

# **WELCOME TO SINKING FORK SCHOOL!**

We would like to welcome you to Sinking Fork School. Our faculty and staff are here to assist you in any way possible.

We are concerned with your child's academic achievement, but we are also interested in your child's health, safety, and behavior. Our goal is to provide an atmosphere conducive to learning so that your child can continue to grow academically.

As we begin the 2016-2017 school year, we are extremely excited about the educational opportunities that await us. It is our hope that you will become involved with your child's education this year. We would welcome you as a volunteer, a PTO member, a committee member, or as a participant in any way your schedule permits. Please try to eat lunch with your child sometime during the year and be supportive of our school.

If you have any questions throughout the year, please call the school at 887-7330. We look forward to working with your child.

Kathleen Carter, Principal

## **VISION STATEMENT**

Investing in the Future

## **BELIEF STATEMENT**

Educating children today will make a better tomorrow.

## **MISSION STATEMENT**

Our mission at Sinking Fork Elementary School is to provide a safe, encouraging, environment in which all students are expected to reach their highest potential.

## **SINKING FORK SCHOOL**

5005 Princeton Road  
Hopkinsville, Ky. 42240  
887-7330

**Kathleen Carter, Principal**  
**Leslie Lancaster, Assistant Principal**  
**Annette Alder, Secretary**  
**Johnna Brown, Clerical Assistant**

### **SUPPORT SERVICES**

**Natalie Westerfield, Guidance Counselor**  
**Whitney Durham, Nurse**  
**Jill Colley, Curriculum Specialist**

### **PRESCHOOL TEACHER**

Teresa Craft

### **PRIMARY TEACHERS**

Amy Coleman  
Jana Crabtree  
Crystal Ezell  
Rebecca Gibson  
Betty Hallmark  
Dana Hughes  
Sherry Shemwell  
Nancy Sims

### **INTERMEDIATE TEACHERS**

Jessie Crisp  
Pam Dossett  
Tammy Ferrell  
Becca King  
Monique Lewis  
Tabitha Lykins  
Amanda Penick  
Lacey Ramirez  
Shellie White  
Sara Williams

### **SPECIAL TEACHERS**

Cayla Blake, Resource  
Andi Bosar, STEM  
Darla Brewer, Resource  
DeAnna Daniel, Reading Recovery

**SPECIAL TEACHERS**

Martha Daniel, Speech  
Rusty Goble, Practical Living  
Karen Grace, Media Specialist  
Maggie Jorgensen, Resource  
Keith Marquess, Speech  
Jennifer Rye, Resource  
Calvin Warren, Band  
Heather Winkler, Arts & Humanities

**PARA-PROFESSIONALS**

Barbara Baker  
Beverly Campbell, Preschool  
Angie Daniel, Kindergarten  
Jill Dixon, Primary/Intermediate  
Judy Estes, Primary  
Jennifer Evans, Resource  
Julie Gilliland, Intermediate  
Cindy Hodge, Computer Lab  
Sue Miller, Kindergarten  
Angie Moody, Resource  
Samantha Poe, Primary  
Twala Taylor, Primary  
Cayce Turner, Resource  
Lori West, System 44/Read 180

**INSTRUCTIONAL II**

Daisy Cheatham

**CAFETERIA STAFF**

Donna Blankenship, Manager  
Cherri Cardwell  
Sherekia Cherry  
Sheila Reagan  
Shertoya Vaughn

**CUSTODIANS**

Sandra Jones  
Bobby Vier  
Wayne Wagoner

**FAMILY RESOURCE CENTER**

Mary Lovelace, Director

**BUS DRIVERS**

Bill Alexander   Melissa Hicks   Crecynthia McGee   Melissa Moore   Willie Pittman   Leisa Schuzer  
Roger Stallons   Phoebe Tolliver   Carolyn Tucker   Dianne Whitson   Anthony Willis

## **2016-17 IMPORTANT SCHOOL DATES**

August 9	First day of school for students
September 5	Labor Day (no school)
October 9	Planning Day
October 10-14	Fall Break
November 2	No School
November 8	Election Day (no school)
November 11	Professional Day (no school)
November 23-25	Thanksgiving Break
December 22– January 2	Christmas Break
January 16	Martin Luther King (Holiday)
February 20	Professional Day (no school)
March 17	Professional Day (no school)
April 3-7	Spring Break
May 1-18	Projected KPREP Testing Window
May 29	Projected last day of school for students

## ACADEMICS

Our faculty and staff strive to provide the best education possible for your child. Each student is expected to complete all required homework and is encouraged to develop skills to become life-long learners.

Sinking Fork follows the curriculum set by the Christian County Board of Education which follows Kentucky State Standards. Parents may access this curriculum map through the Christian County web site at [www.christian.kyschools.us](http://www.christian.kyschools.us).

We place a great emphasis on academics at Sinking Fork with a substantial focus on reading. The purpose of this program is to foster a love for reading that will last a lifetime. If children can read on or above grade level when they leave Sinking Fork, they are one step closer to becoming a successful adult. One way you can help is to encourage your child to read every night at home with you.

Sinking Fork will be communicating with parents if we see any signs of your child struggling with specific skills. We are confident that our children will strive to reach their potential as we work together building on all our strengths.

## SCHOOL HOURS

Our school day begins at 7:20 a.m. Students who do not ride a bus should not arrive at school before 7:00 a.m. If a child arrives prior to 7:15 and he/she is not eating breakfast, he must report to the gym and stay seated until dismissed. Students not riding the bus must be in the cafeteria before 7:15 in order to eat breakfast. If a parent needs to speak to their child's teacher, please wait until 7:15. When possible, please call ahead and make an appointment.

**A student is tardy after 7:20 a.m.** If a child is late, a parent should accompany him/her to the office and sign the child in. Excessive tardiness will be reported to the Director of Pupil Personnel. Children being checked out early will also be counted tardy. This is recorded in Infinite Campus and is a county-wide procedure.

School will be dismissed at 2:20 p.m. Buses will be loading at that time.

**PRESCHOOL HOURS** are 8:00 - 11:00 A.M. & 10:30 - 1:30 P.M.

If school is delayed one hour, preschool begins at 9:00 for the morning session and is dismissed at the regular time. The PM session is on regular schedule. If there is a two hour delay, there is no morning session, but the PM session is on time.

## SCHOOL CLOSINGS

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. Should early dismissal from school become necessary due to severe weather or other emergency, announcements will be made via local radio and television station, with every possible effort made to see that parents are notified. Remember that parents should not call schools, school officials, or radio and TV stations during these times. It is essential that telephone lines be kept open. You may call the Hotline at 707-1900 or go to the web site at [www.christian.k12.ky.us](http://www.christian.k12.ky.us).

Please have a plan pre-arranged with your child in case of early unexpected dismissal. A form for inclement weather is included in your child's registration papers. Please fill that out and return to school.

## **PARENT PICKUP**

Parent pick-up will take place at the side of the school. You will be able to pick-up your child at the café doors after filling out paperwork that identifies you to that student. Students in the resource room will be picked up in the front of the school at the main door.

Parents will be given a number that will coincide with the same number of their child. Each parent will be given two car hangers that will have a number on them. (If you need more hangers we will give out more). Please see Judy Estes for your hangers. We will have staff at the cafeteria door to bring your child out to your car. Parents **will not** be allowed to sit in the front lobby during dismissal of school.

Hopefully this will make the transition of picking up your child faster and it will improve the safety of your child while in school.

## **EARLY ARRIVALS & LATE PICK-UPS**

Please **do not** drop students off before 7:00 A.M. because there will be no Before School Care.

Students not picked up by 2:30 could go to After School Care. There will be a charge of \$10.00 per day.

## **ATTENDANCE**

The only legal excuses for absences are personal illness or illness or death in the immediate family. Students are allowed ten days of absences with a parent's excuse. Any absences over ten must be with a doctor's statement. All children who have been absent should bring a note from their parent, guardian, or doctor explaining why they were absent. No teacher is obligated to make up work unless a child's excuse is for a valid reason. **VACATIONS OR FAMILY TRIPS ARE NOT VALID REASONS FOR ABSENCES.** Please see that your child is present every day that he/she is able.

No note is considered an unexcused absence. A child **must** bring a note from a doctor or parent when he/she returns to school regardless of the reason. Continued unexcused absences may result in the school district taking court action.

In order for a student to receive a perfect attendance certificate, he/she must be present every day with no late check-ins or early check-outs.

## TRUANCY

Any child who has been absent from school without a valid excuse for three or more days, or tardy three or more days, is considered to be truant. Any child who has been reported as a truant three times or more is a habitual truant.

### TRUANCY COURT/DISTRICT COURT

The term truancy is defined in KRS 159.150. It states that any child who has been absent from school without a valid excuse for three (3) days or tardy on three (3) or more days is truant. Any child who has been reported absent three (3) or more times is a habitual truant. Being tardy for less than half a school day shall be regarded as being tardy.

Working with the Christian County Attorney's Office, The Christian County Public Schools established a truancy court. Parents who have children in grades K-8 and have 3 or more unexcused absences and/or a combination of unexcused absences and tardies can be called to appear in truancy court. At that time, not only is attendance addressed, but discipline and grades are also discussed. Three (3) unexcused tardies become one unexcused absence.

If you are contacted to pick your child up from school due to head lice, you should take your child home, treat his/her head, and return him/her to school that day.

If a student has nine (9) or more unexcused absences and/or a combination of unexcused absences and tardies, his/her parent may be summoned to District Court to appear before the Christian County District Judge.

### LEAVING SCHOOL

Students are expected to arrive at school on time and stay all day. In the event a student becomes ill at school, we will call his/her parents to come for him. Students are discouraged from leaving school for any other reason.

Any time a student leaves school he/she **MUST** report to the office and receive permission and sign out before leaving. **PARENTS** and **GUARDIANS** are the only ones who may obtain this permission. If someone else is picking up a student, the parent **must send written permission, or the name of the person must be on file in the office on the emergency card. Students may not be released on the basis of a telephone call.**

## **PROGRESS REPORTS**

Progress reports are designed to allow your teacher to communicate the academic progress your child has completed throughout the year. We have two types of Progress Reports: Kindergarten and Grades 1-6.

The Kindergarten Progress Report is a developmental checklist of social and readiness skills that help prepare the kindergarten child for the Primary Program.

Report cards in grades 1-6 give information about how your child is progressing academically. Letter grades are given in academic areas.

Progress Reports will be picked up by the parent at the end of the first and the third nine weeks.

The projected dates report cards go out are:

Wednesday, October 26

Friday, January 13

Wednesday, March 22

Last day of school

## **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.

**SHIRTS MUST BE LONG ENOUGH TO COVER THE WAIST.**

**SHIRTS SHOULD NOT HAVE INAPPROPRIATE LOGOS OR WORDS.**

Intermediate students should refrain from wearing muscle shirts or spaghetti strap shirts.

Shoes must be worn and laces should be tied. Please encourage your child to wear tennis shoes on gym day. Do not let your child wear high-heeled or wedge-heeled shoes to school. It places your child at risk for an injury.

Head apparel such as bandannas, rakes, combs, caps, etc. should not be worn.

**SHORTS MUST BE FINGERTIP OR LONGER.** (When standing with arms to the side, shorts must be longer than where fingertips strike).

Overall straps must be fastened and over shoulders.

Pants should be worn at the waist without sagging.

No facial piercing except earrings on the ears is allowed.

\*In the event that your child does not adhere to these guidelines, they could be sent to Family Resource to obtain appropriate clothing. If no appropriate clothing is available, parent will be called.



**CELL PHONES** While on school property or while attending school sponsored or school related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. When students violate this prohibition, they may be subject to disciplinary action.
2. Students are responsible for keeping up with devices they bring to school. Neither the district nor the school shall be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with the rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication device or a similar electronic device in a manner that would violate the district's Code of Acceptable Behavior and Discipline.

**Cell phone use is generally prohibited during the school day** unless the classroom teachers gave students a specified time during the day to use the cell phone for personal use, or classroom activities. Cell phones being used inappropriately will be taken up by staff at Sinking Fork and given to the principal who in turn will call the parent to come and pick up the cell phone. We have students at Sinking Fork that are not allowed to be photographed or videoed for security purposes.

**SCHOOL VISITS** The school encourages those that have legitimate educational interests pertaining to their children to visit school. However, ALL VISITORS will be required to report immediately to the front office upon entering the school and identify themselves as well as declare their purpose for visiting. Unauthorized persons shall not be permitted in school buildings or on school grounds during the school day. School visits will be limited to 30 minutes with prior arrangements with the principal. All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program. Any visitor in violation of Board policy and procedure will be asked to leave the school.

## CAFETERIA INFORMATION

Students may deposit money in their lunch accounts at anytime. However, Sinking Fork is participating in the Community Eligibility Option (CEO) provision under the National School Lunch Program. Students under the age of 18 will be allowed to eat for free. Others will be charged a fee for eating breakfast and/or lunch. Students wanting extra breakfast or lunch will also be charged. There is a \$45.00 service charge on each returned check.

**NO FOOD IS TO BE BOUGHT, SOLD OR GIVEN AWAY AS A REWARD UNTIL 30 MINUTES AFTER THE LAST LUNCH PERIOD CLOSSES. FAST FOOD IS NOT TO BE BROUGHT INTO THE CAFETERIA DURING THE LUNCH PERIODS. COMPETITIVE FOOD RULE 702:KAR6:090**

The cafeteria operates self-service lines, but the lines are not “all-you-can-eat” lines----a meal consists of 1 meat, 2 vegetables, fruit, salad, dessert, 1 bread, and milk or juice. A student may take 5 different items for a meal, but 3 items are also considered a meal. Each student is expected to practice the general rules of good conduct that one finds in his/her home. Students should observe good dining habits at the table.

- Walk – Do not run to or in the cafeteria at any time.
- Lines move in one direction only. Do not cut into the lines, but take your place at the end of the line.
- Students must know the last 4 digits of their social security number as they pay for each meal.
- Do not go to other parts of the building without permission.
- Scuffling and boisterousness do not make for pleasant surroundings and are completely out of order.
- Do not sit on tables.
- Soft drinks are not permitted.
- Food and/or drinks are not to be taken from the cafeteria.
- Students are to remain seated and away from the exits until their teacher calls for them to line up.
- Before leaving a table, be sure that the table and surroundings are clean and that the chairs are pushed in place.
- Throw all trash in the appropriate trash containers.

Parents/Guardians are welcomed to eat with their child in the cafeteria by purchasing a meal at the adult price. All visitors must obtain a visitor’s pass before entering the cafeteria. The school reserves the right to deny permission to enter the school/cafeteria to anyone.

In case of inclement weather and school is delayed 2 hours, **breakfast will not be served.**

## **SCHOOL DISCIPLINE**

We view discipline as a collaborative effort between the home and school. High expectations will be set in the area of student discipline.

We ask all our students to “treat others the way you want them to treat you.” When these techniques have little impact on a student’s behavior, the parent of that child will be called or written to set up a collaborative plan to bring the behavior back to an acceptable level. We encourage your support and pledge ours! On occasion, suspension from school is used.

An ICE (Isolated Controlled Environment) ROOM is available for students who choose to ignore school rules. The ICE ROOM will be used for misbehavior only. Students may work their way out if they have completed their work and followed the ICE ROOM rules.

Children in the ICE ROOM will be assisted by a staff member and will be provided with supplemental work on their academic level and reviewing of school rules. The principal will handle severe inappropriate behavior.

Once a student is assigned to the ICE ROOM, the student will lose all privileges during that time period (including any holiday parties, reward parties for academics or accelerated readers).

Students will be expected to adhere to the Christian County Code of Acceptable Behavior and Discipline as well as school and classroom rules.

For a child to receive the Citizenship Award at the end of the school year, he/she must have:

- No Office Referrals
- No ICE Referrals
- No Bus Write-ups
- No Cafeteria Isolations
- Dishonesty (ie...stealing, lying, cheating)
- No more than five (5) marks in one school year

## TRANSPORTATION

It is important for each child to understand and obey all school bus rules. Riding a bus is a privilege and is determined by the student's behavior. Good behavior is expected at all times. Violation of bus rules will result in suspension of bus riding privileges. The driver is in charge of the bus and students are expected to cooperate with the driver.

Students will not be allowed to ride a different bus or get off at a stop other than their own unless they have written permission from their parent/guardian. Students must have this note authorized from the office. This authorization will be presented to the bus driver when boarding the bus in the afternoon. For safety precautions, we ask that you **do not call the school and request a change in the bus procedure for your child.** We cannot be expected to recognize everyone over the telephone. We need to maintain the highest possible precautions for your child.

**SPECIAL NOTE** - Bus drivers use Behavior Reports. Serious or second bus offenses may result in suspension from the bus for a period of time.

**Cars are to enter and exit the parking lot marked especially for cars. Please obey speed limit signs for the parking lot. DO NOT LEAVE YOUR CAR UNATTENDED IN THE PICK-UP LINE.** If you need to get out of your car, please park your vehicle in a regular parking place. This will allow traffic to flow freely. Children will be walked to the cars by an adult. **Car riders must be picked up from 2:20-2:30 at the cafeteria doors in the afternoon after school.**

## ACCIDENT/SICKNESS

It is important that we have current home and work phone numbers or some way to get in touch with you at all times in case of emergency. If you move within our boundaries or change jobs, please notify the school of phone number changes.

We do have a nurse in the building and will call you at once if your child has an accident or becomes significantly sick. In case of a serious accident, we will take the child to the hospital at once.

In case of minor injuries, we have a well-stocked first aid kit and staff members certified in first aid.

## **MEDICINE**

Students shall not be permitted to take medicine while at school unless such medication is given them by the staff or a designee acting under specific request of the parent or guardian or under the directive of the student's personal physician. This regulation covers all medicines, prescription or non-prescription. **Medication must be sent in original bottle and a medication release form must be signed by an authorized person.**

## **HEALTH SCREENING**

Individual hearing and vision screenings will be conducted upon teacher/parent referral. Group hearing screenings are conducted in grades K-3. Students with suspected health problems are referred to doctors and other specialists.

All fifth grade students must have a physical, an MMR immunization, and the Hepatitis B series before entering grade six. This needs to be done the last semester of the fifth grade year. Both of these need to be on the proper KY forms.

## **STUDENT INSURANCE**

You will receive information about a student accident insurance policy that is available through our school. If your child is not already covered by accident insurance, you may wish to consider purchasing the policy. Payment should be made by check.

## **TEXTBOOKS**

Textbooks are free. Students will be responsible for replacing lost or damaged textbooks and library books.

## **NEWSLETTERS**

A newsletter from the Sinking Fork School office is sent home each Monday containing announcements and lunch menu.

Beginning in second grade, planners are sent home daily and need to be signed by a parent/guardian. Grade level videos will be available during the year for check-out, demonstrating ways to help your child at home.

## **AFTER SCHOOL CHILD CARE**

Our school will be providing child care Monday through Friday from 2:25 P.M. until 5:30 P.M. For parents requesting that service call 887-7337 for additional information concerning cost, days school is not in session, etc. Registration is required.

## **PARENT- TEACHER ORGANIZATION (PTO)**

Parent involvement makes schools strong. Parents are invited to join and participate in PTO.

2016-2017 PTO Officers  
Wende Aldridge, President  
Laneir Sprague, Vice President

### **SBDM**

The School Based Decision Making Council usually meets once a month. The council is composed of two parents, three teachers, and the principal. Parent representatives are elected in the spring and serve 1-2 years. Those serving for the 2016-2017 school year are:

Kathleen Carter, Principal  
Crystal Ezell, Teacher,  
Monique Lewis, Teacher  
Tabitha Lykins, Teacher  
Jennifer Peck, Parent  
Bill Pyle, Parent

The meeting dates for SBDM will be announced in our weekly newsletter. The SBDM Council meets on a monthly basis.

### **ADDITIONAL INFORMATION**

If a child is scheduled for School Daycare, etc., and the parent determines that the child will not be staying that day, a note needs to be sent to the school. If your child needs to ride a different bus or be picked up, please send a note with your child that day. **Please do not call the school unless it is an emergency.**

## **HOMEWORK POLICY**

Homework is defined as assignments 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 curriculum enrichment opportunities. Homework helps to develop responsibility and work ethic, which are necessary life skills.

Homework assignments are reinforcements for classroom curriculum areas and are assigned to support student learning as appropriate for the ability of the individual student.

Teachers shall provide clear, concise directions for the completing of homework assignments.

In-class assignments may become homework if these assignments are not completed during instructional time.

Teachers shall evaluate and return assignments and homework to students in a timely manner and shall periodically inform students and their parents of a student's academic progress and mastery of learning objectives.

The teacher shall decide the degree to which homework affects the determination of a student's grade.

All students shall complete required assignments and homework. If the assignment is not completed at the time it is due, the student may be penalized. Work missed while a student is absent, will be allowed to be made-up.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

In accordance with the Family Education Rights & Privacy Act, written policies and procedures have been developed which describe the Christian County School District's 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 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 related to another party unless there is written authorization from the parent of 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 related to another person without written parental consent.

"Direct 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 listings, 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 of 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.

The 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 of your child'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 and 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 CCSD retains 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 behavior disorders, both deafness and blindness, 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 Christian County Schools has an ongoing Child Find system, which is designed to find any child or youth age birth up to 22, 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 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 the 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, who may have a 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)887-7000

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.

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

Parents, guardian, 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's 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 609  
Hopkinsville, KY 42240  
(270) 887-7000

The district office is open Monday through Friday, from 8:30 a.m. to 4:30 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.

