

Spencer County Elementary Student/Parent Handbook

Table of Contents



Front Office/Key Emails	1
Principal Message & Key School Information	2
Mission & Vision	2
Parent Info/Counselor Welcome	3-5
Arrival/Dismissal/Early Check-Out	6-8
Attendance	6-7
Educational Enhancement Opportunity	8-9
ECE	9
School Visitation	10
Lunch Sign Up	11
Additional Information (birthday parties, deliveries, etc.)	11-12
Policies (Homework, Dress Code, Technology)	13-14
PTO	14
Breakfast & Lunch	15
PBIS	15
Nurse Information	16
Ways to Support SCES	16

Spencer County Elementary School
Parent and Student Handbook



Students embark on a journey of academic excellence, problem-solving, and personal growth through positive relationships and high expectations.

Jared Scott, Principal
jared.scott@spencer.kyschools.us

Samantha Dennis, Assistant Principal
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1265 Mt. Washington Rd. Taylorsville, KY 40071

Phone: 502-477-6950

Fax: 502-477-6955

School Hours: 8:50-3:40

Office Hours 8:00-4:00 Monday-Friday

Leanne Greenwell, Attendance sces.attendance@spencer.kyschools.us

Tiffany Bourque, Admin Assistant @spencer.kyschools.us

Transportation Changes sces.transportation@spencer.kyschools.us

Cindy Hayes, School Nurse cindy.hayes@spencer.kyschools.us

Get To Know SCES & Family Resources

School Colors Blue and White

School Mascot Bear Cub

School Profile Kindergarten-5th Grade

SBDM Members Teachers: Sarah Smith, Cutter Whitely & Savannah Mooney
Parents: Kristin Croxton & Lindsey Cain

[School Website](#)

[School Facebook](#)

[26-27 Spencer County School Calendar](#)

Start Time: 8:50

Dismissal: 3:40

Message from the Principal

Please allow me to introduce myself. My name is Jared Scott, and it is my pleasure to serve as the principal at Spencer County Elementary. This is my 17th year in education and my fifth year as principal at SCES. My wife and two kids live on a small family farm where we spend our time tending to chickens, pigs, goats, and sheep. We also show Tennessee Walking Horses and spend as much time outdoors as possible.

Spencer County Elementary is an amazing school, and we are humbled to have your child with us each and every day. We promise to LOVE them. We know they will LEARN, and will be ready to LEAD now and in the future. If you have any questions or need please call us or email me personally at jared.scott@spencer.kyschools.us. We are here to help.

Jared Scott
SCES Principal



Students embark on a journey of academic excellence, problem-solving, and personal growth through positive relationships and high expectations. These statements express the collaborative efforts of both students, teachers, leadership, and families at SCES to meet the mission statement and create a thriving learning environment.

Students at SCES will:

- Love: Build a strong classroom community where everyone feels respected and supported.
- Learn: Participate, think critically, ask questions, and engage in active learning.
- Lead: Aim high, create a thriving learning environment.

Leadership at SCES will:

- Love: Promote a culture of joy and appreciation.
- Learn: Learn alongside educators by fostering a learning community.
- Lead: Ignite innovation and celebrate school spirit.

Educators at SCES will:

- Love: Nurture student potential with care and support by creating a safe space.
- Learn: Craft engaging lessons that meet every student's needs while fostering a love of learning.
- Lead: Serve as role models and empower students to problem solve.

Families, as partners in education, will:

- Love: Collaborate at SCES to create a nurturing and successful school experience.
- Learn: Communicate openly with school staff to support your child's learning journey.
- Lead: Equip your child with skills to cultivate a supportive, thriving school experience

Parent Information

As a parent at Spencer County Elementary School, you can expect to be treated as a valuable partner in your child's education. We value parents and understand the critical role you play in your child's success. You can expect school staff to communicate with you frequently and to be available to meet with you to review your child's progress. The Parent-School Compact outlines the school's and parent's responsibilities. This document is important as it

impacts students' success in all academic areas. This document will be given out at Open House and/or the first week of school.

Who to Contact When

Our staff is committed to addressing concerns within a timely manner. Staff members have ~24 hours to return emails and phone calls. Please follow these guidelines to address any concerns:

- Classroom Situations- Contact the classroom teacher first. The teacher needs to hear the concern so that he/she can work with you to make sure your child's needs are being met. In most cases, this will resolve the issue. If your concern is not resolved as a result of this communication, please schedule a conference with the principal/assistant principal.
- Bus Situations- Contact the transportation director Cameron Chesser.
cameron.chesser@spencer.kyschools.us

School Counselor

At Spencer County Elementary School, we pride ourselves on educating the whole child. In addition to our academic instruction, we are deeply committed to fostering your child's social and emotional growth. This year, we will continue CharacterStrong, a CASEL SElect program centered on nine essential character traits. Each month, our school will shine a spotlight on one specific trait:

- September: Respect
- October: Responsibility
- November: Gratitude
- December: Empathy
- January: Perseverance
- February: Honesty
- March: Cooperation
- April: Courage
- May: Creativity

How We'll Practice These Traits:

- Daily Cub Connections: Our Cubs will connect with their peers each day to explore these traits and learn how to apply them to the world around them.
- Counselor-Led Lessons: Every class will meet with the school counselor for engaging, interactive lessons that dive deeper into these monthly themes.

- **Small Group Support:** Throughout the year, we will offer targeted small groups. Students may be recommended for these groups based on data, teacher input, or parent requests.

We are here to support your family every step of the way. Please feel free to reach out via phone Monday through Friday from 8:15 AM – 4:00 PM, or email me anytime with questions or concerns specific to your child.

Ashley Phillips - ashley.phillips@spencer.kyschools.us

School Schedule

Arrival

8:15 a.m.	Building opens for students
8:15-8:50 a.m.	Breakfast is available
8:50 a.m.	Classes begin

Note: If you arrive after 8:50 you will need to park in the visitor parking lot and come sign your student in.

Departure

3:40 p.m.	Dismissal
4:30 p.m.	Office closes

- Everyone must get a car rider number.
- Display the car number tag in your front window.
- If the car number is not in the car, the driver will need to show a picture ID to staff. If the person's name is not on your child's pick-up list, the child will not be released to that person.

Early Pick-Up

- We understand that all appointments can not be made outside of school hours. We do not dismiss from the office after 3:15.
- The person checking out your child must show a picture ID and be listed in Infinite Campus as an authorized person.

Transportation Changes

- Safety is a top priority for us at Spencer County Elementary. If a change needs to be made to your child's regular mode of transportation, we must receive this in writing, either through a note sent with the child or an email to sces.transportation@spencer.kyschools.us before 1:30pm.

- NO transportation changes will be taken over the phone. If you know prior to school, please send a note to your child's teacher in their folder. If the change needs to be made after school has started, please send an email to scs.transportation@spencer.kyschools.us
- You will receive a confirmation email back from the transportation email. If you do NOT receive an email, please call the school to confirm receipt. ALL transportation changes need to be made prior to 1:30 pm.

Attendance

[SCPS Code of Conduct \(Pages 19-28\)](#)

Attendance Basics

- All students are required by law to attend school every day and to be on time. At Spencer County Elementary, we pride ourselves on maintaining a high attendance rate for students because we understand the importance of attending school each day. Many classroom learning activities and experiences simply cannot be made up at home. Please try to schedule your child's medical and other appointments after school hours in order to avoid absences.

Late Arrival and Early Dismissal

- Tardiness is not just being late for school as traditionally interpreted. Tardiness is defined by the law as "any amount of instructional time missed." This includes being late to school, leaving school before classes are dismissed, or signing out early from field trips/class parties.
- Parents are required to sign in late students on the Entry Log kept at the attendance desk in the office.

Excusing Absences

Parent Notes

- Board Policy 09.123 allows for eight (8) parent notes each school year. These notes can be used at the parent/guardian's discretion. One note is equal to one day.

Doctor Notes

- This is a verification from a physician, APRN, therapist, chiropractor, dentist or certified mental health provider that a student is under their care for a short term illness. These notes only cover the student under care.

Chronic Illness

- For chronic or long-term illness, you will need to complete an [Individual Health Care Plan](#) that allows our school nurses to ensure your student is receiving the correct accommodations and care while at school. This form also acts as a blanket doctor note to allow multiple excused absences while the student is under treatment. When this plan is in place, it allows the parent to communicate with the school to use a doctor's excuse without the need for an office visit for each occurrence, flare or outbreak. Parental documentation/communication via note or email is required to reference the blanket doctor note.

School Nurse Excuse

- When the school nurse sends a student home for vomiting, elevated fever, or other reasons, the absence is excused without any other action from the parent.
- This excuse covers the remainder of the day it occurs and the next day to allow for the student to be fever or vomiting free for twenty-four (24) hours.
- It is the parent/guardians responsibility to send a note to scs.attendance@spencer.kyschools.us if the student will be absent on an additional day.

Funeral Note

- A copy of the obituary or visitation card from a funeral home can be used to verify attendance for a bereavement day. One day is granted per occurrence.

Principal Excused Days

- If your absence falls outside the standard provisions for excused absences, a parent/guardian may petition the school principal to excuse an absence prior to the event.

- Approval or disapproval is entirely at the discretion of the school principal and is not subject to review. Take into consideration that not all principals may see equal value in a certain activity. A positive response at one school does not guarantee the same response for a sibling at another school.

Educational Enhancement Opportunity

When school principals consider the approval of EHO days (up to 10 per student per year are allowed by law) the following requirements in statute must be followed:

- Enhanced Educational Opportunity Forms can be obtained from your school attendance clerk or on the District Website. The form must be completed in its entirety to be considered.
- The principal is presented with a request from a student or parent, determines if the EHO is of “significant educational value” and by his or her authority decides whether or not to grant the EHO day(s).
- What are the standards set in the statute for an Educational Enhancement Opportunity (EHO)?
 - The opportunity includes participation in an educational foreign exchange program.
 - The opportunity includes an intensive instructional program in one of the core curriculum subjects (English, science, mathematics, social studies, foreign language or the arts are specifically mentioned in the statute).
 - Events that are not within the standards for approval of EHO days would include funerals, family vacations, sports events, community events and religious events because these are events that are not part of an intensive.
- The request must include:
 - The core curriculum subjects related to the opportunity
 - Kentucky Core Academic Standards addressed
 - Dates of the proposed activity
 - Brief description of the activity
 - Schedule of Events or Itinerary
- A report must be turned in to the school that summarizes the educational value of the experience.

- EHO requests will not be approved during state or local testing windows
- If the student is denied a request for an EHO day(s) by the principal the decision can be appealed by a parent to the superintendent and/or the local board of education through the process outlined in the statute and through board policy and procedures.

Exceptional Children Education (ECE)

- Exceptional Children Education (ECE) is a service provided by Spencer County Elementary School for students with disabilities. The ECE process ensures that all children ages 3-21 receive a free and appropriate education (FAPE).
- In order to identify students who have a disability the school must provide Tiered Interventions. The suspected disability must have a negative impact on the child's education. There are three Tiers of interventions. If the student is not responding to those interventions or is not commensurate with peers of the same age then the student will be referred for an evaluation.
- An Admissions and Release Committee (ARC) will be called to review the referral. The ARC will be composed of parents, general education teacher, exceptional child educator, ARC chair and others as required. If the ARC agrees that the referral is complete then the student will be evaluated in the area of suspected disability.

The Kentucky Eligibility areas are: Autism, Communication, Deaf-blindness, Hearing Impairment, Mild Mental Disability (MMD), Functional Mental Disability (FMD), Orthopedic Impairment, Multiple disabilities, Other Health Impairment (OHI), Emotional Behavior Disability (EBD), Specific Learning Disability (SLD), Developmental Delay(DD) (ages 3 - 8), Visual Impairment, Traumatic brain injuries.

- An evaluation will be completed by a school psychologist. The ARC will reconvene in 60 days to review the evaluation and determine if the student meets the state requirements to be eligible in the suspected area of disability.
- If the student meets the eligibility requirements, the ARC will develop an individual education plan (IEP). The parent can agree to accept services or decline ECE services.

If you have any questions please contact the Director of Special Education, Todd Russell. todd.russell@spencer.kyschools.us

School Visitation

Keeping our cubs safe is always the top priority at Spencer County Elementary. We wanted to take a moment to share with you some of our safety protocols at SCES as well as updated steps we are taking to ensure our students and staff are safe.

Spencer County Elementary welcomes all visitors to our building. Visitors are welcomed and encouraged under the following guidelines:

1. Visitors MUST sign in the office and state the reason for the visit and receive a visitor's pass (lunch, guest reader, etc.) All visitors will be asked for their name, reason for visit, and a valid ID before being allowed into the building.
 - a. No one is allowed access to a classroom unless there has been prior communication between the teacher and the front office. The individual also needs a valid reason for being in the classroom. Valid reasons for a classroom visit during the school day may include being a guest reader, classroom volunteer, conference, etc.
 - b. All visitors will be assigned a colored sticker that correlates with their reason for visit.
 - c. All volunteers working directly with students must have a current background check on file.
2. Visitors may bring student's siblings to lunch or special activities with prior teacher approval such as celebrations of learning and classroom parties.
3. To ensure efficiency and avoid scheduling conflicts, parents please schedule a conference if you need to see your child's teacher.
4. Tours of the school will be offered by administration per appointment or during scheduled Open Houses. Touring visitors must be escorted at all times.

As stated, only visitors with a valid reason (and with prior authorization) are allowed access to a classroom.

We are now taking an additional step in our lunchroom. We still encourage families to eat with their child(ren). Parents/Guardians will now complete a google form to schedule a lunchroom visit.

This form will need to be completed by 10:00 am on the day you are visiting a student for lunch in the cafeteria. If this is not completed by 10:00 am on the day you are visiting, you will be asked to schedule it on another day. Your photo identification will be checked when you enter the building, please have this available.

Link: [Lunch Google Form](#)

Spencer County Elementary is appreciative of the parent participation within our school and by following these guidelines we can ensure that our students and staff are in a safe learning environment.

Additional Information

Deliveries

- If you need to drop off a lunch, project, homework, bookbag, etc. You will leave this in the front office and we will get the items to your child.
- When dropping items off in the front office, place items on the black cart and label the item with your child's name and homeroom teacher.
- No adults will be allowed into the classrooms for deliveries.
- No deliveries of flowers, balloons, etc. will be accepted at SCES to avoid a disruption in the educational process.

Birthdays

- We all love celebrating our birthdays, but we ask that you only send in individual treats (cookies, mini cupcakes, etc.) and drinks (bottled water or juice boxes).
- Please no large cakes or cookies cakes to cut, this eliminates the need for plates and cups.
- Please only bring enough treats for the class. As a general rule thirty (30) treats should be adequate for all students in the class and the teacher.

Outside of School Parties

- Party invitations to celebrations outside of school will only be distributed if the entire class is invited. In cases where only certain students will be invited, parents will need to send invitations outside of school.

Lost and Found

- PLEASE label your child's items with their name. (jackets/coats, hoodies, lunchboxes, etc)

- Any item found without a name will be taken to our lost and found. All unclaimed items are donated to charity various times throughout the school year.

Family Resource

- Lauren Edwards, Director of the Family Resource Center, is available to assist families through a wide variety of services. Our Backpack Buddies Program is one of the largest. If you need food sent home on the weekends or if you would like to donate to this program, please contact her at 502-477-3202 or lauren.edwards@spencer.kyschools.us

Emergency Procedures

- Our school conducts regular drills (tornado, fire, earthquake and lockdown) throughout the school year in case of any emergency.

Personal Possessions

- Students are responsible for the safety and security of their own personal property.
- Please do not allow your child to bring items of great value or large amounts of money to school.
- Please write/label your child's name on clothing and personal items with a permanent marking pen.
- Clothing left in and around the school will be placed in the lost and found. These items will be donated at the end of each grading period.
- Students should not bring toys, games, trading cards, etc. to school unless directed by their teachers, for example as a classroom reward.
- No glass items or balloons or items that won't fit in their laps are allowed to be transported on the school bus.
- Spencer County Elementary will not investigate if unapproved items are lost or stolen; this includes cell phones and other personnel electronics.
- Fidget spinners and other devices that are considered to be toys and are not allowed, unless specified as necessary via medical statement, 504 Plan or Individual Education Plan (IEP).
- SCES is not responsible for the loss, theft, or destruction of cell phones, electronic devices, toys, or personal items brought onto school property.
- Confiscated items will be held in the school office, and only parents/guardians may claim them.

Policies

[Current SCES SBDM Policies](#)

Homework Policy

Belief Statement: At Spencer County Elementary, we believe that fostering a love of reading is essential for developing lifelong learners. This policy aims to promote foundational reading skills and cultivate a passion for literacy in every student.

Reading: Students are expected to engage in 20 minutes of reading four nights a week. Books will be provided by the teacher. Students will maintain a reading log provided by the teacher and initiated by the parent nightly.

Periodically, teachers may require students to complete assignments as needed.

Technology Use Policy

Spencer County Elementary School recognizes that some parents will provide their children with smart watches/devices for safety reasons for emergency communication purposes or location tracking. During the school day students are not permitted to use their watch/device for calling, messaging, texting, surfing the net or taking photos. Smart watches/devices will be turned in to the homeroom teacher during any testing scenario. It is recommended that parents make sure that the watch is set on silent mode during the school day so that there will not be disruptions to the classroom. If a student uses a smart watch/device for anything besides checking the time, it will be confiscated by the teacher until the end of the day. Further infringement will require a parent conference to help determine the appropriate consequences.

Appropriate Dress For Students

All students shall wear appropriate dress to SCES according to the following guidelines:

- T-shirts with inappropriate, offensive, or political slogans or statements are not allowed.
- Shorts, skirts, dresses, and shirts must be worn at an appropriate length or coverage to be determined by teachers.
- No sagging pants or shorts may be worn.
- No undergarments may be showing.
- No hats or caps will be worn except for designated “Hat Days”.
- Athletic shoes must be worn during physical education class and as the preferred footwear on the playground.

Due to safety concerns and the implementation of the state-mandated Wellness Policy, the SBDM Council is strongly recommending that appropriate footwear is also worn – flat shoes with a closed toe & heel that fit snugly.

Parent Teacher Organization

- This is a wonderful opportunity to become informed and involved in school activities. In addition to regularly scheduled meetings, PTO supports many educational and enrichment opportunities for our school and children. Please consider joining our amazing PTO group.

Please follow their Facebook page, Spencer County Elementary School PTO

President	Tiffany Bourque
Secretary	Ashley Trzaskus
Treasurer	Kristen Croxton
<i>PTO Board Advisors</i>	
Staff Rep.	Nichole Hutchins
5th Grade Chair	

SBDM Parent Representatives:
Kristen Croxton Lindsey Cain

Breakfast and Lunch

Breakfast: \$2.50 (Free/Reduced .30)

Lunch \$4.25 (Free/Reduced .40)

[Links to Free/Reduced Lunch Forms, Menus, and MySchool Bucks](#)

Positive Behavior Intervention System (PBIS)

- Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.



SCES PAWS EXPECTATIONS

Love. Learn. Lead.

PRACTICE KINDNESS

ACT RESPONSIBLY

WORK & PLAY SAFELY

SHOW RESPECT

EXPECTATIONS	PLAYGROUND	CAFETERIA	SHARED AREAS / HALLWAYS	CLASSROOM	RESTROOM
PRACTICE KINDNESS	Follow game rules Invite and allow others to play Show sportsmanship	Make room for all your friends at the table Be a problem solver Follow directions	Friendly wave to adults Enjoy the artwork with your eyes Stay in your personal space Use kind language	Use kind language Practice flexibility Make good choices Encourage the correct behavior	Make good choices Encourage the correct behavior
ACT RESPONSIBLY	Dress appropriately for the weather Be a problem solver Tell an adult if you see an unsafe choice	Pick up trash Keep food on your tray Stand in a single straight file line Keep hands and feet to yourself	Encourage others to do the right thing Walk on the first white block Clean up after yourself	Follow directions and classroom routines Do quality work Be a problem solver	Flush after use Wash hands Keep the bathroom clean Dispose of trash properly
WORK & PLAY SAFELY	Walk to the playground Stay within boundaries Use equipment properly Keep our hands and feet to ourselves Follow safety rules	Eat your own food Have a calm body while waiting in line and when eating Stay in your seat until dismissed Notify adults of spills	Walk at all times Notify an adult of unsafe behaviors Stay in your personal space	Walk Use materials and technology appropriately Report unsafe situations to an adult	Use the toilet properly Dry hands Walking feet
SHOW RESPECT	Respect others' personal space Listen to and follow directions of all adults Polite & use kind words Voice level 2 or 3	Use good manners Raise your hand if you need an adult's help Wait patiently and quietly in line Voice Level 0 or 1	Listen and follow directions of adults Voice level 0 Work cooperatively Listen carefully while others speak Be considerate Voice Level 0, 1 or 2	Respect everyone's privacy Take turns and wait patiently Use kind words Voice level 0 or 1	Respect everyone's privacy Take turns and wait patiently Use kind words Voice level 0 or 1



Stronger Together. Better Every Day. That's the SCES Way!

VOICE LEVEL 0
SILENT

VOICE LEVEL 1
WHISPER

VOICE LEVEL 2
NORMAL VOICE

VOICE LEVEL 3
OUTSIDE VOICE



#LoveLearnLead
DIVE INTO LEARNING!

- [25/26 SCPS Code of Conduct](#)

Notes from Nurse Cindy

Chronic Health Conditions

- Students with health conditions such as diabetes, asthma, life threatening allergies, seizures, or any other condition that may warrant a health care plan while at school.
- You will need to get this plan first from your child's physician. The care plan indicates how the student has access to their "life sustaining" medications (such as inhalers, EpiPens, Glucagon or Diastat), classroom accommodations (if applicable), and emergency care and safety information.
- Please call or email me to set up an appointment to discuss the plan with me and your child's teacher prior to the start of the school year.

Notice of Over-the-Counter Medication Policy Update:

Effective July 1, 2025, changes will be implemented regarding the administration of over-the-counter medications. For students requiring medications such as Tylenol, Ibuprofen, allergy medications, or Aleve, parental/guardian authorization forms must be completed, and a signature from the student's physician or medical provider is required.

These changes are due to updated guidelines from the Kentucky Board of Nursing, which necessitate physician/medical provider authorization for the administration of all over-the-counter medications.

The following link contains the form which must be filled out.

<https://drive.google.com/file/d/1Z4p9-TgxfigCNQcXHoiCskR1Zkx-JrQD/view>

Ways to Support SCES

Kroger Rewards

- Spencer County Families have donated over \$15,000 this past school year to SCES just by shopping at Kroger. This is the easiest way to support our schools. We have used this money to purchase technology, classroom books, new rugs for the classrooms, and many other educational support materials.
- Please encourage grandparents, aunts, uncles and other family members, neighbors and friends to sign up to support SCES!

Registration is easy and takes less than 5 minutes:

- Go to www.krogercommunityrewards.com

- If you are already have an online Kroger account, click sign in on the top right of the screen
- Scroll down to number 2, “Link your card to an organization” and follow the directions of linking to Spencer County Elementary – organization number 84205 and click confirm

If you do NOT have an online Kroger account

- Go to www.krogercommunityrewards.com and create an account. Once you have created your account you can follow the same directions above

[Volunteer Form](#)

You MUST have a volunteer form on file in order to be an approved chaperone or volunteer in our school building.

Thank You