

Hartstern Elementary Scholar Handbook 2025-2026



MISSION STATEMENT

At Hartstern we strive to nurture scholar success through effective teamwork among staff and high quality, learner-focused instruction, within a caring environment. The faculty of Hartstern Elementary School is pleased to welcome you to our school community. We will provide a learning environment where children can grow intellectually, morally, and socially into citizens. Education is a partnership shared among parents, scholars and educators so please keep close communication with your child's teacher. This handbook contains most of the general information you will need to know about Hartstern Elementary. . I hope it is helpful to you and will answer any questions you may have.

ATTENDANCE REGULATIONS

Excused Absence:

- Doctor or Dental Appointment
- Confirmed illness
- Death in immediate family

scholars are allowed 10 parent notes for excused absences. After that, a doctor's note is required.

- EHO (Educational Enhancement Opportunity)
 - Each student can be granted up to ten (10) days of absence per academic year under this provision. To request an EHO absence, parents are required to complete an application form and submit it to the school principal at least five (5) days before the planned educational activity.
 - Process: explain the nature of the event and how the activity meets the criteria of (1) having an educational purpose, (2) having significant educational value, and (3) includes an intensive instructional program in one of the core curriculum subjects such as English, science mathematics, social studies, foreign language or the arts. Please Note: ***Funerals, family vacations, sports events, community events and religious events are NOT within the standards for approval of EHO days.***

Unexcused Absence:

- All absences, other than above, (including vacations, or travel) are unexcused. Upon return, scholars need to bring a note to the teacher. Perfect attendance means no tardies, absences or early dismissals.

TARDINESS

It is extremely important that scholars be punctual for school. Due to state regulations a 360-minute instructional day starts at 9:40 a.m. and ends at 4:20 p.m. This means that your child must be in his/her seat at 9:40 a.m. These regulations are strictly enforced due to state

funding. Thank you for your cooperation in making sure your child is in attendance from 9:40 a.m.-4:20 p.m. daily.

Hartstern Elementary School Dress Code

- No clothing that is controversial, obscene, or has representations of subjects for which we have zero tolerance (such as weapons, drugs, and alcohol) may be worn.
- All coats and jackets (outdoor wear) must be kept in designated areas and not be worn in the classroom areas. Hoodies may be worn to school, but the hood may not be worn in the building.
- Shoes are required at all times—house slippers, flip flops, footies, athletic slides, shoes with more than 2 inch heels, or any footwear that does not provide sanitary protection are prohibited. All shoes must have a backing to secure the foot for safety.
- All shirts/tops/dresses must cover the shoulders and have sleeves. When raising arms above the head, the shirt/top must cover the midriff areas so that no skin is showing. Shirts/tops/dresses must not be low-cut or see-through. Shorts, skirts, tunics and dresses must be no shorter than five inches above the knee.
- All pants must be worn at the waist (no sagging). All leggings must be covered by skirts or dresses.
- No chains may be hanging from clothing.
- No pajamas may be worn at school except on designated days.
- All hats, scarves, sweatbands, and bandanas must be kept in backpacks during the instructional day. (Headdresses worn for religious or cultural reasons are the only exception to this rule)
- No makeup may be worn.

Scholar dress and personal appearance should neither disrupt nor distract from the educational environment of the school. The above items are general guidelines, but not an exhaustive list of inappropriate clothing. Therefore, administrators are the final decision making authority in the enforcement and interpretation of the dress code. Any scholar outside of the dress code will be given clothing to wear during that school day.

SCHOOL HOURS & ARRIVAL PROCEDURES

Hartstern Elementary school begins at 9:40 a.m. and ends at 4:20 p.m. Scholars should arrive between 9:10 a.m.-9:35 a.m. Please allow scholars time to eat breakfast and to still make it to class by 9:40 a.m. scholars will not be allowed in the building before 9:10 a.m. as there is no adult supervision available. If you are dropping off your child and arrive after 9:40 a.m. you must

park in the parking lot and walk in to sign them in. No cars will be allowed in front, due to the arrival of buses.

DISMISSAL

To facilitate a safe dismissal, the following procedure will be followed. Any changes to dismissal will either require a note to the office or a phone call to the office and must be made prior to 3:30 p.m. that day.

Please note: To ensure the **SAFETY** of our children during dismissal time, no visitors will be able to pick up their child after 3:30 p.m., unless you have an official meeting with someone in the building. For the safety of all children, only school personnel are allowed in the lobby during arrival and dismissal.

BUS RIDERS

Bus riders leave through the front doors after being dismissed from their designated areas.

CAR RIDERS

Car riders will be dismissed through designated doors. Each car rider family will be issued 2 numbers. If you fail to show your 25-26 car rider number, you will be asked to park and come to the front office to provide identification to pick up your child.

If your child is normally a bus rider and on any given day a car rider you **MUST** notify the office by 3:30 p.m. that day of any changes.

WALKERS

Morning walkers will need to enter through the front door. Walkers will not be allowed in the building until 9:10 am. In the afternoon, walkers will be escorted by a staff member out the side exit 2, up to the parent walker parking area. Only walker cars will be allowed in the designated area for dismissal. In order to be a walker, you must live within a one mile radius of the school.

TRANSPORTATION

All children eligible for bus transportation (more than a mile from school) are encouraged to ride school buses.

BUS CONDUCT

All scholars are expected to follow the safety rules for their bus. Bus drivers will explain and go over the rules. Children exhibiting inappropriate behavior will be given a bus referral and are reported to the School Administration. All referrals will be handled appropriately and possible bus suspensions will be implemented. When bus suspensions occur, it is the parents' responsibility to provide transportation to and from school.

FIELD TRIPS

Curriculum-related field trips will be planned for all scholars. Teachers will notify parents of field trips throughout the year through notes and newsletters. Permission to go on the field trip must be obtained in order for your child to attend.

FOOD SERVICE

All scholars must eat either a school lunch or they must bring a nutritious lunch from home.

Hartstern Elementary participates in the Community Eligibility Provision (CEP). This means all scholars can enjoy one free breakfast and lunch each day. Additional items are also available for purchase.

Please do not bring "fast food" meals for your child. If you plan on coming to eat lunch, you must either bring a non fast food meal or purchase a meal from the cafeteria.

If your child has any food allergies or food restrictions, please contact the office at 502-485-8262.

EMERGENCY PROCEDURES

Fire, disaster, bomb threat and emergency drills will be conducted according to the Jefferson County Public policy. You will be asked to complete a special emergency contact section at the beginning of the year which is located on the enrollment form. Fire, disaster, earthquake and stranger in the building drills will take place throughout the year.

SAFETY

Children need to move slowly in the school building. Children are to enter and exit the building in an orderly fashion.

Scholar CONDUCT

All scholars are expected to abide by and follow the rules and regulations as stated in the Code of Acceptance Behavior and Discipline, and the scholar Bill of Rights. scholars should be polite,

courteous and exhibit good manners. They should respect the rights and feelings of fellow scholars and adults. Parents will be notified when any rules of Code of Acceptance Behavior and Discipline and the scholar Bill of Rights are broken.

You are to read and sign the Code of Acceptance Behavior and Discipline and the scholar Bill of Rights at the beginning of the school year. Personal property which can be considered hazardous or disruptive will be confiscated and, after making arrangements, be returned to the parents. Scholars are responsible for their own personal property. It is highly recommended that any electronics or phones remain at home to follow our district's cell phone policy.

HEALTH INFORMATION

Parents should inform the office staff, nurse and teachers at the beginning of the school year if their child has health problems that require monitoring or special precautions during school.

For school personnel to administer any type of medicine; prescribed or over the counter, to your child at school, you must have a signed health form on file from the doctor. The medication label must match the doctor's orders. If the dose or prescription changes at any time during the year, a new signed form must be turned in.

Medication should be brought into school by the parent or guardian with complete instructions and in its original container with the label attached. All medicine will be kept in the nurse's office. If a child becomes ill at school, parents will be notified. It is important that the school be able to contact parents at all times. We must have home and emergency numbers. If any phone number changes, please contact the school with the changes immediately.

IMMUNIZATIONS

According to the state law, all scholars must have an up-to-date immunization record and physical on file. Kindergarten is required to also have a dental and vision form on file. If any of the forms are not on file, your child will be excluded from school. All information will be attached to the scholar's health card.

HOMEWORK

Homework may be assigned regularly (About 3-4 times weekly). Teachers will inform you of specific expectations of homework. Scholars should be able to perform their work with little or no help from others. Scholars in primary grades should spend 15-45 minutes per day on homework while our intermediate scholars might need a little more time. The teacher appreciates parents checking and initialing homework assignments before sending them back to school. Children who miss school will be expected to make up their class and homework assignments.

LIBRARY

Each scholar will have a scheduled library time. Scholars will receive instruction on library skills and be permitted to check out books. Scholars will receive permission letters that will indicate that parents are responsible for lost and/or damaged books. These forms will be given at the beginning of the year.

PROOF OF ADDRESS

Proof of address is required. You can submit a pay stub, house contract, lease or utility bill.

PARENT INVOLVEMENT

The first and easiest thing you can do to become involved with your child's education is to join the P.T.A. Contact the PTA at Hartsternhawkspta@gmail.com for further information. There are opportunities to become involved through the Family Resource Center Advisory Council along with family engagement events and workshops. You can request further information from the FRC by emailing Aliya.Cannon@jefferson.kyschools.us

CLASSROOM VISITORS

Parents are always to sign in, in the lobby's visitor book, and put a sticker on so everyone knows you have signed in with the office. It is very important that our scholars know the importance of structure and routine. To achieve this goal, it is important that children walk to the classrooms by themselves in the morning and walk to their dismissal place in the afternoon by themselves. Children are supervised and monitored at all times. Classroom visits must be cleared through the office. You will be asked to complete a form that will need to be approved prior to visiting the classroom.

PARENT CONFERENCES

Parents are invited and encouraged to have parent/teacher conferences as often as needed. Please contact your teacher at least once each grading period by telephone, note or conference. We think parent/teacher communication is very important and in doing this we let the child know that we all want the best education available for him/her.

Whenever you need to contact the teacher, please first contact the teacher through email. There are two scheduled conference days for the school year, one is in the fall and the other is in the early spring, please watch for information about these.

JCPS COMMUNICATIONS

Jefferson County Public Schools have several ways for you to receive communication. Below you will find a list of all the ways you can receive communication from Hartstern. We encourage you to sign up for ALL of the following. If you need any help, please call the office at 502-485-8262.

SCHOOL MESSENGER

To receive notifications, a valid email address is required in Infinite Campus (the scholar information system) to send an “opt in” message from your mobile device. Text “Y” to 67587 to receive texts. If you don’t have a current email address in the infinite campus system, please contact the front office at your scholar’s school with updated information.

IMPORTANT NUMBERS

School Office	502-485-8262
Fax	502-485-8262
Family Resource	502-315-0859
ESL Intake Center	502-485-6622
Cafeteria	502-485-8147

BUS COMPOUNDS

- Blankenbaker 502-485-3162
 - Burks 502-485-6690
 - Detrick 502-485-3169
 - Jacob 502-485-7660
- Lees Lane 502-485-7055
 - Moore 502-485-3163

Nichols Special Needs:

- East: 502-485-6099
- West: 502-485- 6088

OFFICE STAFF

Laquetta Carter, Principal
Terri Griffin, Assistant Principal
Uriah Tolbert, Assistant Principal
Julia Tyson, Counselor
Aliya Cannon, Family Resource Coordinator
Danielle Lawrence, Secretary
Jessica Babington, Bookkeeper
Deborah Zabaya, Attendance Clerk
Patience Gonqueh, Nurse