piner Baptist Church to provide a shuttle bus to and from Piner School. We have short-term parking spaces in front of the building but these are NOT for use at bus arrival/dismissal time as their use could endanger our students crossing in front of the buses. These spaces will be available ONLY from 9:00 a.m. to 3:00 p.m.

PINER ACADEMICS

Testing

The State of Kentucky mandates that certain grades are tested yearly. Third, fourth and fifth grade students participate in the K-PREP state assessments in the Spring. Fourth grade is assessed in Math, Science, and Reading. Fifth grade is assessed in Social Studies, Math, Reading, and On-Demand Writing. Contact: Christi Jefferds, Principal, 356-2155.

Portfolios

A portfolio is an organized accumulation of student work for the purpose of documenting student progress. All homeroom teachers (K–5) keep portfolios for every student. This is Piner School’s and the state’s way of documenting the continuous progress of every student. Contact: Christi Jefferds, Principal, 356-2155.

Homework Policy

The definition, benefits, parent/guardian support, student responsibilities, student rewards and consequences of student homework can be found as Appendix I in the back of this booklet. The Piner Staff and Piner’s Site Based Decision Making Council developed the homework policy. Contact: Christi Jefferds, Principal, 356-2155.

Report Cards

During the school year, Piner has three grading periods. Following is the schedule:
(This schedule may change due to inclement weather days.)

Grading Period 1	Parent/Teacher Conferences – November
Grading Period 2	Report Cards Home – February
Grading Period 3	Report Cards Home – May

A parent/guardian conference is requested at the time of the first report card.

It is important that the report card be thoroughly reviewed and discussed with your child. Parents/Guardians are requested to sign the bottom portion of the report card and return it to school. Additionally, any concerns or questions should be discussed with the teacher ASAP. Contact: The child’s homeroom teacher or Christi Jefferds, Principal, 356-2155.

Transitioning from One Level to Another

There are a number of transitions as students progress through Piner School. Preschool students will transition to kindergarten, primary students will transition to the intermediate level, and fifth graders will transition to middle school. It takes a cooperative effort on the part of students, staff, and parent/guardians to help the students adjust as they transition from one level to another. Students and parents/guardians are asked to approach a Piner Staff member for help if there is difficulty during transitioning. Contact: Christi Jefferds, Principal, 356-2155, or Lori McQueary, Counselor.

Parent/Guardian Teacher Conferences

Parents/guardians are required to come to school for conferences at the end of the first grading period. Teachers or parents/guardians are encouraged to request a conference any time during the school year as needed. Communication is encouraged through notes, phone calls, or e-mails through our school's web page. It is important, however, that a **bus note** or an **urgent note** not be e-mailed to the teacher/school. If there is an important issue to be discussed, it is important to remember that nothing replaces a face-to-face conversation. Contact: Classroom Teachers.

Daily Student Planner / Agenda to Parents/Guardians

Each Thursday, all Piner parents/guardians will receive communication in the form of a Thursday folder from Piner School Staff.

On a daily basis the student planner/agenda will contain work assignments, student papers, permission slips, special fliers, and newsletters, etc. Parents/guardians are asked to review, read, sign, and respond as necessary. During the school year, Piner School information is also available on our Piner Elementary School home page on the district website. Contact: Carol Jo Taylor, school website coordinator.

Newsletters to Parents/Guardians

Communication between school and home is critical. It is important that home is aware of what goes on at school and that the family in turn communicates regularly with Piner School staff. In order to insure that parents/guardians are kept informed, a number of newsletters are sent regularly. Usually these newsletters will be sent home in Thursday folders to parents/guardians. Parents/guardians can expect regular newsletters from the school office, guidance office, teachers, Family Resource Center, and the PTA. Newsletters are also posted on the bulletin board in the school lobby. Electronic versions of the school newsletters are available on the Piner Elementary school website.

Programs At A Glance

Programs-At-A-Glance was originally intended as a booklet to inform new families of all pertinent information about Piner Elementary. If you have questions about this year's booklet or have suggestions or additions for next year's booklet, call: Christi Jefferds, Principal, 356-2155, or Lori McQueary, Counselor.

Preschool

Preschool is available at Piner Elementary this year. The preschool program services eligible 3 and 4-year olds for the school year. Students attend Monday through Thursday in the afternoon from 12:40 p.m. -1:05 p.m. Transportation and lunch are provided. The program is staffed with a teacher and a teaching assistant. A speech/language pathologist, occupational therapist, physical therapist, school psychologist, and school nurse assist children as needed. Contact: Laurie Peace, Preschool Teacher, 356-2155, Ext. 5044.

SPECIAL CLASSES for ALL PINER STUDENTS

School Guidance Program

Piner has a part time counselor. The counselor teaches a thirty-minute lesson in every classroom approximately once per month. Topics for Classroom Guidance for the school year include: Work Ethic / Responsibility, Working Cooperatively, and Goal Setting , Decision Making, Problem Solving and Conflict Resolution , Respect and Caring, Fairness and Trustworthiness, Manners, Study Skills and Test Taking Skills, Career Awareness, Citizenship and Anti-Bullying. Staff and parents/guardians may refer students for small group sessions. Possible small group topics are: Friendship Skills, Study Skills, Grief, and Behavior/ Decision-Making, etc. Teachers, parents/guardians, and administration may refer students to be seen individually by the counselor. Students may also self-refer to see the counselor. Contact: Lori McQueary, Counselor, ext. 5034.

Art

Kindergarten through fifth-grade students receive discipline-based art instruction from a certified teacher in the basic elements and techniques of art, i.e. line, shape, form, color, and texture. Students learn about the works of famous artists, i.e. Monet, Van Gogh, and Picasso with interdisciplinary connections to math, science, social studies, humanities and music . Student artists participate in the annual Arts for Life District Show, Art to Remember Art Program, Summer Murals Camp, Celanese Safety Calendar Contest, and After School Art Programs in various media. Contact: Lori McQueary, Teacher, ext. 5034.

Music

Our music program involves the teaching of basic music concepts that lead to music reading and appreciation. These skills are taught through singing, moving, listening and playing a variety of classroom instruments. The music core content also correlates with other arts and humanities such as art, drama and dance, as well as with social studies, science, and language arts. A basic music foundation is given that will allow further pursuits in choral or instrumental performance after elementary school. Contact: Becky Morrison, Music Teachers, 356-2155, ext. 5043.

Library /Media Center

All Piner students check out books weekly from our computerized library. A variety of materials, including sixteen-hundred Accelerated Reader books, are available for reference and checkout. The librarian is available to assist teachers and students with research or individual book selection. Since all Piner students, parents, and members of the Piner community frequent the school library, homeroom teachers frequently use the library to display student projects. Contact: Carol Jo Taylor, Media Specialist, 356-2155, ext. 5018.

Physical Education (P.E.)

Our physical education program includes educational dance, movement skills, beginning sports skills, cooperation activities, health and nutrition information, and fitness activities. We have included the President's Challenge Award program as a way of student self evaluation and motivation toward fitness goals. We also include interdisciplinary activities that support reading and writing instruction. Contact: Kim King, P. E. Teacher, 356-0583 extension 5024.

Computer Classes

All students will attend class on a regular basis in Piner School's computer lab. The lab contains 25 computer stations. Through this computer lab, students will develop and/or improve technology skills, learn proper keyboarding, learn to communicate via computer, use computer programs to improve reading and math, and begin to master the computer in a positive, non-threatening way. There is also a Compass Computer Lab located on the second floor. Contact: Carol Jo Taylor , Computer Lab Instructor, 356-2155 extension 5042.

SPECIAL PROGRAMS for ALL PINER STUDENTS

Work Ethic Program

Piner School, through the Northern Kentucky Chamber of Commerce, sponsors a Work Ethic Program K-8. This program helps to identify students with a strong work ethic.

The program was developed with the business community and addresses qualities that employers want to see in their employees. As a school, we try to instill these qualities that will help students become successful in life. We further realize that these qualities begin at home. Piner School also wants to recognize the parents/guardians of these students for their contribution in developing positive work habits.

The Work Ethic Award recognizes students who consistently meet the following standards:

1. Discipline – Student consistently follows classroom behavior guidelines, quickly responds to behavior corrections when needed, and takes responsibility for his/her own actions.
2. Attendance – Student misses very few, if any, days of school. Absence occurs only when it's a very important reason. The student does not come late to school.
3. Community Service – Student finds ways to help others in his/her community. Parents must send verification of community service to the school.
4. Academic performance – Student gets good grades and learns the things he/she is supposed to learn in school.
5. Work Habits – Student gets along well with others and sticks with a job until it is complete.
6. Punctuality and Preparedness – Student gets to class on time and has all of the materials he/she needs for class.
7. Respect – Student is polite and respectful of other people and property.
8. Cooperation – Student works well with others and does what he/she can to help get things done.

Piner students who qualify for the Work Ethic Award will receive a letter of invitation to a special recognition dinner from Mrs. Jefferds and Mrs. McQueary. The Work Ethic Awards Dinners, will take place following each grading period. Kindergarten students will be eligible for the work ethic awards following the third trimester.

KCID(Kentucky Center for Instructional Discipline)

Near the end of the 2004-2005 school year, Piner Elementary started work with the Kentucky Center for Instructional Discipline to implement a school wide discipline plan. KCID's mission is to train and support schools in the implementation of positive, proactive, and instructional strategies so student become self-disciplined, responsible, and productive citizens of the Commonwealth of Ky.

The implementation of Piner's school wide discipline plan will:

- help ensure a nurturing learning environment,
- help students reach higher levels of achievement,
- involve students, all staff, families and community,
- help Piner reach the proficiency goal of 100 by 2014,
- promote social and emotional wellness of all children,
- promote a safe, orderly, and equitable learning environment,
- help minimize disruption to instruction, and
- use on-going data collection to assist in decision making.

Contact: Christi Jefferds, Principal at 356-2155

Character Counts Program

The Kenton County School District decided to systematically teach and advocate basic life values into its curriculum. Piner Elementary has specifically adopted the Character Counts Program to incorporate into its curriculum to help students understand, appreciate and develop basic and practical rules for living. The Character Counts Program is based on “Six Pillars of Character,” which include: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Students are recognized for demonstrating good character with Character Counts Coupons. These coupons are distributed by all Piner Staff. Students accumulate these coupons and purchase small prizes three times during the school year at the Character Counts Store. Students may deposit their coupons for safe keeping in the Character Counts Bank. All Piner Staff participate in this character building effort that is enhanced by the school counselor’s guidance lessons. Ultimately, the Six Pillars of Character help students develop integrity, personal responsibility, and compassion leading to more successful life skills. For best results the Six Pillars of Character should be practiced at home. Contact: Christi Jefferds, Principal, 356-2155; Lori McQueary, Counselor.

Reading Counts Program

Reading Counts is our new supplemental Reading Progra. Guidelines for the program are:

- Student must pass test at 80%.
- Student can retake quiz three times, but has to wait one day in between each quiz.
- Books in which quizzes are taken on must be within Lexile range.

Students can accumulate points and earn recognition as their names are displayed outside the library with their accomplishment. Contact Carol Jo Taylor, Media Specialist, ext. 5018.

Steps-to-Respect (Grades 3-4-5)

Steps-to-Respect is a school-wide program that addresses both bullying and healthy friendships. Classroom lessons are designed for students in grades 3 through 5. All Piner Staff have been trained to handle bullying situations as students learn how and when to report bullying. The program was made possible through a grant from the Northern Kentucky Health Department.

Contact: Homeroom Teachers; Christi Jefferds, Principal; or Lori McQueary, Counselor at 356-2155.

Second Step (Grades K-1-2)

Second Step is a violence prevention program. Classroom lessons are designed for students in kindergarten, grades one and two. The program teaches children to think about others’ feelings, to solve problems cooperatively, and to manage their anger in a positive way. All Piner staff has been trained / has been made aware of the program. Contact: Homeroom Teachers; Christi Jefferds, Principal; or Lori McQueary, Counselor, 356-2155

SPECIAL CLASSES / PROGRAMS **for an IDENTIFIED / INTERESTED GROUP OF STUDENTS**

Title I Program

Title I helps children in identified areas of need (math and/or reading) by providing extra support during the school day. There is one teacher and an assistant. The teacher and assistant may work with the children in the classroom or in the Title I resource room. Children are referred by classroom teachers and screened by the Title I staff, as well as students who are struggling that are not identified through the RTA or Reading Intervention programs. Piner will utilize both the Soar to Success Program for instructing and supporting struggling readers and the Compass Learning Odyssey for instructing and supporting students struggling in math in grades 3-5. Contact: Glenn Keith or Mary Teegarden, 356-2155 ext. 5036/5041.

Reading Intervention

Reading Intervention is a program that provides early literacy intervention for first and second grade students. Students are referred for screening by teachers for possible placement into this program. Children work Monday through Friday in a small group with a highly skilled instructional assistant. A moderating teacher oversees the curriculum and provides for increased learning opportunities for students. Contact: Mary Teegarden or Glenn Keith, 356-2155 ext. 5036/5041.

4-H Club for Fourth Grade

The Kenton County Extension Office provides a series of monthly programs for fourth grade students. Each class lasts 45 minutes and provides information on topics such as: nature walks, bike safety, weather patterns, etc. Students are taught the qualities of being a leader and parliamentary procedures. Contact: Karla Thompson, Kenton County Extension Office, 356-3155.

Ascent

Identified fourth and fifth grade students spend one afternoon a week participating in special classes that are geared to challenge gifted students. Students are identified through special testing.

STLP (Student Technology Leadership Program)

STLP The Student Technology Leadership Program is a project-based learning program that empowers students in all grade levels to use technology in and out of the classroom. It was established in 1994 by the STLP State Advisory Council which is composed of teachers, students, and community leaders. Student-designed projects fall into four categories – instructional, community, technical, and entrepreneurial – and are created to help the school and community while also meeting the 6 STLP goals. Some activities qualify as service-learning projects and provide assistance to charities or other local agencies in need. Other activities can be described as entrepreneurial, and illustrate the beginning steps of forming a small business.

Service Learning

Experts agree that students learn best when the learning experience is hands on, immediate, relevant, and is directly tied to an experience with another human being. Service-learning is a teaching strategy that connects service experience in the community to classroom curriculum.

A Service Learning project must begin with the core content being taught. Students and teacher decide together how the information being learned in class can be put to work to help others.

Proceeds from the Walk-a-thon held in the spring of 2006, combined with Children, Inc.'s funding, provided over **\$5,000.00 for a Piner Fitness Trail.**

Piner School involves the entire student population in Service Learning projects which have enabled them to be called a **School of Contribution** in each of the past several years. Contact: Christi Jefferds, Principal, or Bethany Endicott, Service Learning Liaison, 356-2155

New Student Welcome

As new students enter Piner School throughout the year, the principal, asst. principal, and counselor greet them. New students have a welcome luncheon with the School Counselor. The principal, assistant principal, and counselor follow the progress of the new students carefully for the first few days to make sure they are meeting with success. Contact: Christi Jefferds, Principal, or Lori McQueary, Counselor, 356-2155.

Piner School's Nature Trail and Outdoor Classroom

Piner School has a nature trail located behind the school in a wooded area. Teachers use this nature trail and our new dock area as an outdoor classroom. Classes can take nature walks, participate in science projects, observe birds and other animals, gather leaves in the fall, etc. Contact: Christi Jefferds, Principal, 356-2155.

Compass Learning/MAP testing

Compass Learning is an on-line standards-based curriculum that helps students strengthen literacy and math skills. The program is individualized for each student so they can work specifically on the skills they need and move at their own pace. MAP testing further individualizes student learning and charts progress periodically throughout the year. Used in conjunction with Compass, MAP testing can further tailor learning to each student's unique learning needs. Contact: Glenn Keith, 356-2155 extension 5036.

English as a Second Language)

The Kenton County School System provides a special teacher for students who do not speak English or those who need support with English fluency/comprehension. This teacher is provided to the child and the child's homeroom teacher on an as-needed basis. Contact: Cathy Weber, 344-8888

Academic Team

Piner's academic team consists of fourth and fifth grade students. There are several different ways students can be involved in the academic team.

- Quick Recall Team – A team of four students competes with teams from other schools in a quiz bowl type questioning sessions.
- Future Problem Solving – A small group of students work cooperatively to solve some type of problem situation.
- Comprehensive Testing - Students who are knowledgeable and good test takers compete in this category.
- Composition – Students who have good language skills and creative writing ability compete in this area.

County wide competition is held in March.

Project TEAM

Project Team is a mentoring program that meets after school on Wednesdays for a designated period of weeks. The mentoring program provides academic support, interaction with community members, and teen role models. This program is cooperatively provided by Piner Elementary staff and Piner Baptist Church members. The program serves fourth and fifth grade students.

Contact: Christi Jefferds, principal at 356-2155

Lego League

Through First Lego League's technology, student participants can build a robot and compete in a robotics event designed for specific age groups. Using LEGO bricks and other sensors, motors, gears, etc., teams are provided with a hands-on experience in engineering and computer programming. The Lego League meets after school one day per week and Saturday mornings. Previous teams won the school's first ever Regional Award for Robot Innovation and Design and qualified for State competition.

Contact: Lori McQueary, teacher, teacher at 356-2155.

WPNR

WPNR is Piner's very own morning news show! Fourth and fifth graders audition for jobs as technical crew, special reporters and anchors. Students serve in these positions on a rotating basis over the course of the year. Contact: Mary Teegarden or Lori McQueary, 356-2155.

Junior Achievement

Junior Achievement is an organized effort to teach students how business works. Junior Achievement works with schools to recruit volunteers to teach economics-oriented lessons for students in kindergarten through fifth grade. Volunteers, primarily from business, provide five weekly one-hour visits at the elementary level. They present hands-on activities that supplement and reinforce the regular classroom curriculum. Volunteers become role models to students, sharing important life skills through their diverse outside perspectives. Contact: Lori McQueary, Counselor 356-2155 ext. 5034.

Piner After-School Basketball / Gymnastics / Cheerleading / Booster Program

Booster Basketball and Cheerleading is an organization independent of Piner School. Boosters is a non-profit organization that offers basketball, gymnastics, and cheerleading to children in the community. Information is sent home in the weekly communication envelope.

Contact: www.eteamz.com

Kenton County Schools Athletic Program

The purpose of this league is to introduce fourth and fifth grade boys and girls to the fundamentals of sports and to allow them opportunities to become leaders through empowerment, encouragement, and teamwork. All who sign up are placed on a team with students of their own gender and from Piner School. Players are assigned to a team to promote equality among teams. The goal of this league is to help guild school spirit and build lasting relationships. Activities may include basketball, volleyball, bowling, etc.

Piner School will have a 4th / 5th grade girls basketball team, a 4th grade boys basketball team, and a 5th grade boys basketball team. Kenton County has two divisions and schools compete against teams/schools from their division. All games will be played at one of the schools' gymnasiums in the division. All games will be played on Saturdays. Each team will have one practice per week. Games

begin in the fall and run for eight weeks. The cost of the league is \$25.00 per child. Contact: Jenny Jones, School Sports Coordinator, at 356-2155

Before and After-School Programs

The YMCA provides care from 6:30 until 8:00 a.m. and from dismissal until 6:00 p.m. each day that school is in session. A sibling discount is given if children are registered for five days per week. Programs and services consist of crafts, art, gym, outdoor play, science, community service, and homework time. The program operates with a Character Counts philosophy. Any parent/ guardian interested in after school care may contact Melissa Willis at 859-486-9697 or the YMCA at 859-356-3178. **Please contact the YMCA for discount information if planning on attending both programs.** Fees are as follows:

	<u>Before School</u>	<u>After School</u>	<u>Both</u>
4-5 days per week	\$37.00	\$52.00	\$67.00
1-3 days per week	\$22.00	\$37.00	\$47.00

SPECIAL EVENTS

Readifest – August 7, 2014.

Piner School’s Family Resource Center coordinator and Piner’s principal organize this special evening where students, staff, parents/guardians, and community come together to celebrate the beginning of a school year. All homeroom teachers were designated a 30-minute time period during which they discussed their program with parents/guardians. Community resource people had booths in the gym. All parents/guardians had an opportunity to visit the cafeteria prior to or following the homeroom session. Parents/Guardians had an opportunity to see and talk to all those who are available for assistance throughout the school year. Contact: Jody Bohman, Family Resource Center Coordinator, 957-0046 or 356-0583 extension 5021.

Fifth Grade Recognition

Fifth graders are recognized at the end of the school year with a commencement ceremony and picnic to celebrate the completion of their Piner experience. The evening is a good time to come together and celebrate the success, the learning that has taken place, and recall memories of all the fun times at Piner School. Contact: JoAnne Hicks, and Emily Thompson, Fifth-Grade Teachers, 356-2155.

Jump Rope for Heart

Each year students are permitted to participate in a program that earns money for the American Heart Association. Students are asked to find individuals who will sponsor them as they participate in a three-hour jump rope event. The Jump Rope for Heart is a way for the students to work cooperatively to earn money for a worthwhile cause. Contact: Kim King, Physical Education Teacher, 356-0583 extension 5024.

Grandparents Day

In the fall of each year, grandparents are invited to come to Piner homerooms to visit and encourage their grandchildren. Separate dates and times are reserved for the various grade levels. Grandparents and students gathered in the homerooms to visit and later went to the cafeteria to share cookies and juice. Special activities were planned by students and teachers. Contact: Piner PTA, 356-0583 extension 5050.

Fall Festival

Each fall the Piner PTA has a large fall festival. This is a major fundraiser for the PTA. Games, face painting, a delicious turkey/ham dinner, and a large auction (conducted by a professional auctioneer) make the fall festival a wonderful event. The festival is always held on the third Saturday in October and is very well attended by Staff, Piner School families, and the community. Contact: Piner PTA, at 356-0583, ext. 5050.

Science Night

Students in K – 5 participate in hands-on experiments with their parents in individual stations, tour the Science Fair and then watch a spectacular Science Show by our engineering friends at Celanese, Inc. This show has something for everyone, and celebrates our student Science Fair.

Science Fair

Piner School has an annual science fair in February. Fourth grade students are required to participate. All students are taught how to prepare a science experiment, keep documentation, and put together a science display. Students bring their experiments to school on a specified date. Judging takes place in each homeroom. Homeroom winners participate in the school fair. Outside judges, some from our business partner, Celanese, are brought in to judge at the school fair. Winners are recognized with ribbons and medals.

Fall Reading Night

Piner will host two family reading nights, one in the fall and one in the spring. Title 1, Family Resource Center PTA, and the Library Media Center all collaborate to bring these nights together to enhance literacy opportunities in the community. The goal of Piner's two family reading nights is to give parents and students an opportunity to enjoy family oriented evenings that promote literacy at home. The program will include ideas for fun activities for literacy at home, bedtime story options, real-life reading practice, and a table with information about the Kenton County Library. Spring family reading night will also be a themed evening of activities. During this event, parents will be given opportunities to learn about the five essential components of reading and a chance to visit the spring book fair. Every child who attends the spring reading night will receive a free book to take home. Contact: Glenn Keith or Mary Teegarden at 356-2155, or Jody Bohman, Family Resource Center Coordinator, 356-0583 extension 5021.

College and Career Day

On Career Day, students learn that their class work at the elementary school level helps them to prepare for a career. Presenters come to talk about their careers and to stress the importance of the work students do while at school. Students learn about the many wonderful careers from which to choose and that an excellent work ethic in school will help them achieve the career of their choice. Contact: Lori McQueary, Counselor, 356-2155 extension 5034.

Field Day

Each spring all Piner students participate in a day of sports. Students participate in a broad range of activities, i.e. broad jump, jump rope, ball toss, tug-of-war. Students receive a medal for overall performance. Special recognition is given to finalists at each grade level in the forty and fifty-yard dash. Contact: Kim King, P.E. Teacher, 356-0583 extension 5024.

Field Trips

All Piner students are given the opportunity to participate in field trips throughout the school year to enhance the learning experience. Parent/Guardian permission is necessary for all trips. Students usually pay a fee that covers the cost of admission and bus transportation. Parents/Guardians are asked to volunteer as chaperones on most field trips. Any parent/guardian who intends to volunteer as a field trip chaperone **must have completed a background check form** and participated in volunteer/chaperone

training. **It can take up to six weeks for the background check to be completed. Any parent/guardian who intends to volunteer for field trips during the school year should contact the school office as soon as possible to get the paperwork started.** Contact: Christi Jefferds, Principal 356-2155.

Student of the Month

Monthly themes for the Student of the Month are:

September - *Work Ethic/Responsibility/ Goal Setting*

October – *Decision Making*

November – *Problem Solving/Conflict Resolution*

December – *Respect and Caring*

January – *Fairness and Trustworthiness*

February – *Manners*

March – *Study Skills*

April – *A Special Student*

May – *Citizenship*

(These themes are reinforced in all homerooms through classroom guidance lessons.)

Every month three/four students are honored from each homeroom. Each student is given a letter by the Piner Family Resource Center Coordinator to take home to parents/guardians one week prior to the special Student of the Month Luncheon. Each student is permitted to invite two guests to sit at a designated table at the luncheon. (We ask that these two guests do not include students who presently attend Piner School. We also ask that guests refrain from bringing lunch from a fast food restaurant.)

During the special luncheon, the principal, counselor, and a representative of Celanese visit each student and their guests. Each student is given a Certificate of Recognition, a special gift from our business partner, Ticona, and a Snappy Tomato coupon for a free individual pizza from our business partner, Walton Snappy Tomato. Contact: Lori McQueary, Counselor 356-2155 ext. 5034.