

## **CERTIFIED STAFF**

Austin, Porshia  
Brady, Devan  
Cavinder, Malisa  
Chandler, Emily  
Core, Brooke  
Counts, Tanya  
Croft, Kim  
DeCoursey, Nancy  
Degenhardt, Melanie  
Dietzel, Maria  
Fear, Kandy  
Felts, Marilyn  
Forchione, Renea  
Gagnon, Jami  
Garr, Tammy  
Gary, Dana  
Gibson, Ellen  
Gilkey, Jennifer  
Griffith, Kimberly  
Harrell, Marsha  
Hinkle, Vicki  
Jatczak, Jennifer  
Jones, Delana  
Lamb, Alice  
London, Kris  
Mabry, Deandra  
Marquess, Cory  
Massie, Mike  
Maxey, Ashley  
McClendon, Lanika  
McGehee, Ben  
Meachan, Jennifer  
Meriwether, Jessica  
Milauskas, Morgan  
  
Moss, Tracey  
Nelson, Kristy  
Pederson, Tiffany  
Powell, Martha  
Prowse, Debbie  
Riley, Alyssa  
Roberts, Katy  
Rust, Ashley  
Russell, Jason  
Sanders, Shannon  
Seeger, Teresa  
Stevenson, Kara

Teacher - FMD  
Teacher – 3rd Grade  
Teacher – 1st Grade  
Teacher – 3rd Grade  
Teacher – Preschool  
ESL  
Teacher - Kindergarten  
Teacher - Reading Recovery  
Teacher - 1st Grade  
Teacher – 3rd Grade  
Teacher - 6th Grade  
Guidance Counselor  
Teacher - 4th Grade  
Teacher - 3rd Grade  
Teacher - Kindergarten  
Principal  
Teacher – Read 180  
Teacher – Art  
Teacher - 3rd Grade  
Teacher - 6th Grade  
Teacher - 1st Grade  
Teacher - 3rd Grade  
Teacher - 4th Grade  
Teacher – Kindergarten  
Teacher – Speech  
Teacher - 2nd Grade  
Teacher - 4th Grade  
Teacher – PE  
Teacher – 4th Grade  
Teacher - Sp. Ed  
Teacher - 2nd Grade  
Curriculum Specialist  
Teacher - 2nd Grade  
Teacher - 2nd Grade  
  
Teacher - Kindergarten  
Teacher - 5th Grade  
Teacher – 5th Grade  
Librarian  
Guidance  
Teacher - Kindergarten  
Teacher – 6th Grade  
Teacher – Speech  
Assistant Principal  
Teacher - Sp. Ed.  
Teacher – Sp. Ed.  
Teacher - 4th Grade

Torsak, Jessica  
Venable, Kelsey  
Walsh, John  
White, Rachel  
Williams, Amy

Teacher – Sp. Ed.  
Teacher - 5th Grade  
Assistant Principal  
Teacher - Music  
Teacher - 6th Grade

## **CLASSIFIED STAFF**

Acree, Stephanie  
Adams, Jackie  
Arvin, Allison  
Boling, Susan  
Brumfield, Diane  
Chapman, Felecia  
Gold, Kathryn  
Green, Tammie  
Hibbs, Amy  
Kendrick, Lacagle  
Martin, Courtnee  
Mathis, Lisa  
McDonald, Beverly  
McGee, Eric  
Meriwether, Barbara  
Morse, Tabitha  
Moss, Paula  
Perry, Casey  
Pulley, Norma  
Rule, Vanessa  
Scott, Donna  
Steeley, Joyce  
Stephens, Nancy  
Stratton, Henri Edda  
Wells, Jeff  
White, Angela

Instructor II / Aftercare  
Cafeteria  
Nurse  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Instructional Assistant  
Secretary  
Instructional Assistant  
Custodian  
Instructional Assistant  
Cafeteria  
Instructional Assistant  
SAFE Room  
FRC Coordinator  
Instructional Assistant  
Instructional Assistant  
Attendance Clerk  
Cafeteria Manager  
Clerical Assistant  
Instructor II  
Instructional Assistant  
Cafeteria Manager  
Instructional Assistant  
Custodian  
Cafeteria

## **SCHOOL ZONES**

Christian County is divided geographically and demographically into school attendance zones. Each is served by one of the eight elementary schools in the public school system. If you are unsure as to which elementary school your child is zoned, please contact the Director of Pupil Personnel at the Christian County Board of Education at 270-887-7000 or you can use the school locator tab listed on the Christian County Public Schools website at [www.christian.kyschools.us](http://www.christian.kyschools.us) .

## **SCHOOL HOURS**

School starts at 7:20 a.m. with buses unloading from 6:50–7:20 a.m. School dismisses at 2:20 p.m.

**NOTE FOR PARENTS BRINGING THEIR CHILDREN TO SCHOOL IN THE MORNING:** Your child will enter the school through the front door of the building. **STUDENTS MAY BE DROPPED OFF BETWEEN**

6:50-7:15 A.M. In order for your child to eat breakfast they must arrive by 7:10 A.M.

A staff member will be at the door to supervise these students. Adults who are bringing students to school or picking up students from school will follow the traffic pattern leading to the front of the school. We ask that adults do not park and ask students to cross lanes of traffic to get to the car. Doing so presents a hazardous and unnecessary situation for students.

## **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 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 the telephone lines be kept open.

## **SCHOOL VISITS / PHONE CALLS**

Parents and visitors are always welcome at Pembroke 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 will need to enter the building through the front entrance. All parents and visitors must sign in and obtain a VISITORS PASS before going anywhere in the building. Possible dangers to our school children, resulting from unauthorized or unknown persons in the building, make this policy necessary.

To avoid unnecessary interruption of classroom instruction, phone calls will be put through to the teachers during their planning period only, unless it is an emergency situation.

Parent/Teacher conferences may not be held during classroom instruction time. Conferences may be scheduled during the teachers planning period or after 2:30 p.m.

## **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 nor interferes with the instructional process. Standards of simple decency and good taste should dictate the manner of student dress.

**Listed below are items of clothing that WILL NOT be allowed:**

- Clothing with spaghetti straps – straps must be three fingers wide
- Midriff shirts or low cut blouse or shirt
- Low rider pants / jeans
- Sagging pants or loose fitting pants – a belt MUST be worn
- All dress and skirt length must be at the end of students middle finger
- Shirts / T-shirts with logos or advertisements that interfere with the instructional process
- Outfits with leggings – tops must be worn to completely cover bottom and hips

Shorts may be worn, but the length MUST BE at the end of the student's middle finger when their arms are held straight down by their side.

Parents will be called to bring clothes to the school for their child if he or she does not meet the dress code. If a habitual problem exists, consequences will be assigned in accordance with the Code of Acceptable Behavior and Discipline.

## **CONNECT ED PHONE CALLS**

A CONNECT ED phone call will be sent to all households to notify parents / guardians of school closures, early release times or school events.

## **RESPECT FOR SCHOOL PROPERTY**

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

## **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are provided to all elementary students 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 normal wear.

## **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 and then the school office.

Except in emergency cases, neither the 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.

## **CHANGE OF STUDENT ADDRESS AND TELPHONE 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 any emergency.

## **FIRST AID**

If a child gets hurt or gets sick at school, the teacher will bring or send (with another staff member) the child to the NURSE'S OFFICE. First aid will be administered for minor

injuries only. Parents will be contacted if any injury is such that further medical attention is necessary.

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 270-887-7290.

## **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 medication and a record will be kept on file.

**TYLENOL WILL NOT BE AVAILABLE FOR STUDENTS.**

## **LOST AND FOUND ARTICLES**

Great care and responsibility must be exercised with respect to personal student property when either lost or found. Students are asked to observe the following general rules:

- Leave valuables at home
- **DO NOT** leave money or other personal property in your desk
- Toys should be left at home
- Found articles should be turned in promptly to the FAMILY RESOURCE CENTER

## **FIELD TRIPS**

Students may take a field trip during the school year. If there is a charge for the field trip activity, you will be notified by the teacher. An additional fee will be charged for the trip to help pay for the transportation costs. Permission forms were completed during the registration process at the beginning of the school year.

Any parent who wishes to chaperone a field trip **MUST BE FINGERPRINTED** at least two (2) weeks before the scheduled field trip. You may contact the F.R.C. AT 270-887-7292 for information regarding this policy. Once you have been fingerprinted and cleared you may go on any field trip from that point on.

## **HONOR ROLL**

Honor Roll recognition is for students in Grade 3 through Grade 6 who have maintained A's and B's for a nine-week grading period. Special recognition is given to the students who make all A's for a nine-week grading period. They are named to the PRINCIPAL'S LIST. Names of the students are submitted to the Kentucky New Era for recognition.

## **SCHOOL COUNCIL (SBDM)**

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

The Pembroke School Site-Based Council members for 2016-2017 are:

Dana Gary	-	Principal
Jennifer Jatzak	-	Teacher
Lanika McClendon	-	Teacher
Rachel White	-	Teacher
Beth Morris	-	Parent
Jennifer Maddux	-	Parent

## **STUDENT ATTENDANCE**

An essential ingredient in the academic success of every student in Pembroke Elementary School is regular and punctual attendance. The Christian County Schools Code of Acceptable Behavior Handbook contains specific standards of attendance expected and required of all students in the system Grades K-12. Please refer to this document for all attendance policies and regulations.

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 regulations are outlined in the code.

When a student has been absent from school for any reason, he / she shall bring a note to the teacher on the day they return to school. The note must be dated and signed and should state the reason for the absence. In case of a medical appointment, the parent should request a written excuse from the medical professional and send that statement

to the school with the student. If a written note is not received from the student within five (5) days of the absence, the absence will be unexcused.

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

### **PERFECT ATTENDANCE POLICY**

Perfect attendance shall mean that a student has NO ABSENCES AND 2 OR FEWER TARDIES.

If your child has not missed a day, but has more than 2 tardies, they will not have perfect attendance. Perfect attendance for the year will be determined this way.

### **TARDINESS / TRUANCY DEFINED**

Three (3) unexcused tardies shall be equivalent to one (1) unexcused absence.

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

### **TRUANCY**

Tardies can be as serious as absences. Checking in late (after 7:20 a.m.) without a valid excuse is an UNEXCUSED TARDY. Checking out of school before dismissal time without a valid excuse is also an UNEXCUSED TARDY. A written note MUST BE presented to the school explaining the reason for the check-in or check-out.

Good attendance is very important for your child. Your child can miss valuable classroom instruction. We understand when children are sick that their absence cannot be helped. We appreciate your help and cooperation in maintaining a good attendance record for your child.

Additional information concerning truancy guidelines and regulations may be found in the Christian County Code of Acceptable Behavior Handbook.

### **EXCUSED ABSENCES**



Notes from the parent / guardian shall be accepted and absences excused for up to six (6) days only for the eight valid reasons. A note from a medical professional will not be counted as one of the six (6) days.

Valid reasons are:

- Illness of the student
- Severe illness in the home
- Death in family
- Appointment with medical professional (child only)
- Court Order (a statement from the court system must be presented for the student to be excused for a reasonable amount of time)
- Drivers Test
- One day for attendance to the Kentucky State Fair
- Other valid reasons as determined by the Principal

## **CHECK-IN / 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 / 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. You must sign your child in on the Student Check-In/Check-Out form. **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 we do not know or who is not on your child's student release form to come and get your child. If a person comes in with a note giving them permission to pick up your student, his or her name **MUST** be on the student's release form before your child will be released to them. **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. Under no circumstances will a teacher dismiss a student from school before the end of the day or into any person's custody without the direct prior approval and knowledge of the

principal or his designee. The principal will not excuse a student before the end of the school day without a request for the 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 a court order to the contrary. A copy of the court order **MUST** be on file in the school office.

No student will be released to anyone other than the parent/guardian unless the parent/guardian has submitted a written list of names, such as grandparents, friends, other relatives, babysitters, etc. **PRIOR** to the time of early release. This list **MUST** be on file in the school office. Even if the person presents appropriate identification, their name **MUST** be on the **STUDENT RELEASE FORM** in order to pick up a child. A picture ID is required.

The **STUDENT RELEASE FORM** is used for emergency and non-emergency purposes. If a child is sick and we cannot reach the parent or legal guardian, we will contact one of the emergency contacts listed on the release form. Please inform those people that they will be required to show a **PICTURE ID** when picking up your child.

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. That person must also be on the Student Release Form 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 school. In such cases, the student's parent / guardian will be notified as soon as possible.

In schools where the principal has delegated early release to another school employee, the Principal or Assistant Principal will sign the release form, which will be kept in the school files.

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. Students must obtain a bus pass from the office. The bus pass will be presented to the bus driver when boarding the bus in the afternoon.

FOR SAFETY PRECAUTIONS, CHANGES IN YOUR CHILD'S TRANSPORTATION WILL NOT BE MADE ON THE BASIS OF A TELEPHONE CALL.

## **NON-TRANSPORTED STUDENTS**

All children who are transported to school by the parent / guardian must be dropped off at the front of the building between 6:50 – 7:15 a.m. Staff members will be on duty to assist with the arrival of the students.

CAR RIDER STUDENTS WILL BE DISMISSED IN THE AFTERNOON IN THE FRONT OF THE BUILDING.

You must have a car rider number in order to pick up your child in the car rider line.

If your child normally rides a bus, but will need to be picked up for any reason in the afternoon, you **MUST SEND A NOTE TO YOUR CHILD'S TEACHER**. Without a note, your child will be put on the bus. You must have a car rider number if you wish to pick up your child in the car rider line. If you do not have one, you will need to come to the school office and obtain one.

## **SCHOOL SAFETY PROCEDURES**

Our first priority is the safety of your child. As a safety precaution, all doors to the school will remain locked during the day.

If you need to bring your child and walk them to the building, you must park in the front parking lot and come to the front entrance of the building. If visiting during the day, you must park in the front parking lot and come to the office and sign in. If you are in the building without a **VISITOR'S PASS**, you will be asked by a school employee to return to the office and obtain one.

## **STUDENT BREAKFAST AND LUNCH PROGRAM**

### **COMMUNITY ELIGIBILITY OPTION**

The Community Eligibility Option or CEO is a 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 will be charged for those items. If a student brings their lunch from home, but wants one item from the cafeteria, the student will be charged 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 IMPORTANT THAT EACH FAMILY COMPLETE THE HOUSEHOLD INCOME FORM.**

**STUDENTS ARE NOT ALLOWED TO CHARGE A-LA-CARTE ITEMS.**

**ADULTS ARE NOT ALLOWED TO CHARGE MEALS.**

**NO FOOD OF ANY KIND MAY BE GIVEN OR SOLD TO THE STUDENTS UNTIL THIRTY (30) MINUTES AFTER THE LAST LUNCH PERIOD CLOSES. THIS INCLUDES FOOD BROUGHT IN FROM OUTSIDE RESTAURANTS.**

Parents are always welcome and encouraged to eat lunch with their children. We request that you notify the school cafeteria in advance.

## **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 Acceptable Behavior contains specific standards of behavior expected and required of all students in the system, Grades K-12. Every student and parent is furnished a copy of this book at the beginning of the school year. Additional individual school rules covering minor infractions are also necessary. Information about these will be provided.

Please become familiar with the Code of Acceptable Behavior Handbook and help us enforce these regulations in the best interest of your child.

Discipline shall be defined as a system for managing student behavior to promote an environment conducive to learning, free from fear and disorder and for instilling responsibility involving students, parents and school personnel.

## **BUS TRANSPORTATION - CONDUCT AND SAFETY**

Getting children to and from school safely each day is a very important responsibility. We need to maintain the highest possible safety precautions for your child.

The school district coordinates a fleet of more than 100 buses which provide daily transportation. Specially equipped buses are provided for students with disabilities 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 Acceptable Behavior. A copy of this book is available in the school, the Board of Education and on the Christian County Public Schools website. We ask that parents become familiar with these regulations and help our school enforce them.

For additional information about our transportation system, you may contact your school principal or the Transportation Department at 270-887-7099 or 270-887-7109.

## **NO STUDENT WILL BE RELEASED FROM SCHOOL OR A CHANGE MADE IN THEIR BUS TRANSPORTATION ON THE BASIS OF A TELEPHONE CALL.**

**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 the office personnel at the school and they will issue a bus pass for the student.**

**DO NOT ask the bus driver to make a change in your child's transportation. ALL CHANGES MUST BE MADE BY SCHOOL PERSONNEL. Students must obtain a bus pass for any changes made. Bus passes are only issued by school office personnel.**

## **VIDEO RECORDING**

Students' conduct and activity while riding 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 on the bus. School personnel may use video tapes as evidence in disciplinary cases.

## **EXPECTATIONS OF STUDENTS WHEN RIDING THE BUS**

When we have large, heavy vehicles moving through traffic with many people on board, the thought of an accident brings many frightening pictures to mind. Therefore, we need to be aware of ways to help create a safe environment. A great start is to know and obey the posted rules. If the driver can spend less time watching and listening to riders, he/she can watch the road and hear the sounds that alert the driver to danger.

## **WAITING FOR THE BUS**

Bus schedules identify the approximate time each student is to be picked up. It is possible that those times could vary somewhat from day-to-day. It is best to have each student at the bus stop about ten minutes before the bus is scheduled to arrive, in case the bus is running a little earlier. On the other hand, delays may cause the bus to be a few minutes later than anticipated. We will 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 us to run quite a bit later and / or modify our routes. We will get information to the media when we anticipate schedule changes, delay or closing of schools due to 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. Be careful approaching the bus as it arrives. Be certain the bus is completely stopped before you step out from the roadside to board the bus. Once on, move quickly, bus safely to your seat.

EXCEPTIONS - Adjustments will be made for special education students in order to comply with state / federal guidelines and the students IEP.

IF YOU HAVE A CHILD ENROLLING IN SCHOOL FOR THE FIRST TIME...you will be asked to provide three (3) proofs of residency including lease, or deed and utility bills, cable, etc. Information is provided to you upon enrolling your child with the requirements for proof of residence.

If you are residing in someone else's home, we have a form that you must have filled out and notarized. Please ask us for this form if you are living with someone.

You will be also be given information listing the student requirements for enrollment. This information is also available on the Christian County Public Schools website.

If there are any court documents, such as legal custody papers for your child, those papers should be provided to the school. It is in the best interest of your child for us to be aware of any legal arrangement concerning custody and / or visitation for your child.

If you are not the biological mother or father of the child, and you have legal guardianship, those papers must be presented to the school upon enrollment of the child.

If you have any questions concerning enrollment and the requirements you may call the school at 270-887-7290 or the Department of Pupil Personnel at the Board of Education at 270-887-7000.

## **PROCEDURE FOR WITHDRAWING YOUR CHILD FROM SCHOOL...**

In order to ensure proper handling of school records and to 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.

## EVACUATION PLAN

In the event it becomes necessary to evacuate the building, the alternate school location for Pembroke Elementary School is:

1. The parking lot area
2. The old Pembroke School gym

## 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 still must complete an application to volunteer.

Serving as a parent volunteer is a very rewarding experience and you are always welcome at Pembroke Elementary School. If you are interested in serving as a parent volunteer, you may contact: **Mrs. Barbara Meriwether, FRC Director, at 270-887-7292.**

## 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 Districts (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 release 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 regulations 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. Records are kept in a secure computer system and locked files.

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 of 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 or vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, autism, or traumatic brain injuries and who, because of these impairments, need specially designed instruction and related services.

The CCSD 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 CCSD 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.

Parents, relatives, public and private agency employees and concerned citizens are urged to help the CCSD 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; 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 the CCSD collect information needed. The information the district collects will be used to contact the parents of the child and find out if the child 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 a disability and is not receiving needed services, bring, telephone or send the information to:

Director of Special Education  
Christian County Public Schools  
200 Glass Avenue P.O. Box 609  
Hopkinsville, KY 42240  
270-887-7000

Child Find activities will continue throughout the school year. As part of these efforts, the CCSD will use screening information, student records, and basic assessment information it collects on all children in the district to help locate those children 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. Dept. of Education, related to perceived failures by the district to comply with confidentiality requirements. The address is: Family Policy and Regulation Office, U.S. Dept. 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 Public Schools  
200 Glass Avenue P.O. Box 609  
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 Special Education at the address or phone listed above for the district office.

## **HARASSMENT/DISCRIMINATION**

### **Definition**

Harassment/Discrimination is behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise

materially or substantially disrupt the educational process, as defined by policy 09.426 or where it does not violate provisions of policy 09.422.

### **Prohibition**

Harassment / Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment / discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment / discrimination.

### **Disciplinary Action**

Students who engage in harassment / discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including, but not limited to, suspension and expulsion.

### **Guidelines**

Students who believe they have been a victim of an act of harassment / discrimination or who have observed other students being victimized shall, as soon as reasonably practical, inform their Principal, who shall provide a form for the student to complete and then immediately notify the Superintendent and / or Title IX / Equity Coordinator, as appropriate. Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment / discrimination to commence as soon as circumstances allow, but not later than three (3) working days of submission of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency. The Superintendent / designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment / discrimination. If corrective action is not required, an explanation shall be included in the report.
3. Annual dissemination of written policy to all staff and students.

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment / discrimination.
5. Development of alternate methods of filing complaints for individuals with disabilities and others whom may need accommodation.

Student handbooks shall include information to assist individuals in reporting alleged harassment / discrimination. When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook, shall be notified.

### **Notification of Parents**

Within twenty-four (24) hours of receiving a serious allegation of harassment / discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment / discrimination.

### **Prohibited Conduct**

Depending on the circumstances and facts of the situation, and within the definition of harassment / discrimination contained in this policy, examples of conduct and / or actions that could be considered a violation of this policy include, but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes or pictures relating to any of the protected categories listed in the definition of harassment / discrimination contained in this policy.
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors.
3. Causing a student to believe that he / she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual contact.
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories.
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the student, because of disability, is unable to comprehend fully or consent to the activity.
6. Destroying or damaging an individual's property based on any of the protected categories.

### **Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victim and persons accused of violations.

### **Appeal**

Upon completion of the investigation and correction of the conditions leading to the harassment / discrimination, any party may appeal in writing any part of the findings

and corrective actions to the Superintendent. If a supervisor is an alleged party in the harassment / discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by an employee, immediate supervisor, Principal and / or Superintendent to report, notify and / or initiate an investigation of alleged harassment / discrimination as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

### **Retaliation Prohibited**

No one shall retaliate against an employee or student because he or she files a written grievance, assists or participates in an investigation, proceeding or hearing regarding the charge of harassment / discrimination of an individual or because he or she has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### **False Complaints**

False or malicious complaints of harassment / discrimination may result in disciplinary action taken against the complainant.

### **Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegation, including, but not limited to, 09.422 and / or 09.426.

### **References**

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions:

Investigative Guidance (US Department of Education)

U.S. Supreme Court - Franklin vs. Gwinnett County

29 C. F. R. 1604.11, Equal Employment Opportunity Commission (EEOC)

Regulations Implementing Title VII

20 U. S. C. 1681, Education Amendments of 1972, Title IX

34 C. F. R. 106.1 – 106.71, U.S. Department of Education Office of Civil Rights

Regulations Implementing Title IX

Gebser vs. Lago Vista Independent School Dist., 118 S. CT. 1989 (1998)

Davis vs. Monroe County Bd. Of Education, 119 S. CT. 1661 (1999)

## Christian County Public Schools 2016-2017

July 2016					NINE WEEKS					January 2017				
Mon	Tues	Wed	Thurs	Fri	1st	August 9-October 7				Mon	Tues	Wed	Thurs	Fri
				1	2nd	October 17-December 21				K	3	4	5	6
4	5	6	7	8	3rd	January 3-March 10				9	10	11	12	13
11	12	13	14	15	4th	March 13-May 18				H	17	18	19	20
18	19	20	21	22						23	24	25	26	27
25	26	27	28	29						30	31			
August 2016					REPORT CARD DATES					February 2017				
Mon	Tues	Wed	Thurs	Fri	October 26, 2016					Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5	January 13, 2017							1	2	3
O	9	10	11	12	March 22, 2017					6	7	8	9	10
15	16	17	18	19	May 19, 2017					13	14	15	16	17
22	23	24	25	26	BREAKS					P	G	22	23	24
29	30	31			October 10-14, 2016					27	28			
September 2016					Dec 22-30, 2016, Jan 2, 2017					March 2017				
Mon	Tues	Wed	Thurs	Fri	April 3-7, 2017					Mon	Tues	Wed	Thurs	Fri
			1	2	OPEN/CLOSE							1	2	3
H	6	7	8	9	August 8, 2016					6	7	8	9	10
12	13	14	15	16	May 19, 2017					13	14	15	16	P
19	20	21	22	23	HOLIDAYS					20	ACT	22	23	24
26	27	28	29	G	September 5, 2016					27	28	29	30	31
October 2016					November 8, 2016					April 2017				
Mon	Tues	Wed	Thurs	Fri	November 24, 2016					Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7	January 16, 2017					K	K	K	K	K
K	K	K	K	K	PROFESSIONAL DAYS					10	11	12	13	P
17	18	19	20	21	November 23, 2016					17	18	19	20	21
24	25	26	27	28	February 20, 2017					24	25	26	27	28
31					March 17, 2017									
November 2016					April 14, 2017					May 2017				
Mon	Tues	Wed	Thurs	Fri	First/Last Day for Students					Mon	Tues	Wed	Thurs	Fri
	1	2	3	4	First Day Preschool					1	2	3	4	5
7	H	9	10	K	First/Last Day of 9 Weeks					8	9	10	11	12
14	15	16	17	18	Fall Testing 8th/10th/12th					15	16	17	18	C
21	22	P	H	K	K-PREP (Testing Window)					U	U	U	U	U
28	29	30			Report Card Dates					K	U	U		
December 2016					All 11th Graders					June 2017				
Mon	Tues	Wed	Thurs	Fri	ACT					Mon	Tues	Wed	Thurs	Fri
			1	2	O Opening Day								U	U
5	6	7	8	9	G Planning Day					U	U	U	U	U
12	13	14	15	16	H Holidays					U	U	14	15	16
19	20	21	K	K	K No School					19	20	21	22	23
K	K	K	K	K	C Closing Day					26	27	28	29	30
					P Professional Days (Flexible PD)									
					U Make-up Days									

85 Presidential Election Day November 8

88

# Pembroke Elementary School 2016 – 2017



1600 Pembroke-Oak Grove Road

P.O. Box 100

Pembroke, KY 42266

Phone: (270) 887-7290

Family Resource Center: (270) 887-7299

Cafeteria: (270) 887-7299

Christian County Board of Education

(270) 887-7000