



# **SOUTHSIDE ELEMENTARY**

**Home of the Stallions**

*An Incredible Place to Learn*

## **STUDENT-PARENT HANDBOOK 2024-2025**

SOUTHSIDE ELEMENTARY SCHOOL  
1300 TROY PIKE  
VERSAILLES, KY 40383

Phone (859) 879-4660  
Fax (859) 873-4571

<https://southside.woodford.kyschools.us>

Jeremy Reynolds, Principal

### **Southside Elementary Mission Statement**

Southside Elementary works together through a partnership of school, home, and community to help all students develop to their full potential in becoming responsible, productive citizens.

**Southside Stallion's**  
**School-Wide Standards:**

***Stallions are:***

***Safe*** – Keep yourself and others free from harm.

***Respectful*** – Be kind and care for your school community (students, adults, classroom, etc.).

***Responsible*** – Be careful with your words and actions.

**Morning Arrival Expectations:**

1. Go directly to your classroom
2. If eating breakfast, go directly to the cafeteria

**Hallway/Common Area Expectations:**

1. Keep hands, feet and objects to self
2. Keep eyes forward
3. Use a voice Level 0 (Level 1 voice when needed)
4. Keep your place in line
5. Walk on the right side of the hallway in a single file line
6. Stand in designated space

**Restroom Rules:**

1. Only the designated number of students may enter the restroom at a time
2. Use a Level 1 voice
3. Use restroom facilities appropriately in a timely manner
4. Use good personal hygiene

**Lunchroom Expectations:**

1. Keep hands, feet and objects to yourself
2. Eat your own food
3. Use appropriate voice level – Level 2 (inside) voice
4. Use good manners
5. Wait your turn in line
6. Follow adult directions
7. Stay seated and raise your hand if you need help
8. Keep your area clean

**Playground Expectations:**

1. Use hands, feet and equipment appropriately
2. Play only in areas designated by your teacher
3. Enter/exit the building quietly
4. Follow adult directions
5. Be a good sport and include others
6. Bring in everything you take out
7. Use strategies to solve problems

**Voice Levels:**

Level 0—No Talking

Level 1—Soft/whisper voice

Level 2—Conversation voice

Level 3—Outside voice

My teacher has explained these rules to me and I am ready to follow these school rules.

Sign \_\_\_\_\_

Date \_\_\_\_\_

# Southside Elementary School

## 2024-2025 Student Handbook

### ARRIVAL

Students may exit cars or buses after **7:15 am** (school grounds are not supervised until this time) and report directly to their classroom or the cafeteria. Students who are not in the building by **7:40 am** are **considered tardy** and must report to the office accompanied by an adult. Students must obtain a tardy pass before going to class.

### ARRIVAL PROCEDURES / PARENT DROP-OFF (FRONT DOOR)

1. Blue Line drop off is only for those students that will exit on their own.
2. If you are dropping off a student, please **pull as far forward** (far left front corner of the building) **on the blue line as possible before stopping your car** (even if no one is behind you). This will allow for the maximum number of drop offs at one time. **There is no passing in the drop off line.**
3. Once your car is stopped, please have your student exit (sidewalk side) onto the sidewalk and walk close to the side lined by grass or fencing. **Students should NOT walk on the red line.**
4. If you are walking your child to the building, please park in the parking spaces in the two middle rows. **To ensure safety and minimize disruptions in morning routines, adults are not permitted to walk past the foyer/front doors with their students. Any parent/guardian/visitor that wishes to enter the building past the front foyer must sign-in at the front office.**
5. Mr. Reynolds, Officer Patrick, or Mr. Brian will motion for pedestrians to cross the street. Make sure to cross at the marked crosswalk. This is the only safe place for students to cross. Please do not attempt to cross before the traffic is stopped.
6. On rainy or cold days, please make sure your child is dressed appropriately to walk in the weather. Do not expect to stop in front of the school doors for drop off.
7. **Students must be in the building by 7:40 am, or they are considered tardy.**
8. Any time a different person (grandparent, babysitter, etc.) will be dropping off your child, please review the process with them.
9. When exiting the building, please wait until directed before crossing to the parking lot.
10. Please follow the 10 mph speed limit while on Southside's campus.

### ARRIVAL PROCEDURES / PARENT DROP-OFF (BUS LANE DOORS)

1. Cars may use the bus lane for student drop-off **BETWEEN 7:25 AM AND 7:40 AM.**
2. Cars are **never** allowed to pass buses when they are in the drop-off area near the doors.
3. Cars should **not** pass other cars, please remain in line until the cars in front complete the drop-off process.
4. Please follow the directions of the staff member coordinating the drop-off in the bus lane.
5. The bus lane doors close at 7:40 AM, any students arriving after that point must enter through the front doors.

### ASSEMBLIES

Southside Elementary students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

### ATTENDANCE: ABSENCES

It is very important to your child's education that he/she attends school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to have your child at school every day possible. The Code of Conduct states, *“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 would count towards the allotment of seven (7) notes. Each student is also allotted 3 parent notes for only tardies separate from, and in addition to, the previously referenced 7 parent notes.”* **Parents/legal guardians shall submit an excuse note for an absence or a tardy within 3 days.** Failure to submit an excuse note will result in the tardy or absence being unexcused. Once the total number of absence and tardy notes combined reaches seven (7), all other absences or tardies must have a physician’s statement or other required verification to be excused or be approved as excused by the Principal. A total of seven (7) doctor’s notes will also be accepted over the course of a school year. REFER TO ATTENDANCE POLICY IN THE WOODFORD COUNTY SCHOOLS 2024-2025 CODE OF CONDUCT MANUAL for any changes. Please make sure any missed assignments are completed.

### ATTENDANCE: TARDIES

Like absences, tardies (coming late to school, leaving early, or missing any portion of the day) can also be disruptive to your child's education. Additionally, other children in the classroom lose precious time because when a child comes in late, the learning process is often disrupted as the late student settles in and gets adjusted. Please help us help your child and make every effort to have children arrive at school on time. Students must be in the building by 7:40 am, or they are considered tardy. Again, in accordance with **Woodford County Public Schools policy, a note is required within 3 days of the tardy.** REFER TO ATTENDANCE POLICY IN THE WOODFORD COUNTY SCHOOLS 2024-2025 CODE OF CONDUCT MANUAL. Unless it is an emergency, please schedule doctor, dentist, etc. appointments after 2:35 pm. Again, anytime a child signs out of school early, **an adult must sign the child out of school.** Parent/legal guardian must send a **signed** note if someone else is picking up their child.

### BIRTHDAYS

Due to the prevalence of common, severe, and fatal food allergies, to ensure the safety of all students, **we do NOT allow families to send in food items for birthday celebrations.** If you choose to celebrate your child’s birthdays by sending in treats for the class, you may only send in non-food items (stickers, pencils, etc). Your child’s teacher will notify you of appropriate birthday items.

### BREAKFAST / LUNCH PROGRAM

Breakfast will begin at approximately 7:15 am and will be served until 7:40 am. Southside Elementary offers a daily hot lunch for all students. Milk may be purchased by those students bringing their own lunch. **Under no circumstances are soft drinks, outside restaurant foods, or glass containers allowed in the cafeteria at lunchtime.** The lunches are provided through the **Federal Lunch Program which prohibits soft drinks and outside restaurant food 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 or water may also be purchased from the cafeteria (small cups of water are free of charge).

- Parents should notify both the cafeteria manager, the school nurse, and the child’s teacher of any food restrictions.
- Additional food items need to be purchased with the class the first time students go through the lunch line. No open food items are allowed to be taken outside of the cafeteria. Students may purchase only one extra snack item (chips, crispy treats, fruit roll-ups, etc.) daily.
- 2024-2025 PRICES: **Breakfast: Lunch:**

### **Food & Nutrition Services**

Woodford County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP). Both NSLP and SBP are federally assisted meal programs that provide nutritionally balanced, low-cost, or free breakfasts and/or lunches to children each school day.

### **Free / Reduced Price Meals**

A child can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income below 130% of the poverty level can receive free meals.
- A child whose family income is between 130 and 185 percent of the poverty level can receive reduced-cost meals (students in this category are to be charged at most 40 cents per meal).
- Students whose family participates in federal assistance programs such as SNAP or KTAP can be directly certified for meal benefits.
- If a child's family income is over 185% of poverty, the student will pay the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before the start of the school year, a household application will need to be completed.

Contact the District Food Service Office at 859-879-4615 if you have any questions. Please remember that Free and Reduced-Price Meal Applications may be completed at any time throughout the school year. Approval applies to both breakfast and lunch meals.

The information you provide in these forms is confidential and helpful in getting the resources for the school and your child(ren).

### **Special Dietary Needs**

Students whose dietary needs qualify them for an adaptation under the law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice at the beginning of each school year or upon enrollment in the district for students transferring in mid-year of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability.

### **Charge Policy**

- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items or adult meals may be charged
- \$10.00 is the maximum charge limit

### **Payments**

Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on [www.myschoolbucks.com](http://www.myschoolbucks.com). You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

## **BULLY POLICY**

According to KRS 158.148, Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that:

1. Occurs on school premises, on school-sponsored transportation or at a school-sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

## **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 who persists in disobeying regulations for dismissal from the bus. 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 a place 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. Students in kindergarten through 3rd grade must have a parent/guardian or an approved adult present and visible prior to being released from the bus.

## **BUS RULES**

1. The bus driver may assign seats.
2. Be courteous.
3. Use a quiet voice and appropriate language.
4. Do not eat or drink on the bus. Keep the bus clean by remembering to eat or drink before loading the bus.
5. Remain seated and keep the aisle clear.
6. Keep your hands and head inside the bus.
7. For your own safety, you must allow the driver to keep his/her eyes on the road by following the bus rules.

## **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/legal guardians in the event of an emergency. A new proof of residency will be required for changes in address.

## **COMPLAINT-RESPONSE PROCEDURE**

Southside Elementary School recognizes the fact that there can be issues or concerns at school for a variety of reasons. Problems arise and we (school staff and parents) must work together to solve them. We also realize that parents, students, and citizens do not always know what to do or where to go for answers and often become frustrated or give up when the problem remains unsolved. In order to resolve your concerns, the following procedure should be followed:

**Step 1.** If a parent/legal guardian, student, or citizen has a concern, they should contact the appropriate school official. If your concern regards classroom instruction, please schedule an appointment to meet/speak with the teacher first.

**Step 2.** If you are not satisfied with the teacher's response, please schedule an appointment with the principal.

**Step 3.** If you are not satisfied with the principal's response, you may request to meet with the appropriate district administrator to discuss your concern by contacting Central Office at 879-4600.

### **DELIVERIES**

We are unable to accept deliveries such as flowers, balloons, etc. for Southside students.

### **DISASTER DRILLS**

Southside will have numerous emergency drills throughout the year. All classrooms will follow the proper emergency procedures.

**DISCIPLINE** Southside prides itself on having school-wide discipline that is firm, fair, and consistent. We feel that all students have the right to a safe school 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 have no tolerance for bullying. The following are general school expectations/rules that apply anywhere on school premises or at school sponsored events. There are also expectations/rules that apply specifically to the bathroom, cafeteria, hallways, playground, assemblies, outside areas, and buses. In addition to these, each teacher will have specific expectations/rules that apply in their classrooms.

1. We will be Safe (keeping ourselves and others from harm).
2. We will be Respectful (being kind and caring for our school community with students, adults classroom, etc).
3. We will be Responsible (being careful with our words and actions).

PLEASE REFER TO THE WOODFORD COUNTY SCHOOLS CODE OF CONDUCT FOR ADDITIONAL INFORMATION ABOUT DISCIPLINE.

### **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. The best way to ensure we receive your transportation change is to utilize the following link ([bit.ly/southsidedismissal22-23](http://bit.ly/southsidedismissal22-23)), but you must have the PIN number that was provided to you via email. You may also send a handwritten note with your signature. All changes must be made prior to 1:30 p.m. Additionally, it is important to note, **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 that do not ride the school bus home in the afternoon or go to ETC (Explorer Time Company), will need a car rider tag. If a student was a consistent car rider the previous year, he/she will be given a new tag at Open House prior to the beginning of school. To utilize the car rider pick-up line, you **MUST** have a car rider tag displayed in your car. If you do not have a tag, you must park and wait until the dismissal line is finished to go inside and pick up your student. **For safety reasons, parents/legal guardians wishing to pick their student up inside must wait until all car riders have been dismissed from the gym. All students must be picked up by 2:55 pm. Any student who is repeatedly not picked up on time (by 2:55 pm), will need to make arrangements in the future to ride the bus or enroll in ETC.** We do not have staff to supervise students after 2:55 pm.

For security reasons, parents who pick up their children any time prior to the **2:35 pm** 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 **2:35 pm** are required by law to be marked as full day/half day/tardy.

### **DRESS CODE**

Southside Elementary School believes that the standards of dress and grooming should be primarily the responsibility of the parents/legal guardians and students with the understanding that students shall wear appropriate clothing and groom themselves in a manner which:

- reflects safety and good taste
- does not violate the rules of decency
- does not offend the standards of other students
- distracts from the educational program

All students are expected to comply with the following minimum standards of dress and grooming:

1. Clothing: Clothing should be neat, clean, and devoid of any vulgar/suggestive comments, or images/advertisements related to alcohol or tobacco products.
2. Spaghetti straps, halter tops, tank tops, 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, DANGLING EARRINGS ARE NOT TO BE WORN TO SCHOOL.
4. Shorts, skirts, and dresses should be an adequate length (finger-tip) to preserve student modesty. If you drop your arms and touch skin, please try again. **Clothing shall be sufficient to conceal undergarments at all times.**
5. Coats are not to be worn in the classroom setting. Coats are to be put away upon arrival at school.
6. Hats/hoods are not allowed at school. Shoes with wheels are not allowed at school.

Southside Elementary School reserves the right to send home any student, which in the opinion of the principal or designee, is not appropriately dressed for school. If you have any questions regarding the dress code, use this rule of thumb: **IF IN DOUBT, DON'T WEAR IT!** Violations of this policy will result in the following disciplinary actions:

- First Violation: Home contact and student may be asked to change clothing.
- Second Violation: Home contact, student may be sent home to change, and a discipline report issued to violator for willful disobedience.
- Third Violation: Home contact, student may be sent home to change, and a discipline report issued with specific consequences to violator for defiance of authority.

### **EARLY DISMISSAL**

A child is not permitted to leave school or school grounds before regular dismissal without written consent of the parent/legal guardian. Signed notes for early dismissal of students are required to be turned into the office. Parents/Legal guardians 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 the teacher deems the call is absolutely necessary. Only in an **emergency** should the school be called to interrupt a student during class time.

### **E-COMMUNICATION/CLASS DOJO**



E-Communication: Stay informed with all the latest news, updates, meeting times and reports with these easy communications sent to your email. Contact our office at 879-4660 or sign up on our school website: <https://southside.woodford.kyschools.us/en-US>

Class Dojo: Teachers will provide clasdojo codes for parents to connect and communicate with their student's homeroom teacher. It is very important to be connected to Dojo, as this is a school-wide communication tool in our building. School staff may not be available for e-communication outside of school hours, and as they are instructing and supervising students during work hours, immediate responses to messages are not always possible.

### **EMERGENCIES / ACCIDENTS**

If a serious injury occurs on the school grounds or on the bus, parents/legal guardians will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents/legal guardians will be promptly notified of all injuries not considered minor. In the event that the parents/legal guardians cannot be reached, the student will be discharged to an emergency contact 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, in writing, of any changes.

### **ENROLLMENT**

State Law requires a child to be five years of age before August 1st to start Early Learner/Kindergarten and six years of age to start P-1/first grade.

Woodford County Schools require the following documents for all students to be enrolled:

1. Official Certified Birth Certificate or other reliable proof of age and identity
2. Current Kentucky Immunization Certificate
3. Proof of Residence with name and 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
4. Social Security Card (optional)
5. Current School Physical on an Initial Entry to School Form (a second exam is required within one year prior to entry into 6th grade).
6. Proof of KY Eye Exam (must be completed by a certified optometrist or ophthalmologist) on the KY Eye Exam Form.
7. Proof of KY Dental Exam on the KY Dental Exam Form.
8. 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.

### **EXEMPTIONS FROM IMMUNIZATIONS 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/Legal guardians 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.

**EVENTS**

To attend any event held during school hours, **visitors must present a photo ID** to be allowed entry. To ensure safety and to minimize disruptions in learning, **visitors are NOT permitted to go to classrooms** either before or after events during school hours. All visitors must sit in the designated visitor seating areas.

**FIELD TRIPS**

Throughout the school year, students will go on field trips. Permission slips **MUST** be signed by parent/legal guardian 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/legal guardians attending/chaperoning field trips or volunteering within the school must have a completed background check from Woodford County Public Schools on file in the office. Current Background Check holders must complete a Letter of Intent each year in August to renew it and keep the background check current; the deadline is Sept. 15<sup>th</sup> of each new school year. 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.

**GYMNASIUM USE**

All children must wear tennis shoes when using the gym for P.E. **No food or drink** is permitted in 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, and the ParentSquare system.

**ILLNESS**

If a student becomes ill during the school day, a parent/legal guardian will be notified. Please adhere to the following:

**Keeping Your Child Home Due to Illness**

Please do not send an ill child to school. Your child should stay home if he/she has any of the following symptoms:

<b>Student Symptoms/Diagnosis</b>	<b>Student May Return to School When...</b>
Fever of 100.4 or higher degrees orally	Temp. <b>below 100.4</b> degrees orally for at least 24 hours <i>without the use of acetaminophen (such as Tylenol) or ibuprofen (such as Motrin)</i>
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours

Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor
Deep “barking-like” cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered.
Lice	After treatment and removal of live lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

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.** Students must be sent home by the nurse or front office staff (if they are acting as the nurse) in order for it to be excused.

### **INFINITE CAMPUS STUDENT/PARENT PORTAL**

You can access the Infinite Campus Parent Portal using the Woodford County School webpage at [www.woodford.kyschools.us](http://www.woodford.kyschools.us) and go to “Parent Resources” located on lower left side or the “Log-In Center Quick Link” on the lower right side of the page and select Infinite Campus Parent Portal. You may call or email LaShannon Stratton [lashannon.stratton@woodford.kyschools.us](mailto:lashannon.stratton@woodford.kyschools.us) to request an Infinite Campus Parent Portal Account. You will receive instructions and a username and password.

### **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: iPads, iPods, tablets, shoes with wheels, game systems, toys, radios, skateboards, animals, etc. If personal items are brought to school, with permission, they must be kept in student’s backpacks during school hours. If students bring a cell phone to school, it must be silenced and remain in the student’s backpack throughout the school day. If students have cell phones out during the day, it will be confiscated and held in the office until the end of the day. Apple watches or other devices used to text or call during the school day should not be worn to school. If students are using such devices during the school day, it will be confiscated and held in the office until the end of the day. Repeated cell phone/electronic device related offenses will

result in the student having to turn in the device upon arrival at school for the duration of the day. We are not responsible for any items brought from home.

### **LICE**

We recommend 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 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 MUST be by appointment.** This will ensure that the persons 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 MUST FIRST CHECK-IN WITH THEIR PHOTO ID 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.**

### **Cafeteria Tables:**

Lunch visitors are required to **sit at the designated visitors' lunchroom tables while having lunch with their child. Students are only permitted to sit at the visitors' tables with their own visitor/parent/guardian. REMINDER: According to Federal Lunch Program guidelines, under no circumstances are soft drinks, outside restaurant foods, or glass containers allowed in the cafeteria at lunchtime.**

### **REPORT CARDS**

The report card and mid-term report card schedule will be announced at the beginning of each school year.

### **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. Provide every student a campus/classroom that is safe, caring, and free from disruption.
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. Follow school rules.
4. Become involved in the various co-curricular and extracurricular opportunities offered.
5. Strive to do his/her best each day.

**THE PARENTS/GUARDIANS 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.

**SCHOOL RESOURCE OFFICER**

School Resource Officer (SRO) Patrick Shryock is a Special Law Enforcement Officer, appointed pursuant to KRS 61.902, who is assigned to Southside Elementary. An SRO's duties include patrolling the school's campus, investigating criminal activity, educating students and staff about crime prevention, and other various programs and activities. SROs have the opportunity to form lasting impressions on young people. To help students succeed, the SRO can provide guidance, tutoring and mentoring to all students. The SRO is also available as a guest speaker and resource to every classroom within the school.

**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 ACCIDENT INSURANCE**

Student accident insurance is provided by the District. If students are injured at school, contact the school nurse or secretary for information about filing a claim.

**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/legal guardians to review.

Please call the school office at 879-4660 to set up an appointment with the principal or school counselors if you desire to review your child's cumulative record.

### **TEXTBOOKS**

Southside furnishes textbooks to all students. However, this does not relieve students of the necessity of giving proper care to these textbooks. 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 textbooks, library books, ChromeBooks, iPads 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 financial responsibility of parents/students to replace the books.

### **TREATS**

**BIRTHDAY TREATS MUST BE NON-FOOD ITEMS.** If you are asked to bring in food items for cultural celebrations or class parties (i.e. holidays), we must know **3 days in advance** of the food coming in and what store-bought food item you will be sending or bringing in. In particular, peanut or nut allergies are the most common and most life threatening food allergies, so **we ask that you NOT send in anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts. All treats must be store-bought.**

### **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.

### **VISITORS**

**All visitors must report to the office, present photo ID, sign-in/sign-out on the Visitor's Log, 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, and 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 and current school-year Woodford County Schools background check on file with the school.

## **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/legal guardians attending/chaperoning field trips or volunteering within the school must have a completed Woodford County Schools background check on file in the office. Current Background Check holders must complete a Letter of Intent each year in August to renew it and keep the background check current; deadline is Sept. 15<sup>th</sup> of each new school year.** Please contact Southside's front office at 879-4660 regarding background checks. Please obtain a volunteer sticker when volunteering to recognize your efforts.

## **WITHDRAWAL FROM SCHOOL**

Please notify the office at least two days in advance when students are transferring out of Southside Elementary School.

## **CIVILITY**

### **Board Intent**

The Board invites parental and community member involvement and recognizes that the vast majority of input received will be of a constructive and civil nature. This policy is designed to address those rare instances in which that is not the case.

While it is not the Board's intent to deny an individual's right to freedom of expression, it has the responsibility to maintain, to the extent possible and reasonable, safe harassment-free schools, school activities, and workplaces for students and staff and to minimize disruptions to the District's programs.

### **Preparation of Employees**

The Superintendent/designee shall implement intervention and response training to notify employees of this policy and their corresponding responsibilities and to prepare them to deal with incidents of incivility.

### **Behavior Standards**

Persons coming onto District property shall be under the jurisdiction of the site administrator or designee.

District employees shall be courteous and helpful in interacting and responding to parents, visitors, and members of the public. In turn, individuals who come onto District property or contact employees on school or District business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities
2. Disrupting or threatening to disrupt school or office operations
3. Acting in an unsafe manner that could threaten the health or safety of others
4. Verbal or written statements or gestures indicating intent to harm an individual or property
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures, up to and including dismissal.

### **Employee Options**

In cases involving physical attack of an employee or imminent threat of harm, the first priority shall be for employees to take immediate action to protect themselves and others. In the absence of an imminent threat, employees shall attempt to calmly and politely inform the individual of the provisions of this policy and/or provide him/her with a copy. However, if the individual continues to behave in a discourteous and uncivil manner, the employee may respond as needed, to include, but not be limited to, the following options:

1. Hang up on a caller
2. End a meeting
3. Ask the individual to leave the school
4. Call the site administrator or designee for assistance
5. Call the police.

Employees shall submit to their immediate supervisor, as soon as possible, a written incident report for all such occurrences. The Superintendent/designee, on advice from the Board Attorney, shall determine whether an incident indicates the need for a restraining order or pursuit of other legal options on behalf of the District. Individual employees are free to pursue other legal courses of action.

### **References:**

KRS 161.190, KRS 503.110, KRS 518.090

### **Related Policies:**

03.1325, 03.2325, 09.425, 10.2, 10.5

Adopted/Amended: 09/20/1999



## 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.
6. Spend time with your child every night to check on his/her homework as well as any home-school communication in folders.
7. To promote increased physical and mental health, as well as social-emotional competencies, **please limit screen time (phones, tablets, video games, social media, computers, TV) to no more than 2 hours per day.** Encourage physical and imaginative play and social engagement through conversation and other activities.
8. Help your child be well-rested by establishing habits that promote a good night's sleep (calming bedtime routine, removal of electronic devices at night, etc) . **Elementary-age students require between 9-11 hours of sleep every night**, and quality rest helps students come to school ready to learn.
9. Connect with your child's teacher and classroom through ClassDojo. This is a fast and easy way to know what is happening at school as well as keep up to date on your child's daily behavior.

### 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 some time 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 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. No homework? Finishes early? While assignments are usually given Monday through Thursday, there may be times that very little work is assigned and the child finishes early. We strongly suggest the student use the remainder of the time to either re-read assignments or study or read for pleasure. Provide a book for this purpose. If a child knows he/she will still have to put in the time, regardless of how much homework they say they have, then they are more likely to do a better job on assigned work.

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I have read and understand the Southside Elementary Student Handbook.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

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

# Woodford County Public Schools

## Instructional Calendar

### 2024-2025

Aug. 5	Flexible Professional Development Day (no classes)
Aug. 6	Opening Day for Teachers (no classes)
Aug. 7	Teacher Preparation Day (no classes)
Aug. 8	First Day for Students
Aug. 30	Staff work day (no classes)
Sept. 2	Labor Day (no classes).....Flexible Professional Development Day
Sept. 30-Oct 4	Fall Break
Oct. 7	Staff work day (no classes)
Nov. 4	Required Professional Learning Day (no classes)
Nov. 5	Election Day (No classes)
Nov. 27	Flexible Professional Development Day (no classes)
Nov. 28	Holiday: Thanksgiving Day (no classes)
Nov. 29	No classes
Dec. 20	Last Day for students
Dec. 23-Jan 7	Winter Break
Dec. 25	Holiday: Christmas Day Observed for employees
Jan. 1	Holiday: New Year's Day Observed for employees
Jan. 6	Staff work day (no classes)
Jan. 7	Staff work day (no classes)
Jan. 8	Schools Reopen...Students Return
Jan. 20	Holiday: Martin Luther King Day (no classes)
Feb. 17	***Presidents' Day
Mar. 3	****Required Professional Learning Day
Mar.31-Apr. 4	Spring Break
Apr. 7	Staff work day (no classes)
May 20	Last Day for Students (subject to change if necessary)
May 21	*Closing Day (possible make-up day)
May 22	**Parent Teacher Conf. Day (possible make-up day)

### Make-up Days

- \*Day 1.....May 21 (used for make-up day if school year extended)
- \*\*Day 2.... May 22 (used for make-up day if school year extended)
- \*\*\*Day 3.....May 23 (used for make-up if school year extended)
- \*\*\*\*Day 4.....Feb 17 (used for a make-up day if a 4th school day is missed prior to Feb. 1)
- \*\*\*\*\*Day 5.....Mar 3 (used for a make-up day if the school year is extended)