

STUDENT HANDBOOK 2018-2019

HES

To promote a..
consistent,
positive,
safe environment
to help all students
excel and achieve success.



WILL T. PARKER – PRINCIPAL

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Nit/Lice absentee procedure

To avoid confusion on absences regarding students being sent home with nits/lice, students will be excused for 48 hours from when the student was sent home. **If the student is sent home with nits/lice within the next 3 months it will be unexcused. They will only be excused 48 hours every 3 months for nits/lice.** If you have any questions please feel free to call the school office.



Hardinsburg Elementary School
419 East 3rd Street
Hardinsburg, KY 40143
270-756-3020
270-756-3021 (f)

At HES, our mission...
To promote a consistent,
positive, safe environment
to
Help all students to
Excel and achieve
Success!



Beth Bennett, Counselor
Kacy Ledridge, Curriculum Specialist

Will T. Parker, Principal

Dear Parents/Guardians and Students,

The faculty and staff of Hardinsburg Elementary School welcome you to what is going to be a great and exciting 2018-2019 school year. We invite you to become involved with the education of your son/daughter by attending scheduled conferences, joining our Parent Teacher Organization (PTO), attending school events, and volunteering at HES. You are a vital part of your child’s education. Together we can help your child achieve at remarkable levels!

Please take time to read this handbook, and keep it in a location where it will be easy for you to review throughout the year. This handbook includes important information for both students and parents. We hope the information contained in the following pages will answer many of your questions about Hardinsburg Elementary School.

As we begin the 2018-2019 school year, we look forward to another great year. With the construction of our new school now underway, we are focusing on “Building a Better Future.” Additionally, we look forward to continued partnerships with our students, families, and our community. Collectively, and with a “Paws-itive Attitude,” we can ensure our students see “Paws-itive Results.” Working hard and developing great habits will bring out the best in all of us. Again, we are excited about this school year, and we look forward to working with you and celebrating, together, your child’s achievements.

Sincerely,

HES Faculty & Staff

Hardinsburg Elementary School

Mission Statement

To promote a consistent, positive, safe environment to
Help All Students
Excel and Achieve
Success!

Educational Objectives

- ▯ To instill a positive attitude for school and the learning process
- ▯ To build a school atmosphere that demands inquiry, discovery, and research
- ▯ To develop a positive individual self-concept
- ▯ To challenge each child to achieve at his/her highest level in all areas
- ▯ To individualize the curriculum to meet the needs of each child
- ▯ To prepare each child to thrive in a meaningful way in society
- ▯ To encourage creativity and self-expression
- ▯ To develop respect for others and their property and to develop the ability to live and work cooperatively
- ▯ To improve communication between home and school
- ▯ To develop good health and maintain physical fitness

Hardinsburg Elementary School does not discriminate on the basis of race, color, national origin, age, religion, marital status, gender, or disability.

Hardinsburg Elementary Faculty and Staff

Faculty

Teacher	Position	Teacher	Position
Candy Davis	Lower Primary (K)	Ashley Norwood	5th
Sharon Davis	Lower Primary (K)	David Roach	5th
Whitney Mattingly	Lower Primary (K)	Aundre'a Thompson	5th
Brittany Hicks	Lower Primary (1 st)	Kattie Berry	PE
Dana Flood	Lower Primary (1 st)	Patti Davidson	Librarian
Andrea Carden	Primary (1 st /2 nd)	Beverly Lucas	Title I RTI
Stacy Critchelow	Upper Primary (2 nd)	Kacy Ledridge	Curriculum Specialist
Susan Mahmoud	Upper Primary (2 nd)	Beth Bennett	Counselor
Pam Hagman	Upper Primary (3 rd)	Sheila Stinnett	Special Education
Pam Moore	Upper Primary (3 rd)	Marcus Duke	Special Education
Lauren Sebastian	Upper Primary (3 rd)	Sonya Harper	Special Education
Corbyn Goff	4th	Nissa Shannon	Special Education
Gina Hodskins	4 th	Brittney Robbins	Speech Therapist
Brendan Whitworth	4 th	Pearl Standifer	Speech Therapist

Support Staff and Special Services

Staff	Position	Staff	Position
Kellie Dooley	Secretary	Kristi Board	Instructional Assistant
Sherry Gregory	FRC Coordinator	Paula Conner	Instructional Assistant
Carol Anthony	Bookkeeper	Linda Decker	Instructional Assistant
Kevin Midkiff	Technology	Brandon Harper	Instructional Assistant
Rebecca Frank	Physical Therapy	Pam Sears	Instructional Assistant
Brianne Lawalin	Occupational Therapy	Roxie Surrell	Instructional Assistant
Katie Marcum	School Psychologist	Marsha Sutton	Instructional Assistant
		Jane Willis	Instructional Assistant
		Alicia Whitfill	Instructional Assistant
		Lesia Whitfill	Instructional Assistant
		Patty Jackson	Title I Inst. Asst.

Cafeteria Staff

Staff Name	Position	Staff Name	Position
Nettie Parker	Lunchroom Manager	Linda Haynes	Asst. Lunchroom Mgr.
Sandy Carden	Lunchroom Cashier	Ruth Brown	Lunchroom Staff
Cheryl Lucas	Lunchroom Staff	Gary Nimmo	Lunchroom Staff

Maintenance/Custodial Staff

Staff	Staff	Staff	Staff
Dennis Anthony	Peggy Carwile	Robin Connell	Barry Dowell

Head Start Program

Staff Name	Position	Staff Name	Position
Angela Lucas	Disabilities/Health Manager	Donna White	Education/Disabilities Services Mgr.
Tara Greenwell	District Wide Nurse	Angela Lucas	Disabilities/Health Mgr
Joy Neff	Family Services	Holly Gedling	Data Entry Clerk
Tasha Critchelow	Family Services	Tammy Bostrom	Teacher Assistant
Sarah Tate	Speech Therapist	Jennifer Gray	Teacher Assistant
Cathy Barrett	Teacher	Sue Lucas	Teacher Assistant
Lensie Rudnick	Teacher	Nancy Weedman	Teacher Assistant
Donna Smallwood	Teacher	Jennifer Clark	Teacher Assistant
Kirby Sebastian	Teacher	Tiffany Abbott	Teacher Assistant

Kid's Club Child Care Program—Sherry Medley, Director

Staff Name	Position	Staff Name	Position
Janet Williams	Childcare Provider		

SBDM Council Members

Parent Members	Teacher Members	Chairperson
Cindy Armes	Gina Hodskins	Will T. Parker
Dr. Sudha Patel	David Roach	
	Andrea Carden	

PTO Officers

President	Vice President	Secretary	Treasurer
Missy Hopper	BJ Burnette	Reah Turpin	Susan Hinton

The HES Academic Program

To what classes will my child be exposed?

HES students will participate in all of the following classes:

Language Arts (Reading, Writing, Spelling, Speaking, and Listening)

Social Studies

Science

Art

Library

Music

PE

Computers

Mathematics

How will I know if my child is making progress?

Our staff will be communicating with you throughout the year by sending notes and student work samples home in the BEARCAT folder each Thursday. In addition, midterm and progress reports are sent home during each nine weeks. There will be Parent/Teacher conferences in the fall and spring. If you wish to schedule a conference between reporting periods, send a note to your child's teacher, and he/she will schedule an appointment to meet with you.

How can I help my child succeed in school?

You are your child's most important asset for academic success. Your child's impression of school is greatly influenced by you.

1. Make sure that your child gets plenty of rest, a balanced diet, and plenty of exercise daily.
2. Read to your child every day, and have him or her read to you.
3. Check your child's book bag each day after school for notes from the teacher, homework assignments, and information about special events.
4. Set a specific time for homework each day.

5. Try to limit the amount of time your child spends watching television or playing video games. Please try to ensure that your child does not have access to inappropriate television shows, videos, and video games. Find fun and educational alternatives that you can do together.
6. Show a positive interest in school events, progress reports, and projects. Be sure to get involved through your PTO.
7. Establish a good relationship with your child's teacher, and attend parent/teacher conferences regularly. Do not hesitate to contact the school or teacher if you feel that your child is experiencing difficulties.
8. Always encourage your child to do his/her best in all that he/she attempts. Let your child know that he/she is a very important person and that you are proud of all his/her accomplishments.
9. Participate in all school events with your child.

Parent Involvement Programs

Hardinsburg Elementary School recognizes that parents are a valuable asset, and your involvement is sincerely appreciated and encouraged. There are a number of ways that you can be involved.

HES Parent/Teacher Organization: PTO meets each month. Membership is free. The PTO is a very active and important part of our school. We would like for all of our parents to be involved in this organization.

Parent Volunteer Program: HES is proud that we have so many parents willing to donate their time and energy to help us serve and educate our students. You can be a part in so many ways: attending field trips, assisting with special events, assisting teachers, tutoring students, etc. All volunteers will be recognized by the school at the end of the school year. In order to become an approved volunteer, please call the Family Resource Center at 756-3022.

Special Events/Programs: Very often, your son/daughter's teacher will have a special activity going on during the day where they invite you to attend. We want to encourage you to be a part of those events. In order to ensure the safety of all children, we would ask that all parents/volunteers enter through the front door, sign in, and get a visitor's badge at our front desk.

Lunch & Breakfast Special Events: There will be times throughout the year that our school will have special days, (e.g. Family Dinner) where you are invited to come eat with your son/daughter. We want to encourage you to participate in those occasions.

Responsibilities Defined

Three parties assume the responsibility for a student's education. These include the student, the parent/guardian, and the school staff.

- I. **STUDENT RESPONSIBILITIES:**
 - A. Obey the general rules of the school
 - B. Have regular attendance, and be on time
 - C. Put forth his/her best effort in order to achieve his/her educational goals
 - D. Complete class work on time, and return it to the teacher
 - E. Follow standards of the required dress code
 - F. Take all written communications home and return them with the parent/guardian's signature, as necessary

- II. **PARENT/GUARDIAN RESPONSIBILITIES:**
 - A. Make sure that the student's attendance is regular and punctual
 - B. See that homework is completed on time
 - C. Support standards of the required dress code
 - D. Support the policy of maintaining appropriate behavior
 - E. Participate in school sponsored activities
 - F. Sign and reply to all school correspondence as requested

- II. **TEACHER RESPONSIBILITIES:**
 - A. Develop each student's potential to the fullest
 - B. Adhere to the state/district/school policies and curriculum
 - C. Determine the level of students' skills and implement programs to meet their needs
 - D. Inform parents of student progress
 - E. Be attentive to student and parent concerns

Again, we want to remind you that you are very important to your child's education. You are a vital part of the HES education team. Your attitude and expectations have a tremendous impact on your son/daughter. Our goal is for every student to be successful, and we need your support in order to achieve that goal.

Hardinsburg Elementary School Discipline Procedures

HES provides each student with the maximum opportunity to acquire an education. HES strictly adheres to the Code of Conduct and Disciplinary Policy as approved by the Breckinridge County Board of Education and HES Site-Based Decision Making Council. The HES discipline policy and procedures focus on increasing student responsibility for his/her actions and encouraging self-respect and consideration for the rights, feelings, and property of others. Guidelines have been established that are in compliance with the Breckinridge County District Code of Acceptable Behavior and Discipline.

Each staff member at Hardinsburg Elementary School accepts responsibility for the maintenance of discipline and for the promotion of a Positive Behavior Interventions & Support (PBIS) framework for the development of wholesome human relations. A student's

behavior should conform to acceptable standards of conduct as established by the discipline committee and the Site Based Decision Making Council. The staff and council request parental support in helping maintain appropriate conduct in the school.

Student Code of Conduct

Students attending Hardinsburg Elementary School are expected to display a level of behavior which is acceptable to school personnel and the community. Students are expected to show **PAWS** (Positive Behavior, Act Responsibly, Work Hard, & Show Respect). No student has the right to interfere with the opportunity of an education by their actions, poor manners, or lack of consideration. The Breckinridge County Board of Education has published a county-wide discipline policy. The following reminders are for the students and parents/guardians of HES. These rules apply on the school grounds or at any event or location where HES is represented.

Students are expected to:

- Report to school daily prepared to study, learn, and complete all assignments.
- Respect and obey teachers and staff.
- Respect their fellow students.
- Listen and be attentive in class.
- Maintain and improve the appearance of the school and grounds.

Students are not allowed to:

1. Fight or provoke a fight.
2. Use inappropriate language/profanity.
3. Possess or use drugs, alcohol, tobacco products/paraphernalia, or fireworks on school grounds/property.
4. Have radios, audio/video electronics, or cell phones out or in use during school hours unless otherwise noted by teacher or administration.
5. Gamble, bring playing cards, or any inappropriate/unauthorized item.
6. Cheat.
7. Possess any type of weapon, including but not limited to any type of firearm or knife.
8. Threaten, bully, or harass another student for any reason. Use of threatening language is prohibited.
9. Chew gum.
10. Bring pets/animals unless prior approval from teacher/principal/assistant principal.
11. Play with toys or other personal items during instructional time.
12. Exhibit any behavior that interferes with the instructional program of HES.
13. Leave campus for any reason during the school day unless properly checked out through the school office.

Consequences of student misbehavior include, but are not limited to the following:

1. Conference with the student about the incident
2. Warning
3. Loss of recess or activity opportunities
4. Parent/Guardian note or phone call
5. Parent/Guardian conference
6. In School Suspension
7. Short Term Suspension (one-three days)
8. Long Term Suspension (four-ten days)
9. Expulsion from Hardinsburg Elementary School
10. Suspension from transportation services may be issued for bus infractions

Parent involvement and cooperation are essential in any discipline situation. Hardinsburg Elementary School welcomes parents/guardians to visit with our staff and discuss issues of concern. Appointments may be made through the office.

HES Discipline Referral Plan

Through classroom and school rules and consequences, students will be given ample warnings. Students will be referred to the office for repeated minor offenses or after a major offense.

Parents will be made aware of recurring problems. A copy of all discipline referrals will be sent home to notify the parents. The parent will need to review and sign the referral. The referral should be returned to school by the child the next day. If the student does not return the referral, a phone call will be warranted at that time. Depending upon the severity of the problem, a phone call may precede the referral.

Referrals and Penalties

The HES Positive Behavior Supports and Interventions (PBIS) framework focuses on increasing student responsibility for his/her own actions and encouraging self-respect and consideration for the rights, feelings, and properties of others. The HES Positive Behavior Supports and Interventions (PBIS) Referral Matrix and school wide expectations framework (see attached) will be used to ensure safety and order.

Upon certain occurrences, the principal or assistant principal will have the discretion to assign automatic detention, in school suspension, or out of school suspension. If out of school suspension occurs, the student will forfeit attendance at school activities for the duration of the suspension. School activities may include, but are not limited to, academic team, sports team, sports activities, clubs, dances, and parties. Suspension is implemented according to district policies. Policies will be made available upon request.

If a student has been assigned after school detention and parents do not make arrangements for the student to attend, the detention will automatically be rescheduled. If the parents do not make arrangements the second time, the student will either be assigned in-school or out of school suspension, as determined by the principal or assistant principal.

When a student may benefit from services offered by the school counselor, he/she may be referred as needed.

School discipline requires the partnership of parents, students, and school faculty/staff working together. Awareness of the school's expectations for student behavior will help in maintaining a positive learning environment.

Breakfast and Lunch Program

Hardinsburg Elementary School serves a nutritious and balanced lunch every day. Breakfast is served from **7:15-7:50 a.m.** Lunch is served from **10:30-12:15 p.m.** Menus will be sent home on the first day of school and will rotate on a 3-week basis. Each child is encouraged to eat a hot meal in the lunchroom. No soft drinks are permitted in the lunchroom. Students who bring lunch from home will eat their lunches in the lunchroom. Breakfast and Lunch for all students will be free; however, students wishing to purchase additional items will pay ala carte prices.

Child 2 nd meal	\$1.95
Adult Breakfast	\$2.00
Adult Lunch	\$2.90
Visitor Breakfast	\$2.25
Visitor Lunch	\$3.50

Again this year, we will be using the computerized lunch management system. Your child will have one account for breakfast and lunch combined. For ala carte items, you will be asked to send money in advance. This money will be put into his/her account. If children want to buy an extra milk or juice at lunch or breakfast, they will need money in their lunch account. All checks should be made out to Hardinsburg Elementary School Cafeteria.

Another service we offer is the MealpayPlus, which is a prepayment system that allows you to make deposits into your children's accounts via the web at **www.mealpayplus.com**.

- Accepts credit cards (Visa, Master Card or Discover), bank check cards with VISA or MC logo.
- Allows you to view child's balance
- Deposit confirmations are emailed direct to your email account
- Low balance email reminders can be set up to remind you when your balance reaches a certain limit

In the cafeteria, students are expected to exhibit behavior that is respectful of others. Students have the following expectations in the HES Cafeteria:

- Use good manners (i.e. clean up after yourself, practice nice table manners)
- Walk carefully and face forward.
- Use quiet voices and follow the directions of the teachers and staff on duty.
- Raise hand and wait patiently to ask for help if you need something.
- Keep your hands to yourself.
- Stand quietly while waiting for your teacher.

Attendance Procedures

Regular and punctual attendance is essential to a student's success in school. We ask that our families make a commitment to daily and punctual attendance, thereby establishing a pattern of responsible behavior that will make them successful in the future. Parents have a responsibility to recognize the legal obligation to ensure daily and punctual attendance as required by KRS 159.150.

ABSENCES

- If your child is absent from school, please call the school to notify us.
- When a student must be absent from school, a parent note or professional statement (ex. Doctor's note, funeral note, court excuse, etc.) should be sent to the school office with the student upon returning from being absent.
- Written excuses shall include the full name of the student, date or dates absent, reason for that absence, and full signature of the parent or doctor. These may include the following:
 - Death or severe illness in the student's immediate family
 - Illness of the student
 - Religious holidays and practices
 - One (1) day for attendance at the Kentucky State Fair
 - Departure or return of parent/guardian called to active military duty
 - Other valid reasons as determined by the principal
- Written excuses from a parent to explain student illness or other reasons for absences will be accepted six (6) times per school year. All other absences will only be excused with a professional statement.
- Failure to provide written explanation of an absence will result in an unexcused absence until proper explanation is provided.
- Students who have pink eye, a temperature of 100 or more, vomiting or other symptoms associated with communicable conditions will be sent home. Students must be **symptom free for 24hrs before returning to school**. Absences are not optional in consideration for the health of others.

TARDINESS

- Late arrival disrupts class and causes loss of instructional time for all students in that class; therefore, prompt arrival at school is expected of all students.
- Any student who arrives in their homeroom **after 7:55 a.m.** is considered tardy.
- Students who are tardy three or more times during the school year, or who leave early (Early Dismissal) three or more days during the school year, will forfeit recognition for Perfect Attendance.

TRUANCY DEFINED

- Any student who has been absent from school without valid excuse for three (3) or more days and/or tardy without valid excuse on three (3) or more days, is considered truant.
- Any student who has been reported as a truant two (2) or more times is a habitual truant.

- Possible actions by the school as a result of truancy: notification by letter, home visits, scheduled conferences with the principal and/or other school personnel, and notification to the district Director of Pupil Personnel.
- Habitual truancy may result in a thorough assessment of a student’s home situation. This assessment may result in a written report submitted to a Court Designated Worker (CDW). Written assessments submitted to the CDW may be referred for formal court processing.

III. STATEMENT OF ADMINISTRATION

- A. **SUSPENSIONS FROM SCHOOL:** Disregard for school rules and/or violation of the disciplinary code may result in the student being suspended from school. Students may not make up work missed due to suspension.
- B. **HOMEWORK ASSIGNMENTS:** For students anticipating being absent from school, arrangements may be made for getting assignments and materials sent to the home upon request to the front office. Parents should call the school (756-3020) by 10:00 a.m. in order to have the work available by 2:00 p.m.
- C. **HOMEBOUND SERVICE:** This instruction is for students anticipating being absent from school for an extended number of days (at least 6 consecutive days) for medical reasons. The services of the homebound instructor are available upon request to the school secretary or her designee with a required documented statement by an attending physician.

Bell Schedule

School Begins	7:55 a.m.
Tardy Bell	7:55 a.m.
School Dismissed (Buses)	2:40 p.m.
School Dismissed (Pick-ups)	3:00 p.m.

If you transport your child to school & plan on him/her eating breakfast at HES, your child needs to be at HES by 7:35 a.m.

Bus Transportation

Bus transportation is a privilege to be determined by the student’s good behavior and observance of the listed rules. These rules are printed and distributed by the Breckinridge County Board of Education. Parental understanding of these rules and cooperation with school authorities will assure everyone of safety on the school bus. The principal has the authority to deny bus riding privileges for the violation of the transportation code. Please discuss proper, safe behavior with your son/daughter. If a child arrives at school after 7:45 a.m. due to a bus route, he/she will be allowed to eat breakfast if needed. No one will be denied breakfast or counted tardy due to buses.

Change of Residence/Phone

If students move, change home or emergency telephone numbers, or custody/guardianship during the school year, please notify the office immediately so that records can be accurately updated.

Check-In/Out Procedure

When bringing your child to school after the tardy bell has rung (7:55 am), please park in a designated parking space and accompany him/her into the building and sign in at the front office. Make sure that the receptionist is aware that your child is present.

If you must check your child out of school before the dismissal bell for doctor appointments, etc., please come to the front desk to personally sign your child out of school. Please do not attempt to remove your child from his/her classroom or the playground without first notifying the receptionist.

Please send written notification of your plans to check the student out of school to his/her teacher so that he/she can be expecting you. If there is a change in your child's afternoon transportation please call the school by 1:00 p.m. No changes in transportation will be allowed after this time unless an emergency occurs.

Be sure that anyone who comes to pick your child up is listed on his/her pick up list. For the safety of your child, he/she will not be permitted to leave school with anyone who is not authorized to pick them up. If there are any changes in the persons listed on your child's pick up list, please notify the school immediately.

Confidentiality

There are written policies regarding the confidentiality of student educational and discipline records. These policies ensure the privacy of student information and are in compliance with state and federal guidelines. In addition, all HES staff members are trained each year on the policies and procedures regarding confidentiality. Records are not released to any entity without prior written consent of the parent or guardian.

Counseling

A certified Guidance Counselor is available to assist students with skills, knowledge, and experiences that will help them cope with problems. Services are extended to parents/guardians in matters relating to the student.

Dress Code

Students will dress appropriately for school. Please write your child's name in his/her coat & book bag. Inappropriate clothing such as the following will not be allowed:

- 1) Backless tops, midriff tops, halter tops, spaghetti straps. Clothing should not expose the rib cage/belly, undergarments, etc.
- 2) Short skirts and shorts (should be as long as finger tips)—No shorts after November 1st or before April 1st
- 3) Shorts with logos on the seat/bottom
- 4) Hair of unnatural colors. (other than specified, special occasions)
- 5) Backless shoes (other than advertised, special occasions)
- 6) T-shirts with logos promoting tobacco, profanity, violence, or drug use of any kind
- 7) Body piercing, other than the ear
- 8) No hats in the building (other than specified, special occasions)
- 9) Any article of clothing, accessories, tattoos, symbols, and/or make up that are affiliated with an organized gang

A complete list of prohibited clothing and accessories is on file in the Principal's office and may be obtained at any time.

On a first offense, students will be given a verbal and written warning and may be sent to the family resource office for appropriate clothing. On the second offense, parents will be called to either pick up their child or bring clothing.

Expectations for visitors while visiting HES:

Because we expect our students to abide by a dress code that does not distract from the learning process, we also expect all visitors to dress appropriately when visiting HES. We want to set a good example for all students. Those expectations are as follows:

- 1) No midriffs or tank tops or low-cut/revealing tops.
- 2) No logos advertising alcohol or illegal products or displaying derogatory & inappropriate comments.
- 3) Shoes must be worn at all times.
- 4) No short shorts or skirts.
- 5) Please dress in a way that sets a positive example for our students.

Anyone dressed inappropriately will be asked to leave until their appearance is appropriate for our student body.

While visiting HES, all visitors must sign in at the office and wear a visitor's tag. Visitors must maintain confidentiality practices and use appropriate language and tone.

Emergency Policy

All students must have a telephone number on file in the Main office that may be called in case of emergency. Parents will be notified in case of an injury and/or illness that prohibits the child from remaining at school. It is HES's policy not to administer medication of any kind without a medical consent form signed by parent/guardian.

Bearcat Folder

All students will receive what we call the “**Bearcat Folder.**” This folder is sent home every Thursday and will contain various types of school information for parents such as newsletters or important notices. It should not be mistaken for a homework folder. Please return the folder every Friday.

Family Resource Center

HES has a Family Resource Center, which actively addresses the comprehensive needs of our students and their families through referrals and direct service delivery. They offer a variety of programs and services, which are aimed at enhancing students’ academic, social, and emotional development. If you have any questions or concerns, please do not hesitate to contact the Family Resource Center. They will be happy to make sure that you and your child receive the information or support necessary to have a successful year at HES. The office is located in the front office area of the building. For more information, please contact the FRC at 756-3022.

Some of the services offered by the FRC:

- ◆ Health Awareness Programs
- ◆ Kids’ Club on-site licensed childcare program
- ◆ After school childcare for children ages 5-12 available on school days only. Call for rates or to register your child(ren).
- ◆ Emergency clothes closet for children
- ◆ Assistance with school supplies
- ◆ Parent Volunteer Program
- ◆ Ongoing parenting support and education
- ◆ Family crisis assistance and referrals, including an onsite Communicare therapist

Field Trips

When a field trip is to be taken, the student must turn in a permission form with the parent/guardian’s signature. Students may not leave a field trip with their parent, unless they formally check out the student. The HES Code of Conduct and Discipline Policy will be enforced. If there is not written permission to the teacher the day before the trip, the child will not be able to go on the trip.

Emergency Drills

Drill regulations and evacuation routes are posted in all rooms. A variety of drills are held regularly to show the students the appropriate procedures for each drill.

Grading Policy

Students in grades K-2 do not receive official letter grades. 3rd-5th graders will be scored on the following scale:

- A—90-100
- B—80-89
- C—74-79
- D—68-73
- F—67 and below

Head Lice Procedures

Head lice are a very common problem within the primary age group, but due to its highly contagious nature, HES strictly enforces a “no-nit” policy. This means that no child will be allowed to enter or remain at school if head lice and/or nits (eggs) are present. Periodic head checks by trained school personnel will be conducted as deemed necessary. Please check your child’s head often. If you find any evidence of head lice, please treat your child and your home thoroughly, remove all nits, and notify the school so that other children can be checked. If you have any questions about treating head lice, contact the local health department at 756-5121. Also, our Family Resource will provide you with information on how to treat head lice.

Homework Policy

1. Each grade level will routinely assign homework that is challenging, authentic, monitored, and based on Kentucky standards.
2. Homework will be assigned, checked, and returned within a week’s time.
3. Homework should not exceed the following amounts of time per grade level, per night:
 - (K)P1 Level: 10-20 minutes
 - (1) P2 Level: 20-30 minutes
 - (2) P3 Level: 30-40 minutes
 - (3) P4 Level: 40-50 minutes
 - 4th grade: 50-60 minutes
 - 5th grade: 60-70 minutes

Times may vary from student to student.

Inclement Weather/Snow Days

Occasionally, extreme weather conditions force sudden cancellation of school. Announcements will be made on **WXBC 104.3** radio. If inclement weather is threatening, please listen to the radio or call the Breckinridge County Schools weather hotline at **(270)756-3125** for information on school cancellations or delays. You are also encouraged to register with the school’s Notify Me. This service will allow you to receive emails and optional text messages about school delays and closures.

Insurance

School insurance will be offered to all children. Applications and claim forms can be obtained in the school office.

Library

The HES library is located just off the lobby of the school and is open from 7:40-2:30 daily. Each student will have the opportunity to visit the library at least once per week for library skills, enjoyment of literature, and to check out a book. Other classes are scheduled for research and enrichment. The librarian is happy to assist your child as he/she explores the world of reading. Students who lose or deface library books will be asked to pay for the books.

Lost and Found

Any items found are to be placed in a designated area in the gym lobby. All unclaimed items are donated to the Good Samaritan Center at the end of each semester. If your child loses an item, please notify the office, and every effort will be made to recover the item. Please write your son's/daughter's name in their coats & bookbags to prevent loss of items.

Medication

We encourage medicine be administered at home if at all possible. It is mandatory that all medication be stored by school personnel. First doses of new medication cannot be administered by school personnel. Medication should be sent to school in the original bottle with the original label and with only enough medication in it to be taken at school. Students will not be allowed to keep medication in their personal possession, and failure to comply with this policy will result in disciplinary action. Parental/Guardian permission forms must be completed before any medication will be dispensed. Contact the school office at 756-3020 for additional information.

Newsletter

Every month a school newsletter will be sent home with your child containing a calendar of events and items of interest. Please be sure to look for this each month to keep up with the school's activities.

Pick up and Drop off Policy

Parents who choose to drop-off or pick-up their children at HES before and/or after school must pick up/drop-off in the back of the school off of Airport Road onto Docile Street. If you are transporting your child every day, then you will be given a number to place in your windshield. Please be sure that number is visible to our staff. For safety reasons, students will not be able to leave with anyone who does not have a student number issued by HES.

During morning drop-off time, no students are to be dropped off at the door of the front office. If you are bringing your child into school through the front office, you are required to park your car in a parking space and walk your child into school. No students are to be picked up in the front office or front parking lot during dismissal time in the afternoon without approval from the principal.

Due to safety concerns, no student (students who are picked up or students who walk) will be released until all buses have left the campus. The last bus will leave at approximately 2:55 P.M. Again, this is in an effort to ensure the safety of all students.

If you plan on your son/daughter eating breakfast at school, he/she should be here no later than 7:35 a.m. If students are not in their classrooms by 7:55 a.m., they are tardy.

Property Damage/Vandalism

Students are not to lose, deface, mark, or otherwise damage any type of school property. The students and parents/guardians will be held financially responsible for any damage to school property. Students are also expected to respect the property of other students and adults.

Selling Products & Trading Items

Students are not permitted to sell or trade any items while on the bus or at school without prior permission from the principal or assistant principal.

School Based Decision-Making Council (SBDM)

HES is served by a School-Based Decision-Making Council, which is made up of the school principal, teachers, and parents. The purpose of the council is to provide a forum that is representative of the school's population to make decisions regarding various aspects of school operation. Elections are held yearly. You may request a copy of policies and bylaws from the office, and the council's records are open to public inspection. We elect our new teachers and parents in April. The agenda for each SBDM meeting will be posted at the front of the school no later than 24 hours before the scheduled meeting time. Minutes of previous meetings are also posted on a school bulletin board and on the school website.

Telephone

In order to protect instructional time of our students, phone calls are not permitted to teachers or students unless it is an emergency situation. Students will only be allowed to use the phone for an emergency, and students will not be taken from class for incoming phone calls. If necessary, messages will be delivered to the student. During instructional time, messages will be taken for teachers. Teachers will return phone calls as soon as possible. As a staff, we strive to return all messages within a 24 hour time period.

PUBLIC NOTICE

The Family Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible" students) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents of eligible students may ask the Breckinridge County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent of eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

"Directory Information" is information contained in an education record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student help activities. "Directory Information" includes, but is not limited to, the student's name, address, phone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian, or eligible student currently enrolled may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. BCSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The BCSD retain for an indefinite period of time a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed, and year completed.

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavioral disorders both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The Breckinridge County Schools has an ongoing Child Find system which is designed to find any child or youth, age birth up to 22 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

The Breckinridge County Schools will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parent of the child or youth.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Breckinridge County Schools find any infant, toddler, child or youth who may have a disability and need special education and related services. The district needs to know the name and age, or date of birth of the child or youth; the name, address, and phone of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways Breckinridge County Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needed to be evaluated or referred for special education services.

If you know a child or youth who lives in Breckinridge County, may have a disability, and is not receiving needed services, bring, telephone, or send the information to: Director of Special Services, Breckinridge County School, PO Box 148, Airport Road, Hardinsburg, KY 40143, (270-756-2186).

Child Find activities will continue throughout the school year. As part of these efforts, Breckinridge County Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education. Any information the district collects through Child Find is maintained confidentially.

Written policies and procedures have been developed which describe the district's requirements regarding confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's office in each school, and the Board of Education office. Copies describing these policies and procedures may be obtained by contacting: Director of Pupil Personnel, Breckinridge County Schools, PO Box 148, Airport Road, Hardinsburg, KY 40143, (270-756-2186).

The district office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for the district office.

Hardinsburg Elementary School

Parent Involvement Policy

Hardinsburg Elementary School has adopted the following parent involvement policy and plan. This policy and the plan to implement it have been developed jointly and in agreement with parents and will be distributed to all parents in the school.

Hardinsburg Elementary School shall offer a flexible number of meetings (a.m. and p.m.) to parents during the school year, which will focus on issues relating to parents'/students' strengths. Hardinsburg Elementary School may provide transportation, childcare, and home visits when needed.

Hardinsburg Elementary School shall involve parents by including at least one parent on each working committee in the school. The Student/Parent/Staff Support Committee will review and make suggestions for the Parent Involvement policy, the Parent/School Learning Compact, and the school improvement plan.

All parents at Hardinsburg Elementary School shall be provided:

- Timely information and opportunities to attend regular meetings;
- School performance profiles and their child's individual assessment results, including an interpretation of results;
- A description and explanation of the school curriculum, assessment, and proficiency levels;
- A timely response to any parent suggestions.

Hardinsburg Elementary School has jointly developed with parents, for all students, a parent-school learning compact that describes:

- The schools' responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations;
- Ways in which each parent will be responsible for supporting his/her child's learning;
- The ongoing communication between parents and teachers through: parent/teacher conferences at which time the learning compact will be discussed; progress reports to parents; and reasonable access to staff, observation of classroom activities, and opportunities to volunteer and participate in their child's class.

Hardinsburg Elementary School shall build the capacity for strong parent involvement by:

- Providing assistance to parents in understanding national, state, and local goals, standards, and assessments, and how to monitor their child's performance as well as information on how parents can participate in the education of their child.
- Providing materials and training to parents such as needed literacy training not otherwise available to help parents improve their child's achievement.
- Educating all school staff, with assistance of parents, on how to reach out, to communicate with, and work with parents as equal partners.
- Coordinating and integrating, as appropriate, parent involvement programs/activities with Head Start.
- Ensuring, to extent possible, information sent home is in a language and form parents can understand. For parents whose English is a second language, provide information in their primary language. For parents who are visually impaired, provide information in Braille or in large print.
- Involving parents, where appropriate, in development of training for teachers and other staff that improves instruction.
- Providing other assistance, as appropriate, such as parent resource centers where parents can learn about child development and rearing from birth, designed to help parents become full partners in the education of their child.
- Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and secondary schools.
- Training and supporting parents to enhance involvement of other parents, where appropriate.

Important Phone Numbers...

Hardinsburg Elementary School Office	270-756-3020
Hardinsburg Elementary School Cafeteria	270-756-3023
Family Resource Center/Kids Club	270-756-3022
Head Start/Preschool	270-756-3144
Board of Education Central Office	270-756-3000
Breckinridge County Public Library	270-756-2323
Breckinridge County Health Department	270-756-5121
Breckinridge County Memorial Hospital	270-756-7000
County Dispatch (Emergency)	270-756-6266 (911)
Breckinridge County Schools Weather Line	270-756-3125

MOM AT WORK
DAD AT WORK
NEIGHBOR
FRIEND

IMPORTANT INFORMATION

MY CHILD'S TEACHER _____
BUS DRIVER _____ BUS # _____
OTHER _____

Please remove and place in a convenient place!



Hardinsburg Elementary School
419 East 3rd Street
Hardinsburg, KY 40143
270-756-3020
270-756-3021 (f)

At HES, our mission...
To promote a consistent,
positive, safe environment
to
Help all students to
Excel and achieve
Success!



Beth Bennett, Counselor
Kacy Ledridge, Curriculum Specialist

Will T. Parker, Principal

Dear Parents,

The faculty and staff of HES are hoping that the 2018-2019 school year will be a memorable and rewarding one for you and your child. Please read this handbook thoroughly and save it for future reference. When you have finished, please sign below and return this form to your child’s teacher.

There are two areas that warrant special attention and your full understanding and cooperation to ensure success for your child at HES. They are the attendance policy and the discipline policy. Also, please note there are a few changes in our handbook this year. Please read through the handbook carefully and review appropriate behavior with your son/daughter. If you have any questions, please do not hesitate to discuss them with your child’s teacher or the principal.

Thank you for your cooperation. We are looking forward to an exciting and successful year for all!

HES Faculty and Staff

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I have read and understand the policies and procedures contained in the 2018-2019 parent/student handbook and have discussed expectations with my child.

Parent/Guardian Signature

Date

Name of Student/Grade

Date