

**South Todd Elementary School  
2016-2017  
Student Handbook**



**South Todd Elementary School  
4115 Guthrie Hwy  
Guthrie, Ky. 42234  
270-265-5785  
Fax#: 270-265-3808**

**Web Address: [WWW.STES.TODD.KYSCHOOLS.US](http://WWW.STES.TODD.KYSCHOOLS.US)**

**Doug Cotton, Principal  
Laura Jenkins, Assistant Principal**

**South Todd Mission Statement**

In partnership with students, parents, and our community, South Todd Elementary will provide an environment where ALL students strive for personal excellence and achieve proficiency on state standards through a comprehensive system of support and interventions.

### **School Visitors**

We welcome and encourage parents to visit frequently and actively participate in the education of their child. For the protection of our students and staff, any individual visiting the school for ANY REASON MUST first report to the **School Office**. Visitors need to enter South Todd through the front doors (all side doors are locked), sign-in, receive and wear a visitor's tag. Parents/guardians must obey the Visitor Policy that follows:

1. All visitors, including parents and grandparents, must report to the office and sign in. To eliminate as many classroom disruptions as possible, prior arrangements should be made with teachers to visit classrooms.
2. Upon signing the visitor's book in the office and verification of teacher notification, visitors will be given a visitor's pass.
3. Any visitors in the halls or room without a visitor's pass will be asked to report to the office and get a pass.
4. Before leaving the school building, visitors should sign out from the office and return the visitor's pass.
5. Refusal to comply with this policy may in the visitor being asked to leave the school grounds and/or legal action.

If it should be necessary to speak with a student or teacher directly, the office personnel will make the necessary arrangements. Teacher or room visitations must be arranged either by contacting the teacher or requesting an appointment through the Guidance office. Remember, children not enrolled at South Todd are not permitted to spend the day at school. It is extremely important that classroom activities NOT be interrupted.

### **Parking**

Traffic in front of the building travels counterclockwise around the islands and parking area. **Do not park in the yellow areas.**

### **Car Riders**

Parents bringing their child(ren) to school must come into the school grounds through the Trenton Road entrance and pull up to the door at the end of the 2<sup>nd</sup> & 3<sup>rd</sup> grade hallway. There will be a staff member to assist your child(ren) into the building. Drop off time will begin at 7:20am and NOT before. The same procedure will work in the afternoon starting at 2:53pm.

### **Conferences**

Parent-teacher conferences are scheduled twice during the school year (once in the fall and once in the spring). Notices will be sent home notifying parents of the dates and times for these conferences. The staff is available to meet with parents to discuss student progress at any time during the school year, if prior arrangements have been made. Please call the Guidance Office to schedule and appointment.

### **Telephone**

The school telephone is for business calls only. Children are called to the phone only in emergency situations. In order to protect valuable learning time, teachers receiving calls will have them forwarded to their voice mail to be returned during planning time or after school.

### **South Todd Operates Under the Philosophy of Site-Based Management**

"The whole concept of SBDM, a form of shared decision making, is based on a basic belief that by empowering people who are closest to the problem, letting them make decisions about those things that affect them, and holding them accountable for those decisions, better decisions will be made."

Gayle W. Eaton

### **SBDM gives parents the chance to take part in decisions that affect the school.**

If you would like to add an item to the site-based agenda, please see the school principal for the appropriate form. Agenda items must be submitted for consideration one week prior to meeting. Items which are not appropriate for addition to the agenda will be handled by the school principal. See the newspaper or front office for the location each month. Your participation in the site-based process is encouraged. Parents, students, community members, administrators and teachers play an important role in providing a quality educational system for Todd County.

**School rules and policies can only work if students, parents, and teachers work together.**

**South Todd Elementary Guidelines for Success**

**SOAR with the Cardinals!**

**S** trive to achieve an  
**O** utstanding attitude by  
**A** cting responsibly and  
**R** especting myself and others

**South Todd Cafeteria**

The cafeteria at South Todd has a staff that works hard to make sure your student gets a well balanced breakfast and lunch everyday. If you have any questions, please feel free to contact Mrs. Tammy Keeling, cafeteria manager, at 265-5258. The following are the cafeteria prices for the 2015-2016 school year:

All students will receive free breakfast and lunch.

Adult Breakfast Price- \$1.50

Adult Lunch Price- \$3.00

Lunch item prices:

Meat/Sandwich - \$1.50

Fruit/Vegetable - \$.75

Dessert - \$.75

Rolls - \$.30

**South Todd Schoolwide Voice Levels**

**Level "0"** No talking at all, of any kind.

Example: When a line is moving in the hallway; when waiting in line in the lunchroom.

**Level "1"** Whisper- Only the one person you are whispering to can hear you.

**Level "2"** Quiet conversation- with the person on either side or across from you.

**Level "3"** Presentation/Teacher- Talking to the whole class

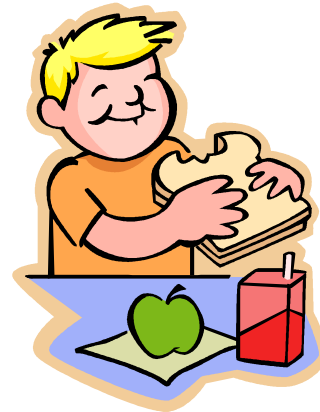
**Level "4"** Very loud voice- Such as outside on the playground, or in an emergency situation

**Cafeteria Behavior**

We want the cafeteria to be a relaxed place in which to enjoy the lunch period. Students are supervised by instructional assistants so that teachers may have a lunch break.

**Students must use manners, talk at a level 2, and respect the adult in charge.**

Problems will be referred to the classroom teacher and principal.



The educational program of Todd County Schools is designed for daily participation and attendance of all students. It is important that each student realize that excellent attendance is his/her primary responsibility. We want to educate all students enrolled in this school system, and it all starts by "being there." We desire to use a compassionate and common sense approach to attendance. Because students and parents are held accountable for prompt and regular school attendance, you should have a thorough knowledge of what is expected by law, district policy, and school policy.

#### **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled.

#### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. (Partial day unexcused absences will be considered for truancy).

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. (Partial day unexcused absences will be considered for truancy).

Any student who has been reported as a truant two (2) or more times is a habitual truant. (Partial day unexcused absences will be considered for habitual truancy).

Absence for 60 minutes or less shall be considered tardiness.

#### **EXCUSED ABSENCES**

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. College visitation for seniors is limited to two (2) days.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

6. Court appearances - A note of verification shall be required.
7. Driver's test for time it takes for the test only. A note of verification shall be required. (If the student is absent the full day, it will be unexcused).

#### **Students over Compulsory Attendance Age**

Students between the ages of 18 and 21 are subject to the same attendance requirements, except that rather than going to court for excessive unexcused absence, these students shall be withdrawn from school.

#### **Pre-School Attendance**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Good attendance habits are formed early. Pre-School students should follow the same guidelines as students age 6 or older.

#### **RETURNING TO SCHOOL FROM AN ABSENCE**

##### **Attendance Note Requirements**

Only the School Principal or his/her designee will make excused-unexcused absence decisions. All student absences or tardies are coded as unexcused (UA or UT) until the proper note is received. Absences or tardies may be excused by:

1. Parent notes-maximum of 5 per year (Coded as EP).
2. Proper written documentation of a doctor appointment (Coded as ED).
3. Proper written documentation of a legal appearance (Coded as EL).
4. Proper written documentation of a funeral for a death in the family (Coded as EF).

When student absences exceed five (5) parent notes, only the following shall be excused:

1. Proper written documentation of a doctor/medical appointment (Coded as ED).
2. Proper written documentation of a legal appearance (Coded as EL).
3. Proper written documentation of a death in the family. (Coded as EF).

Parent notes in excess of five (5) will be coded as unexcused parent (UP). It is always important to receive parent notes for any absences to avoid unexcused absences (UA) and truancy proceedings.

All notes for any absences should be received by the school within three (3) days of the student returning to school. Notes received after this time will be considered unexcused and coded as late parent (LP), late doctor (LD), late legal (LL) or late funeral (LF).

#### **Daily and Period Attendance**

Attendance at the elementary schools will be taken at the beginning of each day. At the middle and high school, all teachers will take attendance within 1<sup>st</sup> 10 minutes of class period.

#### **Checking in/Out Requirements**

The school asks that all early dismissals be very limited and that doctor, dental, and other appointments be made after or before school if at all possible. Any child leaving school early should sign out through the office. When a student returns to school from checking out or when he/she checks in, he/she is required to bring a note in order to change the unexcused absence/tardy to the proper type. If a parent is checking a student out and desires to provide a parent note at the time of checkout, he/she may write a note or use the form provided. Students who leave school without checking out will have any absence coded to skipping (SK).

#### **Definitions of Tardy**

**Tardy to/from School**--When a student checks in late for any reason or checks out early, he/she will be considered tardy to school if the total time missed is 60 minutes or less. The tardy will be unexcused. The student will have three (3) days to provide any appropriate notes to change the tardy to an excused tardy (ET). Parents who bring their children to school late or pick them up early may provide the appropriate note at that time if they wish. They can write a note or use the form provided at the check in/out area. Only parent notes can be provided at the time of check out. This shall be coded as ET-Tardy. Students will be allowed 5 excused Tardies (ET) per year. Tardies in excess of five or those without valid, timely notes will be coded as an excused tardy (ET) and will be subject to truancy laws. If the student is checking out for a funeral, doctor appointment, or legal appointment, they must provide written documentation within 3 days. This shall be coded as: ED-Excused Doctor, EF-Excused Funeral, or EL-Excused Legal.

**Tardy to class**--The **class tardy** is a situation when the student is present in the building but does not get to class on time. This is a discipline problem that will be dealt with by the appropriate policies and procedures as established by each school.

#### **Parent Communication/Notification**

Daily communications between the school and parent/guardian of all absent students does more to prevent truancy and to ensure the best possible attendance than any other single activity. This daily contact also serves to alert the parent/guardian of a child's unknown absence from school and thereby cuts down on the possibility of a child's skipping school and having an accident. Daily phone calls to parents of students who are absent or tardy either by automated calling or a staff member. Parents can help by providing up-to-date information if the address or phone numbers change anytime throughout the year. Home and emergency phone numbers for each student are required.

1. If a student has three (3) days absent and/or tardy from school without valid excuse, parents/guardians will be sent a letter stating that the student is considered truant under KRS 159.150.
2. The Family Youth Resource Services Center coordinator or designee will call the parents to notify them that there are 3 unexcused absences and inquire about the attendance situation.
3. If a student reaches four (4) days absent and/or tardy from school without valid excuse he/she will be referred to the truancy mediator in an attempt to identify causes and correct the situations leading to poor attendance. This meeting will be held at the court house for all schools except the high school. Parents or legal guardians must attend this meeting with the students.
4. If a student has accumulated a total of six (6) or more days of unexcused absences and/or tardies the Director of Pupil Personnel will issue a Final Notice to the parent/guardian notifying them that their daughter/son is habitually truant under KRS 159.150.
5. After the student has missed his/her seventh (7) unexcused day and/or tardy, if all previous steps have been completed, charges will be filed to initiate court proceedings. In most cases, the first court involvement will be with the Court Designated Worker (CDW). The parent/guardian and student will be required to appear before the Court Designated Worker or District Court Judge Browning.

#### **Truancy Mediator Procedures**

Todd County Schools has a Truancy Mediator Program to help parents and students. If a student reaches four (4) days absent and/or tardy from school without valid excuse he/she will be referred to the truancy mediator in an attempt to identify causes and correct the situations leading to poor attendance. This meeting will be held at the court house for all schools except the high school. Parents or legal guardians must attend this meeting with the students.

#### **Court Designated (CDW) Involvement**

If truancy mediator actions are unsuccessful in eliminating truancy issues, and the number of unexcused absences reaches six (6), a referral to the CDW will be made. Within approximately two (2) weeks the CDW will either meet with the parent and student or in extreme situations send them on to court. The goal of the CDW is to resolve the attendance problem and avoid formal court involvement. Within approximately four (4) weeks the CDW will send to court any student that doesn't comply with CDW agreement.

### Court Action

If a student is enrolled in elementary school any court action will be directed toward the parent/guardian in district court. If the student is at the middle or high school, the action will be directed toward the student in juvenile court. Parents/guardians are required to appear in court with their child

The judge has indicated that for truancy cases, parents/guardians or the student will reimburse the school district for the lost state funding of \$25.90 per day and court order them to attend as well as successfully complete school. (1<sup>st</sup> Court appearance) Should the attendance problem not be corrected, the judge has indicated that the parents/guardians or student will be held in contempt of court and jailed. If the student is under the age of 18 they may be put in detention or foster care. Parents/Guardians would be required to pay cost of detention or child support to the state in order to reimburse the state for their expenses. (2<sup>nd</sup> Court appearance)

### Attendance Incentive

Each school shall decide if it will provide attendance incentives and how such incentives will be administered.

### Excessive Absenteeism

In order to insure that students are academically successful, students who miss an excessive number of days (unexcused and excused) will be considered for additional support services that might be available to help with missed work. The principal can involve the Family Youth Resource Service Center staff or others as deemed appropriate.

### **KENTUCKY LAW GOVERNING PENALTIES FOR SCHOOL ATTENDANCE VIOLATIONS**

#### **159.990 Penalties.**

Any parent, guardian, custodian, or student over 18 who intentionally fails to comply with the requirements of KRS 159 shall be fined:

1. **one hundred dollars (\$100)** for the first offense,
2. **two hundred fifty dollars (\$250)** for the second offense.
3. Each subsequent offense shall be classified as a **Class B misdemeanor.**

The court trying the case may suspend enforcement of the fine if **the child is immediately placed in attendance at a school,** and if the attendance continues regularly for the **full school term.**

### Attendance Areas Inside Todd County

Students must enroll in the elementary school in the attendance area in which they legally reside and attend school in that attendance area. Requests for transfer to another district school must be presented to the board in writing and will be approved only if the request is based on physical, psychological, or educational reasons. Students must maintain good attendance, discipline, and grades in order to remain in the out-of-area school. Otherwise, they will be reassigned to the school where they legally reside.

### Attendance Districts Outside of Todd County

Students must enroll in the school in the district which they legally reside and attend school in that district unless the district has a reciprocal agreement with Todd County Schools. Requests for transfer from another district must be presented to the board in writing. Students must maintain good attendance, discipline, and grades in order to remain in the Todd County school system. Otherwise, they will be asked to return to the district where they legally reside.

### Attendance Districts Outside of State (Tennessee)

Students must enroll in the state which they legally reside. Kentucky and the Todd County School district have no reciprocal agreement with Tennessee. Requests for transfer from another state must be presented to the board in writing. Parents are responsible for paying tuition equal to the state funds provided for each student. This amount may be prorated on a monthly basis. Students must maintain good attendance, discipline, and grades in order to remain in the Todd County school system. Otherwise, they will be asked to return to the district where they legally reside.

### **Bus Transportation**

Bus transportation to and from school is provided for all students. Riding the school transportation is a privilege – NOT a right. Students that misbehave on school buses will be denied transportation privileges. Students who are unable to follow safety regulations will be suspended for a specific length of time. Parents will provide the necessary transportation to and from school in these circumstances. Students are to ride the same bus every day unless permission has been granted to ride another bus. Parents must request in writing permission for their child to ride a different bus or get off at a different bus stop. Requests are made through the **School Office** and are approved by the Principal.

### **Transportation**

If a student is to have different travel plans in the afternoon, a note must be sent with the child that morning. If an emergency arises and travel plans change after the beginning of the school day, a note must be delivered or faxed to the school by **2:00p.m.** This also applies to Early Release Fridays. A note must be delivered or faxed to the school by **12:00p.m.** In order to protect our students, phone calls for travel changes will **NOT** be allowed.

### **Field Trips**

When a field trip is taken, your child will bring home a permission form giving the destination, date, and times. This form **MUST** be returned with parent/guardian signature before your child will be allowed to go.

### **Severe Weather Policy**

School will be in session unless the weather makes it dangerous for school busses to operate. News of school closings are broadcasted on local radio and television stations. Parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early.

### **Emergency Drills**

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. South Todd holds the following drills: fire, tornado, lockdown, bomb threat and bus evacuations.

### **Report Cards**

South Todd operates on a nine week grading schedule. Report cards are sent home at the end of each nine-week period. In addition, progress reports are sent home at mid-term of each grading period.

### **Library/Media Center**

Our school library/media center is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research material, and computers that our center contains.



### **Parent Volunteer Program**

The staff at South Todd Elementary recognizes the importance of the home, community, and school working together to educate children. The South Todd Volunteer Program demonstrates the value of the school-community partnership and assists the school in achieving this goal. Volunteers will come during the regular school day and help out in the classroom, library, and anywhere they are needed. Volunteers will share their time, talents, and skills with our students to enrich their educational experience. With the volunteer program, **all volunteers MUST have a background check done before they can work in the school.** This policy was implanted due to House Bill 136 which was passed into legislation in the year 2000.

If you have any questions about the Volunteer Program, please contact the following person(s):

*Pam Wells, FRC Assistant*

### **Counseling Program**

The counseling program at South Todd is designed to help all children as they grow and develop. All students, teachers, and parents have access to the counseling services at South Todd. The guidance counselor works with individuals, small groups, and classes.

### **Family Resource Center**

The South Todd Family Resource Center helps to improve student's chances of succeeding in school by assisting children and their families. This is achieved by meeting some of their basic needs by either providing services or by linking families with community agencies. Services include parenting workshops, book and video lending library, after-school enrichment, monthly newsletters, vision and hearing screening, and many other programs. The FRC staff of Sarah Evans and Pamela Wells is here to assist you Monday-Friday, 8:00-3:30pm, with after hours appointments available. Please call 265-5785 for more information.

### **Todd County Mentoring Program**

The Todd County Mentoring Program involves mentoring a child during the school day for one hour weekly during the year. The program matches volunteers from the community with children who could use a trusting friendship with someone to better shape their lives and who need extra help with studies. This is a program that gives you the chance to provide hope, support, skills, encouragement, and love to a child who needs a positive role model. If you or someone you know would like to mentor a child, please call South Todd FRC at 265-5785

### **Migrant Education**

Migrant Education addresses the needs of families who have moved to Todd County to seek or obtain work in agriculture. Children in these families are often disadvantaged due to frequent moves, interrupted schooling, poverty, and/or lack of English language proficiency. Our job is to remove barriers to school success for these students. We serve as a liaison between these families and the school. Our programs promote parental involvement and academic achievement through family events, in-school tutoring, and summer remediation. For more information, please call Laura Voth at 265-5785.



### **Homework Policy**

**Purpose-** Home work is a valuable way to increase students' opportunities to learn. It can provide added opportunity to practice new skills, engage new information, and explore topics using varied learning styles and interests.

### **Teacher Responsibilities**

#### **Teachers will:**

1. Give homework frequently.
2. Give homework that extends student learning on classroom topics.
3. Often allow student choice within homework assignments.
4. Give students feedback on all their homework.
5. Provide instruction follow-up on all homework as needed.
6. Make sure that students understand and can explain how their homework assignments relate to what they are learning in class.
7. Keep a record of homework assignments with their lesson plans.
8. Keep homework to maximum estimated time of 30 minutes per night per child for primary students and 60 minutes for intermediate students. Estimates should be based on level of difficulty, present level of ability, and availability of parent/guardian guidance.
9. Homework passes will be issued to students attending an Academic School Function that is being held (i.e., Family Night, Parent/Teacher Conference), involving the entire student population.
10. Notify parents in writing of students who are not meeting homework requirements.
11. Homework will be defined as any assignment given to students to complete after school hours including test preparation.

### **Principal Responsibilities**

#### **The Principal (or designee) will:**

1. Monitor the homework assignments and provide feedback to teachers when appropriate.
2. Make periodic checks on the feedback and instructional follow-up students receive based on their homework.

### **Personal Belongings**

Students are discouraged from bringing personal belongings to school. Any electronic equipment (radios, CD players, miniature TV sets, game boys, trading cards, etc.) is NOT allowed at school unless permission has been granted by the teacher for a special project or event. Dangerous objects and materials are NOT allowed at school. Any item that interferes with students learning may be confiscated by the staff and kept until the end of the school year.

### **Student Release/Check Out**

Students can only be released to relatives or friends listed on the information sheet filed in our office. When filling out the information sheet, please list any and all people who may be available in the event of illness, emergency, etc. Please make note of any people who are **not** to pick your child up. **If changes occur during the school year, please come in to fill out an updated information sheet.**

### **Student Technology Leadership Program**

By participating in STLP, a school enables students at P-12, to fulfill the Mission and 6 Goals of STLP, to develop 21<sup>st</sup> Century Skills, to demonstrate the National Educational Technology Standards for Students (NESO), Common Core, and Kentucky Technology Program of Studies.

STLP gives students an opportunity to use and model digital citizenship via projects, products, and services that help students become college or career ready. The areas that the projects cover include: **Community Service:** projects that extend outside the classroom to help the school/community.

**Instructional:** projects that impact instruction and help with student or adult learning..

**Technical Expertise:** projects with a purpose, in-depth and specific use of hardware or software.

RCX is a team activity designed to strengthen your student's teamwork, communication, computer programming, and problem solving skills. Students learn to build and program a LEGO robot with sensors by using simple math commands to achieve a set of tasks. Teams compete to finish the most missions in a challenge.

## Medication

**If Prescription medicine is to be administered at school**, a prescription form **MUST BE** filled out by the prescribing physician and signed by the parent/guardian BEFORE the medication can be administered to your child by the nurse.

\*These forms can be picked up at the nurse's office. **The medication should be in the original container with the pharmacy label.** The nurse will notify parent/guardian soon before the prescribed medicine is empty, so that refills may be **brought to the school by a parent/guardian. Prescribed medication is NOT to be sent to school with the child on the bus!**

Also, please be sure that the school nurse is aware of any food allergies or other allergies that may present medical problems for your child.

\*Allergy forms are available in the nurse's office.

**Over the Counter Medication-** (Tylenol, ibuprofen, cough drops, etc.) can be provided by school nurse as needed, as long as the health consent is signed upon enrolling your child in the school. These medications will not be given more than 3 consecutive times without a physician's order. All medication is dispensed only by the nurse or trained staff.

**\*Please do not send over-the-counter medication to school with your child!**

At the end of the school year, all medication should be picked up by a parent/guardian by the last day of school. Reminder letters will be sent home appropriately.

## Art Department

Displays of artwork: Throughout the year, each student from Kindergarten to 5<sup>th</sup> grade will study and create artwork inspired by various artists, art styles, and cultures from around the world. Student art will be displayed all over the school and in the annual county-wide art show.

Grading: Students receive 4 types of grades in art class: **Assessment** (tests, open response questions, etc.), **Participation** (daily grades), **Projects** (major art projects), and **Progress** (completing progressive steps during major projects that span more than two weeks).

## Music Department

All students in grades K-5 participate in music classes as part of their "Special Area" instruction. Students attend music classes for 45 minutes one or two days a week. They participate in a wide variety of musical activities such as singing, playing instruments, creating and listening to music, and using the Yamaha Keyboards. Students in grades 2-3 and 4-5 will be in one musical production during the year to experience being part of a real-life performance. Soloists and ensembles may be formed throughout the year to perform in special events. At the end of the year, students may audition to perform in our annual Talent Show.

As part of the CATS test, 5<sup>th</sup> grade students are assessed in their knowledge of the arts, which includes music, art, dramas, and dance. Music curriculum and instruction focuses on the required Kentucky Core Content for Assessment.

## Welcome to South Todd

The staff and I welcome you and your family to South Todd Elementary School.

We are looking forward to an exciting and challenging school year. South Todd Elementary is dedicated to developing lifelong learners through positive relationships and high expectations that will enable each student to succeed. We have a strong, dedicated staff that is committed to helping every child grow and develop their love for learning.

Join us in our vision as we continue to exceed high standards of excellence as we work together to make South Todd Elementary a place for students to reach their full potential.

**Doug Cotton, Principal**

## Todd County Board of Education

The Todd County Board of Education is here to serve ALL students and parents in the school system. If you have any questions or concerns regarding your child's education, please call the Board of Education at the following contact numbers:

Board of Education (270) 265-2436

Board of Education (fax): (270) 265-5414

## Admission to South Todd

South Todd is proud to have an exemplary Preschool program, which has received state recognition. Our Preschool program tests 3 and 4 year olds to assess eligibility in the program. If interested, please contact Camille Dillingham, Preschool Consultant, at (270) 265-2436 to set up an appointment.

A child who is 5 years of age or will become 5 years of age by October 1<sup>st</sup> may enter our primary program. Entry into the program requires a birth certificate, Kentucky immunization record, social security number, a recent physical examination, a vision examination by an eye doctor, and a dental exam by January 1<sup>st</sup> of the Kindergarten year.

## School Hours

Doors Open	7:30a.m.
School Hours	8:00a.m.-3:00a.m.
Classes begin K-5 <sup>th</sup>	8:00a.m.
Car Riders	3:05p.m.
First Bus	3:10p.m.
Second Bus	3:15p.m.
<b>Early Release Friday</b>	
Car Riders	1:25p.m.
First/Second Bus	1:30p.m.
School Office Hour	7:30a.m-4:00p.m.

## Todd County School Calendar

1 <sup>st</sup> Day of School	August 10 <sup>th</sup>
1 <sup>st</sup> Day of Preschool	August 17 <sup>th</sup>
Labor Day	Sept. 5 <sup>th</sup>
Fall Break	Oct. 3 <sup>rd</sup> – 7 <sup>th</sup>
No School	Oct. 10 <sup>th</sup>
No School	Nov. 7 <sup>th</sup> -8 <sup>th</sup>
Thanksgiving	Nov. 23 <sup>rd</sup> -25 <sup>th</sup>
Christmas	Dec. 19 <sup>th</sup> – 30 <sup>th</sup>
*MLK Day	Jan. 16 <sup>th</sup>
No School	Feb. 20 <sup>h</sup>
No School	Mar. 20 <sup>th</sup>
Spring Break	April 3 <sup>rd</sup> – 7 <sup>th</sup>
KPREP	May 1 <sup>st</sup> -19 <sup>th</sup>
Last day of Preschool	May 15 <sup>th</sup>
No School	May 16 <sup>th</sup>
Last day of school	May 22 <sup>nd</sup>

**\*Dates Are Subject To Change**