



Estill County Public Schools

Student Discipline Code of Acceptable Behavior & Discipline with Individual School Supplement

South Irvine Early Learning Center

South Irvine Early Learning Center

“Home of the Little Engineers”

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VISION

SIELC strives to meet the needs of the whole child in order to provide a solid educational foundation.

MISSION

SIELC provides a safe and inclusive environment for all children to learn.

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Dear Parents,

Welcome to South Irvine Early Learning Center! This is a special place designed specifically for early learners. As your child enters South Irvine Early Learning Center they will encounter a variety of learning experiences. They will begin interacting with others and creating friendships. They will learn to take turns and share with others. The staff will work to prepare your child for kindergarten.

Thank you for allowing us to partner with you in your child's beginning steps of their education. As your child begins their education journey you may have questions. This handbook will answer some of your questions. Feel free to email me at toni-garrett.hall@estill.kyschools.us or contact your child's teacher. We are excited to work with your child and look forward to a great school year!

Sincerely,

Toni-Garrett Hall, Principal

SOUTH IRVINE EARLY LEARNING CENTER STUDENT HANDBOOK

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

DESCRIPTIONS OF PROGRAMS OFFERED

South Irvine Early Learning Center offers a variety of programs including; Early Head Start/Head Start, and State funded Preschool for children ages ranging from six weeks to 4/5 years of age.

All Early Childhood Programs are designed to prepare children socially, physically, emotionally, and educationally for elementary school. Full-day services are available based on eligibility guidelines. All programs are five (5) days a week.

State funded Preschool

Students participating in State funded Preschool are enrolled in Early Childhood's State funded preschool program through the Kentucky Department of Education. Students must be four years of age by August 1 of the program year and must meet eligibility guidelines. Full-day programs are offered for these preschool students. Students attend classes Monday through Friday, with the exception of every other Friday. Preschool students do not attend every other Friday. We reserve this day to serve families. The district school calendar reflects these days. Transportation is available.

Head Start

Head Start is a federally funded program serving children from families who meet eligibility criteria. Students attend classes Monday through Friday, and transportation is available. Applicants must be three or four years old by August 1 of the program year.

Early Head Start

Early Head Start is a federally funded program serving children from birth to 36 months who meet eligibility criteria. Students attend classes Monday through Friday, and transportation is not provided. Applicants must be 3 years of age or younger by August 1 of the program year.

GENERAL INFORMATION

ARRIVAL

The school doors will open at 7:35 am.

Supervision is unavailable until 7:35 am. Students shall not arrive before this time. Instruction begins at 8:05 am.

Parents may bring their child to the parent drop off site.

Due to safety reasons, parents will not be permitted to walk their child to class or remain in the designated areas with their child.

BUS RIDERS (LOADING & UNLOADING)

To make a transportation change for your child, you must call the school office at 723-4700. We do not accept notes for transportation changes due to the child's age. Many times, these notes are lost on the bus before the children arrive. When you are calling to let us know that your child needs to be put on another bus or dropped off at another location, please be prepared to give either your child's social security number and/or the parent's license number. This will help us in protecting your child and ensuring that they are in the correct care. Calls for changes must be made before 1:30 pm to ensure that changes can be made. Calls made for changes after 1:30pm cannot be ensured.

The name of the person must be on your child's checkout list for them to pick your child up at school and/or bus stop.

For the safety of your child, we will **check driver's licenses and/or id.**

CAR RIDERS

AM car riders will be dropped off at the lower Preschool wing of the building.

Parents need to be aware of blocking the flow of traffic at the NO PARKING ZONES and bus lanes.

Please refrain from parking in the church parking lot directly adjacent to the school grounds.

If your child arrives after 8:05 am, you will need to walk them to the door and ring the bell. You will be asked to sign them in.

AFTERNOON DISMISSAL

Dismissal begins at approximately 2:35 pm.

Parents picking up students in the afternoon shall remain outside of the designated doors. Parents must show ID to school personnel before getting their child.

If a car rider is not picked up by approximately 2:50 pm, your child will be sent home on the bus.

HEALTH/MEDICATION

The school assumes that responsible parents will not send a child to school if he or she shows signs of illness, such as: red throat, excessive cough, skin rash, and fever of 100 degrees, vomiting, or frequent diarrhea. We ask, for your child's sake and for the protection of other children, that your child be kept at home under these conditions. Children should be **fever free for 24 hours** before returning to school.

If any of these symptoms occur at school, parents will be notified.

If a student requires medication, papers must be filled out and signed in the front office before medication can be administered. Medication must be brought in by a parent in the original container and picked up by a parent. **Medications cannot be sent on the school bus or carried by the child into school or on the school bus.**

If your child has a food allergy, please send in the appropriate papers from the doctor.

SCHOOL CANCELLATIONS/DELAYS

The South Irvine Early Learning Center operates on the same school calendar as Estill County Schools. There is one day each month that preschool students do not attend. This allows teachers/assistants to complete required home visits.

Whenever school is delayed, dismissed, or canceled, an announcement will be made on local radio (WIRV 1550 AM, 100.7 FM), TV stations (WLEX Channel 18, WKYT Channel 27, WTVQ Channel 36), District Website and Facebook pages, and/or the Estill County Schools One Call Now System.

ATTENDANCE

We love having your child here at the Early Learning Center.

Daily attendance plays a critical role in every student's academic and future career success. Please ensure that your child comes to school every day. It is understood that sickness and emergencies happen; use preventive measures to ensure your child is healthy and barriers that may keep your child from coming to school are discussed with school staff.

Please call the school and let us know if your child is going to be absent or late.

Upon returning to school after an absence, you must send a doctor's excuse, dentist excuse, etc. or a parent note. Remember, **calls do not replace a written excuse for absence**. It is the parent's responsibility to send a written excuse for each absence. If an excuse is not received, the absence will be recorded as unexcused.

Three parent notes are permitted per semester. No carry overs.

All excuses must be turned into the office within thirty days.

Students in Estill County Schools will be allowed up to six (6) absence events to be excused with a written parent note for the entire year. Estill County Schools will excuse up to ten (10) absences with doctor/medical excuse /note. Any absence event due to medical reason in excess of ten (10) will require the presentation of the Estill County Schools' Medical Excuse Form before the absence will be excused. The form will be available at each school, central office and some medical facilities upon parent request.

Truancy

It is our hope that parents understand and promote the importance of daily school attendance.

As of July 1, 2005, compulsory attendance laws (KRS 159.150) in the state of Kentucky state that a student will now be considered a **"habitual truant"** once they have accumulated six (6) unexcused absences. **The law does not distinguish between an absence and a tardy.** This means that a student will be defined habitual truant once they have accumulated six (6) unexcused tardies, six (6) unexcused absences, or **ANY** combination of absences/tardies equaling the number six (6). (For Example, 3 absences and 3 tardies) This may result in court proceedings against the parent and/or the student depending on the child's age.

Preschool students who fall under “truant” status are subject to being removed from the program based upon School Policy.

School Intervention for Improving Attendance

Phone call by teacher or staff.

Written notice to parent or guardian by teacher or principal.

Home visit by school staff.

Truancy complaint filed with district Director of Pupil Personnel.

Complaint of unlawful transaction with a minor.

SOUTH IRVINE EARLY LEARNING CENTER ATTENDANCE GOAL FOR EVERY STUDENT= 95%-100%!! This means a student should have no more than 7 or 8 total absences for the year.

EHO (Enhanced Educational Opportunity) Students may be excused for up to 10 days per year for educational activities. This application form must be completed and returned to the school office at least five (5) days prior to the absence. The principal then deems if it is educationally relevant and determines approval. This type of absence cannot occur during school’s testing, unless there are circumstances approved by the principal.

Doctor’s Notes/Medical Notes

TEN NOTE limit for the year. Doctor’s notes/Medical notes are limited to ten (10) for the year. In special circumstances, or as deemed necessary by a chronic health situation, additional days may be granted after a form is completed by your family physician for doctor/medical excuses with medical documentation and principal/designee approval. The completed form should be turned into the school office within five school days of the absence.

(NOTE: The ten (10) note limit for doctor/medical notes does not apply to IEP’s or 504’s or where medical documentation regarding chronic health issues has been provided and approved and is on file at the school.)

Parent Notes

Estill County School district allows a total of six (6) written “parent notes” for the year. Always provide written documentation for any absence. Every time a child is tardy, check-out early, or is absent, you must send a note on the day of the student’s

return to school. There is a 5-day grace period to submit the documentation, but after 5 days, it will be counted as unexcused.

Home/Hospital

If a student is anticipated to be absent more due to surgery, medical procedure, accident, serious illness, or medical related long-term absence, they are eligible to complete a homebound application. Please contact the school office to make arrangements for this.

Parents, staff, and students are encouraged to make dental/doctor/orthodontist/optometrist appointments after school or on days of a school break, unless it is related to an immediate health need.

ADDRESS AND TELEPHONE CHANGES

Please notify the school if your address, telephone number, or emergency contact numbers have changed. It is very important that our information be kept up to date, especially in the event of an emergency.

COURT ORDERS AND CUSTODY

The school shall release the student or information concerning the student to either parent unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody; or a legally binding document which provides instruction to the contrary.

EMERGENCY OPERATION PLANS

The purpose of this information is to assure you of our concern for the safety and welfare of all students at South Irvine Early Learning Center. Estill County School District's Emergency Operations Plan provides for response actions to be taken in all types of emergencies; therefore, several protective responses are planned as follows:

- Building Evacuation - Evacuation to a safe area on the school grounds in the case of a fire.
- Sheltering in Place - Sudden occurrences such as tornadoes, hazardous material accidents; biological chemical or radiological events, or mass weapon events may dictate taking cover in place as the best immediate response. After the danger has passed, parents or other persons identified on the Release Form will be required to provide photo identification and sign a release prior to removing a child from the school.

- Evacuation - Total evacuation may become necessary if the school is in an endangered area. Depending on the situation, your child may be transported by bus to a designated area. In that case, you will be kept informed as to where to regain custody of your child through local television and radio announcements. Parents or other persons identified on the Release Form will be required to provide photo identification and sign a release prior to removing a child from the school's custody.
- Please DO NOT call the school or attempt to make different arrangements for your child. That will only create confusion and divert staff from their assigned emergency duties.
- Radio and television announcements will be used to communicate information and procedures. To ensure the safety of ALL children, we urgently request the cooperation of ALL parents.

EMERGENCY PROCEDURES

Directions for all drills are posted in each classroom and will be practiced on a regular basis. **Types of Emergency Drills:**

- Fire Drills
- Tornado Drills
- Earthquake Drills
- Shelter in Place Drills
- Bomb Drills
- Lock Down Emergency Drills

SCHOOL BEHAVIOR EXPECTATIONS

The Staff of the South Irvine Early Learning Center believes that positive student behavior is necessary for achieving the highest quality of learning in the classroom and within the school. The Staff of the South Irvine Early Learning Center will implement fair and consistent expectations of conduct and classroom management. The Staff also supports all transportation staff in emphasizing desirable social behavior of students while riding buses.

All classrooms reference The Three B's Expectations to promote positive behavior.

B-Be Kind B-Be Responsible B-Be Safe

South Irvine ELC Behavior Matrix

	Bus	Hallway	Classroom	Bathroom	Cafeteria	Playground/Gross Motor	Library
Be Safe	- stay in your seat - body calm (hands to self) - hold on to the rail when going up and down the steps	-walking feet -body calm (hands to self) -stay in line	- walking feet - eyes watching - body calm (hands to self)	- walking feet -wash hands -body calm (hands to self)	-stay in your seat -walking feet -body calm (hands to self)	-stay inside the playground area (adult use gates) -stay in line -hands to self -use the playground the right way (up the steps, down the slide)	- walking feet - eyes watching - body calm
Be Kind	-use nice words (manners) - be nice to others -voices quiet (inside voice)	- bubbles -bunny tails	-voices quiet (inside voice) - help your friends - use nice words	-voices quiet (inside voice) - be quick (so other can have a turn)	-voices quiet (inside voice) - use nice words (manners)	- play nice - take turns - help your friends - outside voices (playground)/ inside voices (gross motor)	- use nice words (manners) - voices quiet (inside voice) - use the books the right way
Be Responsible	- keep your backpack on your back - ears listening - ask for help	-ears listening	- ears listening -ask for help -clean up after yourself	- ears listening - clean up after yourself - use it, flush it, wash it	-ears listening -ask for help -clean up after yourself	-ears listening -ask for help -clean up after yourself	-ears listening -ask for help -clean up after yourself

South Irvine ELC addresses all behaviors through a trauma-informed lens.
Some responses to discipline will differ due to this.

ITEMS NOT ALLOWED AT SCHOOL

Items not allowed at school include:

- Tobacco, alcohol, drugs, or any related forms of these harmful substances
- Guns, knives, or other forms of weapons (real or toy)
- Firecrackers or other explosives
- Matches or cigarette lighters
- Cell phones
- Toys, trading cards, electronic games or devices that may be damaged, broken or stolen may not be brought to school unless prior permission is granted by the teacher

DRESS CODE

We recommend that all children wear play clothes that are washable and comfortable. In addition, we recommend that children wear proper footwear in order to fully participate in daily recess and weekly physical education.

Hats and mittens are a must since we take children outside regularly. Students may be taken outside when weather is permitting. This means rain/sleet/hail is not falling and there are no weather advisories. Students do go outside when it is cold. Teacher/Principal discretion will be used in accordance with these guidelines. All clothing should be marked with your child's name; especially gloves, hats, sweaters and jackets.

PLEASE SEND BACKPACKS DAILY

VISITORS/BUILDING ACCESS

For security purposes, all doors to the school will be locked. All visitors, including parents, must ring the doorbell to enter the building through the main front door entrance.

For safety reasons, visitors may be denied entrance into the school building.

Visitors/Volunteers must report to the front office to sign in and receive a pass. A volunteer log should also be signed to help us keep track of volunteer hours.

MEALS

We provide every child with a nutritious and well-balanced breakfast, lunch and snack that meets USDA guidelines. South Irvine Early Learning Center met the needs required to qualify for the Community Eligibility Option opportunity which means **all students will receive free breakfast, lunch and snack in preschool.** We strongly encourage students to eat in the school cafeteria. If your child is required to have special meals, please make sure they are in a lunchbox or brown bag and send them to school in the morning. If your child brings breakfast or lunch it must be in a lunchbox or brown bag. Please refrain from sending a child to school with a fountain drink in the mornings for breakfast.

Even though your child will be receiving free breakfast and lunch, you need to complete the meal application and return to school.

FAMILY RESOURCE CENTER

Shaye Walker is the Family Resource Center Director for South Irvine Early Learning Center. Jenny Hardy is the FRC Assistant. They can be reached at 723-4700 and Estill Springs Elementary, 723-7703.

Students, parents and teachers are encouraged to use the services provided.

Referrals to community agencies and resources are in place to assist students and families with their needs.

The Family Resource Center offers a comfortable atmosphere to share and gather information about issues of concern to the growth and development of families.

Workshops are available throughout the year.

The center houses a limited lending library which includes books and learning games that can be checked out for use at home with your child.

The center is open weekdays throughout the school year and limited times during the summer.

Contact the center coordinator at 723-4700 for more information and/or to schedule a home visit. The FRC staff will be happy to meet with you and connect you to available resources. South Irvine Early Learning Center is committed to developing the whole child.

FAMILY LEARNING NIGHTS

Families are an important part of the South Irvine Early Learning Center team. Family Learning Nights offer activities designed specifically for young children and their families. Scheduled throughout the school year, they allow families to meet one another and get to know our staff in a more relaxed atmosphere. We hope that you will try to attend these family focused learning events.

SCHOOL TO HOME COMMUNICATION

- Important School communication will be sent each Thursday in a “Thursday Folder”. Parents are encouraged to review all information with their child and discuss envelope/folder contents.
- Bi-weekly or weekly newsletter from the principal will be included in the Thursday folder.
- Parents and students may also access information on the school webpage: www.estill.kyschools.us
- Important announcements are placed on the marquee at the front entrance of the school.
- Updates will also be posted on the school’s Facebook page – South Irvine Early Learning Center.
- District information, school information, as well as parent resources can be obtained from the Estill County website: www.estill.kyschools.us
- If you have any unanswered questions, you may contact the school at 723-4700.

VOLUNTEERING

We believe that parents are a child’s first and most important teachers. We promote effective, lifetime participation in the education experiences of your child.

There are several different ways to volunteer at SI Early Learning Center, which include providing materials, going on field trips, helping at parties, sharing a special talent or interest with the class, and/or reading to the class. In addition, there are opportunities within the school, such as assisting in the cafeteria and contributing time and supplies to school wide activities.

To volunteer, you must pass a criminal record check and attend a Confidentiality Training session.

PICTURES

A professional photographer takes individual pictures of the children at school in the fall and spring of the school year. In addition, group pictures are taken in the spring. These packets are offered to families for a reasonable price, but you are not obligated to purchase school pictures. You will be notified prior to pictures being made.

TECHNOLOGY

Your child will be immediately exposed to a wealth of technology as soon as they enter their classroom. Basic computer concepts are practiced in the classroom such as: mouse control, mouse orientation, keyboard awareness, and computer care.

An acceptable use policy must be signed for students to use the internet at school. Students never have unsupervised access to the internet. Internet activities are always teacher-led. For your child to benefit from the variety of activities available through the internet, this form should be signed.

BUS TRANSPORTATION

Transportation is provided for all students. If a child violates a rule, the bus driver may complete a referral form and send it to the principal. If a child has three referrals, they may be temporarily removed from the bus; therefore, requiring parent transportation for a minimum of 1 day. For safety concerns, individuals must be at least 16 years old to accept a child from the bus. The bus driver will not release a child to an individual under the age of 16 or an individual not on the student transportation sheet and/or student check out form. The state requires a hand-to-hand rule for all preschool students, meaning an adult must walk a child holding their hand to and from the bus.

Riding the bus can be overwhelming for students. To help your child feel comfortable during the bus ride, please help your child learn the bus driver's name.

Bus safety is one of the most important concepts for children to learn. Below are some rules you may review with your child:

- Staying in their seats (on their bottoms) until the bus stops.
- Using quiet or indoor voices while on the bus.
- Walking when getting on and off the bus.
- Following the directions of the bus driver and bus monitor.

TITLE 1-NOTIFICATION TO PARENTS OF PROFESSIONAL QUALIFICATIONS OF TEACHERS

The No Child Left Behind Act requires that all schools receiving Title 1 Funds notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. If you would like to request this information, please contact the principal at 606-723-4700.

NON-DISCRIMINATION

In the Estill County Schools, no students shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

SCHOOL-WIDE CELEBRATIONS

Classrooms are encouraged to celebrate academic and attendance success. Classrooms celebrate success of positive behavior expectations (The 3 Bs).