



**LINCOLN ELEMENTARY**  
**PARENT/STUDENT HANDBOOK**  
**2019-2020**

# The Leader in Me™

great happens here

Parents and Guardians:

During the 2019-2020 school year, Lincoln Elementary will continue to fully implement *The Leader in Me*! This is an exciting program that is based on the popular book *The 7 Habits of Highly Effective People* by Stephen Covey.

*The Leader in Me* produces transformational results in children such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with self-confidence and skills they need to thrive in the 21<sup>st</sup> century economy!

The Leader in Me program revolves around the 7 main habits that we'll focus on throughout the school year. Those habits (and a short explanation of each) are outlined below:

- **Habit 1: Be Proactive** – You're in Charge.
- **Habit 2: Begin With the End In Mind** – Have a Plan.
- **Habit 3: Put First Things First** – Work first, then play.
- **Habit 4: Think Win-Win** - Everyone can win.
- **Habit 5: Seek First to Understand, Then to Be Understood** - Listen before you talk.
- **Habit 6: Synergize** – Together is better.
- **Habit 7: Sharpen The Saw** – Balance feels best.

Over the coming months, your child will likely be using language that includes these habits quite frequently. Each child will be involved in this program and discover qualities and abilities about themselves that they never knew they possessed! Ultimately, it is our goal to instill qualities among our students to make them more responsible, to show more initiative, to show their creativity, to be able to set goals as well as meet them, to assist them in getting along with people from many different cultures, and finally to resolve conflicts among themselves.

This program goes far beyond test scores and is not simply a character education course. Instead, we are teaching our Lincoln Elementary students a set of leadership traits that will build a strong skill set which will stand the test of time as they use these skills throughout their lives.

We are excited about the impact this program will have on our school as well as each student! We look forward to sharing this exciting time with each of you! Stay tuned as we enter an exciting time at Lincoln Elementary School!!!

**LINCOLN ELEMENTARY SBDM COUNCIL**

Lincoln Elementary School's Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in writing to the school principal at least five days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

Curriculum; Instructional/Non-Instructional Staff Time; Assignment of Students to Classes, School Schedule, School Space, Instructional Practices; Discipline/Classroom Management, Extracurricular Programs

### **2019-2020 SBDM Council Representatives**

Principal - Joyce Pais

Teacher Member - Kelly Baxter

Teacher Member – Marschelle Sekora

Teacher Member- Katie Knipp

Teacher Member – Sheteka Winston

Parent Member – Mika Anne Forshee

Parent Member –Beth Wilson

Parent Member- Nicole Law

## **PTO**

The Lincoln Elementary School Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become active members of this worthy organization. Additional information about how you may join and participate in PTO functions may be obtained by contacting the school or the PTO.

President – Jaclyn Konow

VP – Natalie McCutchen

Treasurer – Melisha Turner

Secretary – Amie Chaney

Box Top Coordinator- Bobbie Roberts

Special Events – Beth Kelley, Laura Doty, JoAnna Drake, Nicole Law, Sidney Morris, Amanda West

## **STATEMENT OF PHILOSOPHY**

We believe Lincoln Elementary School should provide equal opportunity for **the maximum development of each child's potential**. In order to encourage academic achievement, the curriculum should include varied courses of study to give opportunity for self-expression. Realizing the need for each pupil to live a useful and happy life, our school has a definite responsibility in the establishment of constructive values.

We believe the American System of Education must be the most forceful institution in perpetuating worthwhile physical, social, moral, and democratic attitudes.

## **VISION STATEMENT**

The vision of Lincoln Elementary is “Aiming for Excellence!” We strive to meet the diverse needs of individual students in the areas of not only academics, but in social and responsible behaviors that guide our students to become successful life-long learners within the community/society.

## **MISSION STATEMENT**

Leading, Excelling, Succeeding

## **TEACHER QUALITY**

If you would like to know whether your child is being taught by a teacher who is highly qualified in that subject area, please contact your school principal.

## **COMPLIANCE STATEMENT**

It is the policy of the Simpson County Board of Education that no person is subjected to discrimination on the basis of race, color, national origin, religion, sex, handicap or marital status in any program, service or activity for which the Simpson County Board of Education is responsible. The board will comply with the requirements of state and federal law concerning non-discrimination and will strive by its actions to enhance dignity and worth of all persons.

## **COMPLAINT/GRIEVANCE STATEMENT**

The parent, guardian or student who has a complaint should contact the individual who can give relief to the complaint. If no relief is given, contact should be made with the next individual in line-staff relationship. For example: first teacher, second principal, third superintendent, fourth Board of Education. The board will have the option to hear or not to hear the complaint. The complaint may be written or oral. According to KRS-158.05, a student is afforded due process before disciplinary measures are taken.

## **VISITOR POLICY**

Providing quality education in a safe environment is the primary goal of the Lincoln Elementary School staff. Parents are encouraged to be active partners in the educational process. As partners, parental cooperation and support are critical in every aspect of the teaching/learning process. PLEASE ASSIST THE SCHOOL IN PROVIDING A SAFE EDUCATIONAL SETTING BY USING **ONLY** THE MAIN ENTRANCE TO THE BUILDING. WE DO ASK **ALL** VISITORS TO SIGN IN AT THE OFFICE AND GET A VISITOR’S PASS. **AN ID MUST BE PRESENTED AND THE NAME MUST BE LISTED IN INFINITE CAMPUS.** ANY CHANGES TO THE CHILD’S PICK-UP MUST BE DONE IN WRITING.

## **The Use of Illicit Drugs and the Unlawful Possession and Use of Alcohol is Wrong and Harmful**

For information about any drug and alcohol counseling and rehabilitation and re-entry programs, please contact Joey Kilburn, Simpson County Schools Title IV Coordinator, at 586-8877, or any of the school counselors. Agencies offering assistance include the Simpson County Family Resource Center, 586-2007, Life Skills Inc., 586-8826 or Champions Against Drugs, 842-5509.

## **GUIDELINES FOR APPROPRIATE DRESS**

Appropriate school clothing should be worn. Students must not wear shirts that show their midsections, shirts with inappropriate content, vulgar or degrading pictures, or shorts or skirts that are very short or very tight. Backless tops or dresses are not school appropriate. Tank tops with large holes or large underarms should not be worn. Biker shorts are not appropriate. As a rule of thumb, if the child places his/her hands down their side and the shorts are shorter than the finger tip, they should not be worn. A similar test can be done for the shirt, if the child's hand is placed on their chest under the neck area and there is a lot of skin showing around the hand, the shirt should probably not be worn. Boys or girls may not wear caps in the school building unless specified as a special rewards day. Make-up should not be brought to school. No body piercing except earrings is acceptable. Parents will be called for appropriate clothing to be brought to school. **Tennis shoes must be worn in P.E.!!!** Also, tennis shoes are safer on the playground equipment. The principal has the final authority on all dress code stipulations. In summary, the following guidelines will follow District policy:

- Hats, caps, bandannas, hoods, or headaddresses shall not be worn in school, with the exception of days designated by the Principal.
- Baggy clothes are not permitted. Pants should be worn at the waist.
- Sunglasses shall not be worn inside the school building without a medical excuse.
- Skirts and dresses should be no shorter than the length of the finger tip when arms are extended by the side. Athletic shorts should reach fingertip length in the front and back.
- The body shall be appropriately covered at all times.
- Any type of jewelry or clothing that represents any type of inappropriate sign, gesture, or wording is prohibited.
- Students are not permitted to wear clothes with holes above the area in which the length of the finger tip when arms are extended by the side.

When informed of a dress code violation, the student must correct the situation by removing the offending item and/or changing into more suitable clothing before returning to class. If necessary, parents will be notified.

## **Health Screenings**

All 5<sup>th</sup> grade students will receive a vision screening during the first semester. 4<sup>th</sup> grade hearing and vision screenings are completed as needed based on referrals from school personnel. Only those students failing a particular screening will receive a letter indicating the need to see the necessary health care provider. Follow-up is expected upon receipt of the referral letter. Various financial resources are available, if necessary.

## **District Lice Policy**

Students with evidence of live lice and viable nits will be sent home to be treated. The family will be given contact information for the Family Resource Center for Assistance. Before returning to school, the school will confirm with the student and parent/guardian that the parent/guardian has combed the student's hair with an actual lice/nit comb and/or applied special lice killing shampoo on the same or next day. When the child is free of live lice and viable nits, he/she will be allowed to return to school. A student may be cleared to return to class by the Health Department, a physician, (cost paid by parent) or school personnel, (no cost).

## **Arrival at School**

School staff will begin unloading cars at 7:25. **PLEASE DO NOT LEAVE YOUR CHILD UNSUPERVISED PRIOR TO 7:25 AM.** Students who walk to school should arrive no earlier than 7:25. **SUPERVISORY STAFF IS NOT ASSIGNED PRIOR TO 7:25 AM. SPECIAL ARRANGEMENTS MUST BE MADE WITH THE BUILDING PRINCIPAL FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:25 AM.** For student safety, only a single file line is allowed at morning drop-off. **(NO STUDENTS TO BE DROPPED OFF IN BACK PARKING LOT).**

## **Walkers**

Walkers may not be picked up across the street due to the congestion- buses are unable to pass on the street and we had complaints that people could not get through the traffic. We also had students running between vehicles. Walkers are for those students who are not being picked up by vehicle transportation. You may instruct your student to walk to Lincoln Park if that is your choice.

## **Pick-Up Procedures**

Students will be loaded by school personnel beginning at 3:05 for 4<sup>th</sup> grade and 3:13 for 5<sup>th</sup> grade. Parents/Guardians must have a car rider tag displayed in order to pick up a student. If no car rider tag is displayed, please enter the building with your ID in order to pick your child (Principal may waive this if she is familiar with the person picking up the student). Please form 2 lines entering the front entrance from John J. Johnson Avenue. If parent or guardian is early, then he or she will be asked to circle again so those behind them may move on.

## **Early Checkout Procedures**

Every minute of instructional time is critical. According to the state law, if a child checks out of school before 3:00 p.m. or arrives after 8:00 a.m., he or she will be counted tardy. Instruction occurs from 8:00 a.m. - 3:00 p.m. at Lincoln Elementary School. Instructional time that is missed impedes achievement and decreases the probability of academics success. **ALL STUDENTS ARRIVING LATE OR LEAVING EARLY MUST BE SIGNED IN OR OUT IN THE SCHOOL OFFICE BY A PARENT OR AUTHORIZED ADULT.**

## **Late Arrival or Early Dismissal Check In/Out**

In the event that your child arrives after 8:00 at school, **YOU MUST COME INTO THE SCHOOL OFFICE AND SIGN IN YOUR CHILD.** In addition, if you are checking your child out of school for any reason you must do so in the office. **PLEASE REMEMBER THIS IS FOR THE SAFETY OF YOUR CHILD.**

## Transferring or Moving

If your child has to move out of the Simpson County School District during the school year, try to notify the teacher and principal as soon as possible so that we can help make the transfer speedy and efficient. Library books must be returned before leaving and lunch charges must be paid.

If you move during the school year and your child will still be attending Lincoln Elementary, please send us the change of address for any household changes for our records. **Also, if your telephone number or work information changes during the year we need this information.**

## Attendance Policies

All students arriving before 7:50 should report to the cafeteria or gym. Children should be in the gym by 7:50. Any students arriving after 8:00 will be marked as late for the day/tardy. If a student arrives late, he/she should report to the office before going to class. Students who eat breakfast should arrive at school in time to eat and go to class on time.

If a student is absent, he/she must present a written and dated excuse from the doctor or home upon return to school. When a student returns to school, he/she should take the note to the office as soon as they arrive at school. Every absence will be recorded as unexcused until the written excuse for the absence is received. When the written excuse is received the absence will be determined excused or unexcused and recorded as such. Please remember that according to Board Policy, **you will be allowed 6 parent notes throughout the school year.**

**ALWAYS follow up all absences from school with documentation, INCLUDING early check out and late arrival.**

Students who have been absent from school **more than 15 (excused or unexcused) days** must have the districts **medical excuse form** completed in order for an absence to be excused. Refer to district policy for exemptions. Exceptions to this policy can only be made when a chronic medical condition exists supported by documentation from a physician, or other extenuating circumstances that should be discussed with a school administrator.

**NOTES MUST BE SENT TO SCHOOL WITHIN THREE (3) SCHOOL DAYS OF THE ABSENCE FOR THE ABSENCE TO BE DETERMINED AS EXCUSED OR UNEXCUSED. IT IS THE REASON FOR THE ABSENCE THAT DETERMINES IF IT MAY BE EXCUSED OR UNEXCUSED; HOWEVER, NOTES PRESENTED AFTER THE THREE (3) SCHOOL DAY LIMIT CANNOT BE ACCEPTED.**

If an extended absence (illness, surgery, family emergency) is necessary, parents should contact the school principal to make appropriate arrangements. Students who must be absent more than three (3) consecutive school days may qualify for homebound services. It is important to notify the school for assistance.

Homework and assignments missed due to an absence may be picked up in the office if parents call and make arrangements the morning of the absence. Make-up work may be picked up in the afternoon between 2:00 and 3:30. It is a student's responsibility to ask the teacher for assignments missed due to an absence if they have not been requested by the parent/guardian. Makeup work should be turned in to the teacher within 3 days of the excused absence to receive credit.

**STUDENTS CANNOT BE GIVEN CREDIT FOR MAKEUP WORK IF THE ABSENCE IS UNEXCUSED.**

## Absences and Excuses

Pupils are required to attend regularly and punctually to the school in which they are enrolled.

### EXCUSED ABSENCES:

An excused absence is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family
- Illness of the pupil (a physician's statement may be required)
- Religious holidays and practices
- Participation in school-related activities approved by the Principal
- Court appearances
- Act of God
- Treatment of head lice (maximum of three (3) absences per school year)
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the Principal

### UNEXCUSED ABSENCES:

All other absences shall be considered unexcused.

#### NOTES REQUIRED:

When students return to school, they shall bring notes signed and dated by the parents stating the reason for absence. The Principal or designee shall determine whether the absence is excused. After a student has missed 6 days within the current school year, he/she will be required to meet with the Principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates it was **MEDICALLY INADVISABLE** for the student to attend school/class. This note/statement is to be presented to designated office personnel upon returning to school, no later than three (3) days after the absence. When sending in a note, please do not ask us to call or contact the doctor's office because we cannot due to the HIPPA Regulations.

School Board policies may be assessed at [www.simpson.k12.ky.us](http://www.simpson.k12.ky.us)

**A doctor's statement for an appointment in which the child could have been in school part of the day, will not be excused. Example: dental cleaning.**

## Breakfast and Lunch Prices

Adult Breakfast.....\$1.75

Adult Lunch.....\$3.75

Student Breakfast.....FREE

Student Lunch.....FREE

We are pleased to inform you that Simpson County School District will be implementing a new option available to all schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2019-2020

What does this mean for you and your children attending Simpson County Schools?

Great news for you and your students! All enrolled students of Simpson County School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2018-2019 school



year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact me, Sarah Richardson, Food Service Director at 270-586-8877 or [Sarah.Richardson@simpson.kyschools.us](mailto:Sarah.Richardson@simpson.kyschools.us)

**IN ORDER TO COMPLY WITH FEDERAL LUNCH REGULATIONS, FOOD FROM RESTAURANTS MAY NOT BE BROUGHT IN DURING SCHOOL BREAKFAST OR LUNCH HOURS.**

## **Discipline Statement**

Students at Lincoln Elementary School are expected to act in accordance with the guidelines of the “Lincoln Elementary Handbook” and the “Simpson County Board of Education Code of Conduct and Discipline Policies and Procedures”. The school staff intends to protect the right of each child to learn without interference or intimidation.

## **INCENTIVE PROGRAM**

### *Honoring Excellence:*

A student will be selected each month by the homeroom teacher to be recognized as the Leader of the Month from that homeroom. Leaders of the Month are all around well behaved students who display superior character traits. They have consistent good behavior. They will receive a special certificate honoring the leader.

### *PRIDE Paws*

Individual students may receive a PRIDE PAW slip from the teacher or staff member when the student has been “caught” being positive, respectful, independent, dedicated, or demonstrating excellence. The slips will be put in a box for school wide drawings. Classes also set PRIDE Paw goals within a given time frame and are rewarded as they reach these goals.

### *Perfect Attendance*

Students who have 100% attendance (**no absences and only three tardies**) for the entire school year will be recognized at the yearly awards program.

### *Year End Awards Program*

There will be one end of the year awards program to reward students good behavior, attendance and achievement. The following awards will be given:

- Honoring Excellence
- Principal’s Award
- Perfect Attendance

## **Inclement Weather Plan**

Inclement weather plan information is on transportation form; please fill out when you register your child. **STUDENTS MAY NOT MAKE PHONE CALLS; A PRE-EXISTING PLAN MUST**

**BE IN PLACE!** Please discuss and develop a plan for the early release procedures with your child. If school is closed early due to inclement weather, both parents and children will feel more secure if a plan

has been established. In the event of early dismissal from school, our **SCHOOL MESSENGER** system will contact the parent/guardian. Also, announcements will be reported on **WFKN, WBKO-13, WTVF-5, WKRN AND WSMV**. Please **DO NOT** call Lincoln Elementary, as school phone lines are difficult to access when early dismissal is necessary. Your child will be calmer if they know your plan for their early dismissal.

## **Parent/Teacher Conferences**

Parent/Teacher conference days are scheduled two times through the year. However, parents are encouraged to contact teachers as needed. If a problem arises, parents should contact the teacher first. If there is a need, a conference with the parent, teacher and principal may be scheduled. **CONFERENCES MUST BE SCHEDULED IN ADVANCE. TEACHERS CANNOT USE INSTRUCTIONAL TIME FOR CONFERENCES.**

## **Report Cards**

Competency based report cards will be initiated in both grades. The purpose of this report card is to describe students' learning progress to their parents and others, based on our school's learning expectations for each grade level. It is intended to inform parents and guardians about learning successes and to guide improvements when needed.

## **Backpacks**

Backpacks on wheels can cause safety problems at school and on buses. To help ensure the safety of your child, **LES REQUESTS NO STUDENT HAVE A BACKPACK WITH ANY TYPE OF WHEELS.**

## **Parties**

Each classroom may sponsor parties to celebrate various occasions. Children are not required to participate in classroom parties and we encourage "healthy" snacks or treats to promote good nutrition. Please remember parties are for LES students and small children should not be invited to attend. **ANY STUDENT CHECKING OUT OF SCHOOL EARLY ON PARTY DAYS WITHOUT A VALID EXCUSE WILL RECEIVE AN UNEXCUSED TARDY.**

## **Gift Deliveries to School**

Helium balloons and glass items are **NOT** permitted on any school bus. Any gifts delivered to school will be kept in the office for student to pick up as they leave school. If your child has received balloons or a glass item, **PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD TO BE A PICK-UP!!!**

## **Birthdays**

The school will recognize your child's birthday at Morning Meeting. In celebration of these, students are allowed to choose one or two friends to sit with them at the "birthday table in the cafeteria" on their birthday.

## **Field Trips**

Teachers will send home information concerning field trip participation. If permissible for parent attendance on a field trip, parents will need to furnish their own transportation. Each classroom teacher has the option of excluding a child from a field trip after consultation with the principal and notification to parents.

## Bus Privileges

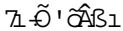
District transportation rules and regulations are sent home with every student at the beginning of the year. If a student is referred to the office for discipline due to misbehaving on the bus, a bus discipline report will be completed and kept on file. The bus matrix for discipline will be followed.

## Did You Know?

Passing a school bus anytime while it is loading or unloading students is illegal, and if reported, carries a fine and/or jail sentences as a penalty. This applies on school grounds. If parents come on campus to pick up or drop off students, they need to be very careful to watch for students who may dart into the path of a car. Please use designated areas that are away from the bus lanes for picking up and dropping off students. **DO NOT ENTER THE SIDE BUS PARKING LOT FROM 7:20-8:00 A.M. AND 2:30-3:30 P.M. PLEASE USE THE FRONT PARKING LOT.**

## Variation from Routine Transportation

Transportation changes can **ONLY** be made by the parent or guardian. Transportation changes will only be granted in **ONE** of the following ways:

- A written note signed by parent/guardian
- Fax a written note with signature and phone number to 270-586-2045
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- **Fax MUST have a number so we may call to verify!!!**
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**TRANSPORTATION CHANGES NEED TO BE RECEIVED BY 2:30pm DAILY so the information may be relayed to the child.**

**NO TRANSPORTATION CHANGES WILL BE ACCEPTED VIA TELEPHONE UNLESS APPROVED BY ADMINISTRATION!!!!**

Any extreme emergencies involving transportation changes will be done by an administrator. **ALL** visitors must show an ID each time they visit the school. Please list all persons who will be able to pick up your child, want to eat with your child, or is allowed to visit your child.

## Student Safety

According to the National Highway Traffic Safety Administration, children ages 16 and under are the most at-risk for getting hit while crossing the street. For the protection of our students, crosswalks are to be utilized when students are crossing the street to and from school. Students will be required to remove headphones and walk bikes across or carry skateboards or similar items. For students continued safety, they will be encouraged to always use a crosswalk when available and to observe crosswalk safety whenever they are on the road.

## **STUDENT AND FACULTY SAFETY:**

**For security purposes, all classroom doors will be shut and locked during instruction throughout the school day.**

### **Internet Access/Acceptable Use Policy**

Students must have a signed copy of the District Acceptable Use Policy on file in order to access the internet. After signing the policy, parents must notify the school in writing if they wish access terminated for their child.

### **Cell Phones**

If a student needs to contact a parent or guardian during the school day or if a parent or guardian needs to contact a student during the school day, this may be accomplished through the child's teacher or office.

Cell phones should be turned off and remain in a student's backpack throughout the school day, unless a teacher gives permission to use the phone. Phones may not be used until the school day ends. If cell phones are seen outside the back pack or being used for any purpose (including but not limited to the following: to check the time, to use the calculator, to text, to take a picture, to video, or to talk) it will be confiscated by the teacher and turned into the office. When a phone is confiscated, a parent must come to school and pick up the phone from the office. Further phone incidents will result in disciplinary action.

### **Insurance and Pictures**

Each year you have an option of purchasing school insurance and school pictures for your child. Neither is mandatory.

### **Safety Drills**

Fire drills, tornado drills, earthquake drills, bomb threat drills, lockdown drills and bus evacuation drills will be required by law at regular intervals throughout the school year. These are important safety precautions for all involved.

### **Medication Forms**

**NO** medication will be administered to a student until the school nurse receives paperwork entitled **"PERMISSION FORM FOR PRESCRIBED MEDICATIONS"**. Please have your student's physician or authorized prescriber complete the document and forward it to the school with the medication in the **ORIGINAL** container. **Permission form is available in the school office. Board policy is on the district website: [www.simpson.kyschools.us](http://www.simpson.kyschools.us)** Students should not transport medication on the bus unless it is necessary to have during their transportation to/from school.

### **Prevention of Bloodborne Diseases**

At the elementary age many children will be losing teeth, having bloody noses and getting scrapes on the playground. As disease can be spread from blood on clothing, every attempt will be made to change a child's clothes while at school. If this is not possible, then the parent will be contacted and asked to bring in a change of clothes and change the child. If the school staff is unable to reach you, then your child will be excused from the classroom and all other activities until someone is contacted and the child can be changed. If school personnel are unsuccessful in reaching anyone to either pick up the child or

change the child's clothes, and the child normally rides the bus, then as a protective measure to everyone, the child will be placed on the bus with a plastic bag covering the bloody clothing and the child will be isolated on the bus with the plastic bag covering the bloody clothing. If your child is actively bleeding for example a bloody nose when the bus arrives, then your child will not be allowed to get on the bus. The school staff will notify you of the need to pick up your child.

## **PUBLIC NOTICE**

### **EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION**

Kentucky Records Retention Guidelines describe how Simpson County Schools shall maintain and/or destroy Exceptional Student Records according to PL 94-142, Sec. 300.573 and PL 93-380, Sec. 513. The following records will be destroyed after the student's program has been inactive or completes his educational program in the Simpson County School District.

**After five (5) years the following Special Education Due Process Records will be destroyed:**

- **All Notices: of placement, records of disclosures, of SBARC Conference meetings**
- **All Due Process Forms: including SBARC conference summaries, parental permissions for testing and placement, developmental/social histories, plus any other information contained within the Due Process Folder**

Copies of these records will not be retained unless we have a written request that they are not destroyed. If you have any question, please feel free to contact Whitney Maxwell at 270-586-8877.

## **Assault and Threats of Violence - Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below.

Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

**KRS 508.078 (Terroristic Threatening, Second Degree)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;
2. Causing cancellation of school classes or school sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law



enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.

**PRINCIPAL'S SIGNATURE: *Joyce Pais***

**Date: 6/5/2019**

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## **Parental Involvement Policy Lincoln Elementary School**

### **DEFINITION OF A PARENT:**

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The legal definition of a “parent” is a parent, step-parent or 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 we will use the term “parent” to encompass all diverse family situations.

### **COMMITMENTS**

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We commit to:

1. Sharing clear information about each student’s progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community member’s full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **SCHOOL-PARENT COMPACT**

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Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

### **SCHOOL RESPONSIBILITIES**

Lincoln Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child's progress. Specifically we will provide formal reports every nine weeks.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Association or Organization.
9. Provide parents opportunities including but not limited to:
  - ❖ Observing their child's classroom activities
  - ❖ Tutoring
  - ❖ Assisting with classroom activities that require more than one adult
  - ❖ Preparing materials, mailings, refreshments and other items needed for family and community involvement
  - ❖ Serving on one of our decision-making committees
  - ❖ Joining our parent teacher organization and participating in its efforts to strengthen our school
  - ❖ Volunteering along with other concerned members of our community in other areas as needed
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Center will share responsibility for student achievement by: ❖  
Surveying families at least once a year to learn what services and activities would most help them support their children as learners.  
❖ Offering a well-planned, well publicized menu of activities and programs to meet those needs.

### **PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance
2. Become familiar with and support the school and individual classrooms' homework policies
3. and show interest with questions about and comments on the schoolwork their children bring home
4. Make sure homework is completed.
5. Assist their child with time management.
6. Participate, as appropriate, in decisions relating to their child's education.
7. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
8. To the extent possible, volunteer, serve on the school council, or a committee, attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.

### **STUDENT RESPONSIBILITIES**

With support from parent, students are asked to:

#### **PRIMARY**

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework.
5. Give parents or adult who is responsible for them, all notices and information received from the school.

### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

## **Simpson County Schools Title I School-Parent Compact**

### **SCHOOL-PARENT COMPACT**

This school-parent compact is in effect during school year 2019-2020.

### **COMMITMENTS**

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.

3. Making representative parents and community member's full partners in our decision-making.
  4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
  5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

Our student's parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

#### **School Responsibilities**

**The Simpson County Elementary Schools will:**

1. **Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.**
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which This compact will be discussed as it relates to the individual child's achievement.**  
Specifically, those conferences will be held: on September 27, 2019 and February 14, 2020.

**Provide parents with frequent reports on their children's progress.** Specifically, Lincoln Elementary will provide reports every 9 weeks.

3. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: e-mail, phone calls and appointments for face-to-face conferences.
4. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities,** as follows:
  - Assisting with classroom activities that require more than one adult.
  - Preparing materials, mailings, refreshments and other items needed for family and community involvement.
  - Serving on one of our decision-making committees.
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
5. **Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.**
6. **Assign homework in accordance with our homework policy.**
7. **Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.**
8. **Support an active Parent Teacher Association or Organization.**

9. **Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.**
10. **The Family Resource/Youth Service will share responsibility for student achievement by:**
  - **Surveying families at least once a year to learn what services and activities would most help them support their children as learners.**
  - **Offering a well-planned, well-publicized menu of activities and programs to meet those needs.**

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

Monitoring attendance.

- Making sure that homework is completed.
- Assist the child with time management (extracurricular, television watching, electronic games, playing, computer, etc.).
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding, as appropriate.
- Serving to the extent possible, volunteer, serve on the school council, or a committee, and attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.
- Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.

### **Student's Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. With support from parents, students are asked to:

- Complete and turn in all assigned homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible to my welfare all notices and information received by me from my school every day.
- Attend school as regularly as possible.
- Follow the school and classroom behavior standards.
- Bring necessary learning materials to school and to class.

## **Rules and Regulations for Riding a School Bus**

Regulations are issued in accordance with the Students Code of Conduct, Simpson County Board of Education Policy, Kentucky Administrative Regulations and Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and from school for pupils. The Simpson County Board of Education has elected to provide transportation for only those pupils regularly enrolled in the Public Schools within the Simpson County School District. Pupils have the privilege of riding a Simpson County School Bus to and from school provided they comply with the Directions from the Driver, Monitor and the Rules and Regulations for Pupils Riding School Buses. Video cameras are installed in the District's school buses to record student behavior during transportation to and from school and school related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

1. The bus driver and monitor are in charge of the bus and pupils will have an assigned seat.

2. Pupils should arrive at the stop 5 minutes before time for the bus to arrive. The driver cannot wait but will cooperate when it is raining, snowing or extremely cold.
  3. Pupils should wait 10 feet away from the street or road and on the side of the street where the pupil lives, not crossing until the bus arrives and stops the traffic.
  4. When pupils must cross the roadway to enter or leave the bus, they shall cross the roadway approximately 10 feet away from the bus not cross until all traffic has stopped and the driver signals for them to cross.
  5. Pupils should always board the bus in an orderly manner, using the handrail and going immediately to sit down, sitting in the assigned seat.
  6. Pupils are to remain seated until the bus has come to a complete stop, with the park brake set, before leaving the bus seats to get off the bus.
  7. Pupils are not to change from one seat to another while the bus is in motion.
  8. For safety reasons, pupils shall sit back to back and bottom to bottom and keep arms, legs and head inside the bus.
  9. Pupils shall not create noise on the bus to the extent that it would distract the driver or interfere with the driver's ability to hear emergency vehicles or trains.
10. **The following activities are prohibited at all times:**
- a. Improper behavior (insolence, vulgarity, foul language, fighting, pushing or similar offenses).
  - b. The use of any tobacco substances on the bus, possession or under the influence of a controlled substance. c. No pens or pencils out.
  - d. Eating or drinking on the bus.
  - e. Throwing articles in or from the bus.
  - f. Possessing knives, sharp objects, glass containers, helium balloons or lasers.
  - g. Tampering with controls of the bus.
  - h. Littering the bus.
  - i. Placing articles at the door by the driver.
  - j. Obstructing the aisle in any manner.
  - k. Water guns or water gun fights.
  - l. Any articles causing damage or excessive wear to the bus.
  - m. Pupils are allowed CD players with headphones, but cannot share or have CD's out of players. **MUST REMOVE WHEN LOADING/UNLOADING AND AT RAILROAD CROSSINGS.**
  - n. **NO** cell phones, cameras or hand held games out.
  - o. Students must maintain quietness at railroad crossings.
  - p. Occupying more space in a seat than required (pupils shall only be allowed to carry on a school bus those items which they can securely hold and contain in their lap without imposing into another passenger's area.
11. **Pupils ARE NOT permitted:**
- a. To sit or stand on the steps at the entrance of the bus, or in the landing area.
  - b. To operate the signals or entrance door.
  - c. Any type of weapon on the bus either operative or ceremonial.
  - d. To bring any object that would likely block the aisle or exits.
  - e. To bring pets, snakes, mice or preserved specimen that would likely frighten any pupil or cause a commotion on the bus.
12. Pupils are to ride their assigned buses only and are required to get off the bus at their assigned stop unless the pupil presents the driver a pass signed by the principal or designate.
13. Non-students are not permitted to ride the bus anytime unless with written permission from the superintendent.
14. Students on extra-curricular trips are required to abide by the same safety rules and regulations.

*Parents: If there are any questions about the penalties, call the principal. If there are any questions about policies, call the Pupil Transportation Department, 586-3757.*

05-13-2011

## SIMPSON COUNTY SCHOOL DISTRICT

DATE: May 2014

SUBJECT: School Foodservice Charge Procedure

All schools have the ability with the computerized point-of-sale systems to allow charges. However, charges are for emergency use only and are designed to cover situations in which parents or students forget to bring or provide monies for lunch/breakfast. Ala carte items may not be charged.

Charge balances will be monitored by the cashiers, cafeteria managers, and the district food service office. Charge letters will be mailed periodically from the district food service office to anyone who owes more than \$20.00 in cafeteria charges.

The Food Service Meal Charge Collection Procedure provides guidance for collecting charges. All charges must be cleared by the end of each school year.

#### Elementary Schools:

Students are allowed to charge meals up to \$10.00. Any student that exceeds this limit will be offered an alternative meal which would be a sandwich, fruit, and milk. Notices will be sent home weekly to parents notifying them of their student's negative account balance.

#### Middle School and High School:

Students are allowed to charge up to three meals. Any student that exceeds three charges will be offered an alternative meal which would be a sandwich, fruit, and milk. Notices will be sent home weekly to parents notifying them of their student's negative account balance.

#### Adult Meals:

Adults are not allowed to charge any meal.



### **Use of Physical Restraint and Seclusion**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

#### **DEFINITIONS**

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

#### **PHYSICAL RESTRAINT**

##### *All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

##### *Core Trained Personnel*

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

## **Use of Physical Restraint and Seclusion**

### **SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

### **PARAMETERS**

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

### **TRAINING**

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

### **REQUIRED PROCEDURES**

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

### **NOTIFICATION REQUIREMENTS**

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but not later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via US mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results

from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

09.2212 (CONTINUED)

### **Use of Physical Restraint and Seclusion**

#### **DEBRIEFING SESSION**

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

#### **PARENT COMPLAINTS**

Parent may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

#### **DOCUMENTATION**

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

#### **REFERENCES:**

704 KAR 7:160

KRS Chapter 503: KRS 503.050, 503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

**RELATED POLICIES**

09.4281, 10.2

Page 3 of 3

Adopted/Amended: 4/18/13

Order #: 1030

# Asbestos Notice

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased, or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions, or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.