Hodgenville Elementary School

Student Handbook
2024 - 2025

The student handbook represents Hodgenville Elementary SBDM Council approval of procedures as stated. This handbook will be reviewed, amended, and approved by the SBDM council each year at the March meeting.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE SCHOOL AS SOON AS POSSIBLE

Child's Name_____
Teacher_____

I HAVE READ WITH MY CHILD AND UNDERSTAND ALL OF THE INFORMATION PERTAINING TO SCHOOL POLICIES AS WRITTEN IN THE HES HANDBOOK.

PARENT\GUARDIAN SIGNATURE

HODGENVILLE ELEMENTARY SCHOOL
PARENT INVOLVEMENT POLICY

Purpose:
Parents serve as a key shareholder in the educational processes of the students attending Hodgenville Elementary. The *Parent Involvement Policy* of Hodgenville Elementary ensures equitable participation in the planning, reviewing, and implementing of all parent programs and activities.

Definition of a Parent:
A parent is legally defined as a *biological parent, step-parent, or a foster parent of a student* ***or*** *a person who has legal custody of a student pursuant to a court order* ***and*** *with whom the student resides.* For the purpose of this policy, *parent* encompasses *all* family situations.

Parent Involvement **Definition:**
Parent involvement is best defined as *any time a parent commits to assisting his/her child in learning and achieving academically to a higher level with greater interest and motivation.*

HES commits to:

1. Sharing clear information about each student's progress with parents and keeping open lines of communication.

2. Providing during the first week of school, or upon enrollment, the Hodgenville Elementary School/Parent Compact.

3. Providing an opportunity for parents to attend beginning of the year activities and first quarter conferences to facilitate teacher/parent relationships.

4. Offering practical suggestions to parents on how they can support student learning at home and provide information on available resources to assist their child's learning.

5. Making representative parents and community members full partners in our decision-making.

6. Facilitating the involvement of our parents, with particular attention to those who have limited English proficiency, are economically disadvantage, disabled, or are from a racial or ethnic minority

Hodgenville Elementary School/Parent Compact

The staff at HES will:

- Address individual differences by using developmentally appropriate practices and provide instruction through the use of special program resources such as Title 1 and Exceptional Education services.
- Continue parent/teacher conferences and involve our community in the education of our students.
- Place a high priority on maintaining lower class sizes.
- Continue to recognize student and school achievement.
- Promote a positive school climate by modeling the respect and responsibility that we expect of our students, parents, community members.
- Provide an inviting school and community resources available to support high achievement and performance.
- Work cooperatively in developing instructional units guided by state and local guidelines and developing multiple methods of assessment, while teaching for understanding.
- Monitor the results of our individual and collaborative efforts and use our findings to guide our school towards closing achievement gaps and ultimately toward proficiency.
- Model life-long learning and the commitment to high quality work by demonstration and sharing with our students our commitment to continuous learning.

As a HES student, it is my responsibility to:

- Believe that I can learn and will learn
- Show respect for myself, my school and other people.
- Obey the school and bus rules.
- Always try to do my best in my work and in my behavior.
- Come to school prepared with my homework and my supplies.
- Work cooperatively with my classmates.
- Take pride in my school.

As a parent of a HES student, it is my responsibility to:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- Communicate regularly with my child's teachers.

- Support the school to develop positive behavior.
- Encourage my child to read at home and monitor TV/computer content.
- Volunteer time at my child's school when possible.
- Show respect and support for my child, the teacher and the school.
- Encourage my child's efforts and be aware of what my child is learning.
- Make a genuine effort to attend all meetings and programs that concern my child.
- Facilitate homework.
- Talk with my child about his/her school activities every day.

Student signature _____

Parent signature _____

Hodgenville Elementary School

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Hodgenville Elementary School
33 Eagle Lane
Hodgenville, KY 42748

Phone: 358-3506
Fax: 358-8800

OUR VISION IS TO PREPARE ALL STUDENTS TO BE RESPONSIBLE, PRODUCTIVE CITIZENS WHO ARE LIFE-LONG LEARNERS.



OUR MISSION AT HODGENVILLE ELEMENTARY IS TO PROVIDE A SAFE, RESPECTFUL, ENVIRONMENT WHERE ALL STUDENTS LEARN AT HIGH LEVELS THROUGH A PARTNERSHIP OF HOME, SCHOOL, AND COMMUNITY.

Hawks Pledge

Have respect.
Act responsibly.
Work hard.
Keep safe.
Show kindness.

The Hawks Pledge guides our behavior expectations for both students and staff. Behavior incentives and consequences stem from this pledge.

Hodgenville Elementary Staff

Principal	Patrick Reed
Student Services	Jennifer Price
Assistant Principal	Joe Tucker
Kindergarten	Ashley Clifford
	Renee Metcalf
	Kayla Pullin
	Brittany Vickery
First Grade	Brittney Carl
	Kim Cruse
	Tara Holbert
	Amanda Williams
Second Grade	Marsha Price
	Tracy Murray
	Abby Haynes
	Rachel Smith
Third Grade	Cherie Altman
	Darian Barlow
	Debra Ellis
	Jennifer Thomas
Fourth Grade	Danielle Brown
	Lacy Hatfield
	Brett Rafn
	Lori Sheffer
Fifth Grade	Laura Evans
	Shannon Keen
	Jennifer Williams
	Chad Wooden
Exceptional Education	Jennifer Hammons
	Kate McCubbin
	Leah Patterson
	Jaime Price
	Ryann Castro
	Jamie Chenault

Family Resource	Melissa Pearman
Attendance	Rhonda Whitlock
Finance	Melina Salsman
School Nurse	Marlee Camp
RTA (READING)	Stefanie Bryan
RTI	Carlene Gibson
Speech	Jennifer Coffman,
	Kelci Fisher
Media Center	Sharron Butler
Art	Cara Howell
Music	Kathy Milby
PE	Natasha Price
Instructional Assistants	
	Becky Bales
	Glenda Coy
	Sue Gomez
	Angela Miller
	Connie Penalvert
	Kim Strange
	Jaimi Jones
	Teresa Thompson
Custodial	Clint Aubrey
	Dean Pullin
	Mitchell Ramsey
	Stewart Skaggs
Nutrition	Kay Howell
	Eva Sims
	Heather Cruse
	Blesilda Elmore
	Teresa Belcher

Parent Teacher Student Organization (PTSO)

Everyone is encouraged to attend school functions sponsored by PTSO. The executive board consists of the PTSO officers, a teacher representative and the school principal.

**Officers will be elected at the last PTSO meeting in May.

President - Steffanie Shaw
Secretary - Brittany Vickery
Treasurer- Sarah Vaughn
Fundraising Coordinator- Jaime Price
Volunteer Coordinator- Karen Hines

Site Based Decision-Making Council (SBDM)

An essential strategic point of Kentucky education is the decentralization of decision-making authority so as to involve all participants in the school system. Through school-based decision-making councils, parents and educators work together to prepare students to become intellectually, socially, and economically productive citizens. School councils are charged to set school policy that provides an environment to enhance student achievement. Parents can be elected to council member positions and\or can be actively involved in one of the committees. The four committees are Budget\PD, Curriculum, Student Management, and Consolidated Plan.
The SBDM council meets monthly at 3:50 p.m. in the conference room. Everyone is invited to attend these meetings. Notice of the meeting date will be given via the school calendar & One Call system.

Members

Teachers – Leah Patterson, Lacy Hatfield, Jennifer Price
Parents- Cassidy Cobb, Karen Ward
Principal- Patrick Reed

LARUE COUNTY SCHOOLS

Calendar 2024-2025 (Adopted 11/20/23)

July 2024

Mon	Tues	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024

Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

18

September 2024

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20

October 2024

Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

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November 2024

Mon	Tues	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16

December 2024

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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INSPIRE. EMPOWER. ACHIEVE.

First day for students is August 7, 2024

Last day for students is May 20, 2025

Staff Opening Day Aug. 5; **Closing Day** May 21

Nine Week Grading Periods	
1st:	Aug. 7 - Oct. 4 (42 Days)
2nd:	Oct. 14 - Dec. 20 (45 Days)
3rd:	Jan. 6 - Mar. 6 (42 Days)
4th:	Mar. 10 - May 20 (46 Days)

Student Dismissal Days

Professional Days

July 29, 30, Nov. 4, Mar. 7

Teacher Work Days (Certified Only)

Aug. 6, Nov. 27

Holidays

Sept. 2, Nov. 28, Jan. 20, Feb. 17

Breaks

Fall: Oct. 7-11

Christmas: Dec. 23 - Jan. 3

Spring: March 31-April 4

Dismissal (X-Out) Days

Nov. 5, 29, May 2

Scheduled Make-Up Days

Note: School will not be in session unless used as make-up day if missed for weather or illness.

Mar. 7, May 2, 21, 22, 23, 27, 28, 29, 30

January 2025

Mon	Tues	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

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February 2025

Mon	Tues	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

19

March 2025

Mon	Tues	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

19

April 2025

Mon	Tues	Wed	Thur	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

18

May 2025

Mon	Tues	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

13

June 2025

Mon	Tues	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

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- Professional Days (4)
- Teacher Work Days (2)
- Holidays (4)
- Breaks / Dismissal Days

- First Day/Last Day for Students
- Opening/Closing Day for Teachers
- Scheduled Make-Up Days (9)
- Regular Instructional Day

** Dates are subject to change due to unforeseen circumstances

** Last day for students is subject to change

Hodgenville Family Resource Center
Melissa Pearman

Serving HES
Phone 270-358-3506
7:30-3:00 M-F

The intent of the center is to work with parents and school staff to provide services that will enhance students' abilities to succeed in school. Collaboration between community and school is an important part of the family resource center focus. The center has an advisory council that oversees the operation and budget. For more information about how the resource center may help you or your family, visit or call anytime.

Student Services Specialist

A student services specialist is available for all students. Services provided are: educational counseling, career and personal counseling, testing and other services requested by students, staff and parents. The student and\or parent should call to make an appointment if a service or information is needed. Our student services specialist at HES welcomes the opportunity to bridge the gap.

Hours of Operation

Hodgenville Elementary is ready to **receive students at 7:15 A.M.** each morning. All doors will be locked until arrival procedures begin at **7:15 A.M**. Please do not drop your child off prior to this even if you see an adult enter the building. Many times adults arrive early for other reasons, but there is **no supervision available** until the doors are opened at 7:15 A.M. Any adults that enter the building must check-in at the front office. A warning bell will ring at 7:40 to go to homeroom. At 7:45 the doors are locked and any student or visitor will need to enter through the reception area of the office. Students will report to their assigned classroom or to the cafeteria for breakfast.

The regular school day begins at 7:45 A.M. and ends at 2:55 P.M. Students who are car riders will be expected to leave the school by the front entrance. Students who are bus riders will exit the school building under the supervision of a staff member. Students will not be released to parents in the bus area. **Please pick up your students on time.** Our office staff work after dismissal and if your student is in the office this may cause a distraction. The school building is closed to students when the buses leave. Students who remain on campus after school hours must be participating in a school activity or the extended school services program.

Car Rider Drop-Off & Pick-Up Procedures

When dropping off in the morning or picking up in the afternoon, please pull forward as far as possible. This makes the line move more quickly. In the morning, please have your child ready to exit the car as soon as you reach one of the drop-off points (three entrance sidewalks). In the afternoon, have your child enter the car on the side nearest the school if at all possible. If you need to come into the building, please park & bring your child with you. **Do not park in the drop-off/pick up line during arrival/dismissal times.** *Please be aware of other children in the parking lot while dropping off and picking up your child. **PASSING IS NOT PERMITTED UNDER ANY CIRCUMSTANCES.**

Visiting the School

We invite you to visit HES and your child's room. Please help maintain instructional focus and safety by doing the following:

1. Be aware that all doors will remain locked at all times during the school day.
2. All visitors must report to the office with a government-issued ID (per Senate Bill 1) in order to enter the main part of the building. Once ID is viewed by staff, visitors must sign in to receive a visitor badge which must be worn while in the building. Visitors must also exit the building through the front office, sign out and return the visitor badge. This is a busy time of day for teachers, so please make an appointment if you need to see them.
3. Conferences should be arranged in advance and at a time when the teacher does not have a child or children in the classroom or is not on duty elsewhere.
4. Non-school age children must be accompanied by the adult responsible for them at all times. (If you are coming for more than a few minutes or to volunteer, it usually works out best to make other arrangements for non-school age children.)
5. If you wish to help as a volunteer, please make arrangements in advance with your child's teacher so they will know to expect you and advise you of a good time to come. (A background check must also be on file)
6. Visitors must maintain respect for the staff and students. (Vulgar\indecent language and behavior will not be tolerated.)
7. Information regarding other students must always remain confidential.

Care of School Property

Any student or group of students participating in activities that destroy, deface, damage, or remove school property shall be subject to disciplinary action and will be responsible for the cost of restoring the property. Parents will be responsible for damage caused by minor children. We ask that shoes with rollers not be worn, and back packs on wheels should be carried once the student is in the building.

Textbooks

Textbooks issued to the students are the property of the LaRue County School System. They are to be used with care and returned in good condition. Students are responsible for payment of books lost, stolen, or damaged.

Lost and Found

Items found at school are placed in the lost and found across from the gym. We encourage you to put names in jackets, lunchboxes, backpacks etc. The school cannot be responsible for valuable items brought to school. **We reserve the right to collect any toys, trading cards, valuable items that are in danger of becoming damaged or that may be disruptive, and hold them for the parent to pick up at a convenient time.**

4-H

Students in 4th grade will be eligible to participate in 4-H Club meetings once a month at the school. All other age-eligible students may participate in 4-H activities outside school hours as scheduled by the county 4-H director.

Conservation

Students in the 4th grade will be eligible to participate in Conservation meetings once a month, after Winter Break, during the school day.

Extended School Services

The Kentucky Education reform act states that all students can learn at high levels. Educational research indicates that some children need extended time to achieve these goals. If your child needs more time to meet instructional needs you will be notified of ESS services available.

Gifted Education

Primary Talent Pool

The primary talent pool is a service for high potential students in grades K-3. Talent pool students have shown high potential and an accelerated learning level. Participation in the talent pool does not mean that the child will be formally identified for the Gifted and Talented program upon exiting primary. The idea behind the Talent Pool is to "cast a wider net" and try to find and nurture student talents at a young age. You can find more information on our LC webpage under Department, Gifted & Talented.

Gifted & Talented (Grades 4-12)

The national definition for giftedness as stated in the Jacob K. Javits Education Act of 1988 is that gifted and talented students are students who can be defined as exceptional-that is, they can be identified as possessing demonstrated or potential ability to perform at an exceptionally high level in five general areas:

1. General Intellectual—requires exceptional reasoning ability

2. Specific Academic - based on high achievement in specific content areas

3. Creativity

4. Leadership

5. Visual/Performing Arts - includes art, drama, music and dance

You can find more information on our LaRue County Schools webpage under Department, Gifted & Talented.

Library Media Center Policies and Procedures

- Students come to the library once a week on a scheduled basis. When the schedule is altered other arrangements for book check out will be arranged.
- Students may check out 2 books for up to a week and may re-check if needed for longer books. (Please remember to bring all books on designated days even if you plan to re-check).
- Rewards are sometimes given individually or as a class basis for books returned on time. All library books are bar-coded. There is a district-wide policy charging $5 for a damaged bar code as books can not be properly checked out without one.
- Students should be responsible with books by having a clean, dry place to store library books. Keeping books in the book bag when they are not being read is a good idea. Younger siblings should not be allowed access to books without proper supervision.

If a library book is lost the student\parent is responsible for paying the replacement cost of the book. The cost will be determined by the cost of the book at the time of purchase.

Student Responsibility

Each day that school is in session, students will be responsible for writing information in the assignment book and for obtaining a parent signature. The first assignment book is purchased at the cost of the school. If an assignment book is lost, students are responsible for replacing it at a cost of $5.00.

Teacher Responsibility

Teachers are responsible for guiding the students in the correct procedure for writing information in the assignment book. The teacher will contact the family if a parent signature is not obtained on a regular basis to ensure teacher\parent communication.

Parent Responsibility

Each day that school is in session, parents are responsible for reviewing the assignment book and for signing it, even if "no homework" is assigned.

School Responsibility

Hodgenville Elementary School's SBDM Council supports the assignment book policy. Funding is provided through council allocation of funds. The first assignment book will be given to students at no cost.

Homework

Homework is assigned to increase student achievement and to help the student become more self-reliant and self-directed. Assignments are given to strengthen and reinforce skills and reinforce skills learned in class. The school's instructional staff will determine reasonable amounts of homework at various grade levels. Periodically it is expected that parents will be asked to sign specific pieces of homework to be returned to the classroom teacher.

Report Cards

Report cards will be sent out on a quarterly (9 week) basis as a means of communicating student progress. Each child's parent\guardian must attend a parent\teacher conference to receive the report card for the first quarter. Report card will not be sent home if the parent does not conference with the teacher. However, report cards will be sent home for the 2nd, 3rd, and 4th quarters.

Extra-Curricular Activities

The school principal may deny or terminate a student's eligibility to participate in extra-curricular activities (any school sponsored event that extends beyond the school day) if the student has violated the expected standards of the school\and or the local district. [KRS.160.345(2) (i) (8)]

School-wide Discipline

Hodgenville Elementary students are expected to present themselves in a disciplined manner throughout the building at all times. Each teacher has an established classroom management plan. Lesson Plans are developed and taught for common areas. ISS or after school-detention may occur if the student consistently disregards these guidelines. If after school-detention is assigned, the parent will be responsible for picking up the child.

Chromebooks

Hodgenville Elementary School will have a Chromebook assigned to each and every student to use during the school day. We are excited to provide this opportunity to our students to enhance instruction. We know that this will truly change the ability for teachers to more effectively teach and students to learn. In order to provide this great opportunity to our students, there will be a $10 annual fee. This is not an insurance policy but instead a fee for use. You may be exempt from paying the $10 fee based on the district HIF (Household Income Form) . You will receive a HIF form with your other enrollment documentation during registration.

OFFENSE	POSSIBLE DISCIPLINARY ACTIONS
Bullying (*1)	5-8
Cheating	1-8
Chronic Classroom Discipline	4-8
Defiance	1-8
Disrespect	1-8
Failure to Serve Detention	5,7-8
Initiating a Fight	8
Advocating a Fight	5-8
Horseplay	1-6
Lack of Cooperation	1-8
Left Classroom Without Permission	1-8
Littering	1-8
Misuse of Computer	1-8
Obscene Gestures, Cursing, Profanity	1-8
Possession of inappropriate materials	3-8
Possession of Weapon (*2)	8
Pushing/Shoving	1-8
Sexual Harassment	Board Policy
Stealing	1, 5-8 (possible restitution)
Threat of Force or Violence (*3)	5-8
Throwing objects	1-8
Untruthfulness	1, 4-8
Vandalism/Destruction of Property	5-8 (possible restitution)
Other	1-8

Table of Disciplinary Actions

1. Written Warning
   - Note sent home by teacher
2. Student/Teacher Conference
   - Note sent home by teacher
3. Loss of Activity
   - Recess - Class Activity - Other
   - Note sent home by teacher
4. Student/AP or Counselor Conference
   - Note sent home by teacher
   - Written office referral by teacher
   - Documentation in Infinite Campus by AP
5. After School Detention
   - Parent contact by AP or office designee
   - Documentation in Infinite Campus by AP
6. Parent/Teacher/AP or Counselor Conference
   - Parent contact by AP/Other
   - Documentation in Infinite Campus by AP
   - Meeting/Telephone call- during school hours
   - Parent may be requested to attend class with student
   - Probable additional detention
7. In School Suspension
   - Parent contact by AP or office designee
   - Documentation in Infinite Campus by AP
8. School Suspension or Bus Suspension
   - Parent contact by AP or office designee
   - Documentation in Infinite Campus by AP

NOTICE: Refer to the **Larue County School District Code of Pupil Conduct for General Guidelines of Discipline Consequences** adopted (2009-2010), page **15-16**. Under extreme circumstances more severe consequences can occur as defined on the **Larue County School District Code of Pupil Conduct Behavioral Violations and Possible Consequences Pre-school - 5** (adopted 2009-2010), page **17**. Age and grade level of student, as well as severity and frequency of behavior, will be considered when determining appropriate disciplinary action.

Each classroom teacher will handle their own discipline, based upon school/grade/class rules. Disciplinary Actions 1-3 will be handled by the classroom teacher with assistance as needed. Detentions for failure to comply with classroom management, rules and expectations (ex. Homework completion, misconduct, sleeping, etc.) will be assigned by the teacher.

In the event that the behavior surpasses level 3, a written office referral will be necessary. **All violations of behavior that exceed acceptable classroom management standards and require a written office referral will be documented in Infinite Campus.**

(*1) KRS timelines apply (HB 91)
(*2) Incident will be reported to law enforcement officials (KRS 158.155)
(*3) Could fall under Bullying and result in legal action (KRS 508)

** Bus incidents will be documented by bus drivers and turned into the S.A.M. The incident will be addressed within 24-48 hours.
*** Cafeteria misbehavior will be documented by cafeteria monitors on the Cafeteria Behavior Form and turned into the S.A.M. to be addressed immediately.

For specific information about Kentucky's HB 91- "The Golden Rule Act" (Anti-bullying Law) refer to website http://www.bullypolice.org/ky_law.html
KRS Chapter 508 http://www.lrc.ky.gov/KRS/508-00/CHAPTER.HTM

** Bus Incident Report	1, 5-8		
*** Cafeteria Behavior Form Given to AP	3, 5-8		

Lunches

HES participants in Community Eligibility Program, so for all enrolled students one free breakfast and one free lunch is offered each day. Due to school policy, we request that restaurant food containers not be brought into the lunchroom. Soft drinks and squeeze drinks are not permitted. Refrigeration is NOT available for student use to store lunches.

Breakfast Prices:	**Daily**	**Extra Ala carte items:**
Students Full Pay	FREE	
Students Reduced Pay	FREE	
Adults	$3.00	
Lunch Prices:	**Daily**	
Students Full Pay	FREE	
Students Reduced Pay	FREE	Entrée $2.00
Adults	$5.00	

"Offer versus serve" meal pattern for lunch

New Requirements K-12:

Fruit and Vegetables- ¾ - 1 cup of vegetables PLUS ½ -1 cup of fruit per day
*weekly requirements for:
Dark green red/orange beans/peas starchy
Other –as defined in 2010 Dietary Guidelines
Meat/Meat Alternate:
K-5: 1oz eq. min. daily (8-10 oz. weekly)
Grains-Daily minimum and weekly ranges
K-5: 1oz. Min. daily (8-9 oz. weekly)
***Whole Grains**- all grains whole grain by July 1, 2014
Milk 1 cup

School Breakfast Program Meal Pattern:
New requirements K-12:
Fruit-1 cup per day (vegetable substitution)
Grains-Daily minimum and weekly ranges
K-5: 1 oz. eq. min. daily (7-10 oz. weekly)
*Schools may substitute Meat/Meat Alternate for grains AFTER the min. daily grains requirements is met.
***Whole Grains**- Beginning July 1, 2014. All grains must be whole grain!
Milk- 1 cup

Healthy Snacks

Please bring in healthy individually wrapped items when sending a snack.

Guidelines for Admission

Requirements for enrollment in LaRue County Schools include proof of:

1. Official state birth certificate- proof of legal age
2. Social security card
3. Dental Exam Form
4. Vision Exam Form
5. Immunization certificate
6. Medical exam form
7. Proof of Residence and/or guardianship of the student (if different than the parent).

TO ENROLL IN KINDERGARTEN, A CHILD MUST HAVE REACHED THE AGE OF FIVE ON OR BEFORE AUGUST 1 OF THE ENROLLMENT YEAR. A CHILD WHO BECOMES SIX BY AUGUST 1, BUT WHO HAS NOT ATTENDED A PUBLIC OR NON-PUBLIC KINDERGARTEN, SHALL ENTER KINDERGARTEN ON ENTERING PUBLIC SCHOOLS.

Check-outs

Any child leaving school before 2:55 PM for any reason must be checked out of school through the office. The parent, guardian, or parent designee shall report to the office. The classroom will then be notified and the student will be brought to the office. Children will not be permitted to leave with anyone whose name is not on the "pick up list" unless the student's parent\guardian has contacted the school via email, fax or note to authorize that release. There may be times when you send someone to pick your child up that is unfamiliar to our office staff. Please advise this person that the office may ask for a copy of a photo ID for the protection of your child.

Dismissals: Children being picked up after the 2:55 dismissal bell must be picked up by someone whose name is on the "pick up list". All transportation changes need to be received by written note or email by noon each day.

Emergency Procedures

Parent/school will be notified about school closing through the following: radio, TV station, one call, school-district web site, Facebook or twitter.

Fire, tornado, earthquake, intruder drills will be carried out according to law. If bad weather necessitates students and staff being moved to the safe areas of the school, students will not be released to parents until the all clear signal has been received.

See District Code of Conduct (on the LaRue County Schools website) for:

Attendance policy
Bus regulation
Code of conduct
Criminal violation
Dress code – Parents, volunteers, and visitors are expected to follow same dress code
Expulsion
Homebound services
LaRue County District philosophy and mission statement
Medications
Release of student and student information to divorced separated or single parents

Search and seizure
Suspension
Weapons on school property

Policy for Accepting Students Out of HES District

Out of District Students:

Student application for attendance out of district will be based upon:

1. **Ratio of students per teacher**

- School: No new students will be accepted if students per teacher ratio exceeds 20:1.
- Grade level: No new students will be accepted if students per teacher ratio average for the grade exceeds 22:1 or 23:1 for second semester.

2. **Exceptions:**
   - Staff members' children may attend.
   - Siblings of students required to attend.

All appropriate paperwork must be completed within the set timelines of district policy. No new students will be accepted until after summer registration. No out of district students will be finalized until after summer registration. Out of district students will need to attach a copy of the most current report card.

SBDM Endorsed 3/17/03
Revised 2/04
Revised 3/05
Revised 5/11

School-Wide Dress Code

School SBDM Councils may enhance expectations for student dress. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment. (Policy is Located in the District Code of Pupil Conduct Handbook)

- Promoting Safety through Dress: Schools rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, some items are prohibited from being worn or carried. Some examples include: Wild eyes contact lenses, theatrical type make-up (e.g. face paint, white face, etc.), dog collars, hardware chains, bandanas, or gang colors or paraphernalia, hats or caps (unless a special event for entire school). Hoodies may be worn, but the hood must remain down so as not to obscure facial features. For safety reasons shoes must be worn at all times. **We strongly encourage that shoes be secure through fit or strapping (NO FLIP FLOPS).** Also, large earrings are discouraged as they are a danger in P.E. and on the playground.
- Avoiding Provocative Dress: Neither the fabric, fit, nor fashion of an article of clothing shall allow exposure of undergarments or the midriff, while the student is seated, standing, or moving. Items inappropriate for the school setting includes shirts, blouses, or dresses in the following styles; **sleeveless, tube, tank, halter, crop, spaghetti straps**. Shorts (when appropriate) and skirts/dresses must be mid-thigh or longer.
- Disruptions to the Learning Environment: Strictly prohibited are clothing and accessories that promote alcohol, drugs, gangs, violence, sexual behavior, profanity, or discrimination through words, pictures, or innuendo. These items include, but are not limited to, offensive print material or artwork on t-shirts. (Infractions may also be coded under Harassment.)
- **NOTE:** HES Site-Based Decision Making Council reserves the right to enhance the district minimum expectations with a school-level dress code. These may include body piercing or dyed hair of an unnatural

color. In instances not specifically addressed in the district or school codes, the principal or designee shall render a decision. Students must abide by the district and school codes and the implementation decisions made by the principal or designee.

Notes from the Nurse

Completed and signed consents must be on file for the nurse to assess, treat, or administer daily medications. Emergency situations will be handled appropriately regardless of signed consent. All medications, prescription and over the counter, need to be in the original container with the appropriate prescription label or manufacturer's label. Please note, the school nurse has a supply of over the counter medications such as Tylenol, Ibuprofen, 1% hydrocortisone cream, antibiotic ointment, Calamine lotion, Benadryl, Children's Tums, Zyrtec and Refresh Saline eye drops. **PLEASE DO NOT SEND MEDICATION THROUGH YOUR CHILD'S BACKPACK.** If the nurse does not have the medication in stock, please bring the medicine to the office in person as well as directions for administration. Medication authorization forms are available in the nurse's office.

If your child will need daily medications, a form will need to be filled out by the parent or legal guardian only. If your child has emergency medications such as an EpiPen, Inhaler, Diastat, or Glucagon, a form is required to be filled out by the parent as well as the ordering medical provider. If your child carries an inhaler in their backpack, a form must be filled out with the signature of the ordering medical provider stating that the child is capable of self-administering. Should you have any questions, please call the school at 270-358-3506 and ask for the nurse at extension 5116.

BE A GOOD CITIZEN	***BE CARING***	***BE RESPECTFUL***	***BE RESPONSIBLE***	***BE FAIR***	***BE TRUSTWORTHY***
I obey the driver. I cooperate. I keep the bus clean & free of vandalism. I obey the "Rules of the Road" I cross the street at least 10 feet in front of the bus.	I am kind in what I say & do. I am helpful to the driver, monitor & other students. I respect others' personal space.	I am considerate of people's feelings. I use good manners. No bad language. No put downs. Never threaten, hit or hurt anyone. I deal peacefully with anger, insults or disagreements.	I stay seated & face forward. I speak softly, no loud voices. I use self-control. I accept responsibility for my own behavior.	I am nice to others on the bus. I set a good example for others. I always "Ride the Bus by the Rules".	I am on time. I am honest & reliable. I only get on & off my bus at the assigned stop. I have the courage to "Do the Right Thing". 

The ***privilege*** of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the LaRue County School District and under 702 KAR 5:030 Section 19-20. These behavioral expectations apply to students, drivers, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

CONDUCT ON BUS

1. Students must arrive at the bus stop on time.
2. Students who must cross the roadway should cross in front of the bus after the driver signals them that it is safe to do so.

3. Students are to obey the driver promptly.
4. Students are to help the driver keep the bus clean by cleaning their feet before entering the bus and keeping wastepaper and rubbish off the floor and seats.
5. Students are to sit in the seat assigned by the bus driver and stay seated while on the bus.
6. Students are not to have matches, lighters or any open flame on the bus. Students with open flames while riding the bus will be reported to the appropriate authorities and are subject to removal from the bus under 702 KAR 5:080 section 24.
7. Students should avoid unnecessary conversations with the bus driver.
8. Students are not to use loud, abusive or profane language while on the bus.
9. Students are not to lean out the bus windows. They must keep their arms, legs, head, and property inside the bus.
10. Students are to enter and leave the bus only after it has come to a complete stop.
11. Students are to leave the bus only at their regular bus stop or at the school, unless they have written permission of a school administrator.
12. Students are to respect the people they pass while on the bus. They are not to yell or make signs to those the bus passes along the road.
13. Students are not to damage the bus and should report any damage to the bus driver. If they do cause damage, their parents or guardians may be held responsible for restitution.
14. Students are not to interfere with the vision of the driver.
15. Students are not to block the aisle of the bus or transport animals on the bus. The driver shall not permit the transport of any object that would block the bus aisle or exit in case of collision under 702 KAR 5:080 section 20.
16. At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus or at the bus stop.
17. Use of electronic communication devices in any manner shall be prohibited. The ride to and from school is considered school hours and the applicable board policy will apply.

The bus driver will assist the principal or school administrator in seeing that the above rules and procedures are carried out. If any pupil persists in violating these procedures, the bus driver shall notify the principal. In addition, the principal/school administrator may suspend bus-riding privileges if the pupil continues to disobey the rules and procedures. If this action becomes necessary, the principal shall notify the parents in writing and send a copy of the notice to the superintendent and director of transportation. The principal has the responsibility of maintaining discipline on all school buses servicing his or her school.

The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him by the bus driver.

NOTE: These directives reflect minimum standards. When a student is found to be in violation of the School Bus Policy as outlined in The LaRue County Code of Acceptable Behavior, additional disciplinary consequences may be levied at the principal's discretion as the situation warrants.

Drivers will report unusual or repeated behavior problems to the principal and parents by using a Bus Conduct Report. For permanent suspension of bus riding privileges, the parents must first be notified and given the reasons why this action is necessary. Parents should be encouraged to solve the problem before this privilege is revoked. If, after consultation with the parents, the problem persists, then parents should be notified in writing of the suspension of bus riding privileges with proper documentation justifying this action.

Drivers shall be aware that the principals are responsible for discipline and drivers shall refrain from publicly offering critical comments regarding disciplinary actions. Students who lose their riding privileges shall not be eligible to transfer to another bus while privileges are suspended. Parents are responsible for arranging transportation for their children to and from school. (In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.) After complying with the above procedures, the superintendent or principal is authorized to exclude a student from transportation services.

Bus Seating, Passes, and Issues - Similar to classrooms, bus drivers have the right to assign students to seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please contact the transportation department for The LaRue County School District.

STATEMENT OF ATTENDANCE POLICY

a. If **a student is absent from school, the parent/guardian shall call the school and send a note which states the reasons for absences. Notes should be sent to the principal's office for recording and filing. Information furnished by the parent/guardian is used to determine if the absence is excused or unexcused. Letters will be mailed to families when the 5 "Parent Days" have been depleted.**

b. Legitimate reasons for excused absences:

- Illness of the student (with doctor's note)
- **Severe illness or death in the student's immediate family. In the case of a death only the day of the funeral will be excused. (A note from the funeral home is required**)
- Medical or dental appointments (Medical excuses are needed from these offices covering the date the pupil was seen as well as date when they may return to school)
- Orders of the court (written note from the County Clerk's office required if attending court)
- Religious holidays and practices
- Special activities or circumstances (if approved in advance) by the principal or his/her designee
- **3 [only] "Parent Days" in the fall, and 2 [only] in the spring, with only 1 carrying over from the fall to the spring in the same school year, when a parent/guardian note may be used to excuse an absence/tardy. Ex. could be where a pupil may be ill but not ill enough to go to the doctor's office or having a flat tire on the way to bring pupil to school causing a tardy.**
- **The only way a 'Parent Day' can be used is with a note from the parent or legal guardian.**

ALL NOTES USED TO EXCUSE ABSENCES AND TARDIES MUST BE TURNED IN TO THE OFFICE OF THE STUDENTS' RESPECTIVE SCHOOL WITHIN FIVE (5) SCHOOL DAYS OF THE ABSENCE. This will include parent notes, doctor's excuses, etc. Failure to turn in any excuse notes will result in an unexcused absence or tardy. When a student has accumulated 6 unexcused absences, remaining parent days WILL not be accepted according to Board Policy and Doctor statements are required at that time. All other absences will be considered unexcused absences.

No Transportation Changes or Check-Out Permissions will be taken over the phone in any of our schools. ALL written requests will need to be submitted with a signature, time, and a date, and will be verified on our pickup list before a student is allowed to leave the building. In case of a situation with no correspondence, the student will be sent home by their regular mode of trans

Telecommunication Devices Possession and Use

Each school SBDM will create a cell phone policy that pertains to their students and follows the guidelines set forth by the LaRue County Board of Education.

Upon entering the HES building, cell phones/media devices should remain in the student's backpack with the phone set to silent. Unless an emergency situation exists that involves imminent physical danger or the student's teacher authorizes the student to use a cell phone, cell phones are expected to be put away.