

Martin Luther King, Jr. Elementary School

Student Handbook 2018-2019



Carrie Caples, Principal
Neil Hight, Assistant Principal
Nicole Poindexter, Assistant Principal
Arnelle Wesley, Assistant Principal
Brandi Lovely, Guidance

VISION STATEMENT

MLK provides the tools necessary to equip ALL students for success

MISSION STATEMENT

A community working together for the academic success and wellness of ALL students

Positive Behavior Intervention System

Martin Luther King, Jr. Elementary School is a Positive Behavioral Interventions and Supports School (PBIS). Students have the opportunity to earn schoolwide and classroom rewards throughout the school year by demonstrating our school-wide PRIDE Expectations. Teachers will utilize the Class DoJo system to monitor student success. Please see the PRIDE Schoolwide Expectations below.

SCHOOL-WIDE Expectations

Project a positive attitude
Respect everyone
Imagine your success
Demonstrate responsibility
Encourage cooperation

SCHOOL ZONES

Students must attend the school that they are zoned for unless there is an approved hardship on file at central office. Three current proof-of-residence documents are required at registration. If you are living in someone else's home, there are forms that must be completed and notarized in order for the student to be enrolled.

SCHOOL HOURS

School starts at **7:20 A.M.** School dismisses at **2:20 P.M.**

NOTE FOR PARENTS BRINGING THEIR CHILDREN TO SCHOOL IN THE MORNING: Students may be dropped off beginning at **6:50 A.M.** only at the front entrance of the building and are not to get out of cars until they are in front of the door. Students will not be allowed to enter the building before **6:50 A.M.**

Those students arriving at **6:50 A.M.** must report directly to the cafeteria if they are eating breakfast. Students who choose to eat breakfast need to arrive no later than **7:00 A.M.** Those not eating breakfast will proceed directly to their classroom. Instruction begins promptly at **7:20 A.M.** **Students arriving to school after 7:20 A.M. are considered tardy and the parent/guardian must check the student in at the front office and receive an admissions note from the secretary/clerk before going to the classroom.**

AFTER SCHOOL: Students who are car riders may be picked up in front of the building at **2:20 P.M.** Parents should drive into the pick-up area and remain in their cars until the staff member calls for the student.

SCHOOL CLOSING HOTLINE: 270-707-1900

Should it become necessary to close school because of the weather, the Superintendent of Schools will notify local radio and television stations before 6:00 A.M., if at all possible. If there is a threat of bad weather, it is advisable to listen to the radio, visit the Christian County Schools webpage, and/or watch the television for school closing information.

Should early dismissal from school become necessary due to severe weather or another emergency, announcements will be made via local radio and television stations, with every possible effort made to ensure that parents are notified.

REMEMBER, parents **should not** call the school, school officials, or radio and television stations during these times. It is essential that telephone lines be kept open.

SCHOOL VISITS

Parents and visitors are always welcome at M.L.K. Elementary School. However, as a safety precaution, we ask that all parents and visitors report to the office and obtain a visitors pass. **All doors to the building will remain locked during the day.** You must enter the building through the front door, sign in, and obtain a visitor pass in the office. If you are in the building without a visitor pass, you will be asked by a school employee to return to the office and check in properly. If you bring your child to school in the morning and need to come in with them, we ask that you come to the office and obtain a visitor pass before going with your child to their classroom.

Our first priority is the safety of your child.

STUDENT DRESS CODE

Reasonable care in cleanliness and neatness in dress and appearance is expected of all elementary students. Students are expected to dress in a manner that neither distracts from the learning

atmosphere of the school nor interferes with the instructional process. Standards of simple decency and good taste should dictate the manner of student dress (Christian County Public Schools Code of Conduct).

Listed below are items of clothing that will NOT be allowed at M.L.K. Elementary School:

- Clothing with spaghetti straps or strapless shirts
- Midriff shirts
- Low rider pants/jeans
- Sagging pants or loose fitting pants – a belt **MUST** be worn
- Shorts, dresses and skirts must be no shorter than two (2) inches above the knee.
- No shirts/T-Shirts with logos or advertisements that interfere with the instructional process
- No low-cut blouse or shirt
- Leggings are not allowed unless worn under a dress, long blouse, shirt or other long garment. Garment must be two (2) inches above the knee

Parents will be called to bring clothes to the school for their child if they do not meet the requirements of the dress code. If a change of clothing is not available, student will have to be placed in Safe Room (ISS)

LICE POLICY

CCPS has a “no live lice” policy. If the student has chronic/reoccurring head lice, any days missed after the first time the student is sent home will be **unexcused**.

TOYS AND ELECTRONIC TELECOMMUNICATIONS

Please do not allow students to bring toys, games, video systems, or other such items from home. If they are lost or stolen, the school **WILL NOT** be held liable nor will school time be used to locate the device. The use of telecommunication devices during school hours are not permitted.

STUDENT CODE OF CONDUCT

MLK, Jr. Elementary will follow the Student Code of Acceptable of Behavior adopted by the Christian County Board of Education.

SCHOOL MESSENGER PHONE CALLS

SCHOOL MESSENGER phone calls will be sent to all households to notify parents/ guardians of school closures, early release times, and/or school events. Please ensure that you have a current, working phone number on file in Infinite Campus.

RESPECT FOR SCHOOL PROPERTY

As good citizens, students at MLK. Elementary School should take great pride in the care of their school building, equipment, and school property. Students should never write on the building, walls, or desks. They should cooperate with the school custodians to help keep the school clean.

TEXTBOOKS

State textbooks issued to elementary students are at no charge. Students are responsible for returning these books at the end of the year in good condition. Students and parents are responsible for the cost of books that are lost or damaged beyond ordinary wear. **Missing textbooks may prohibit participation in end-of-year events.**

USE OF SCHOOL TELEPHONES

School telephones are business telephones and must be reserved for that purpose. If it becomes necessary to make a call, the student should first obtain permission from his/her teacher.

Except in emergency cases, neither students nor teachers will be called to the phone during class. However, every effort will be made to facilitate parent/student communication, which may become necessary during school hours.

To avoid the unnecessary interruption of classroom instruction, **phone calls will be put through to the teachers during their planning period only.**

Parent / teacher conferences **WILL NOT** be held during classroom instruction time. Conferences may be scheduled during the teachers planning period or after 2:30 P.M.

CHANGE OF STUDENT ADDRESS OR TELEPHONE NUMBER

Students and parents should ALWAYS report any change of address or telephone number to the teacher **and** to the school office. It is necessary to have a current and accurate telephone number on file in case of an emergency.

FIRST AID

If a child gets hurt or sick at school, he/she will be brought to the Nurse's office. First aid will be given for minor injuries only. Parents will be contacted if any injury requires further medical attention.

If your child is sick and/or has a fever of 100 degrees or more, please do not send them to school. Remember, your child **MUST** be fever-free for 24 hours (without taking any fever-reducing medication) to return to school. If you have any questions, you may call the nurse at **270-887-7310**.

MEDICATION

Prescription medication can be administered **only** when properly labeled and accompanied by **both** a note from the parent and a signed statement from the physician stating the dosage. The nurse or a trained staff member will dispense all medication and a record will be kept on file.

Over the Counter medication WILL NOT be available for students.

LOST AND FOUND ARTICLES

Students are asked to observe the following general rules:

1. Leave valuables at home, which are not needed for class.
2. DO NOT leave money or other valuables in your desk.
3. Toys should be left at home.
4. Found articles should be turned in promptly to the Family Resource Center.

BIRTHDAY PARTIES:

To protect instructional time and adhere to nutritional guidelines for wellness, we cannot honor individual student birthday parties. Three class parties are given during the school year.

FIELD TRIPS

Students may take a field trip during the school year. If there is a charge for the field trip, you will be notified by the teacher. An additional fee may be charged to assist with rising transportation cost. Permission forms will be sent home for the parents/guardians to sign if they wish for their child to participate in the field trip.

Any parent who wishes to chaperone a field trip with their child must have a COMPLETED background check with results on file prior to the field trip. You may contact the FRC at **270-887-7313** for information regarding this policy. Please note—parents are NOT allowed to ride the bus.

LIBRARY

Students are given the opportunity to check out books once a signed copy of the library agreement has been returned. Parents and students take the responsibility of returning the books on time and in the same condition as it was checked out. If a student does not return a book, they will not be allowed to check out an additional book until the book is returned or replaced. Failure to return a book/books may result in students not being allowed to participate in the extra end of the year activities.

HONOR ROLL AND PRINCIPAL'S LIST

Honor Roll recognition is for students in Grade 3 through Grade 6 who have maintained A's and B's on their report card for a nine-week grading period.

Special recognition is given to the students who make straight A's for a nine-week grading period. They are named to the PRINCIPAL'S LIST.

Names of the students are submitted to the KY New Era for BOTH Honor Roll and Principal's list recognition.

SCHOOL COUNCIL

The council consists of the principal, three teachers, and two parents. The parent representatives are elected to the council by parents.

The MLK SBDM Council members for 2018-2019 are:

Carrie Caples	-	Principal
Darryl Green	-	Teacher
Brandy Lovely	-	Teacher
Veronica Russell	-	Teacher
Shanita Maxie	-	Parent
Elizabeth Wyatt	-	Parent

HOMEWORK

Homework is defined as assignment to be completed outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide for curriculum enrichment opportunities. Parents are urged to actively involve themselves in their children's homework assignments as an opportunity for valuable interaction between parents and child in support of learning.

Only skills that have been thoroughly explained and discussed in class should be expected and assigned for homework. Your child's teacher/teachers will be sending home communication to share grade-level homework procedures.

***** Thursday folders are sent home with each student (school-wide). This is our way of routinely communicating with families. These folders should be returned to MLK on Fridays.**

STUDENT ATTENDANCE

An essential ingredient in the academic success of every student in MLK Elementary School is regular and punctual attendance. The Christian County Schools Code of Conduct contains specific standards of attendance expected and required of all students in the system, grades K – 12. Parents should be especially aware of the state Compulsory Attendance Law KRS 159.010 and KRS 159.180, which states that the parent/guardian is responsible for keeping his/her child in regular

school attendance. Valid reasons for student absence, required explanations for student absence and other important regulations are outlined in the code.

When a student has been absent from school for any reason, **he/she shall bring a note to his/her teacher on the day he/she returns.** The note should be dated and signed and should state the reason for the absence. In case of a medical appointment, the student should request a written statement from the doctor/dentist, etc. and bring that statement to school. If a written note is not received from the student **within (two) (2) days** of the absence, the absence will be unexcused.

Please put your child's first and last name on the excuse.

Please refer to the Christian County Schools Code of Conduct for all the regulations concerning attendance policies.

PERFECT ATTENDANCE POLICY

Perfect attendance shall mean that a student has **no absences, no tardies, and no early check-outs.**

CHECK-IN AND CHECK-OUT PROCEDURES

In order to maintain the highest possible safety standards for our school and your child, we have several procedures that we require when you check-in or check-out your child.

1. If your child arrives at school **AFTER 7:20 A.M.** you **MUST** come to the office with your child and sign your child in on the Student Check-In/Check-Out Sheet. **YOUR CHILD MUST OBTAIN A TARDY SLIP IN ORDER TO BE ADMITTED TO CLASS.**
2. **PLEASE, DO NOT** call the school and ask us to let someone who is not listed in Infinite Campus as an authorized person to get your child. If a person comes in, and we do not have a note giving them permission to pick up your child, their name **MUST** be listed in Infinite Campus before your child will be released. **They MUST provide a picture ID.**
3. Anytime you need to make a change on your child's student release form you may do so by coming to the school office. **A picture ID is required.**
4. **Everyone** must show a picture ID when checking out a student. **There will be NO EXCEPTIONS.**

PROCEDURE FOR LEAVING SCHOOL EARLY

No student will be allowed to leave school before the end of the school day unless he/she has a valid reason and is checked out by a parent, legal guardian, or someone authorized in writing by the parent PRIOR to the time of early release. **They MUST provide a picture ID. Under no circumstances will a teacher dismiss a student from school before the end of the school day or into any person's custody without the direct prior approval and knowledge of the principal or her/his designee.** The principal will not excuse a student before the end of the school day without a request for early dismissal from the student's parent/guardian.

NO student will be released from school on the basis of a telephone call.

Children of estranged parents may be released to either parent unless there is court order to the contrary. A copy of the court order **MUST** be on file in the school office.

If you need someone to come to the school to pick up your child in a non-emergency situation, please remember that you must send a note to the school with your child. The person must also be on file in Infinite Campus and must also show a picture ID.

A student may be released to a person with lawful authority to take custody of the student. For example, a police officer with a warrant would be allowed to take the child from the school. In such case, the student's parent/guardian will be notified as soon as possible by proper authorities.

If the principal has delegated early release to another school employee to attend a school related activity, the principal or assistant principal will sign the release form, which will be kept in the school files.

SCHOOL SAFETY PROCEDURES

NO CARS ARE ALLOWED IN THE REAR OF THE BUILDING PRIOR TO 7:20 A.M. OR AFTER 1:45 P.M. We ask that you not enter the rear driveway of the building while buses are unloading students.

As a safety precaution, all doors to the school are locked during the day.

STUDENT BREAKFAST AND LUNCH PROGRAM COMMUNITY ELIGIBILITY OPTION

The Community Eligibility Option or CEO is a new program which allows all students who attend a CEO school to eat breakfast and lunch for free. The program covers the cost of a regular meal. **It does not cover "a-la-carte" items.** Therefore, if a student wants extra items, the student must pay for those items. If a student brings their lunch from home, but wants to purchase one item from the cafeteria, **the student must pay for that item.** The program is based on the percentage of economically disadvantaged students in each school. Even though all students will eat free, **information is still required from each family regarding your family size and income levels.** This information will be used to determine eligibility for other programs within our District. **It is extremely important that each family complete the Household Income Form.**

STUDENTS ARE NOT ALLOWED TO CHARGE A-LA-CARTES. ADULTS ARE NOT ALLOWED TO CHARGE MEALS.

ATTENTION TO ALL PARENTS/GUARDIANS:

1. A \$45.00 SERVICE CHARGE ON EACH RETURN CHECK
2. Parents or guardians are welcome to eat with their child in the cafeteria by purchasing a meal at the adult price. **Fast foods ARE NOT to be brought into the cafeteria.**

COMPETITIVE FOOD RULE 702:KAR6:090:

NO FOOD IS TO BE BOUGHT, SOLD OR GIVEN AWAY AS A REWARD UNTIL 30 MINUTES AFTER THE LAST LUNCH PERIOD CLOSES.

SPECIAL CAFETERIA RULES FOR STUDENTS

1. Remember that mealtime is an important time of the day.
2. Students will follow PBIS CHAMPS Cafeteria procedures.
3. Be courteous to cafeteria personnel, teachers, and other students.
4. Always keep your place in line.
5. Leave your table and floor area clean.
6. Place disposable items in the waste container.

STUDENT DISCIPLINE

The Christian County Public Schools are dedicated to providing a positive educational environment in which our teachers and administrators can effectively help all students achieve their maximum learning potential. An equally important mission of the schools is the development of students' self-discipline and responsible behavior so that they may be prepared for their roles as adults in a democratic society.

The Christian County Public Schools Code of Conduct contains specific standards of behavior expected and required of all students in the system, grade K – 12. Every student and parent is granted access to a copy of the CCPS Code of Student Conduct at the beginning of the school year. Additional individual school rules covering minor infractions are also necessary. Information about these will be provided.

BUS TRANSPORTATION - CONDUCT AND SAFETY

Getting children to and from school safely each day is a very important responsibility – one that we take seriously!

The school district coordinates a fleet of more than 100 buses which provide daily transportation. Specially equipped buses are provided for physically handicapped children who need special assistance.

A set of important regulations which are vital to the well-being and safety of all our school children govern conduct on district buses. These regulations are detailed in the Christian County Public Schools Code of Conduct, a copy of which is accessible to all students and parents at the beginning of the school year. We ask that parents become familiar with these regulations and help our school enforce them.

For further information or questions concerning the transportation department, you may call the school system bus garage at 887-7099 or 887-7109.

Students will not be allowed to ride a different bus or get off at a stop other than their own unless they have a written note from their parent/guardian. This note shall be given to office personnel at the beginning of the school day and they will issue a bus pass for the student.

STUDENTS MUST OBTAIN A BUS PASS FROM THE OFFICE IN ORDER TO RIDE A DIFFERENT BUS.

The bus pass will be presented to the bus driver when boarding the bus in the afternoon. For safety precautions, we WILL NOT accept a change in the bus procedure for your child by phone. We cannot be expected to recognize everyone over the telephone.

DO NOT ask the bus driver to make a change in your child's transportation. ALL CHANGES MUST BE MADE AT THE SCHOOL.

VIDEO RECORDING

Students' conduct and activity while riding on the school bus is subject to video recording at any time. Students shall have no expectation to the right of privacy while on the bus. Video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding the bus. Covered boxes may be used in order to protect the video camera. In order to minimize the number of cameras which may be required, cameras may be varied from bus to bus and not in use at all times. However, students are on notice that they may be, at any

time, subject to being recorded by video transcription while a passenger on a school bus. School personnel may use video tapes as evidence in disciplinary cases.

EXPECTATIONS OF STUDENTS WHEN RIDING OUR BUSES

Obey posted rules of the bus and the driver.

WAITING FOR THE BUS

Bus schedules identify the approximate time each student is to be picked up. It is best to have each student at the bus stop ten minutes before the bus is scheduled to arrive. Drivers try to be as consistent as possible. On days when the weather is bad (snow, ice, fog, flooding, or extremely hard rain), it may cause them to run quite a bit late and/or modify their routes. Information is given to the media when an anticipated schedule change may occur, delays, and/or closing of schools because of weather conditions. Please listen to the radio or television for information on school delays or closings. This will be your best source of information.

Good conduct is essential at the bus stop. Also, be careful approaching the bus after it arrives. Be certain the bus is completely stopped before you step out from the roadside to board the bus. Once on, move quickly, but safely to your seat.

There may need to be adjustments made to the above procedure for special education students in order to comply with state/federal guidelines and the students IEP.

PROCEDURE FOR STUDENTS WITHDRAWING TO ANOTHER SCHOOL...

In order to ensure proper handling of school records and facilitate proper entrance into another school, a student withdrawing to another school should:

1. Inform the school office as soon as you know that your child is leaving.
2. Turn in all textbooks to the teacher.
3. Turn in all library books.
4. Make sure you take all personal items with you as you leave.

SCHOOL VOLUNTEERS

Legislation has been passed by the General Assembly requiring a criminal background search on **school volunteers**. Even if you have volunteered in the school before, you must complete an application to volunteer.

Serving as a parent volunteer is a very rewarding experience and you are always welcome at Martin Luther King, Jr. Elementary School. If you are interested in serving as a parent volunteer, contact Mr. Ron Gager, Family Resource Center Director at **270-887-7313**.

EVACUATION PLAN

MLK's evacuation plan is updated yearly and kept on file. This information is not made available to the public for the safety of the staff and students.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Christian County School District's (CCSD) requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen (18). For the purpose of this notice, a student 18 years or older will be referred to as "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

The CCSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a “Legitimate Educational Interest” as defined in the policies and procedures for confidentiality. A current list of employees’ names and positions who have access to personally identifiable information is on file in each school. The CCSD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

“Directory Information” is information contained in an educational 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, telephone 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.

In accordance with federal regulation concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

Christian County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student’s educational records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal at the student’s school.

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. The CCSD 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 needed later for Social Security purposes. The CCSD retains for an indefinite period of time, a record of the student’s name, address, telephone number, grades, attendance records, 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 behavior 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.

Christian 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.

Christian 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 parents of the child or youth.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help Christian 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 Christian 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 needs to be evaluated or referred for special education services.

If you know of a child or youth who lives in Christian County, may have disability and is not receiving needed services, bring, telephone or send the information to:

Director of Special Education
Christian County Schools
200 Glass Avenue / P. O. Box 609
Hopkinsville, KY 42240
(270) 887-1300

Child Find activities will continue throughout the school year. As part of these efforts, Christian 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.

All information the district collects through Child Find is maintained confidentially.

Parents, guardians or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulation Office, U. S. Department of Education, Washington, D. C., 20202.

Written policies and procedures have been developed which describe the district requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's Office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Director of Pupil Personnel
Christian County Schools
200 Glass Avenue / P. O. Box 600
Hopkinsville, KY 42240
(270) 887-7000

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 listed above for the district office.

