



# **HUNTERTOWN ELEMENTARY STUDENT HANDBOOK 2022-2023**

859-879-4680

## **WELCOME**

Welcome to a new year at Huntertown Elementary. We are excited that you will be a part of our school family.

**Elaine Kaiser, Principal**

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## **SCHOOL HOURS**

7:40-2:35. The building opens at 7:15 a.m. Students who are not in the building by 7:40 are considered tardy.

## **ARRIVAL**

For the safety of our students, the following procedures will be followed during arrival: Pull through the car loop which is the lane on the right all the way to the end of the sidewalk, leaving no spaces between the cars except at the crosswalk. This enables more cars to unload.

Let your child out on the right which is the side with the sidewalk.

Buses will unload at 7:15 a.m. and will be supervised as they come into the building.

## **ABSENCES OR TARDIES**

Students who are absent from school are required to have a legitimate excuse as defined by the Student Code of Conduct.

Within three days of a student's return to school, he/she shall present a note signed by his or her parent/guardian to the classroom teacher or office.

The Code of Conduct states, "Seven (7) parent/legal guardian notes will be accepted as excused during the year." Parent/legal guardian notes expressing a reason will excuse an absence or tardy on seven (7) total occasions per year for a student. Each day absent or tardy will count towards the allotment of seven (7) notes. All other absences will require a doctor's note.

Unless it is an emergency, please schedule doctor and dentist appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Again, anytime a child checks out of school early, **an adult must sign the child out of school.** The parent/guardian must send a **signed** note if someone else is picking up their child.

## **BIRTHDAYS**

You may send in items for your child's birthday; however if it is a food item the nurse must be notified and the item has to store bought with the ingredients visible.

## **BREAKFAST / LUNCH PROGRAM**

Breakfast will begin at approximately 7:15 a.m. and will be served until 7:40 a.m.

Huntertown Elementary offers a daily hot lunch or salad for all students. Milk may be purchased by those students bringing their own lunch. **Under no circumstances are soft drinks or outside restaurant foods allowed in the cafeteria at lunchtime.** The lunches are provided through the Federal Lunch Program which prohibits soft drinks in the cafeteria. This includes any lunches brought to school. If your child cannot drink milk, please send juice or water for them to drink. Juice may also be purchased from the cafeteria.

State Free and Reduced Price Lunch Program: The Woodford County School District participates in the Federal Lunch Program. An application form is sent home with each student the first day of school (or upon registration). **If for any reason you did not get**

**an application and feel you might qualify, application forms are available in the office.** In addition if your financial status changes at any point during the year and you need a form, please let the office know and they will get you one.

Please note, that although you may qualify, you are not eligible for free/reduced lunch prices until you have applied each year by completing and returning the application form to the school. If they are not returned, even though you may have previously been determined eligible, your student will be placed on a full-charge cash basis until the application has been processed.

Parents should notify both the cafeteria manager and the principal of any food restrictions.

Additional food items need to be purchased with the class the first time students go through the lunch line.

### **BREAKFAST / LUNCH NO CHARGE POLICY**

According to Woodford County Policy, a NO CHARGE POLICY WILL BE ENFORCED. Please make sure your student has money for breakfast and/or lunch every day. Students without money will be served an alternate meal. Money may be sent to cover meals in advance. Please make sure that the student's account number is written on the check.

### **BUS REGULATIONS**

The driver of the bus is a school official and has absolute authority in matters dealing with transportation. **He/she may report any student, for dismissal from the bus, who persists in disobeying regulations. NO STUDENT IS TO DEPART FROM THE BUS UNTIL IT REACHES SCHOOL IN THE MORNING OR ARRIVES AT THE DESIGNATED PLACE FOR HIM/HER TO LEAVE THE BUS IN THE AFTERNOON.**

Any student needing to ride another bus, or needing to depart from the bus at other than his/her designated place must have a note signed by his/her parent or legal guardian. This note must be given to the office and a bus pass obtained from the office.

### **CELL PHONES**

Students may have cell phones at school but they must be kept in their backpacks with the ringer off. If a child has a phone out, students will be asked to put the phone up. If the phone is out a second time, staff will take the phone and give it back at the end of the day.

### **CHANGE OF ADDRESS / TELEPHONE NUMBER**

**Please notify the office** of any change in address or telephone number throughout the year. It is very important that we have a current telephone number where we can reach parents in the event of an emergency. Also, a new proof of residency will be required.

## **CONTACT PROCEDURE**

Huntertown Elementary School recognizes the fact that you may need to contact individuals for specific concerns. Please consult the following list:

1. Classroom issues - classroom teacher
2. Bus questions / background checks – Moni Smith
3. Attendance / Grades / Infinite Campus passwords – Brent Roberts
4. 504 / SEA / Grief / Bullying / Counseling – Sara Murrell
5. MAP / Gifted / State testing / K-PREP / Academics – Amanda Nugent
6. All other questions – Elaine Kaiser

## **DELIVERIES**

Students may not take deliveries of flowers or balloons on the school bus. It is suggested that these deliveries not take place; however, if it does happen then a parent will have to pick the child up from school that day.

**DISCIPLINE** Huntertown prides itself on having school-wide discipline that is firm, fair, and consistent. Students are asked to be responsible, respectful and safe while at school. Expectations are reviewed in all areas. We feel that all students have the right to attend school in a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptive classmates. With these basic principles in mind we have developed policies and procedures that will enable the staff to prepare and deliver to each child the educational program that is desired. We will not tolerate bullying or physical contact with intent to hurt others.

Huntertown Wildcats are expected to be respectful, responsible and safe in all areas. Teachers review expectations for classroom, bathroom, cafeteria, hallways, playground, assemblies, outside areas, and bus.

## **DISMISSAL**

Any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/legal guardian. It is the responsibility of the custodial parent/legal guardian to notify the school in writing if the release instructions are to be revised. This **signed** written notification must be received at least **two hours** prior to dismissal, IF YOU WISH TO HAVE YOUR CHILD CHANGE NORMAL AFTERNOON DISMISSAL PLANS (PICK-UP OR BUS). **ONCE CHILDREN HAVE BEEN LOADED ON THE BUS, WE CANNOT CHANGE THEIR DROP-OFF POINT.** ALSO, PLEASE DO NOT ATTEMPT TO STOP THE BUS TO TAKE YOUR CHILD OFF.

## **DISMISSAL PROCEDURES**

Students being picked up by a car by parents at dismissal will be available in the gymnasium. In order to ensure the safety of our students, we will be using a numbered “pick-up card” as an extra measure to match students to approved pick-ups. The pick-up card will be sent home with students. The number on the card matches the number that will be attached to the child’s backpack. Siblings have been assigned the same number. Each person picking up a student must show a Huntertown pick-up card.

At dismissal time, all students will wait until their number is called by an adult and then **exit promptly** through the **outside** gymnasium doors. The cars will be waiting in the car pick-up lane. If your child is a walker, they will exit through the doors near the gym and will be released to an adult.

We realize that many of you are regulars and many staff members already know you but it is important that everyone follow the same procedures. **All students must be picked up by 2:55. Any student who is repeatedly not picked up on time, will need to make arrangements in the future to ride the bus or enroll in ETC.**

**REMINDER: PLEASE DO NOT GO TO YOUR CHILD'S CLASSROOM TO PICK HIM/HER UP.** For security reasons, parents who pick up their children any time prior to the **2:40 p.m.** dismissal are required to report to the office, show proper identification, and sign out their child on the official sign-out roster. At that time an office secretary will contact your child's teacher and the student will be directed to the office. Students signed out prior to 2:40 p.m. are required by law to be marked as tardy.

### **DRESS CODE**

Huntertown Elementary School believes that the standards of dress and grooming should be primarily the responsibility of the parents and students with the understanding that students shall wear appropriate clothing and groom themselves in a manner which reflects good taste, does not violate the rules of decency, offend the standards of other students, or distract from the educational program. All students are expected to comply with the following minimum standards of dress and grooming:

1. Clothing: Clothing should be clean and neat. No vulgar or suggestive comments or advertising alcohol or tobacco products.
2. Bare midriffs, fishnet shirts, or half shirts are not permitted. This includes torn or radically altered clothing. (Sleeveless shirts are acceptable).
3. FOR SAFETY REASONS, LONG DANGLING EARRINGS ARE NOT TO BE WORN TO SCHOOL.
4. Shorts, skirts, and dresses should be an adequate length to preserve student modesty. **Garments shall be sufficient to conceal undergarments at all times.**
5. **Hats are not allowed at school unless designated as a special dress up day. Shoes with wheels are not allowed at school.**

(The staff at Huntertown Elementary School reserves the right to ask children to change any clothing that does not follow the dress code.) If you have any questions regarding the dress code, use this rule of thumb: If in doubt, don't wear it.

### **Drop-Off/Pick-Up Procedures**

We are concerned about the safety of our children at all times. Please help us by observing the guideline of the pick-up/drop-off line.

- ❖ **Please use the pick-up line instead of parking unless you have a preschool child.** This helps all parents by allowing the drop-off line to move quicker.
- ❖ Please pay close attention while in the pick-up line.
- ❖ Please refrain from being on the phone so you can be alert.

❖ If you **must** park and drop off your child please observe the following:

1. Please do not park in the handicapped spaces unless you have a handicapped tag. We do have parents and students who need those spots and should be left open for those individuals.
2. Please do not stop at the stop sign and let your child out of the car or park at the stop sign and get out with your child.
3. Please walk your child across the crosswalk. Students are not permitted to cross the crosswalk alone. We value their safety.
4. Please do not leave other children unattended in a vehicle while you enter the building to drop off a child.
5. Please do not park in the bus area. This area is reserved for buses only.

### **EARLY DISMISSAL**

A child is not permitted to leave school or the school grounds before regular dismissal without written consent of the parent/legal guardian. Parents must check students out through the office in all cases of early departure. There are telephones located in the office and classrooms. A student may be given permission to use the phone, if in the teacher's judgment the call is absolutely necessary. Only in an **emergency** should the school be called to interrupt a student during class time.

### **EMERGENCIES / ACCIDENTS**

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that the parents cannot be reached, the student will be discharged to the person named on the registration form. **It is critical that the registration form be filled out and kept up-to-date.** Please make sure the phone numbers that you give are current for locations where individuals can be reached. Please notify the office of any changes in writing.

### **ENROLLMENT**

State Law requires a child to be five years of age before August 1 to start Kindergarten. Woodford County Schools require the following documents for all students to be enrolled:

1. **Current** Kentucky Immunization Certificate
2. Official Certified Birth Certificate or other reliable proof of age and identity
3. Social Security Card (optional)
4. Current School Physical on an Initial Entry to School Form (a second exam is required within 1 year prior to entry into 6th grade).
5. Proof of KY Eye Exam (must be completed by a **certified optometrist or ophthalmologist**) on the KY Eye Exam Form.
6. Proof of KY Dental Exam on the KY Dental Exam Form.
7. Copy of Custody Guardianship or Custody Order showing that child resides with the legal guardian, custodial parent, or is in the custody of a state or other agency.
8. Proof of Residence – with name & current physical address. One of the

following:

- a. **Recent** electric bill
- b. **Recent** gas bill
- c. **Recent** water bill
- d. Rental/Lease Agreement
- e. Mortgage Agreement

**EXEMPTIONS ARE ALLOWED UNDER THE FOLLOWING CONDITIONS:**

1. **A signed doctor's statement verifying that the child is to be exempted from immunization for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.**
2. **Parents may request exemptions of their children from immunization for religious beliefs.**
3. **Students who fail to complete the required immunizations within the specified time will be denied enrollment until the series has been completed.**

**EXPLORER TIME COMPANY (E.T.C.)**

The Woodford County Board of Education offers an after school enrichment program for all elementary schools in the county. The after school enrichment program will operate from the dismissal of school until 6:00 p.m., Monday through Friday. For a special all day fee, the E.T.C. will be available on days school is not in session, including vacation days in the school calendar and snow days. The program will include snack and study time every day as well as a wide variety of enrichment classes on a rotating basis. Students from kindergarten through fifth grade may participate. Parents/guardians may choose the number of days a child will participate.

**FIELD TRIPS**

Throughout the school year, students will occasionally go on field trips. Parent permission slips **MUST** be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of students will be observed and enforced on field trips unless otherwise stated by the bus driver. **In accordance with Woodford County Public Schools policy, parents chaperoning field trips or volunteering within the school must have a completed background check and a CAN check from Woodford County Public Schools.** Once you have been approved, you will be notified. **Volunteers must renew background check every year by filling in the appropriate paperwork. This also includes grandparents, aunts, uncles, etc.** If a student is signed out from a field trip, the time is recorded as a tardy or absence.

**FAMILY RESOURCE CENTER**

The intent of the center is to enhance students' abilities to succeed in school by assisting children and their families in meeting their basic needs. This is done by providing community services at the center and by linking families to agencies in the community. The Family Resource Center focuses on preventing an array of childhood problems by strengthening effective family management practices and establishing much-needed family support services. This is an opportunity to work with families to help remove barriers so they can build the relationships and environments within their

own families to provide their children with those positive experiences on which successful lives are built.

### **GYMNASIUM USE**

All children must wear tennis shoes when using the gym for P.E. **No food or drink** should be taken into the gymnasium.

### **INCLEMENT WEATHER DISMISSAL**

The announcement as to whether or not school will be in session will come from the superintendent. Notification will be announced on the Woodford County Schools website, TV, radio, and the one call now system. If a Non Traditional Instructional (NTI) day is called, it will be stated on the announcement that it is an NTI day.

### **ILLNESS**

If a student becomes ill during the school day, a parent or guardian will be notified. Please adhere to the Code of Conduct.

Please note some students have serious medical conditions that can become life threatening when exposed to certain conditions. Please alert the school office if your child has measles, mumps, rubella, chicken pox/shingles, whooping cough, or any other condition of concern.

### **ITEMS NOT APPROPRIATE AT SCHOOL**

Personal property items shall not be brought to school by any student without specific permission from the teacher or principal. This includes, but shall not be limited to, the following items: shoes with wheels, game systems, toys, radios, skateboards, animals, etc.

### **LICE**

A common issue on any elementary school campus is head lice. Our primary concern in dealing with head lice is that they are easily transmitted from one student to another and unless an infected student has all nits (egg sacks) removed, the lice will most likely return. For these reasons, we recommend that students do not share hats, jackets etc. Also, it is our district policy that a student sent home for head lice, must be completely free of live lice before returning to school. This policy comes directly from the Woodford County Health Department. **For additional information on the subject, contact the school or call the Woodford County Health Department at 873-4541.**

### **MEDICATION**

**According to Woodford County School's policy, the school must receive the following:**

1. Permission to administer medication form must be on file for over the counter, short and long-term prescription medication. (Forms are available in the office).



**Remember all forms must be the original form signed by the parent/legal guardian. Prescription forms must be signed by the doctor.**

2. Medication must be in the **original** pharmaceutical container. School personnel will not be able to accept **any medication** brought in baggies, envelopes, etc.
3. Medication is to be kept in the office in the original container.
4. **Parents/legal guardians** must bring and pick up all medications to the school, along with the Permission to Administer Medication Form. **Students are not permitted** to bring any medication (such as cough drops) to or from school on their own.

Parents/legal guardians are required by state law to inform the school of any medication to be taken by the child at school. Facts on current dosage and the name of the supervising physician are needed.

### **PARENT INVOLVEMENT**

Parents/legal guardians are encouraged and welcome to visit our school at any time.

**Visits with teachers, principal, or other school staff members should be by appointment.** This will ensure that the persons or subjects you want to see are available and will ensure that instructional time will not be taken from the children. For the safety and protection of all students, VISITORS SHOULD FIRST CHECK IN AT THE OFFICE AND OBTAIN A VISITOR'S STICKER BEFORE ENTERING ANY PART OF THE BUILDING. IF YOU FORGET TO WEAR YOUR STICKER YOU MAY BE REMINDED BY THE SCHOOL STAFF.

### **P.T.O. (PARENT TEACHER ORGANIZATION)**

PTO is very active at Huntertown. They coordinate many educational and fun events for the students and some that the whole family can enjoy. Some events include: Back to School Ice Cream Social, Teacher Appreciation, 5th Grade Celebration, Family Fun Nights, and much more. PTO also provides for many school assemblies, attendance incentives and field trips as well. PTO is instrumental in providing extra needed funding for further educational needs that are not always available through school funds. PTO meets every month at a designated time and day. PTO encourages every parent to be actively involved in his/her son or daughter's educational life at home and through participation in school and classroom activities.

### **REPORT CARDS**

The report card and mid-term report card schedule will be announced at the beginning of each school year. Parent conferences will be offered after the first nine weeks.

### **RESPONSIBILITIES TO ENSURE STUDENT SUCCESS:**

#### **THE STAFF WILL:**

1. Provide educational programs based on state and local curriculum guidelines and on the potential of each student.
2. Teach school wide expectations
3. Provide opportunities for every student to be successful.
4. Provide a climate that allows all students to participate in decision making

and critical thinking, and then be accountable for their choices.

**THE SCHOOL WILL:**

1. Establish and maintain open lines of communication among home, school, teacher and parent.
2. Provide all parents timely information regarding their child's progress towards meeting academic standards.
3. Provide educational opportunities for parents to increase their skill and knowledge.

**THE STUDENT WILL:**

1. Attend school every day and be on time.
2. Be prepared for all daily work and assignments.
3. Be respectful, responsible, and safe at all times.
4. Become involved in the various co-curricular and extracurricular opportunities offered.
5. Strive to do his/her best each day.

**THE PARENTS WILL:**

1. Establish and maintain open lines of communication between home, school, and teacher.
2. See that their children attend school regularly and arrive on time.
3. Promote high expectations.
4. Provide a quiet place in the home for daily homework.
5. Attend Parent/Teacher Conferences.

**SPECIAL EDUCATION**

Our Special Education services will continue to include consultation and collaboration with regular education teachers. The Inclusion Model will help to ensure that students with special needs remain in the regular classroom as much as possible.

**STUDENT MOTIVATION**

Just as we have serious consequences for students who exhibit negative behavior, we also have a reward system to honor those students who display positive attitudes and behavior. Recognition is regularly given to students who excel in academics, attendance, and behavior. We are committed to teaching the students at our school that good work habits and positive behavior will be beneficial not only to the overall educational program, but also to the student personally.

**STUDENT RECORDS**

The Woodford County School District maintains cumulative records for each student, as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents to review.

**PLEASE CALL THE SCHOOL OFFICE at 879-4680 TO SET UP AN APPOINTMENT WITH THE PRINCIPAL OR SCHOOL COUNSELOR IF YOU DESIRE TO REVIEW YOUR CHILD'S CUMULATIVE RECORD.**

### **TECHNOLOGY & TEXTBOOKS**

Huntertown furnishes textbooks or Chromebooks/iPads for student usage. There is a usage fee for chromebooks. However, this does not relieve students of the necessity of giving proper care to these items. Students are responsible for and will be expected to pay for the damage and/or loss of all non-expendable materials issued to them by the school. This would include technology, textbooks, library books, and physical education equipment checked out by or issued to them during the year. We hope this significant investment of district funds will be treated with respect. Reasonable wear and tear is to be expected, however unreasonable damage will result in the parents/students being financially responsible for the replacement of items.

### **TREATS**

If you want to bring in food items for treats, parties, or birthdays, please make sure they are store bought and in the original container. We must protect our students who may have an allergy. We ask that you **NOT send in anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts.**

### **USE OF LIBRARY**

Students visit the library weekly. They may come at other times with their teacher's approval.

Books may be checked out for one week. If the student does not finish the book, he/she may return it to the library to renew it. Any student that fails to return a book will be on the Overdue List. **Students are expected to pay for lost or damaged books.**

### **VANDALISM**

Parents/legal guardians are responsible for the full extent of any and all damages at school by their child. This includes the cost of labor as well as materials or repairs. If in the event such vandalism occurs, the Woodford County School District will appraise the damage and cost of repair and bill the parents/legal guardians of the children. This includes iPads.

### **VISITORS**

**All visitors must report to the office to sign-in/sign-out in the Visitor's notebook and pick up a Visitor's sticker to wear while in the building. They must also indicate on this sheet their destination and the date. This includes guest speakers, parents, friends or family of staff members.**

Parents/public are encouraged to visit our school and see the good things we are doing. We would also encourage our visitors to volunteer whenever possible. All volunteers must have a cleared Woodford County Schools background check on file with the school.

### **VOLUNTARY STUDENT ACCIDENT INSURANCE**

Student insurance is an optional service provided by the District. Student insurance may be applied for and returned to the school. The forms are to be returned to your child's teacher if you choose to purchase this coverage for your student.

**WOODFORD COUNTY DOES NOT CARRY MEDICAL INSURANCE ON STUDENTS.**

### **VOLUNTEERS**

All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, go on field trips, attend parties, help in the classroom etc. are required to have a Woodford County Schools background check. Please bring your driver's license (with current address) and your social security card to the office to complete the necessary paperwork to obtain a background check. **In accordance with Woodford County Public Schools policy, parents chaperoning field trips or volunteering within the school must have a completed Woodford County Schools background check on file in the office in addition to a CAN check.** Upon approval, a Huntertown background check card will be issued. If volunteering please get a volunteer sticker to recognize your efforts.

### **HOW PARENTS CAN HELP STUDENTS HAVE A SUCCESSFUL YEAR**

1. Help your child to understand that he/she is responsible for his or her own actions and behavior.
2. Expect your child to grow towards independence and offer challenging opportunities. He/she needs limits within which to function and direction as to how to respond.
3. Get both (or all) sides of the story before drawing conclusions. In case of a misunderstanding, contact the school.
4. Remember that teachers have about twenty-four or more children to care for and need all the data you have about your child if they are to be effective in providing the right kind of program. **Health problems (or other circumstances which may affect your child's education) should be shared with the school.**
5. Remind yourself that teachers teach because they care about children, that their objectives and yours are usually the same and agreement on how to achieve the objectives requires good two-way communication.

### **STUDY HINTS**

Every child needs to develop good study habits in order to be successful at school. We've prepared a method for you to help provide a "study routine" for your children. We hope you'll give it a try.

1. Select a regular time each day for homework and study. Allow the child sometime after school to play. Just before or just after dinner may work best for completing homework.
2. Keep study/homework time reasonable. Since every student will have homework nightly and the length of time may vary, we suggest no more than 15-30 minutes for primary students and 45-60 minutes for upper grades.
3. Keep distractions to a minimum. Don't have the student working near the TV or radio. Try to keep brothers and sisters from bothering the student. Allow no interruptions such as phone calls.
4. Check the work. When the student finishes, take a few minutes to look over the work. Check for neatness and obvious mistakes.
5. All students have an IXL and Lexia Account that they can use at home at any time. In addition, grades 2 and up have Reflex math.

### **Policy of Non-discrimination**

Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, genetic information, marital status, sex (including sexual orientation and gender identity), veteran status, disability or limitations related to pregnancy, childbirth, or related medical conditions in employment, educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

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**I have read and understand the Huntertown Elementary Student Handbook.**

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Signature of Student

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Signature of Parent

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**\*These policies are subject to change based upon the Woodford County Board of Education board approved policies.**

