

# Student Handbook

2020-2021

# HES

To promote a..  
*consistent,*  
*positive,*  
*safe environment*  
to help all students  
excel and achieve success.





**Emma Martin – Principal**

# VCDNG'QHEQP VGP VU

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## Nit/Lice absentee procedure

To avoid confusion on absences regarding students being sent home with nits/lice, students will be excused for 48 hours from when the student was sent home. **Kl'vj g'twuf gpv'ku'tgvp'j qo g'y kj "** **plskuleg'y kj kp'vj g'pgzv'5'b qpvj u'k'y kndg'wpgzewuf 0'Vj g'twuf gpv'y kndqri 'dg'gzewuf '6: "** **j qwt u'gxgt { '5'b qpvj u'ht 'plskuleg.** If you have any questions please feel free to call the school office.

|   |   |   |
|---|---|---|
|  | <p>"<br/> <b>J ctf kpu dwti 'Grgo gpwt { 'Uej qqr'</b><br/> 3562'Gcw'J y {'82"<br/> <b>J ctf kpu dwti . 'M '62365"</b><br/> Rj qpg&lt;492/978/5242""Hcz&lt;492/978/5243"<br/> "</p> | <div style="border: 2px solid blue; padding: 10px; text-align: center;"> <p>At HES, our mission...<br/> To promote a consistent,<br/> positive, safe environment to<br/> Help all students to<br/> Excel and achieve<br/> Success!</p>  </div> |
| <p>0 8 %Q<br/> ; ~ +Z/<br/> - Z%- Z++Z%Q I ° +\$J ~</p>                           |   | <p>6 ǻ 7zī fī'zQ °~ Z, ° &gt;Zǻ , %</p>   |

Dear Parents/Guardians and Students,

The faculty and staff at Hardinsburg Elementary School welcome you to what is going to be an exciting 2020-2021 school year. We welcome you to our school, and we invite you to become involved with the education of your son/daughter by attending scheduled conferences, joining our Parent Teacher Organization (PTO), attending school events, and volunteering at HES. You are a vital part of your child’s education. Together we can help your child achieve at remarkable levels!

Please take time to read this handbook, and keep it in a location where it will be easy for you to review throughout the year. This handbook includes important information for both students and parents. We hope the information contained in the following pages will answer many of your questions about Hardinsburg Elementary School.

As we begin the 2020-2021 school year, we look forward to another great year. We look forward to continued partnerships with our students, families, and our community in our new school. Collectively, we will show our Bearcat PAWS, and with a “Paws-itive Attitude,” we can ensure our students see “Paws-itive Results.” Again, we are excited about this school year, and we look forward to working with you and celebrating, together, your child’s achievements.

Sincerely,

HES Faculty & Staff

# J ctf kpuwti 'Gigo gpvct { 'Uej qqn

## O kukqp 'Uc vgo gpv

Vq'rt qo qvg'c'eqpukvgpv.'r qukskg.'tchg'gpvkt qpo gpv'vq

*J grv 'Cm'Uwf gpv*

*Gzegn'cpf 'Cej kxg*

*Uwegu#*

### Educational Objectives

- To instill a positive attitude for school and the learning process
- To build a school atmosphere that demands inquiry, discovery, and research
- To develop a positive individual self-concept
- To challenge each child to achieve at his/her highest level in all areas
- To individualize the curriculum to meet the needs of each child
- To prepare each child to thrive in a meaningful way in society
- To encourage creativity and self-expression
- To develop respect for others and their property and to develop the ability to live and work cooperatively
- To improve communication between home and school
- To develop good health and maintain physical fitness

*J ctf kpuwti 'Gigo gpvct { 'Uej qqn'f qgu'pqv'f kuet ko kpcvg'qp'vj g'dcuku'qhl't ceg.'eqrqt.'pcv'kpcn' qt ki kp.'ci g.'t giki kqp.'o ct kcn'uc wu.'i gpf gt.'qt'f kuc dktv'0*

## J ctf kpuwti 'Gigo gpvct { 'Hcewn' 'cpf 'Uclh

### Faculty

| Teacher           | Position                         | Teacher           | Position              |
|-------------------|----------------------------------|-------------------|-----------------------|
| Candy Davis       | Lower Primary (K)                | Ashley Norwood    | 5th                   |
| Sharon Davis      | Lower Primary (K)                | David Roach       | 5th                   |
| Whitney Mattingly | Lower Primary (K)                | Aundre'a Thompson | 5th                   |
| Dana Flood        | Lower Primary (1 <sup>st</sup> ) | Kattie Berry      | PE                    |
| Shelbi Thornhill  | Lower Primary (1 <sup>st</sup> ) | Patti Davidson    | Librarian             |
| Brendan Whitworth | Lower Primary (1 <sup>st</sup> ) | Beverly Lucas     | Title I RTI           |
| Stacy Midkiff     | Upper Primary (2 <sup>nd</sup> ) | Paul Rotramel     | Music                 |
| Susan Mahmoud     | Upper Primary (2 <sup>nd</sup> ) | Kacy Ledridge     | Curriculum Specialist |
| Andrea Simpson    | Upper Primary (2 <sup>nd</sup> ) | Beth Bennett      | Counselor             |
| Pam Moore         | Upper Primary (3 <sup>rd</sup> ) | Sheila Stinnett   | Special Education     |
| Lauren Sebastian  | Upper Primary (3 <sup>rd</sup> ) | Marcus Duke       | Special Education     |

|               |                 |                  |                   |
|---------------|-----------------|------------------|-------------------|
| Corbyn Goff   | 3rd/4th         | Sonya Harper     | Special Education |
| Pam Hagman    | 4 <sup>th</sup> | Laurinda Copeck  | Special Education |
| Gina Hodskins | 4 <sup>th</sup> | Nissa Shannon    | Special Education |
|               |                 | Brittney Robbins | Speech Therapist  |
|               |                 | Kirby Pittman    | Speech Therapist  |

Support Staff and Special Services

| Staff                     | Position             | Staff          | Position                |
|---------------------------|----------------------|----------------|-------------------------|
| Kellie Dooley             | Secretary            | Kristi Board   | Instructional Assistant |
| Christina Meredith Butler | FRC Coordinator      | Paula Conner   | Instructional Assistant |
|                           | Bookkeeper           | Tricia Dennis  | Instructional Assistant |
| Rebecca Frank             | Physical Therapy     | ?              | Instructional Assistant |
| Brianne Lawalin           | Occupational Therapy | Pam Sears      | Instructional Assistant |
| Katie Marcum              | School Psychologist  | Roxie Surrell  | Instructional Assistant |
| Kirby Cain                | School Nurse         | Marsha Sutton  | Instructional Assistant |
|                           |                      | Jane Willis    | Instructional Assistant |
|                           |                      | B. J. Burnette | Instructional Assistant |
|                           |                      | Lesia Whitfill | Instructional Assistant |
|                           |                      | Patty Jackson  | Title I Inst. Asst.     |
|                           |                      | Christy Tabor  | Instructional Assistant |
|                           |                      | Lesley Harting | Instructional Assistant |

Cafeteria Staff

| Staff Name   | Position          | Staff Name | Position             |
|--------------|-------------------|------------|----------------------|
| Tina Pawley  | Lunchroom Manager |            | Asst. Lunchroom Mgr. |
| Sandy Carden | Lunchroom Cashier | Ruth Brown | Lunchroom Staff      |
| Cheryl Lucas | Lunchroom Staff   | Gary Nimmo | Lunchroom Staff      |

Maintenance/Custodial Staff

| Staff            | Staff        | Staff          | Staff          |
|------------------|--------------|----------------|----------------|
| Lori Blankenship | Barry Dowell | Victoria Sines | Chris Williams |

Head Start Program

| Staff Name       | Position                    | Staff Name    | Position                             |
|------------------|-----------------------------|---------------|--------------------------------------|
| Angela Lucas     | Disabilities/Health Manager | Donna White   | Education/Disabilities Services Mgr. |
| Tara Greenwell   | District Wide Nurse         | Angela Lucas  | Disabilities/Health Mgr              |
| Joy Neff         | Family Services             | Holly Gedling | Data Entry Clerk                     |
| Tasha Critchelow | Family Services             |               |                                      |

|                 |         |                |                   |
|-----------------|---------|----------------|-------------------|
| Cathy Barrett   | Teacher | Jennifer Gray  | Teacher Assistant |
| Lensie Rudnick  | Teacher | Kim Carman     | Teacher Assistant |
| Donna Smallwood | Teacher | Jennifer Clark | Teacher Assistant |
| Kirby Sebastian | Teacher | Tiffany Abbott | Teacher Assistant |
|                 |         |                |                   |

Kid's Club Child Care Program—Crissy Butler, Director

| Staff Name     | Position           | Staff Name | Position |
|----------------|--------------------|------------|----------|
| Janet Williams | Childcare Provider |            |          |
|                |                    |            |          |

SBDM Council Members

| Parent Members  | Teacher Members | Chairperson |
|-----------------|-----------------|-------------|
| Missy Hopper    | Gina Hodskins   | Emma Martin |
| Dr. Sudha Patel | David Roach     |             |
|                 | Nissa Shannon   |             |

PTO Officers

| President      | Vice President    | Secretary      | Treasurer          |
|----------------|-------------------|----------------|--------------------|
| Breanna Arnold | Brendan Whitworth | Tara Greenwell | Cate Morgan Hinton |

**Vj g'J GU'Cecf go le'Rtqi t co**

*Vq'y j cv'erc ugu'y knlb {'ej kf 'dg'g'zr qugf A*

HES students will participate in all of the following classes:

Language Arts (Reading, Writing, Spelling, Speaking, and Listening)

Social Studies

Science

Art

Library

Music

PE

Computers

Mathematics

***J qy 'y lndKhpqy 'Wib {'bj kf 'lu'b cmlpi 'rt qi t guuA***

Our staff will be communicating with you throughout the year by sending notes and student work samples home in the BEARCAT folder each Thursday. In addition, midterm and progress reports are sent home during each nine weeks. There will be Parent/Teacher conferences in the fall and spring. If you wish to schedule a conference between reporting periods, send a note to your child's teacher, and he/she will schedule an appointment to meet with you.

***J qy 'ecp 'Kj gr 'b {'bj kf 'lweeggf 'lp 'uej qqaA***

You are your child's most important asset for academic success. Your child's impression of school is greatly influenced by you.

1. Make sure that your child gets plenty of rest, a balanced diet, and plenty of exercise daily.
2. Read to your child every day, and have him or her read to you.
3. Check your child's book bag each day after school for notes from the teacher, homework assignments, and information about special events.
4. Set a specific time for homework each day.
5. Try to limit the amount of time your child spends watching television or playing video games. Please try to ensure that your child does not have access to inappropriate television shows, videos, and video games. Find fun and educational alternatives that you can do together.
6. Show a positive interest in school events, progress reports, and projects. Be sure to get involved through your PTO.
7. Establish a good relationship with your child's teacher, and attend parent/teacher conferences regularly. Do not hesitate to contact the school or teacher if you feel that your child is experiencing difficulties.
8. Always encourage your child to do his/her best in all that he/she attempts. Let your child know that he/she is a very important person and that you are proud of all his/her accomplishments.
9. Participate in all school events with your child.

**Rct gpv'Kpxqkgo gpv'Rt qi t co u**

Hardinsburg Elementary School recognizes that parents are a valuable asset, and your involvement is sincerely appreciated and encouraged. There are a number of ways that you can be involved.

**J GU'Rct gpv'Vgcej gt 'Qti cplk cvlqp** <PTO meets each month. Membership is free. The PTO is a very active and important part of our school. We would like for all of our parents to be involved in this organization.

**Rct gpv'Xqnpvggt 'Rt qi t co** <HES is proud that we have so many parents willing to donate their time and energy to help us serve and educate our students. You can be a part in so many ways: attending field trips, assisting with special events, assisting teachers, tutoring students, etc. All

volunteers will be recognized by the school at the end of the school year. In order to become an approved volunteer, please call the Family Resource Center at 756-3022.

**Ur gekri Gxgpwul Rt qi t co u** Very often, your son/daughter's teacher will have a special activity going on during the day where they invite you to attend. We want to encourage you to be a part of those events. In order to ensure the safety of all children, we would ask that all parents/volunteers enter through the front door, sign in, and get a visitor's badge at our front desk. You will need your driver's license in order to receive a visitor's badge.

**Nwpej ' ( 'Dt genrcu'Ur gekri Gxgpwul** There will be times throughout the year that our school will have special days, (e.g. Family Dinner) where you are invited to come eat with your son/daughter. We want to encourage you to participate in those occasions.

### **Tgur qpudkkslgu'F ghpgf**

Three parties assume the responsibility for a student's education. These include the student, the parent/guardian, and the school staff.

- I. STUDENT RESPONSIBILITIES:
  - A. Obey the general rules of the school
  - B. Have regular attendance, and be on time
  - C. Put forth his/her best effort in order to achieve his/her educational goals
  - D. Complete class work on time, and return it to the teacher
  - E. Follow standards of the required dress code
  - F. Take all written communications home and return them with the parent/guardian's signature, as necessary
  
- II. PARENT/GUARDIAN RESPONSIBILITIES:
  - A. Make sure that the student's attendance is regular and punctual
  - B. See that homework is completed on time
  - C. Support standards of the required dress code
  - D. Support the policy of maintaining appropriate behavior
  - E. Participate in school sponsored activities
  - F. Sign and reply to all school correspondence as requested
  
- II. TEACHER RESPONSIBILITIES:
  - A. Develop each student's potential to the fullest
  - B. Adhere to the state/district/school policies and curriculum
  - C. Determine the level of students' skills and implement programs to meet their needs
  - D. Inform parents of student progress
  - E. Be attentive to student and parent concerns

Again, we want to remind you that you are very important to your child's education. You are a vital part of the HES education team. Your attitude and expectations have a tremendous impact on your son/daughter. Our goal is for every student to be successful, and we need your support in order to achieve that goal.



## J ctf lpudwti 'Gigo gpvct { 'Uej qqrF luekr rlpq'Rt qegf wt gu

HES provides each student with the maximum opportunity to acquire an education. HES strictly adheres to the Code of Conduct and Disciplinary Policy as approved by the Breckinridge County Board of Education and HES Site-Based Decision Making Council. The HES discipline policy and procedures focus on increasing student responsibility for his/her actions and encouraging self-respect and consideration for the rights, feelings, and property of others. Guidelines have been established that are in compliance with the Breckinridge County District Code of Acceptable Behavior and Discipline.

Each staff member at Hardinsburg Elementary School accepts responsibility for the maintenance of discipline and for the promotion of a Positive Behavior Interventions & Support (PBIS) framework for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the discipline committee and the Site Based Decision Making Council. The staff and council request parental support in helping maintain appropriate conduct in the school.

### Uwf gpv'Eqf g'qhEqpf wev

Students attending Hardinsburg Elementary School are expected to display a level of behavior which is acceptable to school personnel and the community. Students are expected to show **RCY U**(Positive Thinking, Act Responsibly, Work Hard, & Show Respect). No student has the right to interfere with the opportunity of an education by their actions, poor manners, or lack of consideration. The Breckinridge County Board of Education has published a county-wide discipline policy. The following reminders are for the students and parents/guardians of HES. These rules apply on the school grounds or at any event or location where HES is represented.

Students are expected to:

- Report to school daily prepared to study, learn, and complete all assignments.
- Respect and obey teachers and staff.
- Respect their fellow students.
- Listen and be attentive in class.
- Maintain and improve the appearance of the school and grounds.

Students are not allowed to:

1. Fight or provoke a fight.
2. Use inappropriate language/profanity.
3. Possess or use drugs, alcohol, tobacco products/paraphernalia, or fireworks on school grounds/property.

4. Have radios, audio/video electronics, or cell phones out or in use during school hours unless otherwise noted by teacher or administration.
5. Gamble, bring playing cards or any inappropriate/unauthorized item.
6. Cheat.
7. Possess any type of weapon, including but not limited to any type of firearm or knife.
8. Threaten, bully, or harass another student for any reason. Use of threatening language is prohibited.
9. Chew gum.
10. Bring pets/animals unless prior approval from teacher/principal/assistant principal.
11. Play with toys or other personal items during instructional time.
12. Exhibit any behavior that interferes with the instructional program of HES.
13. Leave campus for any reason during the school day unless properly checked out through the school office.

Consequences of student misbehavior include, but are not limited to the following:

1. Conference with the student about the incident
2. Warning
3. Loss of recess or activity opportunities
4. Parent/Guardian note or phone call
5. Parent/Guardian conference
6. In School Suspension
7. Short Term Suspension (one-three days)
8. Long Term Suspension (four-ten days)
9. Expulsion from Hardinsburg Elementary School
10. Suspension from transportation services may be issued for bus infractions

Parent involvement and cooperation are essential in any discipline situation. Hardinsburg Elementary School welcomes parents/guardians to visit with our staff and discuss issues of concern. Appointments may be made through the office.

HES Discipline Referral Plan

Through classroom and school rules and consequences, students will be given ample warnings. Students will be referred to the office for repeated minor offenses or after a major offense.

Parents will be made aware of recurring problems. A copy of all discipline referrals will be sent home to notify the parents. The parent will need to review and sign the referral. The referral should be returned to school by the child the next day. If the student does not return the referral, a phone call will be warranted at that time. Depending upon the severity of the problem, a phone call may precede the referral.

### Referrals and Penalties

The HES Positive Behavior Supports and Interventions (PBIS) framework focuses on increasing student responsibility for his/her own actions and encouraging self-respect and consideration for the rights, feelings, and properties of others. The HES Positive Behavior Supports and Interventions (PBIS) Referral Matrix and school wide expectations framework (see attached) will be used to ensure safety and order.

Upon certain occurrences, the principal or assistant principal will have the discretion to assign automatic detention, in school suspension, or out of school suspension. If out of school suspension occurs, the student will forfeit attendance at school activities for the duration of the suspension. School activities may include, but are not limited to, academic team, sports team, sports activities, clubs, dances, and parties. Suspension is implemented according to district policies. Policies will be made available upon request.

If a student has been assigned after school detention and parents do not make arrangements for the student to attend, the detention will automatically be rescheduled. If the parents do not make arrangements the second time, the student will either be assigned in-school or out of school suspension, as determined by the principal or assistant principal.

When a student may benefit from services offered by the school counselor, he/she may be referred as needed.

School discipline requires the partnership of parents, students, and school faculty/staff working together. Awareness of the school's expectations for student behavior will help in maintaining a positive learning environment.

### **Dt genhcw'c'pf 'Nwpej 'Rt qi t co**

Hardinsburg Elementary School serves a nutritious and balanced lunch every day. Breakfast is served from ~~9:37/9:42~~ **9:30/9:42 a.m.** Lunch is served from ~~32:52/34:27~~ **12:00/12:30** Menus will be sent home on the first day of school and will rotate on a 3-week basis. Each child is encouraged to eat a hot meal in the lunchroom. No soft drinks are permitted in the lunchroom. Students who bring lunch from home will eat their lunches in the lunchroom. Breakfast and Lunch for all students will be free; however, students wishing to purchase additional items will pay ala carte prices.

|                            |        |
|----------------------------|--------|
| Child 2 <sup>nd</sup> meal | \$1.95 |
| Adult Breakfast            | \$2.75 |
| Adult Lunch                | \$4.00 |
| Visitor Breakfast          | \$2.75 |
| Visitor Lunch              | \$4.00 |

Again this year, we will be using the computerized lunch management system. Your child will have one account for breakfast and lunch combined. For ala carte items, you will be asked to send money in advance. This money will be put into his/her account. If children want to buy an extra milk or juice at lunch or breakfast, they will need money in their lunch account. All checks should be made out to Hardinsburg Elementary School Cafeteria.

Another service we offer is the MealpayPlus, which is a prepayment system that allows you to make deposits into your children's accounts via the web at [www.mealpayplus.com](http://www.mealpayplus.com)

- Accepts credit cards (Visa, Master Card or Discover), bank check cards with VISA or MC logo.
- Allows you to view child's balance
- Deposit confirmations are emailed direct to your email account
- Low balance email reminders can be set up to remind you when your balance reaches a certain limit

In the cafeteria, students are expected to exhibit behavior that is respectful of others. Students have the following expectations in the HES Cafeteria:

- Use good manners (i.e. clean up after yourself, practice nice table manners)
- Walk carefully and face forward.
- Use quiet voices and follow the directions of the teachers and staff on duty.
- Raise hand and wait patiently to ask for help if you need something.
- Keep your hands to yourself.
- Stand quietly while waiting for your teacher.

### **Cwgpf cpeg'Rt qegf wt gu**

Regular and punctual attendance is essential to a student's success in school. We ask that our families make a commitment to daily and punctual attendance, thereby establishing a pattern of responsible behavior that will make them successful in the future. Parents have a responsibility to recognize the legal obligation to ensure daily and punctual attendance as required by KRS 159.150.

#### **ABSENCES**

If your child is absent from school, please call the school to notify us.

When a student must be absent from school, a parent note or professional statement (ex. Doctor's note, funeral note, court excuse, etc.) should be sent to the school office with the student upon returning from being absent.

Written excuses shall include the full name of the student, date or dates absent, reason for that absence, and full signature of the parent or doctor. These may include the following:

- o Death or severe illness in the student's immediate family
- o Illness of the student
- o Religious holidays and practices

- o One (1) day for attendance at the Kentucky State Fair
- o Departure or return of parent/guardian called to active military duty
- o Other valid reasons as determined by the principal

Written excuses from a parent to explain student illness or other reasons for absences will be accepted six (6) times per school year. All other absences will only be excused with a professional statement.

Failure to provide written explanation of an absence will result in an unexcused absence until proper explanation is provided.

Students who have pink eye, a temperature of 100 or more, vomiting or other symptoms associated with communicable conditions will be sent home. Students must be **ufo r vqo "** **lt gg' hqt '46j t u'dghqt g't gwt plpi 'vq'lej qqf0** Absences are not optional in consideration for the health of others.

### TARDINESS

Late arrival disrupts class and causes loss of instructional time for all students in that class; therefore, prompt arrival at school is expected of all students.

Any student who arrives in their homeroom **chgt '9<77'eb 0** is considered tardy.

Students who are tardy three or more times during the school year, or who leave early (Early Dismissal) three or more days during the school year, will forfeit recognition for Perfect Attendance.

### TRUANCY DEFINED

Any student who has been absent from school without valid excuse for three (3) or more days and/or tardy without valid excuse on three (3) or more days, is considered truant.

Any student who has been reported as a truant two (2) or more times is a habitual truant.

Possible actions by the school as a result of truancy: notification by letter, home visits, scheduled conferences with the principal and/or other school personnel, and notification to the district Director of Pupil Personnel.

Habitual truancy may result in a thorough assessment of a student's home situation. This assessment may result in a written report submitted to a Court Designated Worker (CDW). Written assessments submitted to the CDW may be referred for formal court processing.

### III. STATEMENT OF ADMINISTRATION

- A. **SUSPENSIONS FROM SCHOOL:** Disregard for school rules and/or violation of the disciplinary code may result in the student being suspended from school. Students may not make up work missed due to suspension.
- B. **HOMEWORK ASSIGNMENTS:** For students anticipating being absent from school, arrangements may be made for getting assignments and materials sent to the home upon request to the front office. Parents should call the school (756-3020) by 10:00 a.m. in order to have the work available by 2:00 p.m.
- C. **HOMEBOUND SERVICE:** This instruction is for students anticipating being absent from school for an extended number of days (at least 6 consecutive days) for medical reasons. The services of the homebound instructor are available upon

request to the school secretary or her designee with a required documented statement by an attending physician.

**DgnlUej gf wng**

|                             |           |
|-----------------------------|-----------|
| School Begins               | 7:55 a.m. |
| Tardy Bell                  | 7:55 a.m. |
| School Dismissed (Buses)    | 2:40 p.m. |
| School Dismissed (Pick-ups) | 3:00 p.m. |

**If you transport your child to school & plan on him/her eating breakfast at HES, your child needs to be at HES by 7:35 a.m.**

**Dwu'Vt cpr qt wvqpp**

Bus transportation is a privilege to be determined by the student's good behavior and observance of the listed rules. These rules are printed and distributed by the Breckinridge County Board of Education. Parental understanding of these rules and cooperation with school authorities will assure everyone of safety on the school bus. The principal has the authority to deny bus riding privileges for the violation of the transportation code. Please discuss proper, safe behavior with your son/daughter. If a child arrives at school after 7:45 a.m. due to a bus route, he/she will be allowed to eat breakfast if needed. No one will be denied breakfast or counted tardy due to buses.

**Ej cpi g'qh'T gulf gpeglRj qpg**

If students move, change home or emergency telephone numbers, or custody/guardianship during the school year, please notify the office immediately so that records can be accurately updated.

**Ej gem/Kp Qww'Rt qegf wt g**

When bringing your child to school after the tardy bell has rung (7:55 am), please park in a designated parking space and accompany him/her into the building and sign in at the front office. Make sure that the receptionist is aware that your child is present.

If you must check your child out of school before the dismissal bell for doctor appointments, etc., please come to the front desk to personally sign your child out of school. Please do not attempt to remove your child from his/her classroom or the playground without first notifying the receptionist.

Please send written notification of your plans to check the student out of school to his/her teacher so that he/she can be expecting you. If there is a change in your child's afternoon transportation please call the school by 1:00 p.m. No changes in transportation will be allowed after this time unless an emergency occurs.

Be sure that anyone who comes to pick your child up is listed on his/her pick up list. For the safety of your child, he/she will not be permitted to leave school with anyone who is not authorized to pick them up. If there are any changes in the persons listed on your child's pick up list, please notify the school immediately.

### **Eqphf gplcrk**

There are written policies regarding the confidentiality of student educational and discipline records. These policies ensure the privacy of student information and are in compliance with state and federal guidelines. In addition, all HES staff members are trained each year on the policies and procedures regarding confidentiality. Records are not released to any entity without prior written consent of the parent or guardian.

### **Eqwpuglpi**

A certified Guidance Counselor is available to assist students with skills, knowledge, and experiences that will help them cope with problems. Services are extended to parents/guardians in matters relating to the student.

### **F t gu'Eqf g**

Students will dress appropriately for school. Please write your child's name in his/her coat & book bag. Inappropriate clothing such as the following will not be allowed:

- 1) Backless tops, midriff tops, halter tops, spaghetti straps. Clothing should not expose the rib cage/belly, undergarments, etc.
- 2) Short skirts and shorts (should be as long as finger tips)—No shorts after November 1<sup>st</sup> or before April 1<sup>st</sup>
- 3) Shorts with logos on the seat/bottom
- 4) Hair of unnatural colors. (other than specified, special occasions)
- 5) Backless shoes (other than advertised, special occasions)
- 6) T-shirts with logos promoting tobacco, profanity, violence, or drug use of any kind
- 7) Body piercing, other than the ear
- 8) No hats in the building (other than specified, special occasions)
- 9) Any article of clothing, accessories, tattoos, symbols, and/or make up that are affiliated with an organized gang

A complete list of prohibited clothing and accessories is on file in the Principal's office and may be obtained at any time.

On a first offense, students will be given a verbal and written warning and may be sent to the family resource office for appropriate clothing. On the second offense, parents will be called to either pick up their child or bring clothing.

**Gzr gewvlpulhqt 'xklsqt u'y j kg'xklskpi 'J GU<**

Because we expect our students to abide by a dress code that does not distract from the learning process, we also expect all visitors to dress appropriately when visiting HES. We want to set a good example for all students. Those expectations are as follows:

- 1) No midriffs or tank tops or low-cut/revealing tops.
- 2) No logos advertising alcohol or illegal products or displaying derogatory & inappropriate comments.
- 3) Shoes must be worn at all times.
- 4) No short shorts or skirts.
- 5) Please dress in a way that sets a positive example for our students.

Anyone dressed inappropriately will be asked to leave until their appearance is appropriate for our student body.

While visiting HES, all visitors must sign in at the office and wear a visitor's tag. Visitors must maintain confidentiality practices and use appropriate language and tone. Remember, a driver's license is required in order to receive a visitor's tag. Also, during in-school programs, performances, etc., all visitors will be wanded for security purposes.

### **Go gti gpe{ 'Rqle{**

All students must have a telephone number on file in the main office that may be called in case of emergency. Parents will be notified in case of an injury and/or illness that prohibits the child from remaining at school. It is HES's policy not to administer medication of any kind without a medical consent form signed by parent/guardian.

### **Dgct ecv'Hqf gt "**

All students will receive what we call the **ōDgct ecv'Hqf gt Ō**. This folder is sent home every Thursday and will contain various types of school information for parents such as newsletters or important notices. It should not be mistaken for a homework folder. Please return the folder every Friday.

### **Hco kf 'Tguqt eg'Egpgt**

HES has a Family Resource Center, which actively addresses the comprehensive needs of our students and their families through referrals and direct service delivery. They offer a variety of programs and services, which are aimed at enhancing students' academic, social, and emotional development. If you have any questions or concerns, please do not hesitate to contact the Family Resource Center. They will be happy to make sure that you and your child receive the information or support necessary to have a successful year at HES. The office is located in the front office area of the building. For more information, please contact the FRC at 756-3022.



Some of the services offered by the FRC:

- ◆ Health Awareness Programs
- ◆ Kids' Club on-site licensed childcare program
- ◆ After school childcare for children ages 5-12 available on school days only. Call for rates or to register your child(ren).
- ◆ Emergency clothes closet for children
- ◆ Assistance with school supplies
- ◆ Parent Volunteer Program
- ◆ Ongoing parenting support and education
- ◆ Family crisis assistance and referrals, including an onsite Communicare therapist

**Hgf 'Vt k u**

When a field trip is to be taken, the student must turn in a permission form with the parent/guardian's signature. Students may not leave a field trip with their parent, unless they formally check out the student. The HES Code of Conduct and Discipline Policy will be enforced. If there is not written permission to the teacher the day before the trip, the child will not be able to go on the trip.

**Go gti gpe{ 'F t km**

Drill regulations and evacuation routes are posted in all rooms. A variety of drills are held regularly to show the students the appropriate procedures for each drill.

**I tcf lpi 'Rqle{**

Students in grades K-2 do not receive official letter grades. 3<sup>rd</sup>-5<sup>th</sup> graders will be scored on the following scale:

- A—90-100
- B—80-89
- C—74-79
- D—68-73
- F—67 and below

**J gcf 'Nleg'Rt qegf wt gu**

Head lice are a very common problem within the primary age group, but due to its highly contagious nature, HES strictly enforces a “no-nit” policy. This means that no child will be allowed to enter or remain at school if head lice and/or nits (eggs) are present. Periodic head checks by trained school personnel will be conducted as deemed necessary. Please check your child's head often. If you find any evidence of head lice, please treat your child and your home thoroughly, remove all nits, and notify the school so that other children can be checked. If you

have any questions about treating head lice, contact the local health department at 756-5121. Also, our Family Resource will provide you with information on how to treat head lice.

### **J qo gy qt niRqrde{**

1. Each grade level will routinely assign homework that is challenging, authentic, monitored, and based on Kentucky standards.
2. Homework will be assigned, checked, and returned within a week's time.
3. Homework should not exceed the following amounts of time per grade level, per night:  
(K)P1 Level: 10-20 minutes  
(1) P2 Level: 20-30 minutes  
(2) P3 Level: 30-40 minutes  
(3) P4 Level: 40-50 minutes  
4<sup>th</sup> grade: 50-60 minutes  
5<sup>th</sup> grade: 60-70 minutes

Times may vary from student to student.

### **Kpergo gpv'Y gcvj gt lUpqy 'F c{ u'**

Occasionally, extreme weather conditions force sudden cancellation of school. Announcements will be made on **Y ZDE'3265** radio. If inclement weather is threatening, please listen to the radio or call the Breckinridge County Schools weather hotline at **\*492-978/5347'** for information on school cancellations or delays. You are also encouraged to register with the school's Notify Me. This service will allow you to receive emails and optional text messages about school delays and closures.

### **Kpuwt cpeg**

School insurance will be offered to all children. Applications and claim forms can be obtained in the school office.

### **Nldtct{**

The HES library is located just off the lobby of the school and is open from 7:40-2:30 daily. Each student will have the opportunity to visit the library at least once per week for library skills, enjoyment of literature, and to check out a book. Other classes are scheduled for research and enrichment. The librarian is happy to assist your child as he/she explores the world of reading. Students who lose or deface library books will be asked to pay for the books.

### **Nquw'cpf 'Hqwpf**

Any items found are to be placed in a designated area in the gym lobby. All unclaimed items are donated to the Good Samaritan Center at the end of each semester. If your child loses an item, please notify the office, and every effort will be made to recover the item. Please write your son's/daughter's name in their coats & bookbags to prevent loss of items.

### **O gf kcvkqp**

We encourage medicine be administered at home if at all possible. It is mandatory that all medication be stored by school personnel. First doses of new medication cannot be administered by school personnel. Medication should be sent to school in the original bottle with the original label and with only enough medication in it to be taken at school. Students will not be allowed to keep medication in their personal possession, and failure to comply with this policy will result in disciplinary action. Parental/Guardian permission forms must be completed before any medication will be dispensed. Contact the school office at 756-3020 for additional information.

### **P gy ugwgt**

Every month a school newsletter will be sent home with your child containing a calendar of events and items of interest. Please be sure to look for this each month to keep up with the school's activities.

### **Rleniwr 'cpf 'F tqr 'qhiRqrde{**

Parents who choose to drop-off or pick-up their children at HES before and/or after school must pick up/drop-off on the Tules Creek side of the school. If you are transporting your child every day, then you will be given a number to place in your windshield. Please be sure that number is visible to our staff. For safety reasons, students will not be able to leave with anyone who does not have a student number issued by HES.

During morning drop-off time, no students are to be dropped off at the door of the front office. If you are bringing your child into school through the front office, you are required to park your car in a parking space and walk your child into school. No students are to be picked up in the front office or front parking lot during dismissal time in the afternoon without approval from the principal.

Due to safety concerns, no student will be released until all buses have left the campus. The last bus will leave at approximately 2:55 P.M. Again, this is in an effort to ensure the safety of all students.

If you plan on your son/daughter eating breakfast at school, he/she should be here no later than 7:35 a.m. If students are not in their classrooms by 7:55 a.m., they are tardy."

### **Rt qr gt v{ 'F co ci gIXcpf crkno**

Students are not to lose, deface, mark, or otherwise damage any type of school property. The students and parents/guardians will be held financially responsible for any damage to school property. Students are also expected to respect the property of other students and adults.

### **Ugnlpi 'Rt qf wev'/'Vt cf lpi 'Kgo u**

Students are not permitted to sell or trade any items while on the bus or at school without prior permission from the principal or assistant principal.

### **Uej qqrdcugf 'F gekkq/O cmlpi 'Eqwpeki'UDFO +**

HES is served by a School-Based Decision-Making Council, which is made up of the school principal, teachers, and parents. The purpose of the council is to provide a forum that is representative of the school's population to make decisions regarding various aspects of school operation. Elections are held yearly. You may request a copy of policies and bylaws from the office, and the council's records are open to public inspection. We elect our new teachers and parents in April. The agenda for each SBDM meeting will be posted at the front of the school no later than 24 hours before the scheduled meeting time. Minutes of previous meetings are also posted on a school bulletin board and on the school website.

### **Vggr j qpg**

In order to protect instructional time of our students, phone calls are not permitted to teachers or students unless it is an emergency situation. Students will only be allowed to use the phone for an emergency, and students will not be taken from class for incoming phone calls. If necessary, messages will be delivered to the student. During instructional time, messages will be taken for teachers. Teachers will return phone calls as soon as possible. As a staff, we strive to return all messages within a 24 hour time period.

**DI 6 @7 'BCH7 9Á**

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Dear Parents,

The faculty and staff of HES are hoping that the 2019-2020 school year will be a memorable and rewarding one for you and your child. Please read this handbook thoroughly and save it for future reference. When you have finished, please sign below and return this form to your child's teacher.

There are two areas that warrant special attention and your full understanding and cooperation to ensure success for your child at HES. They are the attendance policy and the discipline policy. Also, please note there are a few changes in our handbook this year. Please read through the handbook carefully and review appropriate behavior with your son/daughter. If you have any questions, please do not hesitate to discuss them with your child's teacher or the principal.

Thank you for your cooperation. We are looking forward to an exciting and successful year for all!

HES Faculty and Staff



I have read and understand the policies and procedures contained in the 2019-2020 parent/student handbook and have discussed expectations with my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student/Grade

\_\_\_\_\_  
Date