

Central City Elementary School

Student Handbook

2024-2025



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Central City, KY 42330
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Scott Blake, Principal
Josh Kalso, Assistant Principal
Audrey Bivins, School Counselor

From the Administrative Team

Dear Parents/Guardians and Students,

Welcome to a new school year at Central City Elementary School! We are looking to making 2024-2025 a very positive and productive school year for all.

We consider it a great privilege to work with your children and look forward to fostering a challenging, nurturing, and fun learning environment. We would like to personally invite you to become an active participant in our school community through volunteering, joining our PTO, and attending and supporting school events. Communication is vital for a successful school program. Please feel free to contact us or your child's teacher with any questions or concerns you may have. Together, we will be the team that makes sure your child reaches all of their educational goals.

Please take a moment to read through this handbook. It is full of important information and will help you and your child have a successful year. It will provide you with some of the basic information about our expectations, common procedures and norms at Central City Elementary. This agenda will also be a valuable tool as you utilize it for two-way communication with your child's teachers and to stay up to date on your child's daily assignments.

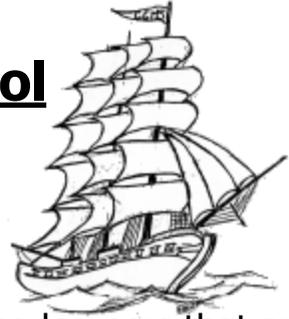
We are honored to be the administrators at Central City Elementary and look forward to working with each of you. Thank you for your support as we continue to work toward our vision to inspire, respectful, responsible, and goal-oriented lifelong learners that are successful in a global society.

Here's to a great school year!

Sincerely,

*Scott Blake, Principal
Josh Kalso, Assistant Principal
Audrey Bivins, School Counselor*

Central City Elementary School



Vision:

To inspire respectful, responsible, and goal-oriented lifelong learners that are successful in a global society.

Mission:

To provide a safe and respectful environment that challenges and motivates all students to reach their highest potential as productive citizens.

Motto:

You can't spell **suCCESs** without CCES!

CCES Guidelines for Success

T – Take Responsibility

I – Inspire Others

D – Do My Best

E – Encourage Others to be Leaders

Central City Elementary

Master Schedule (2024-2025)

School Doors Open	6:55 A.M.
Students Are Dismissed from the Gym and Cafeteria	7:15 A.M.
Instructional Day Begins	7:20 A.M.
Classes End	2:30 P.M.
Students are dismissed	2:30 P.M.
Lunches	22 minutes
Recess	18 minutes

Total Time in School Day.....430 Minutes

Instructional Time... 390 Minutes (6 Hrs 15 Min)

Non-Instructional Time.....40 Min

*The school is locked until 6:55 a.m. Our employees are not on car duty until 6:55 a.m. and our office staff is not on duty until 6:55 A.M. **For the safety of your child, please do not drop him/her off before 6:55 A.M.** We cannot be responsible for your child's safety outside of the school day.*

Central City Elementary does offer daycare on site; Please make arrangements with Regina Brothers, our daycare director, at 270-543-5099 if you must drop your child off before 7:00 a.m. Ms. Regina will be glad to help you with daycare services before and after school hours.

Attendance/Tardiness

Students are required to attend school regularly and punctually. IF YOUR CHILD IS ABSENT, THE SCHOOL SHOULD BE NOTIFIED by calling 270-754-4474. When your child returns to school, a written excuse/note must be submitted within (3) days. For absences over one-day, a school official will contact you.

The first seven (1-7) absences for the following valid reasons may be excused provided they are verified in writing by the pupil's parent or guardian within **two (2) days** of the student returning to school:

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Mandated court appearance
4. Religious holidays and practices with prior approval of the Principal
5. Documented military leave
6. One (1) day prior to departure of parent/guardian called to active military duty
7. One (1) day upon the return of the parent/guardian from active military duty
8. Visitation for up to ten (10) days, with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. One (1) day for attendance at the Kentucky State Fair.
10. **Extenuating circumstances that are approved by the school principal.**

Any absence after the (7) call ins and/or written notes (school preference) must have **verifiable** evidence that the absence was for a valid reason in order for it to be excused. Examples: written doctor or medical personnel excuse in case of sickness, death notice or funeral home card in case of death in the family, or court excuse in case of mandatory court appearances.

A tardy will be recorded for a pupil who is absent 35 percent or less of the regularly-scheduled school day (missing between 1 and 150 minutes of a day will be a tardy). Example: arriving to school any time before 9:51 am or leaving school after 11:59 am will be a tardy.

A half day absence will be recorded for a pupil who is absent 36 percent to 84 percent of the regularly-scheduled school day (missing between 151 and 361 minutes of a day will be a half day absent).

A full day absence will be recorded for a pupil who is absent 85 percent or more of the regularly-scheduled school day.

Please try to avoid scheduling appointments for your child during school hours. If it is necessary to check your child out during the school day for an appointment, be sure to send an official notice from the doctor, dentist, etc. to the office.

Make-up work: The student will be allowed the number of days for make-up work equal to the number of days missed. It is the responsibility of the student and parent to contact the teacher for make-up work.

Educational Enhancement Opportunity - KRS 159.035 – a public school principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value, including but not limited to participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

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

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

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

An Educational Enhancement Opportunity form must be completed. These forms are available in the front office.

Chronic Absenteeism

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

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

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

For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Consequences of Truancy: Elementary students who have been reported as an habitual truant (having six (6) or more unexcused tardies or absences) may be referred to the Muhlenberg County Attorney.

Attendance Incentives

Central City Elementary School has established an incentive program to improve student attendance. Throughout the year the following incentives may be used to reward students for their attendance:

- **Traveling Trophy (Homeroom Attendance)**
- **Miscellaneous Prizes**
- **Whole Classroom Rewards**
- **Bicycles (donated by the Masonic Lodge)**

Bus Transportation

Bus service is provided to Central City Elementary School students. Bus transportation route information can be obtained by calling 270-338-2622. Please refer to the bus transportation form in the information packet, which states the rules your child must follow. Please go over these rules with your child and return the signed form. Riding the bus is a privilege and is determined by the student's behavior.

The Muhlenberg County School System provides transportation to and from school for a large number of students. Those students who ride a bus are expected to follow the necessary safety regulations upon entering and leaving the bus. At all times, student behavior should be the same as that expected during the school day. Actions that endanger students will revoke their privilege of riding the bus.

Students should not use backpacks, book carriers or poster boards that are larger than 12" x 18" x 8" when riding the bus. Balloons, fish, live animals, and glass items are not permitted on the bus.

Transportation Changes

Students needing to make transportation changes (riding a different bus, getting off at a different stop, or not riding the bus home) MUST BRING A HANDWRITTEN NOTE signed by the parent/guardian to school the morning of the transportation change. **Parents are strongly encouraged to utilize our school website transportation change form by 1:00 P.M.** or we will also accept a faxed note. These notes must be presented to the office personnel who will issue a transportation pass. No student will be allowed to ride a different bus, get off at a different stop, or change transportation plans unless he/she has a transportation pass. Without proper documentation, the student will ride his/her regular bus, get off at his/her regular stop, or go home according to regular plan. **TRANSPORTATION CHANGES BY PHONE WILL ONLY BE ACCEPTED IN AN EMERGENCY SITUATION DUE TO STAFFING/SAFETY REASONS, THIS POLICY WILL BE STRICTLY ENFORCED.**

Non-Bus Transportation

All parents who bring their child/children to school in the morning will drop them off at the gym entrance before the start of the school day. This will ensure the safety of our students.

Morning Drop-Offs will be at the gym entrance. **NO STUDENT SHOULD ENTER THE BUILDING THROUGH THE FRONT DOORS BEFORE 7:20 A.M. UNLESS ACCOMPANIED BY SCHOOL PERSONNEL/PARENT.**

It is imperative that school personnel are able to enter the left lane of the lot to reach designated parking. **To drop off students**, you must line up in the right lane in front of the school, traveling carefully, and not exceeding 5 mph. Once in the right hand lane, drive forward and enter the circle in front of the gym; Students must exit in front of the gym. **Do not let your student out on the front sidewalk.** (If a parent needs to come into the building to see a Health Tech/teacher/administrator, please use the left lane in front of the school and park in a space.)

IF YOUR CHILD IS TARDY, YOU MUST COME IN AND SIGN THEM IN.

Afternoon Pick-Ups Please enter the **Car Rider Line** no earlier than 2:00 P.M. Remain at the bottom of the hill behind the 2nd ballfield if there are students in the playground area. This is a precaution that we must enforce to ensure the safety of our students on the playground and campus area. To enter the carline, please follow the lane in front of the school onto the road that goes around the 2nd ballfield. **NEVER cut across the concession stand area for any reason.** We do have students/activities there from time to time and we do not allow vehicles in that area.

Cutting in line for the Car Rider line is not acceptable and could revoke your privileges to use the line. Once the playground area is clear, cars may follow the line around to the intersection of the school bus entrance. Please stop there until all buses have left the parking lot. Once the line begins moving, cars will be released 4 at a time to come down to the bus lot where students will be assisted into cars. Please attempt to pull up to the designated numbered slots, so that all can load out of inclement weather.

Parents who pick up their child after school in a vehicle must have school issued car tags visible.

Each family of a car rider can be issued up to two free tags. (Additional tags are available for \$3.00 in the office.) If you will not be taking advantage of this service, you must wait until the car rider students have been picked up. Only then will other students be called to the office.

Parking will not be permitted on the sidewalk in front of the school at any time. This will help ensure the safety of our students by keeping our office area distraction free.

Cancellations and Delays of School

Should school be canceled, deemed and Non-Traditional Instructional (NTI), or delayed for any reason, the announcement will be made on local radio and television stations in both Bowling Green and Evansville. School will be canceled for one day at a time, unless otherwise noted in the news broadcast. The school will have an automated message on the school voicemail system concerning school closing as soon as information is available to them. The school district's school messenger system will also contact households by phone when school will be delayed or canceled ONLY. Please keep in mind that Muhlenberg County is now considered an NTI district, and classes will continue virtually if school is canceled. **It is imperative to provide the school with a working phone number and to keep us up to date with changes.**

No-Discrimination Statement

In accordance with the Title IX of the Education Amendments of the Civil Rights Act and Section 504 Public Law 9312, the Muhlenberg County Board of Education does not discriminate on the basis of race, color, national origin, sex or handicap in the educational program or activities it operates, and is required by Title IX and Section 504 pursuant to regulations not to so discriminate.

School Regulations

The following guidelines are established according to school safety regulations and apply to all students and visitors:

- No smoking or use of tobacco products.
- No alcohol or drugs.
- No firearms, knives, or weapons (including lookalikes).
- No fighting or horseplay.
- No cursing, profanity, or obscene materials or gestures.
- No large amounts of money.
- No live animals without approval by the Principal.
- No electronics, water guns, or toys.
- Cell phones may be brought to school, but **not** used during the school day. Phones must remain turned off during the instructional day. At the discretion of the teacher, these items may be required to stay in locker/backpack.
- Any items that are not needed for instruction (example: purses & cell phones) may be required to be left in student's backpack/locker.

The Muhlenberg County School District discipline code provides additional information to employees, parents, legal guardians and other persons exercising custodial control or supervision.

Bullying Defined

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at school sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Some examples of bullying include but are not limited to the following:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as **relational bullying**, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

On the following pages, you will find the CCES Procedures and Routines. It is expected that you will read over these with your student and discuss the importance of following procedures.

Hallway Procedures

- I will arrive at my destination using a noise level of 0.
- I will be respectful in the hallways by:
 - Keeping my hands off the walls and student work.
 - Staying in a straight line
 - Walking on the right side of the hallway standing in the 3rd full block
- I will stay in my individual space.
- I will walk at an appropriate pace to my destination.
- I will keep my hands and feet to myself.

Looks Like:

- I keep my hands, feet, and objects to myself.
- I face the right direction.
- I stay on my side of the hallway.
- My mouth is closed.
- I keep up in line.
- I keep my hands and body off the wall and do not touch displays in the hall.
- I stop at designated spots.
- I stay the appropriate distance from the person in front of me.

Sounds Like

- I am silent.
- My feet are quiet.

Restroom Procedures

- I will use the restroom and wash my hands.
- I am respectful in the restroom by:
 - Being a leader in the restroom
 - Flushing the toilet once when finished
 - Getting soap from the dispenser
 - Keeping water in the sink
 - Turning the water off when I am finished
 - Throwing all the trash in the trash can
 - Standing in my individual space and keeping my hands to myself before, during, and after using the restroom.
- I will remain silent, before, during, and after using the restroom.
- I will return to class in a timely manner.

Looks Like

- I go into the restroom when there are three or less students.
- I stay in my personal space in line before and after using the restroom.
- I use the restroom equipment appropriately.
- Flush toilet once
- I wash my hands after using the restroom
- Activate soap dispenser once
- Keep water in sinks
- Turn water off when finished
- I put my used paper towels in the trash can.

Sounds Like

- I stand silently in my personal space in line before and after using the restroom.
- I remain silent while in the restroom.

Cafeteria Procedures

- I will use good manners and healthy habits.

I am respectful in the cafeteria by:

- o Walking in a straight line
- o Waiting my turn at all times
- o Sitting in the assigned seating arrangement at both breakfast and lunch
- o Using appropriate mealtime manners (please discuss/explain this)
- o I will stay in my individual space by:
 - o Keeping my hands to myself
 - o Facing the table
- o I will use appropriate voice levels by:
 - o Remaining silent in lines
 - o Using conversational tones at the table (MAINTAIN VOICE LEVEL 1)

I am EXPECTED to:

- o Use CORRECT doors entering and exiting
- o Get everything I will need while in line (If you need things after sitting down, must raise hand and wait for monitor to assist you)
- o Follow directions from cafeteria staff
- o Keep my area clean

Looks like:

- I walk in a straight line.
- I enter the appropriate door.
- I walk single file while getting trays and food.
- I wait my turn while paying or giving my lunch number for my meal.
- I am responsible and get all my supplies the first time through the line.
- I sit facing the table and keep my hands to myself.
- I eat the food on my tray only.
- I keep my food on my tray
- I keep my area (table, floor, and chair) clean.
- I do not leave the table without permission.
- I do not clean up my tray until my side is told to do so by an adult.
- I wait my turn while dumping my tray.
- I line up with my class in a straight line at level 0, while waiting for my teacher.
- I exit through the correct door when leaving the cafeteria.

Sounds Like:

- I remain at a level 0 at all times while I am standing or walking in the cafeteria.
- I speak in a quiet voice Level 1 at the table.
- I use respectful manners at all times.

Gym Procedures

Morning Bus Duty and Assembly Times

- I will enter the gym in a safe manner and take my seat.
- I will:
 - Sit in my assigned area and be at Level 1.
 - I will not take food, drink, or snacks into the gym
- I take care of myself by:
 - Keeping my hands and feet to myself at all times
 - I will be attentive to all adult instructions
 - I will remain silent when someone is speaking
 - I will stay in my assigned seat
 - I will listen and pay attention to the speaker
 - I will line up quickly when the teacher signals at a voice level 0

Looks like:

- I am seated, quiet, and attentive
- I keep the area around me clean
- I help my classmates by reminding them of the rules
- I will properly dispose of all trash
- I can always see the speaker.
- I line up immediately when the teacher signals.

Sounds like:

- I am respectful to others.
- I say appropriate words.
- I use my voice appropriately.
- I ask new students and visitors if they need help.
- I am quiet at all times.

Physical Education Procedures

- Enter the gym by walking quietly down the black line and sitting in line order in front of the stage.
- Students/teachers are not to sit on the front of the stage.
- During gym class, the bleachers are not to be used. No running or climbing on them at any time.
- Use all gym equipment in its proper way and return to designated place.
- When leaving the gym students line up at the gym door on the left.
- Drinks are taken at the end of class. One student at each fountain in drink area. Students then exit to line up in foyer.
- To exit, students line up at the doors to the gym. Students wait here for teacher arrival. Keeping hands and feet off the wall.
- Students may use the restroom one at a time only and preferably on the way into the gym or when leaving the gym.
- Students are not allowed in gym storage or gym office unless given permission.

Playground Procedures

- On the playground, I will:
 - Play safely and fairly at all times
 - Leave the mulch where it belongs
 - Dispose of my trash properly
 - Stay where my teacher can see me at all times
 - Line up immediately when the teacher signals at a voice level 0
 - Stay within designated areas
 - Take turns and include others
 - Climb up the stairs one at a time
 - Slide the slides one at a time
 - Keep my hands and feet to myself at all times

Looks like:

- I leave the mulch where it belongs, if it sticks to or gets in my shoes, I empty it on the playground. I do not put it in my pockets.
- I take turns and include others.
- I play fair.
- I climb slowly up the steps.
- I share the equipment.
- I slide *down* the slides
- I throw away all trash in the trash cans.
- I can always see my teacher.
- I line up immediately when the teacher signals.
- I stay within the designated playground area.

Sounds like:

- I am respectful to others.
- I say appropriate words.
- I use my outside voice appropriately.
- I ask new students and those playing alone to join me.
- I try to talk out my own problems before talking to my teacher.
- I am quiet going back into the building.

Dismissal Procedures

- I will walk to my dismissal area:
 - Walking in a single file line on the right side of the hall
 - Using a 0 voice level
- I will stay in my individual space by:
 - Walking directly to my designated area (bus, cafeteria, daycare, clubs)
 - Wearing my backpack on my back
 - Keeping all my belongings to myself
- I will:
 - Car riders – sit quietly and listen for my name to be called so I can line up.
 - Bus rider – walk to my bus and take my assigned seat.
 - After school care – walk to the daycare and wait quietly for instructions.

Looks like:

- Dismissal bell: Bus Riders are dismissed and escorted down hall by a grade level teacher.
- Car riders/daycare are escorted by a grade level teacher once the hallway is clear.
- I will follow hallway procedures.
- I will not stop at the water fountain or vending machines.
- If I am a car rider, I will sit quietly and listen for my name to be called, and then proceed to my numbered position for pickup.
- If I stay in after school care, I will walk quietly to the designated area and wait until directed by caregivers.

Sounds Like:

- I speak only in a quiet voice.

Central City Elementary Discipline Process and Procedures

Level 1 – Incidental Violations (Non-referred)	Level 2 – Minor Violations (Non-referred)	Level 3 – Major Violations (Referred/Recorded)	Level 4 – Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> ▪ Running ▪ Loud voices/yelling ▪ Off-task behavior /horseplay (without intent to harm) ▪ Name calling ▪ Noise making ▪ Kissing (Age appropriate, 1st offense) ▪ Disrespect (minor-rolling eyes, huffing/puffing, growling, stomping) ▪ Minor classroom disturbance ▪ Toys (e.g. dolls, cars, doll clothes, Pokemon cards, Gameboys) ▪ Chewing gum or eating candy except by teacher permission ▪ Cell phone/electronic device (send device to office) ▪ Not completing homework ▪ Not following staff instructions ▪ Not following school rules <ul style="list-style-type: none"> ○ Breakfast ○ Lunch ○ Hallway ○ Restroom ○ Playground ○ Classroom ○ Off campus ○ Gym ○ Assemblies ○ Other 	<ul style="list-style-type: none"> ▪ Lying/cheating ▪ Indirect, inappropriate language/gestures to others ▪ Forgery (assignments/agenda) ▪ Theft (minor-items or cash under \$10) ▪ Internet misuse ▪ Physical Altercation: Pinching, hitting, kicking (no mark left on skin) ▪ Destruction/misuse of property (e.g., pencils, writing in text, draw on tables/manipulatives...) ▪ Inappropriate notes/ references to acts of violence ▪ Disruptive behavior that interrupts instruction ▪ Open defiance 	<ul style="list-style-type: none"> ▪ Direct, inappropriate language/gestures to others ▪ Fighting/physical aggression to cause harm ▪ Flagrant defiance (EX: refusal to leave classroom when told by adult) ▪ Vandalism ▪ Leaving the school campus or designated area w/out permission ▪ Harassment/bullying ▪ Severe internet misuse /cyber-bullying ▪ Continuous threat of violence with intent to harm others ▪ Pinching, hitting, kicking (leaving a mark on the skin) ▪ Spitting ▪ Theft (items or cash over \$10) 	<ul style="list-style-type: none"> ▪ Drug use/possession ▪ Weapon use/possession ▪ Arson ▪ Bomb threat ▪ Extreme property damage /vandalism ▪ Combustibles ▪ Assault/threats ▪ Repeated theft ▪ Severe/continuous harassment/bullying ▪ Using/selling tobacco ▪ Possession of unauthorized substances/paraphernalia

Dress Code

Appearance should not distract from the learning environment. Students should dress in a manner conducive to good behavior and to the creation of a safe school environment. The dress code shall be followed when students participate or attend any event at school.

Any staff member may refer to the office a student not considered appropriately dressed. An administrator will attempt to notify parents; however, if parent contact cannot be made, the Family Resource Center will assist the students in obtaining appropriate clothing.

Students should not wear clothing with pictures, prints or language that may be deemed unsuitable for school or that may disrupt the educational process for any other student.

Guidelines include:

- School-appropriate apparel should be neat and clean
- Students should be well groomed
- Shoes must be securely fastened and have appropriate heel height
- **Gym shoes must be worn to participate in P.E. class for the safety of our students**

The Following Are Not Allowed:

- Bare midriff
- Halter Tops
- No spaghetti straps (unless a t-shirt is worn underneath.) *Tank tops must have a wide shoulder strap that fits up under the arm, so that it does not reveal midriff or chest area.*
- See-through tops/fishnet tops/tops with revealing holes in them
- Shorts, skirts, or dresses that are deemed too short. *(Too short = fingertip rule: if one stands with arms extended straight down sides, the fabric should reach the longest fingertip.)*
- Pants or shorts with holes that are above the knees
- Items that convey obscene or suggestive language, obscene or suggestive pictures or gestures, illegal substances, or racially derogatory messages.
- Gang related symbols or drawings
- Slacks or jeans which are so loosely fitted that undergarments show.
- Slacks or jeans which are so long that a student walks on them.
- Hats or any other apparel that covers the head, including scarves and "do-rags."

Parent/Teacher Conferences

Teachers are available for conference during/after the school day by appointment. Should a parent desire a conference with a teacher or teachers, they are to make an appointment through them. Teachers will not be available during instructional time during the school day. Teachers may also request conferences with parents. Should a teacher request a conference, we ask that parents cooperate with them in this matter. Good parent/teacher communications are extremely important to every child's progress at school. It is recommended that each parent or guardian schedule a conference with their child or children's teachers at least once a semester.

School Counseling Services

The school-counseling program at Central City Elementary is based on the belief that each child is a worthy and unique individual capable of learning. The school counselor works in collaboration with parents, teachers and administrators to help meet the diverse needs of all students. The program addresses student development in academic achievement, career development, personal/social skills and community involvement. Broad ranges of services are provided by the school counselor including, but not limited to: responsive services, system services, individual student planning, and student advocacy. Our school counselor seeks to assist students in learning to learn, learning to work, learning to live, and learning to contribute.

Head Lice Policy

All students will be checked for head lice. Parents/guardians of students with live bugs will be notified to pick up their child. Student will not be allowed to return to school until he/she has been treated for lice. Shampoo that kills lice can be obtained from a drug store. The school Health Tech will offer shampoo and other educational information. Our Family Resource Center Coordinator and school Health Tech will work with families and school staff to assist with this problem. Head lice will be an unexcused absence after the first incident. The child's head will be checked prior to readmission to school. After 3 cases of live bugs, parents will be required to speak to school personnel. Child Protective Services may be contacted at this time.

School Health Tech

The Muhlenberg County School System is pleased to provide a school Health Tech for the safety of our students. You may reach the Health Tech by calling the school at 270-754-4474 and requesting to speak to her.

In order to serve the students of Central City Elementary, the Health Tech needs all parents to complete and return the following 2 forms:

Consent for School Health Services

This form gives the school Health Tech permission to see the student to provide assessments and first aid measures. It also provides information regarding medication administration and health history.

Authorization to Give Medication

This form gives the school Health Tech permission to use only the listed over-the-counter topical treatments (Calamine lotion, band aids, ice packs, etc.) on the form.

*It is important that both forms be completed fully and filled out in **black ink**.*

If you wish for your child to be given **Tylenol, Motrin, cough syrup, cough drops, Orajel**, etc., the **parent will need to supply this medication** to the school Health Tech along with a signed Authorization to Give Medication form (kept at the school). Please note the only medications a student is permitted to bring to school are his/her inhaler, EpiPen, Glucagon and/or Diastat. All other medications (over-the-counter or prescription) must be brought to the school Health Tech by the parent.

Student Insurance

The Board of Education is providing accident insurance for students during the school day at no cost to parents. This coverage is for the school day and any extracurricular activities including field trips and practices.

Meals

Breakfast will be available for students wishing to eat at school in the mornings. Breakfast is served starting at 7:00 A.M. for students. The school also provides nutritious lunches. Menus are provided monthly and will be accessible on the website. All students will receive 1 free breakfast and 1 lunch -this does not include extra line items (ex. extra slice of pizza) or a **2nd tray** of food.

Prices for **adults** or a student's 2nd tray of food are as follows:

Breakfast	\$2.50
Lunch	\$3.00

Classroom Celebrations

All classroom parties must be approved by the homeroom teacher. If parents or guardians wish to bring baked items during the school day, they must be **store bought items**, with ingredients listed. Please be mindful of teacher directions as to food allergies in your child's homeroom.

Classroom Snacks

At the discretion of the teacher, students may be permitted to have morning/afternoon snacks. To help keep our building clean on a daily basis, **ONLY water** will be allowed in our classrooms, with the exception of Classroom Celebrations. All water bottles must have a screw on cap.

Registration for Head Start/Preschool

To be eligible to enroll in Head Start/Preschool, a child must be three (3) or four (4) years of age. The child must qualify for a free lunch and/or qualify for special education services. If you have questions, you may contact our Family Advocate/Program Assistant at 270-754-3974.

Registration for Kindergarten

To be eligible to enroll in Kindergarten, a child must be five (5) years of age on or before August 1st. Each child presented for registration must have his/her age verified before enrollment can be completed. Verification of age can only be done by presenting a certified copy of a birth certificate from the Office of Vital Statistics. Billfold size certificates, hospital certificates, and birth verification from the Health Department are **not** acceptable for school registration purposes.

Items Necessary for CCES Registration

- Birth Certificate
- KY Medical Examination (Head Start physical exams are accepted)
- KY Immunization Certificate
- Child's Social Security Card
- Current Eye Exam by an Optometrist
- Current Court Documentation (if applicable)
- Current Dental Screening/Examination

Transfer Students

Students registering at Central City Elementary School from other schools must have the above records or verification from the school they are transferring from that the information is up to date and will be sent by the school.

Sign-Out Procedures

Parents/Guardians or Designated persons must sign out a student in the office. Teachers will not release students until the office calls for them. Persons who have permission to sign out students must be designated as an emergency contact on your registration form. Persons not on this form will not be able to sign students out. Please come into the building to update this form as situations change. **This procedure helps ensure the safety of our students.**

Visitors

All visitors, including parents, must sign in at the office immediately upon entering the front entrance of the building. Visitors will be required to provide photo identification and will be required to wear a visitor ID badge during their stay. All staff has been instructed to stop all visitors in the school and ask if they have signed in at the office. **This procedure helps ensure the safety of our students.**

Visitors are not permitted to go to the classroom during the instructional day.

Volunteers/PTO

Volunteer orientation will be held on August 24, 2023 at 5:30 in the library. PTO information will be available at Open House at the PTO table. We encourage every parent to get involved at CCES and welcome your participation in these two programs.

Parent/Guardian Emergency Guide

IN THE EVENT OF AN EMERGENCY

When an emergency occurs that affects the school, parents can obtain important information in the following ways:

- Text/Phone call via Thrillshare (system to contact all families)
- Tune in to our local TV and radio stations
- Visit the District's website or social media pages

These resources will give up-to-date information in the event of an emergency. Please do not immediately go to the school. We want to decrease traffic around our schools during emergencies to keep roads clear for emergency responders.

You will be notified on where, when, and how to pick up your child as soon as it is safe to release students. We understand that getting to your child during an emergency is important and we will work diligently to keep the process moving as quickly as possible.

SHELTER-IN-PLACE

During a Shelter-in-Place, students may be taken to an inner hallway or a room with few or no windows and will remain there until it is safe to release students. Shelter-in-Place will be used if there is a threat of tornado or high winds, if a hazardous material is released into the air, or if emergency agencies determine that evacuations or early dismissal could potentially place students in danger. During Shelter-in-Place, students will not be released until it is deemed safe. If you are waiting in your vehicle to pick up your child during a weather emergency, you may enter the building for safety.

EVACUATION

During an evacuation, students will be sent outside or transported to an alternate site to prevent harm or injury due to an emergency inside the school or community. These sites have been predetermined and specific information will be released when needed.

REUNIFICATION

Reunification is the process of reuniting parents and guardians with their children. The reunification process is implemented when students have been removed from the school facility to an alternate location, or when an emergency has occurred that affects the area around the school.

Please remember that a student can only be released to an adult who is listed as an emergency contact on school records. Be sure to keep your contact information up to date with authorized individuals and working phone numbers.

Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, or passport).

At the reunification site, traffic and crowd control will be critical and resources are in place to help us reunite you with your child as soon as possible. Please be patient as we will be utilizing a critical process to ensure students are reunited only with authorized individuals.

PREPARING FOR AN EMERGENCY: SCHOOL RESPONSIBILITIES

In the event of an emergency or disaster situation, Muhlenberg County School District has two goals: to keep our students/staff safe and to keep parents/ community informed with accurate information.

Muhlenberg County School District has developed an emergency response plan in conjunction with local law enforcement, first responders, and our county's emergency response planners. Our school district has also consulted with both state and national school safety agencies to ensure our safety standards meet or exceed expectations. School safety is a priority and we are in constant review of our practices and procedures with the goal of making improvements as needed.

PREPARING FOR AN EMERGENCY: FAMILY RESPONSIBILITIES

Because an emergency can occur during school hours, parents and guardians need to be familiar with school safety features and communication plans used during emergencies. This will help parents know how to stay informed and

how to reunite with their children in a safe and orderly way.

Make sure your household members with phones are signed up for alerts and warnings from their school, workplace, and/or local government. To find out more about how to sign up for weather and government-issued alerts and warnings, see *Know Your Alerts and Warnings* at ready.gov.

Our school district utilizes Infinite Campus Messenger to call parents/guardians during an emergency. Infinite Campus will use the most recent phone number you have provided the school. The best preparation for any emergency is ensuring your child's school has the most up-to-date contact information for your household.

TERRORISTIC THREATENING

A PERSON GUILTY OF TERRORISTIC THREATENING-MAKES FALSE STATEMENT BY ANY MEANS OF THE PURPOSE OF:

- **Causing evacuation of a school building, property, or school activity**
- **Causing cancellation of classes, activities**
- **Creating fear of serious bodily harm among students, parents, or school personnel**

Persons found guilty of these activities will be punished to the full extent of the law as defined by Kentucky Revised Statutes. As required by law all students, parents, and guardians of students Must be made aware of the provisions of KRS 508.078 and the potential penalties under KRS 532.060 (Felony) and 534.030 (fines).

ABUSE OF SCHOOL STAFF

Whenever a teacher, classified employee, or school administrator is functioning in their capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, classified employee, or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Persons found guilty of these activities will be punished to the full extent of the law as defined by Kentucky Revised Statutes. As required by law all students, parents, and guardians of students Must be made aware of the provisions of KRS 508.078 and the potential penalties under KRS 532.060 (Felony) and 534.030 (fines).

PLEASE SIGN, TEAR OUT, AND RETURN THE NEXT PAGE TO THE SCHOOL BY September 3, 2024.

Central City Elementary School

STUDENT HANDBOOK

The student Handbook can be found on the Central City Elementary School webpage. If you would like to receive a physical copy, you may contact the school at 270-754-4474.

I have **read and discussed** with my child, _____, the contents of the Central City Elementary Student Handbook for the 2024-2025 school year.

Parent Signature: _____

Student Signature: _____

Date: _____