



HEARTLAND ELEMENTARY

Helping Everyone Succeed

**Parent/Student Handbook
2025-2026**

GREETINGS FROM THE PRINCIPAL

On behalf of the faculty and staff of Heartland Elementary I want to say welcome to all of our Heartland Families. It is my hope that this handbook will help you become familiar with our school policies, procedures, and programs. Heartland Elementary specializes in the whole child based on their level of ability and unique developmental needs. We provide a blended program of high expectations and we ensure that our students are given the most effective educational opportunities to meet their individual needs. Our Heartland family is looking forward to an enjoyable and productive school year. We encourage open communication so feel free to call or email us with any questions.

MISSION STATEMENT

Heartland Elementary is a learning community committed to individual growth and leadership for all.

VISION STATEMENT

Helping **E**veryone **S**ucceed

Hardin County Schools want to provide students with learning experiences that are rich in real-world skills and real-world opportunities to improve the student competencies for daily life:

- Engaged Learner
- Effective Communicator
- Responsible Citizen
- Personal Champion
- Active Collaborator



Additional information about Hardin County's Portrait of Learner can be

found at:

<https://sites.google.com/hardin.kyschools.us/hcsisd/home>

Hardin County Schools Code of Acceptable Behavior and Discipline

Response to Code Violations	Classroom Level Responses						School Administration Level Responses															
	Verbal Correction or Warning	Parent Conference/Contact	Reasonable Additional Work	Isolation/Separation/Loss of Classroom Privilege	Reasonable Physical Activity	Restitution	Reprimand/Warning	Parent Conference/Contact	Behavior/Safety Plan	Referral for Services (ex. FRYSC, counseling, law enforcement)	Reteach expectations	Loss of Privileges (includes extracurricular/athletics)	Confiscation of Items	In-School Detention (including lunch detention)	Detention (Before or After School)	Restitution	In School Removal	Saturday School	Bus Suspension	Out of School Suspension	Alternative Placement	Referral to Disciplinary Review Committee/ Expulsion
Behavior Violations																						
Harassment (non-sexual)	X	X		X	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Bullying/Hazing	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Gang Activity	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Non-Controlled Substance Policy Violation (includes OTC drugs and inhalants)							X	X	X	X	X	X	X	X	X				X	X	X	X
Property Damage or Vandalism								X	X	X	X	X	X	X	X	X	X		X	X		X
False Activation of Fire Alarm							X	X	X	X	X	X		X	X	X				X	X	X
Theft							X	X	X	X	X	X	X	X	X	X	X			X	X	X
Alcohol or Intoxication Policy Violation								X		X		X	X	X	X		X		X	X	X	X
Arson								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assault								X	X	X	X	X	X		X	X	X		X	X	X	X
Possession of Fireworks or Incendiary Devices								X	X	X	X	X	X	X	X		X		X	X	X	X
Burglary								X	X	X	X	X	X	X	X	X	X		X	X	X	X
Look Alike Weapon or Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Dangerous Instrument								X	X	X	X	X	X	X	X	X			X	X	X	X
Deadly Weapon									X	X			X								X	X
Drug Policy Violation (including look-alikes)										X		X	X	X	X	X		X		X	X	X
Extortion										X		X										X
Robbery										X		X										X
Sexual Offense (including sexual harassment)								X	X	X	X	X	X	X	X		X			X	X	X
Terroristic Threatening										X		X										X

Response to Code Violations	Classroom Level Responses						School Administration Level Responses																
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Disciplinary options include both supportive and traditional consequences. Each chart includes a range of options that may be used by school personnel to address code violations both initially and upon repeat violations.																							
Using the charts as a guide, Hardin County Schools' staff retain discretion to consider the totality of the circumstances as they make disciplinary decisions. Additional resolution options may be offered per School Handbooks and School-Level Discipline Policies.																							
Behavior Violations																							
Disruptive Behavior	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X		
Dress Code Violation	X	X					X	X		X	X												
Academic Assignment Neglect	X	X	X	X			X	X				X		X	X			X					
Out of Assigned Area, Tardy, Skipping Class	X	X		X	X		X	X			X			X	X		X	X					
Personal Electronic Device (Use during instructional time)	X	X		X			X	X			X	X	X	X	X			X				X	
Public Display of Affection	X	X		X			X	X	X	X	X			X	X		X	X					
Dishonesty (Academic Cheating, False Notes)	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X					
Insubordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X			
Inappropriate use of school or district technology	X	X	X	X		X	X	X		X	X	X	X	X	X		X	X				X	
Transportation Policy Violation							X	X	X	X	X	X	X	X	X	X			X				
Offensive Speech or Actions (Profanity or Vulgarity)	X	X	X	X	X	X	X	X	X		X	X		X	X	X	X	X		X			
Tobacco/Nicotine/Vape Policy Violation										X		X	X					X		X	X	X	
Unauthorized Absence Leaving campus without permission, failure to sign in or out of school							X	X	X		X			X	X			X					
Criminal Dishonesty (Fraud, Forgery, Counterfeiting)							X	X	X	X	X	X		X	X	X	X	X		X			
Disorderly Conduct								X	X	X	X	X	X		X		X		X	X	X	X	
Endangering Others								X		X	X	X	X		X		X		X	X	X	X	
Fighting or striking students or school personnel								X	X	X	X	X	X	X	X	X	X	X		X	X	X	
Filming Fights or Violence for Public Viewing								X	X	X		X	X	X	X	X	X	X		X			
Gambling							X	X	X		X		X	X	X	X							

CLASSROOM BEHAVIOR

Each classroom at Heartland Elementary School establishes clear procedures and expectations during the first weeks of school. Students are expected to follow classroom procedures and expectations at all times. Consequences for students who do not follow the predetermined procedures and expectations will be handled case by case, based on the student and the offense. Sometimes, students may need to be referred to the office for serious offenses or repeated behaviors. For repeated offenses, parents will be contacted for a parent/teacher/admin meeting. Repeated offenses could also lead to in school detention or out of school suspension. Law enforcement officials will be contacted in cases of deliberate threat and/or assault or anything deemed illegal by the Hardin County Schools Code of Acceptable Behavior and Discipline. The Hardin County Schools Code of Acceptable Behavior and Discipline will be followed when handling all office discipline referrals.

The contents of this handbook were approved by the Heartland Elementary site base council on June 10, 2025.

POINT OF CONTACT	TOPIC/DEPARTMENT
Emily Campbell, Principal emily.campbell@hardin.kyschools.us	School/district policies and procedures, staffing/personnel, site base council, safety, curriculum, instruction, ARC chair
Eric Mitchell, Assistant Principal and Title 1 coordinator eric.mitchell@hardin.kyschools.us	Building and grounds, transportation/bus, discipline, Title 1, bullying, ARC chair
Lauren Heath, Counselor lauren.heath@hardin.kyschools.us	MTSS contact, school counseling, character education, social/emotional learning, assessment, ARC chair
Reta McMillen, Family Resource Coordinator (270) 769-8945 reta.mcmillen@hardin.kyschools.us	Assists with a variety of family needs, questions, and resources. Will either provide direct services or connect families to the proper agency/resource in the community. All inquiries are welcome.
Amelia Nethery, Reading/literacy support teacher amelia.nethery@hardin.kyschools.us	Provides reading interventions and instructions to students. Orton Gillingham/literacy contact, Yearbook sponsor, and ESS coordinator
Whitney Flynn, Office Manager whitney.flynn@hardin.kyschools.us	School pictures, school financial manager, student insurance
Misty Guess, Attendance Clerk misty.guess@hardin.kyschools.us	Attendance, parent notes, student records, student enrollment
Bonnie Hobbs, Administrative Assistant bonnie.hobbs@hardin.kyschools.us	Transportation changes, student pick up
Krystal Miller, Media Specialist and Volunteer Coordinator krystal.miller@hardin.kyschools.us	Library books and orders, Book Fairs, technology Volunteer coordinator
Jaime Blanc, Gifted and Talented jaime.blanc@hardin.kyschools.us	Gifted and Talented (4-5 th grade) Primary Talent Pool (K-3), Super Saturday
Christine Schexneider, English Language Learners christine.schexneider@hardin.kyschools.us	English Language services for qualifying students
Shannon Atchley, Cafeteria Manager shannon.atchely@hardin.kyschools.us	Breakfast and lunch services, food allergies

If you have any questions about the programs on the previous page or need additional information, please contact our school office. We will do our best to get you the information you need or put you in contact with the appropriate person.

• Your child <u>must be in the classroom by 7:30</u> or they will be counted tardy. • If your child is checked out before 2:15 they will be counted tardy. • If your child misses less than 60 minutes of school they will be counted tardy. • If your child does not attend school, they will be counted absent. PLEASE SEE BELOW THE STATE REGULATION WE MUST FOLLOW REGARDING ATTENDANCE.	Attendance Information 
<u>Attendance law KRS 159.010 states</u> that the parent or guardian is responsible for keeping his/her child in regular school attendance. Truancy policy KRS 159-150 states, "Any child who has been absent from school without valid excuse for three days or more, or tardy on three days or more is considered truant." Any child who has been reported as a truant two (2) or more times is considered a habitual truant. Once a student under eighteen (18) years of age is absent and/or tardy six (6) days or more without valid excuse, this student's name will be forwarded to the Director of Student Services as a habitual truant." In view of the KRS 159.01 0 and KRS 159.150 requirements; the Hardin County Board of Education has approved the following attendance regulations for all elementary schools. A. A student who is absent must, <u>upon returning to school, bring a note signed by their parent or guardian stating the reason for the absence.</u> Please make sure when you send in a parent note, that you list the student's first and last name, date of absence and teacher's name. A student who is absent because of illness and goes to the doctor shall present a doctor's statement. Valid excuses for absences will include: 1. Illness that is verified by a doctor or medical agency (parent notes will be accepted for up to six (6) absences – excused for only one (1) day per note and must be submitted to our attendance clerk within 5 school days of the absence); 2. Orders of the court-this applies to summonses and subpoenas; 3. Death or severe illness in the immediate family verified by a written statement. Immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student. 4. Religious holidays and practices; 5. If a student is sent home for lice, it will be counted as an unexcused absence; 6. Circumstances if approved by the principal or his/her designee, including trips qualifying as educational enhancement opportunities. Applying for educational enhancement must be made within 2 weeks of the planned event and will not be granted during the state assessment window or the last 2 weeks of school. Educational enhancement requests to Disney, cruises, or requests being made for directly after a scheduled school break (example: after fall break) will NOT be approved.	State Attendance Policy  Parent and doctor notes must be turned in to the office within 5 school days of the absence.

B. All other absences <i>will be</i> considered unexcused absences. C. When a student has been absent without a valid excuse for three (3) days, notification will be sent to the parent/guardian. After a student has been absent six (6) times without a valid excuse, the parent/guardian will be notified that any additional absences without a valid excuse will be forwarded to the Director of Student Services. D. A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student misses more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. For Hardin County School's calculating habitual truancy, we will use a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused would equal one (1) full day of unexcused absence. E. A parent/guardian or approved person must come into the school to sign out a student before they can be taken from school. F. If the school nurse determines a child needs to be sent home, a parent/guardian or other approved relative will be expected to pick the child up within 45 minutes of notification.	 <i>A parent/guardian must come into the school to sign in for a student who is tardy and give a reason for the tardiness. We must know this for state audit purposes.</i>
Health Services at School A school nurse is assigned to each Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. The school nurse may administer over-the-counter medications (OTC's), if the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint if your child has more severe symptoms and parent permission is given. For emergencies, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched. More intensive health services are available, if needed, with written authorization/order from a student's healthcare provider. Parent/guardian should notify the school nurse of any health concern(s) that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must provide to the school nurse proper authorization form(s) that are completed by the student's healthcare provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the healthcare provider and parents to complete in order for the student to have further interventions/accommodations while at school. Many of these authorization forms can be found on the HCS Website at https://www.hardin.kyschools.us/administration/health-family-services With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.	Illness and Injury A student should not be in attendance and will be sent home with any of the following: **Temperature 100.4 degrees or greater **Vomiting or diarrhea Students sent home for illness will be excused the same day they are sent home. * <u>The student may return to school when free of above symptom(s) (no vomiting and/or fever free) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).</u> *Students will also be sent home with symptoms related to possible communicable diseases such as pink eye, live lice, or concerning skin rash.

Illness and Injury

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea indicative of a communicable disease. Students may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice bugs (not nits per HCS Board Policy 09.213 AP.11)

Medication at School

If a student has a need for medications during the school day (either over-the-counter or prescription), the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school by an adult (not the student).

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a healthcare provider to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. **No expired medication will be accepted!**

In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive prescribed medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container.

Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's healthcare provider and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their healthcare provider. The school nurse will provide this form to the parents/guardians. These completed forms should be returned to the school nurse **before** the student begins carrying the medication at school.



Bus Regulations

Bus drivers render a most essential service. Parents and students should cooperate and appreciate the dedicated work performance by the bus drivers.

The students should be taught the following safety rules and habits:

- Obey and respect the requests of the bus driver at all times.
- No part of the body is to be extended outside the bus at any time.
- Students should conduct themselves properly at all times.
- Students should always look both ways before crossing.
- Students should not do anything that would distract the driver.
- Objects that are large enough to take up seating space are not allowed on the bus.
- Students should be ready to get on the bus when it arrives at their stop, however they should not cross the highway until the bus stops.
- Students should not change seats after the bus starts moving.
- Students are not to change their regular pattern of riding and stops without a request from the home and approval of the school principal.
- Students are to sit in the seats available and are never to stand in the doorway or on the steps.
- Balloons or glass containers are not permitted on buses.

Any child riding a bus other than their assigned bus must bring a note signed by the parent.

Bus notes should include:

- *Child's first and last name*
- *Teacher's name*
- *Address to which they need to ride the bus*
- *If you know the bus number they need to be riding, please include that as well.*

Delivering quality, uninterrupted instruction is our priority, therefore teachers will not be available to take phone calls or have a conference unless other arrangements have been made in advance. If you need to speak with or meet with your child's teacher, please make arrangements to do so during their planning time or after school. Students will not be called to the phone for messages or to talk to anyone, this is for their safety and to protect their instructional time



**STUDENTS MAY BE
SUSPENDED FROM THE
BUS FOR DEFYING ANY
OF THESE RULES**

If the bus driver is unsure of a student's safety, there is a chance they will bring a child back to school. If this happens, an authorized adult must go to school immediately to pick up the child.

Students will need to be picked up within 30 minutes of being contacted by school staff.

**Teacher
Conferences &
Phone Calls**

Anti-Bullying Policy

Our school will maintain an Anti Bullying policy addressing procedures to provide a caring, friendly and safe environment for all of our pupils and staff so they can learn in a relaxed and secure atmosphere. In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at Heartland Elementary School any behavior defined as bullying will not be tolerated. This policy also addresses any issues identified by our stakeholders and issues required by state law. The Anti Bullying policy defines all forms of bullying as well as signs and symptoms of bullying, states the importance of responding to bullying, procedures for reporting, and interventions for both the offending student and student who is a victim of bullying.

ANTI-BULLYING POLICY STATEMENT

At Heartland Elementary School, we believe that all students have a right to a safe and healthy school environment. Heartland Elementary School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. Heartland Elementary has an obligation to promote mutual respect, tolerance, and acceptance. Heartland Elementary will not tolerate behavior that infringes on the safety of any student.

At Heartland Elementary, students will be educated by staff in all grade levels to help them identify and respond to the dangers of bullying. Bullying is defined as a deliberately hurtful behavior that is repeated over a period of time and results in those being bullied not being able to defend themselves. Bullying may take the form of unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of harm either directly or indirectly. There are five types of bullying recognized in this policy.

- **Relational bullying**, sometimes referred to as “social” or “psychological” bullying. This takes the form of disrupting another student’s peer relationships through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, and/or leaving them out.
- **Cyber-bullying**, sometimes referred to as social bullying, is often indirect; students communicate negative representations of the target to third parties, often through social network sites, instant messaging, texting, chat rooms, posting on web pages, or blogs.
- **Verbal bullying** such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes, and other gestures.



Give respect Get respect

**Heartland Bulldogs Are:
Responsible, Respectful,
Ready to Do Our BEST!**



***This plan was
revised and
approved by
your SBDM
council on
June 10, 2025.***

● **Physical bullying** includes both the person (such as hitting, pushing, shoving, kicking, pinching, holding a person down) and their possessions (through extorting money, stealing or causing damage to possessions).

● **Sexual bullying**, sometimes referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, molestation, assault, and rape.

PROCEDURES on ADDRESSING REPORTS of BULLYING

Step 1: Reporting

- Report bullying incidents to staff verbally if less severe
- In cases of serious bullying, school administrators will document the bullying incident using the Heartland Bullying Form
- In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
- If necessary and appropriate, law enforcement will be contacted in severe cases

Step 2: Investigation(s)

- Interview the alleged victim of bullying
- Interview witnesses
- Interview alleged bully
- Any additional research determined necessary

Step 3: Results of Investigation(s)

- The report may be classified as bullying based on definition. In this case, the bully and bullied will be taken through our Bully Intervention Program.
- The report may not be classified as bullying based on definition. In this case, the issue will be dealt with as determined by appropriate school policies.

Step 4: Response

- Student accused of bullying will be notified
- Student being bullied will be notified
- Parents of both the accused bully and the bully victim will be contacted to have the policy and procedure reviewed with them
- Person reporting will follow confidentiality guidelines while working through the process

Step 5: Resolution

- Staff must be notified again if bullying continues or escalates
- If there are no NEW notifications it will be understood that the interventions worked

Dress Code

All shirts must have school appropriate content. Logos, pictures and wording will be accepted and are not to be offensive, negative, or derogatory.

Shirts must reach below the waist band of the student's pants/shorts and cover their midsection when they lift their arms. Shirts that are too revealing will be addressed by the administration.

1. **No spaghetti straps or tank tops that are revealing or expose the side of the torso of the student.** Jumpers or dresses with **spaghetti straps must be worn with an appropriate sleeved shirt underneath.** Jumpers/dresses with at least a 2-3 inch WIDE strap are acceptable.
2. Hooded sweatshirts/sweaters can be worn but with the hood off unless students are outside.
3. Pants, skirts, shorts, skorts, jumpers and dresses must fall as close to the **mid-thigh/knee as possible.** **Leggings are permitted BUT if the leggings are tight then they must be worn with a knee length dress or shirt.**
4. Pants and capri pants must be worn at the waist, to prevent sagging. No large **cut out holes or rips above the knee.** Bottoms of pants should not touch/drag the floor.
5. **Tennis shoes or shoes with flat soles and straps around the back are the best and safest choice.**
6. Shoes with **wheels, high heels or platform shoes/wedges** are not safe on our tile floor and **are not permitted.**
7. Shoestrings must be tied tightly at all times.
8. Sandals (**including Crocs**) must have a strap around the back to hold the sandal on.
9. House shoes/slippers/slides or look a likes are **not** permitted unless on special dress up days.
10. **For safety reasons, NO FLIP FLOPS or SLIDES of any kind are to be worn.**
11. Hats are not permitted unless the teacher or administrator has approved.
12. Purses/belt bags must be left in bookbags during the school day. Students will have access to them as needed.

Students are expected to adhere to the Hardin County Schools Code of Acceptable Behavior and Discipline regarding proper appearance. Appearance that is considered a possible detriment or distraction to the normal school process and orderly operation will not be allowed and addressed by administration. Safety and pride in appearance have a positive effect on the school environment.

LOST and FOUND

Please label your child's coat, book bag, lunch box and other belongings, in the event they should lose those items. Our lost and found is located in our lobby and will be cleaned out and given to local charities twice a year. (December and May)

BULLDOGS

**Always Dress for
Success**



Exceptions to
the dress code
will be made for
students with
religious
practices or
students with
special needs.

**We strongly encourage
parents to send their
child to school with an
extra change of clothes in
the event of an accident.**

Revised and
approved by
SBDM Council
June 10, 2025

School-wide classroom celebrations will be held on the following days:

Fall Party – Friday, October 31, 2025
Winter Party – Friday, December 19, 2025
Kindness Party – Friday, February 13, 2026

Our office cannot accept any flower or balloon deliveries on the above days or any other days throughout the school year.

School wide parties are limited to three (3) per classroom each year. School parties must be held in compliance with the competitive food rule, at least 30 minutes past the end of the last lunch period.

WELLNESS POLICY –

Hardin County Board of Education Policy 9.2

PHASE 1: VENDING ALA CARTE POLICY

Section 1. Definitions

- School day means the period of time between the arrival of the first student at the school building and the end of the last instructional period.
- School day approved beverage means water, 100% fruit or vegetable juice, and low fat milk. Competitive food means any food or beverage item sold or served in competition with the National School Breakfast and National School Lunch programs.

Section 2. Sales

1. Competitive food and ala carte sales shall not be permitted in elementary schools during the school day.
2. **Competitive food is defined as foods from an outside source such as McDonald's, Subway, Chick-Fil-A, StarBucks etc.**
3. During the school day, products sold or served to students outside the National School Breakfast and National School Lunch programs shall be limited to:
 - 3.1. A school day approved beverage;
 - 3.2. Fruit;
 - 3.3. Non-fried or non flash-fried vegetables;
 - 3.4. Low-fat yogurt;
 - 3.5. Nuts;
 - 3.6. Seeds;
 - 3.7. Dried fruit with no sugar added;
 - 3.8. Other food items that contain no more than
 - 3.8.1. Thirty (30%) calories from fat;
 - 3.8.2. Ten (10%) calories from saturated or trans fat; and
 - 3.8.3. Fourteen (14) grams sugar per serving.

Classroom Celebrations



ATTENTION



4. Ala carte items cannot be sold in elementary schools
5. Only the following items may be sold as ala carte items in middle or high schools:
 - 5.1. Items permitted to be sold to students as listed in (3) above
 - 5.2. A reimbursable meal component

6. **Carbonated beverages may not be sold or served to any student during the school day. Beverages that are in glass containers are not allowed.**

☐ **To ensure that all foods served to children are safe and sanitary, all items served at school parties must be STORE BOUGHT rather than homemade. THIS IS A FEDERAL REGULATION.**

☐ **Based on the guidelines above we do encourage some healthy food and beverage choices at our school parties. Some recommended healthy choices could include:**

Fresh fruit *	Fresh vegetables *
Baked chips	Popcorn and cereal
Crackers	Dried fruit
Animal or graham crackers	Granola or fruit bars
100% juice drinks	

*Clean fresh fruit and vegetables can be brought in but will need to be cut and diced in the classroom.

Please check with your child's teacher for classroom allergies before sending any food items.

The faculty and administration of Heartland Elementary appreciate your support and understanding in helping us stay in compliance with the State and District Wellness Policy. If you should have any questions about this policy or need ideas on what would be an appropriate treat to bring in for your child's party, please contact the office or your child's teacher so that we can offer suggestions.



If you want your child to have a water bottle in class, the bottle must be plastic, spill proof, see through and no more than 24 ounces in size.

NO METAL or GLASS bottles or cups please.

Please label your child's water bottle with their first and last name.

Clear plastic WATER BOTTLES ONLY

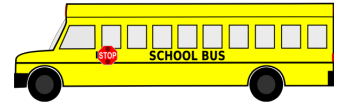


IMPORTANT TO KNOW

For a variety of reasons, students will be expected to ride the school bus to and from school and the respective field trip destination. Students must return to school with their class. If they don't, it will be counted as an unexcused absence. Field trips of an educational nature are allowed in accordance with our Board of Education policy. Parent permission for student participation is required for any field trip. Students will only be permitted to go with their grade level or classroom and **must be transported by our school buses. Once a student boards our buses they are the school's responsibility.**

- **ALL STUDENTS ARE EXPECTED** to participate in planned **educational** field trips.
- Teacher teams carefully plan field trips to provide students with effective learning experiences to achieve identified learning objectives.
- The parents of students who do not attend planned field trips are expected to work with their child's teachers to assure that students achieve the planned learning objectives of the field trip through an alternate project.
- Money for student admission and the cost of bus transportation is requested from parents. Parents who cannot afford the costs are asked to contact their child's teacher to make arrangements. No child is excluded from a field trip due to lack of funds.
- Logistics and efficiency require limited chaperones. Teachers and school staff know student groups best and are the first assigned chaperones. Parents are not to attend field trips unless enlisted by the teacher to serve as a chaperone. There will always be a minimum of one adult chaperone assigned to ten or fewer students. To serve as a chaperone for your child and to supervise other students, you must be an approved volunteer through the Hardin County School system.
- Students are expected to exhibit the same behavior expectations on field trips as they do during the school day. A student that continuously struggles with school expectations may need his/her parent to chaperone in order to attend. Behavior or reward field trips are dependent upon student behavior.
- Redbook guidelines prevent us from returning fees so in the event a child does not go on a field trip the field trip fee **will not be returned** but can be credited toward a future field trip.

Field Trips



**Breakfast is FREE to all Hardin County Students
FREE lunch is provided to ALL Heartland Students**

We welcome you to visit and eat school lunch with your child anytime that is convenient for you. When you do come for lunch, you and your child will be provided a separate location to enjoy your lunch together. This is due to a lack of space at the cafeteria tables and for your privacy and the safety of all our students. While some parents that come to eat lunch with their child may have an approved background check not all parents are approved. In order to be consistent and safe, this policy will be in place for all family members.

To help us prepare for the day you visit, please send in a parent note the day before or the day of when you or your immediate family member will be eating lunch with your child. On the note please list:

- (1) child's name*
- (2) person who will be eating lunch*
- (3) date*
- (4) teacher's name*

** No more than 2 guests at a time please.*

Competitive food and ala carte sales shall not be permitted.

Competitive food is defined as foods from an outside source such as

McDonald's, Subway, Chick-Fil-A, StarBucks etc.

(see wellness policy on page 15)

Food Service



**BREAKFAST and
LUNCH is FREE for
ALL HEARTLAND
STUDENTS**



HOMework POLICY

To keep you informed of your child's academic progress, ALL teachers will send home graded work at least once a week with an update on student progress.

Parents are the keys to making homework a positive experience for their children. Therefore, parents are asked to: make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, not let children avoid homework, and contact the child's teacher if they notice a problem. Parents should help their children with homework if a problem arises, but only after the child has tried their best to solve it on their own. In no case, however, should parents do homework for their children.

There are few school wide homework requirements. **Reading is an important part of each grade's assigned homework and will be required homework throughout the week. Basic math fact review (+, -, x, ÷) will also be sent home. Primary students will also be responsible for practicing their RED words.** Students are responsible for completing homework and class work in accordance with the teacher's instructions and expectations.

TEACHER RESPONSIBILITIES

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Make an effort to correlate the amount of homework given with other teachers as well as other contents so as not to overload students on any given night, keeping in mind that the student should be able to complete the homework independently on their own with little or no support.
4. Allow student choice within homework assignments whenever possible.
5. Return collected homework **weekly** and provide instructional follow-up and feedback that focuses on content and performance standards.
6. Ensure that students understand and can explain not only homework directions but also the purpose of any given homework assignment as well as how it relates to what they are learning in class.
7. Keep accurate records of homework assignments.

PRINCIPAL RESPONSIBILITIES

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a punishment or reward.

Homework and Class work



STUDENT RESPONSIBILITIES

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and materials directly to that study area.
3. Plan the best time to complete work.
4. Complete work so that it is neat and legible.

PARENTAL RESPONSIBILITIES

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home.
2. Providing a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
3. Prompting and offering to clarify instructions and answer questions, but not sitting with the child.
4. Assisting their child with time management.
5. Checking to see that work is complete.
6. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
7. Staying in close communication with teachers.



Heartland Elementary School library is open daily from 7:35 AM until 2:15 PM. Mrs. Krystal Miller is the librarian for our school. Students may check out two books for a two week period. In order to allow adequate access for everyone, it is greatly appreciated that books be returned on time. Parents and students will be held responsible for replacing any book that gets lost or damaged. Check out privileges will be suspended until the books are returned or replaced.

Library Information



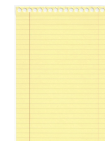
It is important that your child wear appropriate tennis shoes for PE class. **Children will need a written excuse for not participating in physical activities.** Your child's teacher will send home their special class schedule so you know what days your child will have P.E.

Physical Education



It is the teacher's responsibility to notify parents/guardians if their child is in danger of failing or not performing on grade level after the **first nine weeks grading period**. A conference will be set up with the classroom teacher, guardian and principal to discuss interventions that will help the child be successful. If the possibility of retention arises, parents will be notified by the teacher during the **first** and **third** nine weeks grading period. The decision of teacher, principal, and guardian will be finalized when:

District and School Retention Policy



1. An agreement is reached that retention is the best possible solution for the student.
2. Written notification and personal follow-up conference with the parent or guardian occurs. **The final decision will be made by the school principal if all parties involved cannot agree.** (HCAR 08.221)
3. This option will be considered as a last resort and after proper interventions and assessment information has been considered.

MORNING DROP OFF

AM Drop Off – School doors will open at **7:05 AM**.

When dropping your child off please **enter by the TRAFFIC LIGHT and proceed to the loop marked student drop-off**. The front of the school is not a drop-off zone.

To keep traffic flowing smoothly, pull up to the next available spot to let your child out. To be respectful and keep the traffic flow going, students **MUST** get out at the first available spot on the sidewalk and walk to the door closest to their classroom. Staff will be standing at the entrances to ensure students get to their classrooms. Students **MUST** exit their car anywhere along the sidewalk.

PLEASE HAVE STUDENTS ENTER AND EXIT ON THE RIGHT SIDE OF THE CAR ONLY - (sidewalk side)

TO HELP WITH THE FLOW OF TRAFFIC, ALL TRAFFIC SHOULD ENTER BY THE TRAFFIC LIGHT onto Scholar Drive and then turn left on Nelson Drive. Evergreen Drive IS NOT THE SCHOOL'S ENTRANCE and is only accessible for staff and residents of the Cedars Subdivision.

Any student dropped off after 7:30 AM must be brought into school and signed in by an adult. You will need to park in the visitor parking lot located at the front of the building.

EVERYDAY PICK UP

Dismissal Guidelines – In order to make afternoon pick-up easier on you, we are designating the drop-off/pick-up circle at the end of the school (blue line) AND the front of the school (red line) for every day afternoon pick-ups. Families that choose every day pick up will be assigned a colored card (blue or red). **Both colored groups MUST enter by the traffic light (Scholar Drive) as Evergreen Drive is ONLY accessible for staff and Cedar residents. This will also keep both lines moving.**

*Each colored card will have the name of our school and a number. That will be the color and number your family is assigned for the school year.
Example: Red 100, 101, Blue 100 etc.*

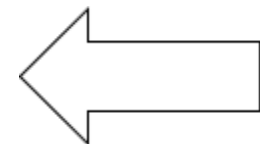
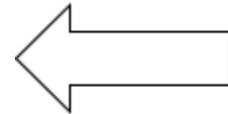
The person picking the child up will get into their assigned line. Red car tags will be assigned to the front of the building and blue car tags will be assigned to the side loop/morning drop off. We will have staff outside calling numbers inside so that we can line students up and walk out to their car.

In order for a student to be released through the outside pick up we must

MORNING DROP-OFF



READ CAREFULLY



be able to see your assigned number card from the window. If we cannot see your number or you do not have it posted in your window, you will be asked to come inside to sign your child out of school. THIS GUIDELINE APPLIES TO EVERYDAY PICK-UPS ONLY. Occasional Pick-Up Procedures There are times when you may need to pick your child up rather than have them ride the bus. If that be the case, a written note must be brought in or sent to the office for your student. Since we cannot verify the identity of a person over the phone, NO PHONE CALLS will be accepted unless identification can be faxed for verification. This is for the safety and protection of our students. We do not want any student's safety placed in jeopardy by compromising this safety procedure. If you will be picking up your child or someone else's child after school, you will need to park in the front parking lot and report to the school office <u>BEFORE 12:45 PM.</u> You will be given a temporary card that verifies that you have been approved by the office to go through the RED pick-up line. Once you get the card you will want to get in the car line (red – front of the building) to pick up your student(s). (Per state law, photo ID will be required EVERY TIME a child is signed out through the office) Any student arriving or departing school premises a different way than assumed at the beginning of the school year must have a note signed by the office.	All students leaving during the course of the day or coming in late MUST be signed in/out by an authorized adult.						
Student progress will be reported to students and parents through phone contacts, conferencing, weekly or mid-term progress reports, and nine weeks grades. Grading Teachers of students in the non-graded primary K-2 will use standards base grading and not letter grades. Teachers of students in grades 3-5 have the following grading scale-using numbers and letter grades: <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td>A - Excellent 92-100</td> <td>C - Average 74-82</td> </tr> <tr> <td>B - Very Good 83-91</td> <td>D - Poor 68-73</td> </tr> <tr> <td colspan="2" style="text-align: center;">Failing - 0-67</td> </tr> </table>	A - Excellent 92-100	C - Average 74-82	B - Very Good 83-91	D - Poor 68-73	Failing - 0-67		Progress Reporting and Report Cards *****
A - Excellent 92-100	C - Average 74-82						
B - Very Good 83-91	D - Poor 68-73						
Failing - 0-67							
Heartland Elementary SBDM Council consists of three teachers and two parents who have been elected to these positions. Elections for both teacher and parent representatives will take place in compliance with our school by-laws. PTO will handle all parent elections and will send notices home to all students. Site base meetings are open to the public. Anyone wishing to address the council must submit in writing to Mrs. Campbell, the school based chair, their desire to address the council within 24 hours of the meeting.	School Based Decision Making Council (SBDM)						

<u>Expectations for Heartland Elementary</u> Heartland Bulldogs Are: Responsible Respectful Ready to do Our BEST! The above expectations were created to ensure that all students will achieve these expectations by doing the following: 1. Keep your hands, feet, and other objects to yourself. 2. Respect yourself, others, and all property. 3. Listen and follow directions the first time they are given by any adult. 4. Use good manners at all times. 5. Be in attendance and exhibit good behavior. 6. Be prepared for class and complete all assignments by doing your best.	School Expectations Respect and Responsibility 
<u>ALL</u> school visitors shall first report to the office, identify who they are, and state the nature of their visit. ALL VISITORS WILL BE REQUIRED TO SHOW PHOTO ID (state law). IF VISITORS WILL BE STAYING IN THE BUILDING, VISITORS WILL HAVE THEIR IDs SCANNED BY A MEMBER OF OUR OFFICE STAFF. A visitor's pass/badge should be obtained upon arrival and returned at departure At no time shall any individual or group disrupt classroom instruction. Visitors should not interrupt the orderly work of the classroom and will be asked to leave if administration feels that their presence is distracting the students' learning. <u>The principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on the school grounds.</u>	Visitors 
<u>CELL PHONES & ELECTRONIC DEVICES</u> Students are permitted to have cell phones on school property; however, possession of cell phones and electronic devices (this includes Apple Watches, iPads etc) on school property is strongly discouraged. All phones and devices (this includes Apple Watches, iPads etc) are to be <u>turned off</u> and kept in the student's backpack at all times. Students are not permitted to have personal electronic devices out at any time during the school day (instructional time, wellness, lunch). Any phone or electronic device that is out of the backpack and/or turned on and making noise and disrupting the learning environment may be confiscated and kept in the office until a guardian retrieves the device. Heartland Elementary is not responsible for any lost or stolen cell phones or electronic devices and may not take any disciplinary action in the event of a stolen or lost electronic device.	The contents of this handbook were approved by the Heartland Elementary site base council on June 10, 2025. 

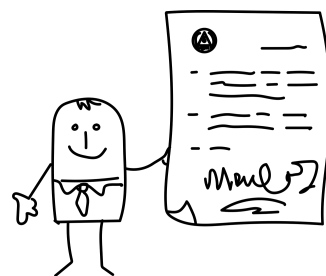
ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

Telecommunications, electronic information sources, and networked services provide vast, diverse, and unique resources to our staff, students and parents. Heartland Elementary School and the Hardin County School district support access to information resources like E-mail and the Internet, along with the development of appropriate skills to analyze and evaluate such resources. To that end, the district is providing computers and communication services for use by our students and staff. These services include the use of Electronic mail (E-mail) and access to the Internet. This will provide our users with global communications and access to worldwide information. The use of such resources must be consistent with district-adopted guides and local school policies, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and development needs of the students. While there are many opportunities for educational enrichment through this telecommunication network, the size and diversity of Internet and E-mail telecommunications provide the opportunity for misuse. Network users should adhere to high standards of network etiquette and ethics when using the network. Heartland Elementary School media users must adhere to Hardin County Schools Acceptable Use Policy.

Permission/Agreement Form for Students

Written parental permission shall be required prior to the students being granted independent access to electronic media involving the Heartland/Hardin County technological resources. The required permission/agreement form must be signed by the parent or legal guardian and the student. This document will be kept on file as a legal, binding document. In order to modify or rescind the agreement, the parent or legal guardian must provide the school with a written request. Students who do not have a signed Individual Use Agreement on file will be allowed to participate in classroom telecommunication's presentations, but not physically operate the equipment.

Internet Guidelines



Heartland Elementary School will make reasonable efforts to provide a positive and enriching learning telecommunications environment for its students. However, along with the many educational opportunities available to our users, the Internet contains inaccurate, inappropriate, and illegal material. The school cannot be held responsible if a student, given parental permission for independent access, gains access to materials that their family considers objectionable. Likewise, the district makes no warranties of any kind, whether expressed or implied for the service it is providing. A filtering software program is installed on the network at Heartland Elementary School. Students, parents/guardians and staff must be aware that no filtering software is one hundred percent effective in filtering all inappropriate sites. Heartland Elementary School maintains the right to limit access to software and/or documents found either on the Hardin County Schools Network or the Internet, via technical or human barriers. SBDM and the Technology Committee shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or electronic media.

Terms of use

All network users must follow these guidelines:

- Staff and students are responsible for good behavior and the use of appropriate language on computer networks as they are in the classrooms and hallways of our building. General school rules for behavior and communications apply.
- Telecommunications should be used for instruction, research, and school administration consistent with the goals of Hardin County School district.
- School access is not to be used for personal gain, private business transactions, product advertisement, or political lobbying. Transmission of any material in violation of any US or state regulations is prohibited. Electronic mail is not guaranteed to be private. Central Office personnel who operate the system have access to all email.
- Users should not publish on/over the system any information, which violates or infringes upon the rights of any other person.
- Users should be polite on the network. Users should not send or display offensive messages or pictures or harass, insult, or attack others. Users should not use, publish or pass-on to any other user.
- Refrain from sending abusive, offensive or inappropriate language such as obscenities, or defamatory, sexually oriented, threatening, or racially offensive material.
- Copyrights must be respected. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license, agreement or copyright notice.
- Special, common sense cautions should be practiced when using the Internet or E-mail. Students should not reveal their name and personal information to establish relationships with "strangers" on



Students are responsible for the security of their individual passwords and are responsible for any correspondence sent through their account. **Students are not to share their passwords or to give others access to their email accounts. Only email accounts issued by the Hardin County School may be accessed on school computers.**

Violation of the terms listed in this document and in the Hardin County District Acceptable Use Policy may result in a loss of access to the Heartland Elementary School/Hardin County Schools Network. The faculty, principal, or SBDM Council may modify, suspend, or terminate user's access to the network upon breach of this or any associated school or district policies. Disciplinary guidelines of the Heartland Elementary School Student Handbook and Hardin County Schools Code of Acceptable Behavior and Discipline will be followed. Serious network violations could result in other disciplinary or legal action. The use of the network will be interpreted, construed and enforced in all respects in accordance with the laws of the state of Kentucky. The district will cooperate fully with state or local agencies investigating any suspected wrongdoing over the network. Individuals shall reimburse Heartland Elementary for repair or replacement of school/district property lost, stolen, or vandalized while under their care.



25

RELATED COSTS

Damage/Repair/Replace Fee Schedule		
Issue	Action(s) Necessary	Cost
Accidental Damage	A report must be made immediately to administration. The device must be returned to the school so that a new or spare device may be issued.	Cost of Repair or *Prorated Replacement Cost (current market)
Intentional Damage	A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any and all appropriate discipline for damage to school property may be appropriate.	Cost of Repair or *Prorated Replacement Cost (current market)
Lost	A report must be made immediately to administration and prorated replacement cost shall be paid.	
	*Device	*Prorated Replacement Cost
	*Power Cord	\$25
Theft	A report must be made immediately to administration and a police report must be filed.	No Cost

*Prorate Replacement Cost:

- First year of device - 100% of current market replacement cost
- Second year of device - 75% of current market replacement cost
- Third year of device or older - 50% of current market replacement cost

Damage/Repair/Replace fees apply from distribution date until date the device is returned to the District.

STUDENT SAFETY TELEPHONE LINE

(Hardin County Crime Stoppers) 1-800-597-8123

The safety of students is our first priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line. Students and others may now anonymously call Crime Stoppers at 1-800-597-8123 and report school safety concerns. The caller's identity is strictly protected. These reports will then be given to proper school officials for investigation. Those who provide information that leads to an arrest and indictment will receive monetary reward.

VOLUNTEER PROGRAM & BACKGROUND CHECKS

We welcome all parents, grandparents, and community members to volunteer in our school community. Everyone can make a difference in our community, and we appreciate you giving your time and sharing your special talents with our students and staff. The safety of our school community is a priority; therefore, any adult who wishes to volunteer or chaperone a field trip must follow the procedures listed below. No person may volunteer or chaperone any activity until the background check is received back at the district and the adult is in good standing. If you have any questions about our school volunteer program, please contact our Volunteer Coordinator, Krystal Miller, at (270) 769-8930 or the Hardin County Board of Education at (270) 769-8800.

Volunteer Program Description

- Volunteers are persons who do not receive compensation for work in school District programs. Volunteers are encouraged to use their time and effort to support school and District programs. All volunteers shall work only under direct supervision of a District employee.
- Volunteers who work on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.
- Hardin County Schools has implemented some new procedures for district volunteers effective July 1, 2019.
- Kentucky law and Hardin County Board of Education policy defines a volunteer as anyone who has contact with students on a ***regularly scheduled or continuing basis or has supervisory responsibility for children at a school site or on school-sponsored trips.*** The individuals that meet these criteria must complete a background check administered by Hardin County Schools. HCS sends the volunteer's information to the Administrative Office of the Courts in Frankfort, Kentucky. The AOC office runs the background check and sends the information back to the district. The district has followed these protocols.
- With the new procedure, Hardin County Schools is asking all NEW volunteers (new = anyone who has not had a state background check run since 2011) to fill out a background check through our district website (www.hardin.kyschools.us). The link can be found on our district webpage under the "Parents" tab on and then under "Quick Links."
- The background check will not be processed until the Superintendent's office has received \$10 for the background check and a copy of the receipt issued by the school. Volunteers will pay for the background check. The Superintendent's office is responsible for sending the required information to the AOC. Volunteers will only have to pay for the checks every five years. For instance, if an adult who has never volunteered becomes a volunteer in 2019, they will not have to pay for another background check until 2024.
- All volunteers will be required to complete the online background check form through the district website **EACH SCHOOL YEAR (no matter when they started volunteering for the district).**
- Using the online form, the volunteer will be asked to choose at what schools they would like to volunteer. However, they are still district volunteers. Therefore, just because someone did not check a particular school on their form does not mean they cannot volunteer there.
- You can remit payment at the HCS Superintendent's Office (located at the Hardin County Board of Education, 65 WA Jenkins Rd., Elizabethtown, KY 42701) or at the school where you plan to volunteer.
- To volunteer at Heartland Elementary, it is required that you set up the days you intend to volunteer with our volunteer coordinator, Krystal Miller or the classroom teacher.

Parent and Family Engagement Policy 2025-2026

At Heartland Elementary School, we recognize that in order for children to be successful students, a strong parent-school partnership must be developed. Parental involvement is essential to the achievement of students. To support our commitment to developing this family-school partnership, the following policy was developed.

For the purposes of this policy we will use the term “parent” to encompass all diverse family situations.

COMMITMENTS

Heartland Elementary will have a Title I School Advisory Council that will consist of “parents”, faculty, and a Title I staff member. This council will work to plan Title I events and implement the Title I program within the school.

We will facilitate the involvement of our military families, families with limited English proficiency, families with disabilities, and families of migratory children.

All families will be invited to attend an annual meeting at which information regarding Heartland’s School Wide Title I program and its purpose will be presented.

Heartland Elementary School will build the capacity for strong family involvement in the following ways:

- o Coordinate and collaborate activities and programs for family involvement.
- o Provide opportunities to discuss student progress, placement, provide methods families can use to complement instruction, and ways to monitor their child’s performance.
- o Provide training and support to enhance involvement of families.
- o Offer materials and training to families to help them improve their child’s education.
- o Explain and assist families in understanding national, state, and local goals, standards, and assessments.
- o Discuss ways school staff can provide information, programs, and activities in a language and format families can understand.

The Title I staff will coordinate family activities with other groups such as the Family Resource Center and Extended School Services.

All approved families will be invited to be a part of the school’s volunteer program and a volunteer orientation will be provided yearly.

Heartland Elementary will seek and support volunteers to work with and inspire our students, as well as make every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

Ongoing communication in the form of progress reports and newsletters will be provided for family members.

Families will be surveyed at the end of each school year to provide input into the development of the next year's program. The Title I School Advisory Council will also meet and evaluate program needs and strengths.

We will offer practical suggestions to families on how they can support student learning at home and provide activities designed to successfully engage families in their children's learning as appropriate.

We will honor these commitments through a school-family compact that will be developed and distributed to all families at the beginning of each school year. The focus of the compact will be to gain family commitment to collaborate with the school.

SCHOOL-FAMILY COMPACT

As **teachers** and **staff members** of Heartland Elementary, we commit to:

- Believing that *each* child can learn
- Providing a safe and welcoming environment for *all* students
- Working with families to form a partnership for the success of the child
- Clearly communicating academic and behavioral expectations as well as school activities
- Challenging children as individuals and working to ensure each child develops to their potential
- Respectfully and accurately inform family members of their child's progress in a timely manner

As **family members**, we commit to:

- Creating a healthy and safe environment at home that fosters respect for school
- Seeing that my child attends school regularly, is on time, and has the needed school supplies for the day
- Working with the school staff to form a partnership for the success of my child
- Providing a quiet place and specific time for my child to study and complete homework at home
- Reading with my child and reviewing homework daily
- Preparing my child to have a good day by ensuring that they get plenty of sleep
- Assuring my child resolves conflicts in a non-violent way
- Encouraging my child to follow Heartland's expectations

As a **student**, I commit to:

- Believing that I can learn and discussing with my parents what I am learning in school
- Showing respect for myself, my school, my teacher, and other students
- Showing appreciation for individual differences within our Heartland Family
- Being prepared daily with my homework, books, and supplies
- Making good behavior choices
- Demonstrating our Heartland motto of: responsible, respectful, and ready to do my best
- Work cooperatively with students and staff

Heartland Elementary School And Family Learning Compact 2025-26

The Heartland Elementary faculty and staff truly believe that a partnership between the school and home is essential in providing the best education for each child. In an effort to strengthen this partnership, a school-family compact has been developed with input from parents and teachers. Please join with our staff as we commit to the expectations that have been outlined. We ask you and your child to sign the last page of the handbook to show your commitment to the parent and student portions of the compact as well.

As **teachers** and **staff members** of Heartland Elementary, we commit to:

- Believing that *each* child can learn
- Providing a safe and welcoming environment for *all* students
- Working with parents to form a partnership for the success of the child
- Clearly communicating academic and behavioral expectations as well as school activities
- Challenging children as individuals and working to ensure each child develop their potential
- Respectfully and accurately inform parents of their child's progress in a timely manner

As **families members**, we commit to:

- Creating a healthy and safe environment at home that fosters respect for school
- Seeing that my child attends school regularly, is on time, and has the needed school supplies for the day
- Working with the school staff to form a partnership for the success of my child
- Providing a quiet place and specific time for my child to study and complete homework at home
- Reading with my child and reviewing homework daily
- Preparing my child to have a good day by ensuring that they get plenty of sleep
- Assuring my child resolves conflicts in a non-violent way
- Encouraging my child to follow Heartland's expectations

As a **student**, I commit to:

- Believing that I can learn and discussing with my parents what I am learning in school
- Showing respect for myself, my school, my teacher, and other students
- Showing appreciation for individual differences within our Heartland Family
- Being prepared daily with my homework, books, and supplies
- Making good behavior choices
- Demonstrating our Heartland motto of: responsible, respectful, and ready to do my best
- Talk with my teacher and parents to solve conflicts in a non-violent way
- Work cooperatively with students and staff

For your records, you will find a copy of our Title I Family Engagement Policy in our Student Handbook (previous page).

We have read and agree to commit to the statements in the Heartland Elementary Title I Compact. This partnership will help ensure the best possible success for my student/s. If you have any questions regarding Title I, please contact Mr. Mitchell at 769-8930 or eric.mitchell@hardin.kyschools.us

Parent Signature

Student Signature

Teacher Signature

If you would like to have a printed copy of our handbook, please stop by our office to request one or you can email emily.campbell@hardin.kyschools.us to receive an electronic copy. Our handbook can also be found on our school website as well as our weekly newsletter.

We look forward to an exciting year with you and your family!

The contents of this handbook were approved by the Heartland Elementary site base council on June 10, 2025