

**Sinking Fork Elementary School**  
**Parent-Student Handbook**  
**2019-2020**



*Sinking Fork School*  
*5005 Princeton Road*  
*Hopkinsville, KY 42240*  
*270-887-7330*

*Principal: Leslie Lancaster*  
*Assistant Principal: Lacey Ramirez*

**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.

It is with great excitement that we welcome you to Sinking Fork , home of the Panthers! At Sinking Fork, faculty and staff strive to create partnerships of mutual respect and rapport with students and parents. While academic achievement is always a priority, it is also our goal to educate the whole child. We strive to create an environment conducive to not only learning, but also to safety, positive behavior, and responsible citizenship.

Parent involvement is an integral part of a child's educational success. We encourage parents to be active participants in their child's education. Opportunities to get involved include, but are not limited to: serving on PTO, becoming a committee member, making donations during Fall Festival, or simply eating lunch with your child.

In order for the school year to run as smoothly as possible, we have created this handbook for parents and students. The policies and regulations explained here will be upheld and enforced throughout the school year. We ask that parents and students familiarize themselves with the information in this handbook and support our school as we work to provide all students with the best opportunity to succeed.

We welcome the opportunity to discuss any concerns not addressed in this handbook. Feel free to call the school at 270-887-7330.

We look forward to working with you and your child!

## Faculty and Staff

### **Support Services**

Annette Alder, Secretary  
Lisa McIntosh, Nurse  
Mary Lovelace, Family Resource  
Jill Dixon, Attendance  
Natalie Westerfield, Guidance Counselor  
Lacey Ramirez, Gifted /Talented Leader  
Roy Douget, School Psychologist

### **Custodians**

William Winkler  
Sandra Jones  
Andrew Warfield

### **Bus Drivers**

Jim Gardener  
Willie Pittman  
Sharon Benskin  
Tammy Prien  
Crecynthia McGee  
Phoebe Tolliver  
Dorothy White  
Tammy Thomas

### **Para-Professionals**

Pat Roberts, ISS  
Beverly Campbell, Preschool  
Angie Daniel, Kindergarten  
Judy Estes, Primary  
Mary Lear-Preschool  
Sue Miller, 1st-6th  
Twala Taylor, Kindergarten  
Casey Turner, Kindergarten  
Tikesha Watkins, 1st-6th

### **Cafeteria Staff**

Brenda Robinson, Manager  
Cherri Cardwell  
Beverly Chamber  
Nancy Gilliland  
Sheila Reagan

### **Preschool Teacher**

Teresa Craft

### **Resource Teachers**

Daisy Cheatham- Instructional II  
DeAnna Daniel- Reading Recovery  
Maggie Cartwright- Speech  
Maggie Jorgenson- Resource  
Keith Marquess- Speech  
Jennifer Rye- Resource

### **Primary Teachers**

#### **KINDERGARTEN**

Amy Coleman  
Jana Crabtree  
Kaitlynn Bolinger

#### **FIRST GRADE**

Kristin Haley  
Dana Hughes  
Kara Stevenson

#### **SECOND GRADE**

Sherry Shemwell  
Nancy Sims  
Pam Dossett

### **Intermediate Teachers**

#### **THIRD GRADE**

Becca King  
Shellie White

#### **FOURTH GRADE**

Tammy Ferrell  
Leigh Anne Smith  
Lynn Worsham

#### **FIFTH GRADE**

Tabitha Lykins  
Jennifer Fuller  
Darryl Green

#### **SIXTH GRADE**

Monique Lewis  
Jessie Crisp

### **Special Teachers**

Crystal Ezell- STEM  
Rusty Goble- Practical Living  
Jessica Turner- Library Media Specialist  
Calvin Warren- Band  
Heather Winkler- Arts and Humanities

## Important School Dates

August 7	1st Day of School
August 26	1st Day of Preschool
September 2	Labor Day - No School
October 7-11	Fall Break - No School
November 4	Growth Day
November 5	Election Day- No School
November 27-29th	Thanksgiving Break- No School
December 23- January 3	Christmas Break- No School
January 20	Martin Luther King Jr. Day - No School
February 17-18	Professional/Growth Day - No School
March 20	Professional Day - No School
April 3	Professional Day - No School
April 6-10	Spring Break - No School
May 1-20	Projected KPREP Testing Window
May 19	No School
May 21	Last Day of School

## Academics

Sinking Fork strives to provide all students with the best education as possible. We believe all children can learn and have high expectations for our students. All students are expected to put forth best effort, complete all classwork/homework, and be responsible for their learning. Teachers and staff are committed to the continual growth and achievement of each student. Sinking Fork follows the curriculum set by the Christian County Board of Education with follows the Kentucky State Standards. A curriculum map can be accessed through the Christian County website at [www.christian.kyschools.us](http://www.christian.kyschools.us).

Classroom instruction is aligned with the Kentucky State Standards and designed to meet the needs of all learners. Teachers use differentiated instructional strategies to ensure that all students are met at their readiness level and continue to succeed academically throughout the school year. Multiple research based intervention programs are used schoolwide to help struggling students close achievement gaps. Parents can expect teachers to communicate with them when their child begins to show signs of difficulty in class.

Grading Scale	Projected Report Card Dates
A 90-100	Progress reports allow teachers to communicate a child's academic progress with parents throughout the school year.
B 80-89	<b>October 23, 2019</b>
C 70-79	<b>January 15, 2020</b>
D 60-69	<b>March 18, 2020</b>
F 0-59	<b>May 21, 2020</b>

## Instructional Time

In order to limit classroom disruptions, parents are welcome to contact teachers/staff during their planning period or after school. **Phone calls to teachers made during instructional time will not be transferred to the teacher. A message will be taken by office personnel and the teacher will return the call as soon as possible.**

Parents are encouraged to set up parent teacher conferences at anytime throughout the school year. In order to set up a parent teacher conference, email the teacher directly or call the teacher at 270-887-7330 on his/her planning period. **Parents who show up at school without scheduling a conference will be asked to come back at a time that is suitable for the teacher.**

2019- 2020 Planning Period Schedule							
Pre-K	K	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	6th Grade
7:00-8:00	10:30-11:15	8:15-9:00	9:00-9:45	7:35-8:15	12:30-1:15	1:15-2:00	9:45-10:30

## Homework Policy

Homework is defined as assignments to be completed outside of the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. In class, assignments may become homework if the assignments are not completed during instructional time.

### **Homework will be**

- meaningful and appropriate.
- reviewed prior to assigning.
- given in moderation.
- evaluated and returned to students in a timely manner.

Homework assignments offer an opportunity for valuable interaction between parents and children. We urge parents to support students as they complete homework. All students shall complete required assignments and homework. The student may be penalized if the assignment is not completed by the time it is due.

## School Hours

### **School hours are 7:20 a.m to 2:20 p.m.**

- Students who do not ride a bus may enter the building after 7:00 a.m. **Students should not be dropped off at school before 7:00 a.m.**
- Students who do not ride a bus must be in the cafeteria by 7:15 in order to eat breakfast.
- A student is tardy after 7:20 a.m. Students arriving after 7:20 must be accompanied by an adult into the building and signed in at the front desk. **Excessive tardiness will be reported to the Director of Pupil Personnel.**
- **School is dismissed at 2:20. At this time buses are loaded and Car Riders are sent to the cafeteria. Students not picked up by 2:30 could go to After School Care. There will be a charge of \$10.00 per day.**

School policy requires that any child leaving the school grounds during regular school hours (7:20 a.m.- 2:20 p.m.) must be signed out by a parent or guardian through the school office. All attendance ongoings are recorded in Infinite Campus as required by district policy.

### **Preschool Hours - 8:00-11:00 a.m. Morning and 10:30-1:30 p.m. Afternoon**

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

### **Note:**

- If school is on a one hour delay, breakfast will still be served.
- If school is on a two hour delay, breakfast will NOT be served.
- If school is dismissed early due to unforeseen circumstances, lunch will be served if time allows.

## **School Closings**

Should it become necessary to close school due to inclement weather, **the Superintendent of schools will notify local radio/television stations before 6:00 a.m. if at all possible.**

Should it become necessary to dismiss school early due to inclement weather or an emergency, announcements will be made via local radio/television stations.

**Every possible effort will be made to notify parents of the early dismissal.**

Parents should not call schools, school officials, or radio/television stations during these times. It is essential that phone lines stay open. **Parents seeking information regarding school closings or early release times may call the Hotline at 270-707-1900 or go to [www.christian.k12.ky.us](http://www.christian.k12.ky.us).**

Please prearrange plans for your child in the event of an unexpected early dismissal. A form for inclement weather should be filled out during the registration process.

## **Transportation**

School is dismissed at 2:20 each day. Teachers will escort their students to their appropriate places for dismissal. To ensure the safety of all students, the following guidelines have been established regarding afternoon transportation:

- **Changes to a student's transportation method will not be taken over the phone.** Changes to transportation must be communicated in writing and verified by office staff. Changes to transportation may also be made in person at the front office.

### **PARENT PICK-UP**

- **Anyone wishing to pick up a student from school must be on the student's emergency release card. Students will not be released to individuals who are not listed on the emergency card.** Office staff will check all individuals for proper identification prior to releasing a student to them.
- **Parent pick-up will take place at the side of the school.** Students are released through the cafeteria doors. Students in the resource room can be picked up at the front doors of the school.
- **Parents must fill out proper paperwork prior to picking up their child in the pick up line.** Upon completing the paperwork, students are given a pick up number and parents are given two car hangers that coincide with that number. Parents are to display their car hanger when picking up their child and a staff member will escort the child to the car.
- **Parents are asked to stay in their vehicle.** Please do not leave your vehicle unattended. Parents are not allowed to wait in the front lobby for their child. If you need to get out of your car, please park your vehicle in a regular parking space to allow traffic to flow freely.

## **BUS TRANSPORTATION**

- Students are expected to understand and obey all school bus rules.
- **Riding a bus is a privilege and is determined by the student's behavior. Violation of school 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.** Bus drivers use Behavior Reports. Serious or second bus offenses may result in suspension from the bus for a period of time.
- **All changes to a child's bus transportation must be communicated by their parent/guardian in writing. For safety reasons, changes to transportation can not be made over the phone.** Authorized transportation changes will be presented to the bus driver each afternoon.

### **Sinking Fork Bus Drivers**

Open	#137
Crea McGee	#162
Dorothy White	#111
Open	#706
WilliePittman	#913
Tammy Prien	#131
Phoebe Toliver	#130
Jim Gardner	#116
Tammy Thomas	#702

## **Attendance**

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

**Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days ONLY for the seven (7) valid reasons listed below. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days.**

- a. Illness of pupil**
- b. Death in family**
- c. Appointment with health professional (student only)**
- d. Driver's test**



- e. **Court Order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)**
- f. **One day for the attendance of the KY State Fair**
- g. **Other valid reasons as determined by the principal**

### **Procedures for Student Absences**

1. A student who is absent must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence. Failing to bring a note is considered an unexcused absence. Continued unexcused absences may result in the school district taking court action.
2. A student who is absent must provide a note within a time period not to exceed five (5) days from the date the student returns to school or the absence will be unexcused. The parent/guardian is responsible to ensure that the note is turned in to the school attendance office. If the note is sent by the parent/guardian through the student, the parent/guardian is encouraged to follow up with the attendance clerk to verify receipt.
3. A health professional's statement will be accepted for the student's personal illness only or for a severe illness in the home.
4. Students on a school sponsored trip are counted present and are responsible for make-up work.
5. Court appearances are excused if signed by the judge or the clerk of the court for a reasonable amount of time.
6. Request for an excused absence other than that stated in this provision of the Code of Acceptable Behavior & Discipline must be made in advance to the principal.
7. When the school notifies a parent/guardian a student is sick and should be picked up, absence for the remainder of that day shall be excused without the necessity of a parent/medical note. In the event there are subsequent absences a parent/medical note will be required for those absences to be excused.

### **PERFECT ATTENDANCE**

In order for a student to receive a perfect attendance certificate, **he/she must be present everyday with not late check-ins or early check-outs.**

### **Truancy**

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Three (3) unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments.

**Working with the Christian County Attorney's Office, 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.

**PLEASE SEE THE CCPS CODE OF ACCEPTABLE BEHAVIOR FOR FULL DETAILS**

## **Student Check Out Policy**

In the event that a student needs to be checked out during the school day, the student must be signed out in the front office by **only a parent, guardian, or other person listed on the child's emergency release form.**

**If someone else is picking up a student, the parent must send written permission to school. Students will not be released on the basis of a phone call. Please note: Anyone wishing to checkout a student will be required to show proper identification such as a driver's license.**

## **Accidents & Sickness**

It is extremely important that the school has current cell, home, and work phone numbers for every student. We must have some way of getting in touch with parents in the event that a child becomes sick or in case of an emergency. Please contact the school office anytime there is a change in your contact information.

Should a student become significantly sick or have an accident, the school nurse will contact parents/guardians at once. In the event of a serious accident, the student will be taken to the hospital immediately. Minor injuries will be managed by our well stocked first aid kit and staff who are certified in first aid.

### **MEDICINE**

Students shall not be permitted to take medicine while at school unless such medication is given to them by a staff member or other designee acting under specific request of the parent or personal physician. This regulation covers all medicines, prescription or non-prescriptions. Medication must be sent in the original bottle and a medication release form must be signed by an authorized person. Students are not allowed to transport medicine and can not self medicate.

## **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 and must be documented on the proper KY forms.

## **School Visits**

Sinking Fork 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 to identify themselves and declare their purpose for visiting.**

Unauthorized persons shall not be permitted in the school building or on school grounds during the school day. **It is imperative that anyone who wishes to be in their child's classroom have a background check completed through the Family Resource Center.** School visits will be limited to 30 minutes with prior arrangements with the principal or teacher. All visitors are expected to conduct themselves appropriately and may not in anyway 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 .

## **VOLUNTEERING**

Volunteers enable Sinking Fork to expand our educational programs and provide greater individual attention to our students. There are many ways in which we need volunteer help. Contact your child's teacher or the front office if there is something you would like to do for us. **Please note that any volunteer supervising students is required by law to have a background check completed at the expense of the district.**

## **PARENT TEACHER CONFERENCES**

Positive home-school relations are vital to a child's education. We encourage parents to schedule conferences with teachers at anytime throughout the year. Conferences can be scheduled by calling or emailing the teacher. Requests for conferences will receive prompt replies and every effort will be made to accommodate scheduling. Sinking Fork has school wide parent teacher conferences twice a year. At the end of the first and third nine weeks, parents are invited to Parent-Teacher Conferences. At this time, report cards will be handed out and teachers will be available to discuss student progress.

## **Assembly / Ceremony Expectations**

There will be several opportunities throughout the school year for parents to attend school assemblies and ceremonies. In order to maintain a safe and respectful environment, we ask that parents and students abide by the following expectations during assemblies and ceremonies:

- **Arrive on time.** Arriving on time cuts down on disruptions and distractions. If arriving late, please enter quietly and respectfully.
- **Students must sit with their class.** Please do not request that your child come sit with you. For safety reasons, teachers have been instructed to have all students sit with the class.
- **If wishing to check out your child, please wait until the end of the assembly/ceremony to do so. At that time, parents are asked to go to the front office and properly check out their child.** Do not ask your child to leave the assembly/ceremony and come with you to the office. Once the check out process has been authorized, office personnel will retrieve the student .

## **Student Dress Code**

Students are expected to dress in a manner that neither distracts from or interferes with the learning process. Reasonable care in cleanliness of dress and appearance is expected of all elementary students. Any student who, in the judgement of the Principal/Assistant Principal, fails to dress in an appropriate manner will be sent to the Family Resource Center to change clothes. If no suitable clothes are available, parents will be asked to bring a change of clothes to the school.

### **Students are expected to conform to the following dress code:**

- Shirts must be long enough to cover the waist, no midriffs .
- Shirts should not have inappropriate words, images, or logos.
- Shirts should not reveal undergarments or cleavage.
- 3rd - 6th Graders should refrain from wearing spaghetti strap shirts or muscle shirts.
- Head apparel such as bandanas, rakes, combs, caps, sunglasses, etc. should not be worn.
- If wearing leggings/tights, the student's shirt must come to a least 2 inches above the knee.
- No sagging, pants must be worn at the waist.
- Overall straps must be fastened and worn over the shoulder.
- No facial piercings except earrings on the ears are allowed.
- Shorts must be fingertip length or longer. (When student stands with arms straight down to the side, shorts must be longer than where the fingertips strike.)

## **Cell Phones**

We understand that many students have cell phones and need them for emergencies or after school use. Sinking Fork students are allowed to bring cellphones to school, however there are several important guidelines we ask students to follow with regards to their phones.

1. Cell phones must be turned off and kept in the child's backpack at all times. Students are not allowed to carry phones in their purses or in their pockets.
2. The school nor district is not responsible for lost, stolen, or broken cell phones.
3. Students are not to use their cell phones in any way during the school day (no photos, no calling, no texting, no social media).

Note: Cell phone use is generally prohibited during the school day unless the classroom teacher gives 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 and given to the principal who in turn will call the parent to come pick up the cell phone.

## **School Discipline**

The Christian County Public Schools Code of Acceptable Behavior will be followed by the administration of Sinking Fork when making decisions regarding discipline. The Code of Acceptable Behavior can be viewed on the district website. We view discipline as a collaborative effort between home and school.

All rules, procedures, and expectations are thoroughly taught at the beginning of the school year and reviewed constantly throughout the year. We have high expectations for all students and expect them to behave in appropriate ways at all times. We ask our students to "treat others the way you want them to treat you." When a student's behavior reaches an unacceptable level, parents will be contacted and a parent teacher conference will be scheduled. Parents and school personnel will collaboratively create an action plan to help the student behave appropriately.

A SAFE Room is available for students who choose to ignore school rules. The SAFE Room will be used for misbehavior only. Students in the SAFE Room will be provided supplemental work and will review school rules. The principal will handle severe inappropriate behavior. Once a student is assigned to the SAFE Room, the student will lose all privileges during that time period (including: holiday parties, academic rewards, field day, recess, snack, etc.).

### **BULLYING**

**Sinking Fork has a no tolerance policy on bullying.** Bullying is any behavior that is intentional, hurtful, and persistent. A bully may tease, harass, reject, threaten, and assault (verbally and/or physically) other individuals. These types of actions will not be tolerated at Sinking Fork, and consequences will follow the districts Code of Acceptable Behavior. This is for the safety and welfare of all Sinking Fork students.

### **GUIDELINES FOR END OF THE YEAR AWARDS**

-Each Grade level will give out highest average for **each subject area** - this can be done by homeroom or as an overall grade level.

-Intermediate (3rd-6th) grades will recognize Principal's List and Honor Roll for the year

- 6th grade Presidential awards

### **CITIZENSHIP**

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

No Office Referrals

No ICE Referrals

No Bus Write-Ups

No more than 2 marks in one school year.

### **OVERALL CITIZENSHIP AWARD**

The Overall Citizenship Award will be given to the one boy and one girl in each grade level. The recipients of this award will be chosen by students and teachers in that grade level. This award recognizes those students who have exemplified all the characteristics of a good citizen and is an opportunity for students to commend their peers for their good choices.

# **Positive Behavior Intervention and Supports (PBIS)**

PBIS has helped Sinking Fork establish a positive and orderly environment in which all students can feel safe and perform at their highest potential. Benefits of PBIS include a positive atmosphere, safe and orderly environment with clear expectations for all students, fewer discipline issues, more time for learning, and teaching and reinforcing important values such as respect and doing your best.

Our school wide expectations for ALL faculty, staff and students are:

**P- Practice a Positive Attitude**

**R- Respect Ourselves , Others, and Our School**

**I-Improve Ourselves Everyday**

**D- Demonstrate Cooperation**

**E- Exhibit Responsibility**

## **Benefits of PBIS**

1. Positive atmosphere
2. Safe and orderly environment with clear expectations for all students
3. Fewer discipline issues
4. More time for learning
5. Teaching and reinforcing important values such as respect and doing your best

Sinking Fork has established school wide expectations for ALL faculty, staff, and students. These expectations, along with classroom expectations, will explicitly be taught the first 2 weeks of school and reviewed after long breaks, ie fall break, winter break, and spring break. They are also practiced daily in the classroom and announced every morning over the intercom.

It is our belief that if students exhibit these qualities each day, then they will be successful academically, socially, and emotionally.

## **School Wide Expectations**

Sinking Fork has established rules and procedures for each common area of our school such as the hallways, cafeteria, restrooms, and the playground. These rules and procedures help to provide a safe and orderly environment of the students. This safe and orderly environment helps to ensure smooth transitions to and from class activities and creates an environment in the classroom more conducive to learning. Students are taught and retaught the rules and procedures throughout the school year.

## **Rewards**

Students who follow classroom and school rules and expectations will be rewarded by their teachers at least once every two weeks. Teachers will work with students to provide rewards that are of interest to the students.

## **End of the 9 Weeks Rewards**

At the end of each 9 weeks, the office will provide students with a behavior reward. The PBIS team will meet to plan the event and any student who meets our criteria will participate in the event.

## **Parent Contact**

We strongly believe that the best environment for your child is one in which we are all working together. Teacher/Staff at Sinking Fork will contact parents when behaviors are not appropriate. It is very important for the school and home to support one another as we try to educate students. A parent contact is one intervention we try in order to encourage good choices and appropriate behavior. If after a parent contact the student's misbehavior continues, a teacher may complete an office referral in which the administration will take appropriate disciplinary action according to the Christian County Public Schools Code of Acceptable Behavior. Consequences may include a conference with the principal/assistant principal, safe room time, or out of school suspensions. Parents will always be notified by an administrator if a student receives an office or bus referral.

## **Immediate Office Referrals**

Some behaviors may be referred directly to the administration as they disrupt learning or cause a safety concern. Behaviors constituting immediate office referrals include but may not be limited to the following:

1. Physically Dangerous Behaviors
2. Illegal Behavior
3. Bullying
4. Threatening Language

These behaviors may result in safe room or out of school suspension. Discipline decisions will be made according to the Christian County Public Schools Code of Acceptable Behavior.

## **Safe Room**

The safe room may be used as a consequence when office referrals are issued. While in the safe room, the students complete their regular class work with the assistance of the safe room monitor. Students also complete work focused on inappropriate behavior(s) which resulted in their safe room time. The safe room is also used for students to have time to reflect on their choices and prepare to return to class successfully.

## **No Tolerance Policy on Bullying**

Sinking Fork has a no tolerance policy pertaining to bullying. Bullying is a behavior that is intentional, hurtful and persistent. A bully may tease, harass, reject, threaten and assault (verbally and/or physically) other individuals. These types of actions will not be tolerated and consequences will follow the Christian County Code of Acceptable Behavior. This is for the safety of all Sinking Fork students. The Christian County Code of Acceptable Behavior will be followed by the administration at Sinking Fork when making all disciplinary decisions.

## **Bus Discipline**

Students have rules and expectations on the bus just as they do at school. These rules help to ensure that all students are safe traveling to and from school. Bus drivers do have a procedure to follow when addressing discipline issues on the bus. Parents will be contacted when a behavior issue occurs and documentation of the incident will be provided.

## **What can I do as a parent?**

As a parent, we appreciate the support you provide to Sinking Fork. Your support is an integral part of your child's success as well as the overall success of our school. Please ask about your child's day and encourage your child to demonstrate Panther PRIDE. Also please show your support by attending parent-teacher conferences. Sinking Fork genuinely appreciates all of the support you offer your student as well as the school.

### **PBIS 9 Weeks Reward Criteria**

At the conclusion of each 9 weeks, the PBIS Committee will host a 9 Weeks Reward. Any student who meets the following criteria will participate in the reward:

- No Behavior Warnings
- No Office Referrals
- No ICE Referrals
- No Bus Write-Ups
- No more than 3 marks in a 9 week semester

### **PBIS End of the Year Field Trip Reward Criteria**

The PBIS committee will plan and host an End of the Year Field Trip for students who have demonstrated outstanding behavior all year long. Any student who meets the following criteria will participate in the field trip:

- No Behavior Warnings
- No Office Referrals
- No ICE Referrals
- No Bus Write-Ups
- No more than 4 marks in one school year.

## **Monday Feedback Folders**

One of the major ways Sinking Fork communicates with parents to provide ongoing feedback is through the use of Monday Folders. Monday Folders are sent home with students every Monday. It is important that parents review the contents of their child's folder, sign it, and return it to school on Tuesday. Newsletters from the front office and teachers are sent home to parents each week and are a great way to stay up to date on current events. Parents will also find graded papers and other classwork in child's folder.

## **Textbooks & Library Books**

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



## **After School Child Care**

Sinking Fork will be providing child care Monday through Friday from 2:20 P.M. until 6:00 P.M. Parents interested in childcare services may call 270-887-7337 for additional information.

## **Parent-Teacher Organization (PTO)**

The purpose of the PTO is to solicit cooperation among parents, students, teachers, and administration in order to provide the best possible learning environment for students, to support school programs, and to promote progress toward school goals. All parents are encouraged to join PTO. PTO meetings and activities will be announced in the school newsletter.

### **2019-2020 PTO Officers**

Gina Rose- President

Reshetta Wilfong- Vice President

Lynn Worsham- Secretary

Ryan Dixon- treasurer

## **School Based Decision Making Council (SBDM)**

The SBDM usually meets once a month. Meeting dates will be announced in Sinking Fork's weekly newsletter. 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 2019 - 2020 school year are:

Leslie Lancaster, Chairperson

Nancy Sims , teacher

Jessie Crisp, teacher

Tammy Ferrell, teacher

Jennifer Peck, parent

Bill Pyle, parent

## **Christian County School District's Wellness Program**

Sinking Fork has follows the Christian County School District's Wellness Program. This program sets forth nutritional guidelines on food that is eaten by students while in school. This program also promotes physical activity for all students. We encourage all parents to help us in this effort by making nutritious choices when sending food to school.

**Nutrition-** School meals will follow established policies to include breakfast, lunch, and summer food service program.

**Beverages-** Juice beverages will contain 100% juice. Milk products will be 1% or fat-free.

**Food-** Foods will contain no more than 30% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and no more than 10% of its calories from saturated and trans fat combined and will have no more than 30% of its weight from added sugars.

**Rewards/Fundraisers-** Staff members shall follow the above guidelines for fundraisers with the

exception of concession stands. Rewards other than food items should be given to students. When food items are used as rewards, the nutritional guidelines above will be followed.

## **Cafeteria Information**

**Lunch Schedule is subject to change without notice as needed**

Sinking Fork is participating in the Community Eligibility Option (CEO) provision under the National School Lunch Program. All students will be allowed to eat breakfast and lunch at no charge. Anyone who wishes to eat cafeteria food and is not a student will be charged a fee. Any student who would like to purchase extra food may do so. Students may deposit money into their lunch/breakfast account at anytime. Please note there is a \$45.00 service charge for each returned check.

Parents/Guardians are welcome to eat lunch with their child in the cafeteria by purchasing a meal at the adult price. All visitors must sign in at the front office and 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 order to provide a safe and appropriate cafeteria dining experience, students and parents should familiarize themselves with the following policies and expectations:**

- **Students eating with their parents must sit in the designated areas and must follow the posted guidelines.**
- **No food is to be brought, sold, or given away as a reward until 30 minutes after the last lunch period closes.**
- **Students eating with their parents must follow their regular lunch schedule.** Students will not be allowed to eat early or extend their lunch period because a parent is eating with them. When the student's class lines up to leave, it is expected that the student joins the line and exits with his/her class. **Parents are not to follow their child to class after lunch.**
- Due to privacy concerns, **personally owned recording devices (cell phones/tablets) are not to be used to create video or audio recordings or to take pictures** except with prior permission from the Principal and the affected individual(s).
- **Fast food is not to be brought into the cafeteria** (Competitive Food Rule: 702:KAR6:090)
- **Soft drinks are not allowed in the cafeteria.**
- **Food and drinks are not allowed to be taken out of the cafeteria.**
- **The cafeteria operates self-serve 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/juice.
- Students are taught cafeteria rules and expectations. Students are expected to behave appropriately and observe good dining habits while at the table. **Any student who fails to follow cafeteria expectations and/or prevents others from enjoying their meal may be assigned Isolated Lunch.**
- In case of inclement weather and school is **delayed 2 hours, breakfast will not be served. If school is delayed 1 hour, breakfast will be served.**

## **Family Resource Center**

### **Contact Information:**

Coordinator: Mary Lovelace  
Center # (270) 887-7333  
Center Hours: 7:00AM-2:30PM

Monday-Friday  
After hours by appointment.

## **What is the FRC?**

Family Resource Centers have been created as a part of the Kentucky Educational Reform Act (KERA). The Center is designed to enhance student's ability to succeed in school by assisting the child and family in meeting some of their basic needs. This will be done by providing the family and students with services at the FRC or by linking families to the appropriate agencies in the community. The Sinking Fork Family Resource Center (FRC) is grant funded by the state of Kentucky, based on the number of free lunch eligible children, to serve the needs of students. The services of the center are for all students and their families. Services have been found to be especially beneficial to students who are at risk or are not performing well in school.

## **What services are offered?**

Parent Education Seminars  
Referral to Adult Education Classes/Assistance with GED and TABE  
Health Screenings/Assistance with scheduling appointments  
Counseling/Help during a Crisis  
Home Visits  
Mentoring Programs/Referrals to Community Programs  
Referrals to Community Agencies  
School Supplies  
Support Groups  
Liaison for you and your child's teacher  
Volunteer Training/Parental Involvement  
Summer Activities/Referrals

## **Materials Available**

The FRC has pamphlets and brochures for your use on many subjects. These may be beneficial to you, your child, and/or your family. If you need specific information and the center does not have it available, we will try to get the information for you. Stop by and see what we have to offer to you and your family.

## **Guidance**

Natalie Westerfield, our guidance counselor, is available to talk to students and parents needing her services. Mrs. Westerfield works with parents to acquire services to students through the Pennyroyal Mental Health Center during the school year. Feel free to visit Mrs. Westerfield or call the school for more information on the services she provides.

Dear Parent/Guardian,

Our most important function in Christian County Public Schools is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30<sup>th</sup> of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

**Terroristic Threatening in the second degree is defined in state law (KRS 508.078)**

**(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**b) Makes false statements by any means, including by electronic communication, for the purpose of:**

- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
- 2. Causing cancellation of school classes or school-sanctioned activity; or**
- 3. Creating fear of serious bodily harm among students, parents, or school personnel<sup>[BD(1)]</sup>**

**(For the complete text for KRS 508.078 please see the attached page.)**

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will **pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students.** Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Leslie Lancaster, Principal – Sinking Fork Elementary

**PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE**

## Definitions of Terroristic Threatening:

### 508.078 Terroristic threatening in the second degree.

**(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**

**(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;**

**(b) Makes false statements by any means, including by electronic communication, for the purpose of:**

- 1. Causing evacuation of a school building, school property, or school-sanctioned activity;**
- 2. Causing cancellation of school classes or school-sanctioned activity; or**
- 3. Creating fear of serious bodily harm among students, parents, or school personnel;**

**(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or**

**(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.**

**(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.**

**(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.**

**(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.**

**(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.**

## Penalties

**Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).  
Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).  
Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice<sup>[BD(2)]</sup>.**

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<sup>[BD(1)]</sup>Font size is different for subsection 3.

<sup>[BD(2)]</sup>Added some language with respect to juvenile fines for clarity, and added the Class C felony penalties since Class C is mentioned in the letter.

