

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:**           **DATE:**   6-5-2026

**TOPIC/TITLE:**   Simmons, Southside, Huntertown, Northside, Safe Harbor, Woodford Virtual Learning Academy,  
Woodford County Middle School Student Handbooks

**PRESENTER:** Logan Culbertson

**ORIGIN:**

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING:            (DATE)
- BOARD REVIEW REQUIRED BY
  - STATE OR FEDERAL LAW OR REGULATION
  - BOARD OF EDUCATION POLICY
  - OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION
  - DATE:
  - ACTION:

**BACKGROUND INFORMATION:**

Board policy 09.438 states in part "In accordance with KRS 158.148 and KAR 007:050, the Board shall develop a student discipline code which shall be...referenced in all school handbooks".

**SUMMARY OF MAJOR ELEMENTS:**

Attached are the school handbooks for the 26-27 school year with the exception of Home Hospital and Woodford County High School.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:**  Recommended            Not Recommended

*Yoni Jones*

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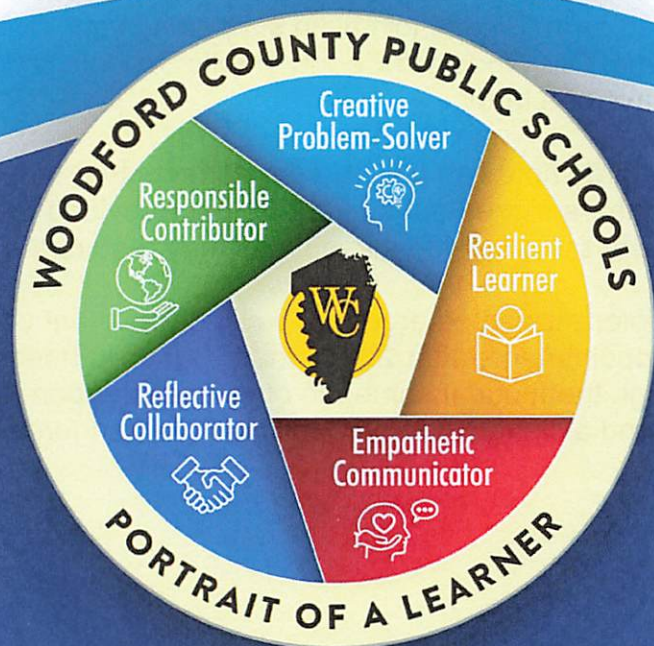


# HUNTERTOWN ELEMENTARY

 859-879-4680

# Student 2026-2027 Handbook

Welcome to a new year at Huntertown Elementary! We're so glad to have you as part of our school family, and look forward to a wonderful year together.



## **ARRIVAL**

Students arriving by bus will disembark at 7:15 a.m. (school grounds are not supervised until this time) and proceed directly to either breakfast or immediately to class. Those arriving by car should use the designated car drop-off lane. Please ensure students are prepared to expedite this process. **It is strongly advised not to park and escort children across unless they are preschoolers or have an urgent project requiring assistance.** Parking in the bus or handicapped areas for drop-offs is prohibited due to safety concerns and congestion in the car line. Students arriving after 7:40 a.m. will be considered tardy and must obtain a tardy pass before heading to class.

## **ATTENDANCE: ABSENCES**

It's crucial for your child's education that they attend school regularly. Absences can create gaps in learning that are challenging to fill later on. Please prioritize your child's attendance whenever possible. According to the Code of Conduct, seven (7) parent/legal guardian notes will be considered excused absences per year. Notes for absences or tardiness must be submitted within three days to be excused; otherwise, they will be marked as unexcused. Additionally, each student has three (3) parent notes specifically for tardiness, in addition to the seven notes for absences.

For standing appointments, please work with the school/administration for guidance. Also, one (1) parent or doctor note would cover one (1) event (Ex: Student misses five (5) days for an illness, parent/doctor can write one (1) note, but it would count as five (5) parent notes).

## **ATTENDANCE: TARDIES**

Similar to absences, tardiness (arriving late to school, leaving early, or missing any part of the day) can disrupt your child's education. It also affects other students in the classroom, as late arrivals often disrupt the learning process while the late student settles in. Please join us in supporting your child by ensuring they arrive at school on time. Per Woodford County Public Schools policy, a note is necessary within three (3) days of a tardy.

A tardy note can be used for students that arrive before 10:07 am as well as students that are signed out after 12:08 pm (provided they have been here all day). Arriving or dismissing outside these times may require the use of a parent or doctor's note.

Unless it's an emergency, we kindly ask that you schedule doctor and dentist appointments after 2:35 p.m. If your child needs to leave school early, an adult must sign them out. If someone other than the parent/guardian is picking up the child, please send a signed note authorizing this arrangement.

## **BIRTHDAYS**

Feel free to send in items for your child's birthday celebration. However, please ensure you communicate with the teacher beforehand, and any treats should be store-bought with the ingredients listed.

## **BREAKFAST / LUNCH PROGRAM**

Breakfast at Huntertown Elementary starts around 7:15 a.m. and ends at 7:45 a.m. We provide a daily hot lunch or sandwich option for all students. Milk can be purchased separately for students who bring their own lunch. Soft drinks and other energy drinks are strictly prohibited. Free/Reduced applications will be available, otherwise students will have to pay for their meals. Breakfast costs \$2.00. Lunch costs \$3.00. Additional food should be purchased when going through the line with their classroom. Parents are encouraged to inform both the cafeteria manager and the principal of any food restrictions.

**Outside Lunch Drop-offs:** Parents are permitted to drop off or bring a lunch for their student from outside the cafeteria. However, for safety and policy reasons, we ask that these lunches be transferred to a **non-restaurant container** (lunchbox, paper bag, etc.) prior to being delivered. If items are not transferred, students can still consume their lunch in a **designated alternative location** within the school, not the main cafeteria.

## **BREAKFAST/LUNCH 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. Food Services can be reached by calling Huntertown Elementary and using x6868.

## **Charge Policy**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account.

Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative.

The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

### **BUS REGULATIONS**

The bus driver holds the authority regarding transportation matters and may report any student for dismissal from the bus if they persist in disobeying regulations. Students must not exit the bus until it reaches the school in the morning or arrives at the designated afternoon drop-off location. If a student needs to ride a different bus or disembark at a location other than their designated stop, they must have a note signed by their parent or legal guardian. This note should be submitted to the office, and a bus pass must be obtained before the change is allowed. Students are expected to follow their school-wide PBIS expectations (Respectful, Responsible, and Safe) while on the bus. Any behaviors that disrupt the safety of others or the driver can result in school referrals and potential suspension from the bus.

### **CELL PHONES, SMART WATCHES and ALL PERSONAL ELECTRONIC DEVICES**

Students are allowed to have cell phones and smartwatches at school, but they must keep them in their backpacks with the ringer turned off. If a student is seen with a phone or smartwatch out, they will be reminded to put it away. On a second (2nd) occurrence, staff will temporarily hold the device and return it at the end of the day. Repeated (after 2) violations will be escalated to administration, and parents will need to pick up the device from the office.

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

Please keep the office informed of any changes to your address or telephone number during the school year. It's crucial for us to have up-to-date contact information to reach parents in case of an emergency. Additionally, please note that a new proof of residency will be required for any address updates. For any and all changes, please see Infinite Campus clerk (Brent Roberts).

## **CONTACT PROCEDURE**

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

<b>Issue/Concern</b>	<b>Contact Person</b>	<b>Position</b>
Classroom Concerns	Classroom teacher	Teacher
Bus Questions	Claire Osbourne	Secretary
Background Checks	Claire Osbourne	Secretary
Attendance/Grades	Brent Roberts	IC Clerk
Infinite Campus	Brent Roberts	IC Clerk
Transfer Request or New Enrollment	Brent Roberts	IC Clerk
ParentSquare	Trevor Alexander	Technology Coordinator
504's	Neal Fannin	Counselor
Bullying/Grief	Neal Fannin	Counselor
Counseling Support	Neal Fannin	Counselor
IEPs	Case Manager	Case Manager
Assessments (i-Ready, KSA)	Amanda Nugent	Admin Dean
Gifted and Talented	Amanda Nugent	Admin Dean
All other questions.....	Ryan Wilson	Principal

<https://huntertown.woodford.kyschools.us/> (school webpage)

All staff can be reached by typing firstname.lastname@woodford.kyschools.us

Huntertown Elementary and WCPS uses ParentSquare as our primary source of communication. In addition, the district utilizes the One-Call system to communicate

important information regarding school closures, etc. All families are encouraged to follow school social media pages and to be able to access Infinite Campus as well as the school website for additional information.

### **DELIVERIES**

Students are not permitted to transport deliveries of flowers or balloons on the school bus. While it's recommended that such deliveries do not occur, if they do happen, a parent will need to pick up the child from school on that day.

### **DISCIPLINE** (MIR, ODR)

Huntertown is committed to maintaining firm, fair, and consistent school-wide discipline. Our Wildcats are expected to embody respect, responsibility, and safety across all school areas. Teachers regularly reinforce expectations in classrooms, bathrooms, the cafeteria, hallways, playgrounds, assemblies, outdoor spaces, and on the bus. We prioritize creating a safe learning environment for all students. To achieve this, we have developed policies and procedures that enable our staff to deliver the desired educational program to each child. We take a proactive approach to addressing student challenges and offer restorative solutions to problems as they arise. At Huntertown, we believe that behavior, like academics, requires teaching and guidance.

The Huntertown behavior flowchart is attached below:

#### Behavior Flow Chart

At Huntertown Elementary, we categorize student behaviors as either Minor or Major. This system ensures a fair, consistent, and restorative approach to student accountability.

**Minor behaviors** are low-level disruptions or infractions that interfere with a student's or peer's learning (e.g., calling out, misuse of materials, small disruptions). Our goal is to empower the student to correct the behavior independently.

1. Verbal and Non-Verbal Warnings: The teacher will provide verbal and non-verbal prompts to give the student an opportunity to self-correct the behavior and return to expected learning activities.
2. Minor Incident Reflection (MIR): If a student has not corrected the behavior after the third attempt, the student will complete a Minor Incident Reflection (MIR). This digital form guides the student through critical thinking and self-reflection, focusing on questions such as:
  - What was I doing?
  - What should I have been doing?
  - How will I correct this behavior right now?
  - What is my plan for the future to prevent this from happening again?

3. Family Communication: The information from the MIR will be shared with the student's family for additional discussion, reflection, and support at home.
4. Escalation: Multiple MIRs will result in additional consequences, which may include administrative involvement.

**Major behaviors** are those that significantly impact the safety or learning environment of others, or are repeated minor infractions. These behaviors result in an immediate referral to the school administration.

At Hunteertown Elementary, we use a two-pronged approach to foster positive behavior: recognition and accountability. Our expectations are built around being **Respectful, Responsible, and Safe**. We use **House Points** to reinforce positive behavior.

### **DISMISSAL**

Students will be dismissed from school based on the written instructions provided by the custodial parent or legal guardian. It is the responsibility of the custodial parent or legal guardian to inform the school in writing if there are any changes to the dismissal instructions. This written notification must be received at least two hours before dismissal if you wish to alter your child's normal afternoon dismissal plans (such as pick-up or bus).

Once students have boarded the bus, we are unable to change their drop-off location. Additionally, please refrain from attempting to stop the bus to remove your child.

### **DIGITAL CITIZENSHIP POLICY**

At Hunteertown, we are committed to teaching and supporting responsible digital citizenship. All students are expected to use technology in ways that are respectful, responsible, safe, and aligned with the school's mission and values. The following are general guidelines for students:

#### 1. Proper Internet Usage

- Students will use the internet for educational purposes only while at school, including research, class assignments, and teacher-approved websites or applications unless otherwise stated by their teacher/staff.
- Students will not access unapproved websites, games, or social media platforms during the school day.

#### 2. Responsible Use at Home

- Students are encouraged to follow the same guidelines for appropriate and safe internet use at home as they do at school.
- Families are urged to monitor device use and ensure students are using devices in shared family spaces when possible.

- Homework and educational activities should be prioritized when using school-issued devices at home.

### 3. Device Care

- Devices should be handled with care at all times.
- Food and drinks should be kept away from all devices.
- Students are responsible for bringing devices to school fully charged each day.  
\*\*Not all grade levels will bring their devices home, this will be determined by each grade level team.
- Any damage, loss, or technical issues must be reported to a teacher or school staff member immediately.

### 4. Digital Bullying and Online Conduct

- Digital bullying (also called cyberbullying) includes using technology to threaten, harass, embarrass, or target another person.
- Examples include sending mean messages, spreading rumors online, posting hurtful content, or excluding others in online settings.
- Digital bullying is strictly prohibited and will be treated as a serious violation of school rules, whether it occurs on campus or off-campus using school devices.
- Students are expected to be kind, inclusive, and respectful in all online communication.
- Any incidents of digital bullying should be reported to a teacher, counselor, or administrator immediately.

### **DISMISSAL PROCEDURES**

Students being picked up by parents in a car at dismissal will gather in the gymnasium. For added safety, we will use numbered "pick-up cards" to match students with approved pick-ups. Three (3) copies of the pick-up card will be sent home with students, and the number on the card corresponds to the number attached to the child's backpack. Siblings share the same number. Each person picking up a student must present a Hometown pick-up card.

During dismissal, students will wait until their name is called by an adult before exiting through the outside gymnasium doors to the car pick-up lane. Walkers will exit through doors near the gym and be released to an adult.

It's important for everyone to follow the same procedures for consistency. All students must be picked up by 2:50 p.m. Students not picked up on time repeatedly will need to arrange for bus transportation or enroll in ETC for future dismissals.

Parents may not go directly to the classroom for pick-up. For security, parents picking up children before the 2:35 p.m. dismissal time must report to the office, present identification, and sign out their child on the official roster. An office secretary will then

notify your child's teacher, and the student will be directed to the office. Students signed out before 2:35 p.m. will be marked tardy according to the law.

### **DRESS CODE**

Huntertown Elementary School maintains that parents and students bear the primary responsibility for standards of dress and grooming. Students are expected to wear appropriate clothing and groom themselves tastefully, avoiding attire that violates decency rules, offends others' standards, or disrupts the educational environment. The following minimum standards apply:

- Clothing should be clean, neat, and devoid of vulgar or suggestive comments or advertisements for alcohol or tobacco products.
- Bare midriffs, half shirts, or excessively torn or modified clothing are not permitted (sleeveless shirts are acceptable). Shirts must have straps at least one (1) inch wide.
- For safety, long dangling earrings are not allowed.
- All clothing should maintain adequate length and coverage for modesty, covering undergarments at all times.
- Hats are prohibited unless specified for a special dress-up day. Culturally and/or religiously appropriate head coverings are appropriate or allowed.
- Shoes with wheels are not allowed.

Please note that the staff reserves the right to request changes to clothing that do not adhere to the dress code. If you have any questions about the dress code, it's best to err on the side of caution and refrain from wearing questionable attire.

### **DROP OFF/PICK UP PROCEDURES**

We prioritize the safety of our children at all times and ask for your cooperation in following the pick-up/drop-off line guidelines:

- Utilize the drop off/pick-up line rather than parking, unless you have a preschool child, to keep the line moving efficiently for all parents.
- Remain attentive and refrain from using your phone while in the pick-up line to ensure alertness.
- If you need to park and drop off your child, please adhere to the following:
  - Avoid parking in handicapped spaces unless you have the appropriate tag. These spaces are crucial for those who need them.
  - Accompany your child across the crosswalk; students should not cross alone for safety reasons.
  - Never leave other children unattended in your vehicle while dropping off one child.
  - Do not park in the bus area, which is reserved exclusively for buses.

### **EARLY DISMISSAL**

Students are not allowed to leave school or the premises before regular dismissal without written consent from a parent or legal guardian. Parents must check students out through the office for all early departures. Telephones are available in both the office and classrooms. Students may use the phone with teacher approval if the call is deemed absolutely necessary. Calling the school during class time should be reserved for emergencies only.

### **EMERGENCIES / ACCIDENTS**

In case of a serious injury on school grounds or on the bus, parents will be promptly notified and asked to pick up their child for observation or examination by their family physician. Any injuries not deemed minor will be promptly reported to parents. If parents cannot be reached, the student will be released to the person named on the registration form. Maintaining an up-to-date registration form is crucial. Please ensure that all contact numbers provided are current and reachable. Any changes in contact information should be communicated to the office in writing promptly.

Per state regulations and requirements, all students will participate in the required mandated drills (fire, lock down, etc).

### **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 proudly offers an after-school enrichment program available to all elementary schools in the county (ETC). Operating from school dismissal until 6:00 p.m. on weekdays, the program also offers a special all-day fee option on non-school days, including vacation days and snow days. Each day includes snack and study time, alongside a diverse range of rotating enrichment classes. Open to students from kindergarten to fifth grade, parents/guardians can select the number of days their child participates in the program.

**FAMILY RESOURCE CENTER**

The Family Resource Center is dedicated to enhancing students' academic success by supporting children and their families in meeting their essential needs. We achieve this by offering community services at the center and connecting families with local agencies. Our focus is on preventing various childhood issues by promoting effective family management practices and providing crucial family support services. Through collaboration with families, we aim to eliminate barriers and foster positive relationships and environments, nurturing the experiences that pave the way for successful lives.

For more information about our programs or to access our services, please contact Deann Watts at 859-753-7694.

Students will be subjected to a researched based SEL program along with additional support services (guidance, school mental health therapist, etc). If you feel your student requires additional support, please reach out to the school.

**FIELD TRIPS**

Throughout the school year, students will have the opportunity to participate in enriching field trips. Parent permission slips are required and must be signed and returned to school personnel before the trip. During field trips, all standard rules of conduct and transportation procedures apply unless specified by the bus driver.

Per Woodford County Public Schools policy, parents chaperoning field trips or volunteering at the school must undergo a background check and a CAN check from the district. Once approved, you will receive notification. Volunteers are required to

renew their background check annually by completing the necessary paperwork, including grandparents, aunts, uncles, and other relatives. It's important to note that if a student is signed out from a field trip, it will be recorded as a tardy or absence.

### **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 MEAL PRICES**

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% 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 families participate 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).

### **GYMNASIUM USE**

It is required that all children wear tennis shoes while participating in physical education classes in the gymnasium. Additionally, we kindly ask that no food or drink be brought into the gymnasium without prior approval from school administration or staff.

### **HEALTHY BEVERAGE POLICY**

To promote healthy habits and align with the goals of the Healthy Choice Plan, Huntertown

Elementary will implement the following guidelines regarding beverages:

- **Prohibited Beverages:**
  - Sodas, energy drinks, other caffeinated drinks, or any beverages purchased outside of the school will not be permitted for sale, distribution, or consumption during the school day, including during lunch, classroom activities, and school-sponsored events on campus unless it meets criteria for permitted beverages.
- **Permitted Beverages:**
  - Students may bring or purchase water, milk, 100% fruit juice, or other beverages that comply with federal and state nutritional standards.
- **Education and Awareness:**
  - The school will educate students about the negative health impacts of consuming sugary and caffeinated beverages as part of the practical living curriculum.
- **Enforcement and Support:**
  - Families will be informed of the policy at the beginning of the school year (or upon implementation), and reminders will be included in communications about school events.
  - Students violating the policy will be asked to store prohibited beverages away for the remainder of the school day, with no further disciplinary action.

This addition emphasizes the importance of hydration and balanced nutrition to support students' learning and overall health.

### **INCLEMENT WEATHER DISMISSAL**

School closure announcements will be communicated by the superintendent (or other designated staff) through various channels, including the Woodford County Schools website, television, radio, one-call, and Parent Square. If a Non-Traditional Instructional (NTI) day is declared, it will be clearly indicated in the announcement.

### **ILLNESS**

If a student falls ill (fever, vomiting, etc) during the school day, a parent or guardian will be promptly notified. However, if your child is unwell at home, please consult the Woodford County Handbook to determine whether it's advisable to keep your child at home. If you have additional questions, please contact the school nurse for consultation. Students should be fever or vomit free for at least 24 hours (without the use of fever reducing medication). In addition, WCPS offers access to Healthy Kids Clinic to support medical needs.

It's important to be aware that some students have serious medical conditions that can pose life-threatening risks when exposed to certain conditions. If your child has measles, mumps, rubella, chicken pox/shingles, whooping cough, or any other concerning medical condition, please inform the school office promptly.

## **ITEMS NOT APPROPRIATE AT SCHOOL**

Students are not permitted to bring personal property items to school without explicit permission from the teacher or principal. This includes, but is not limited to, items such as shoes with wheels, game systems, toys/fidgets, radios, blankets, skateboards, animals, and similar items.

## **LICE**

Head lice are a common concern on elementary school campuses due to their ease of transmission among students. To prevent the spread of head lice, we advise students against sharing hats, jackets, and similar items. Our district policy, in alignment with guidance from the Woodford County Health Department, mandates that a student sent home for head lice must be completely free of live lice before returning to school. For further information on this topic, please contact the school or reach out to the Woodford County Health Department at 859-873-4541.

## **MEDICATION**

As per Woodford County School's policy, the following requirements must be met regarding medication administration:

- A Permission to Administer Medication form must be on file for both over-the-counter and short- or long-term prescription medication. Forms are available in the office, and all forms must be the original, signed by the parent or legal guardian. Prescription forms must also bear the signature of a doctor. Forms can be obtained from the school office/nurse.
- Medication should be in its original pharmaceutical container (prescription label should match the physician order on the medication administration form). School personnel cannot accept medications brought in baggies, envelopes, or similar packaging.
- Medications must be kept in the office in their original containers.
- Parents or legal guardians are responsible for bringing medications to the school and picking them up, along with the Permission to Administer Medication Form. Students are not allowed to bring any medications, including cough drops, to or from school on their own.
- State law requires parents or legal guardians to inform the school of any medication to be taken by the child at school, including details on dosage and the supervising physician's name.

As per FDA and KDE recommendations, we will no longer administer over-the-counter aspirin or aspirin-containing products to students without a medication form signed by a physician. While these products may indicate use for those aged 12 and up, the FDA advises against their use in individuals 19 years old and younger with fever or flu-like symptoms due to the risk of Reye syndrome. As we cannot diagnose illnesses, we are unable to determine whether a student's symptoms are flu-related. For further inquiries, please contact your school nurse.

## **PARENT INVOLVEMENT**

We welcome and encourage parents/legal guardians to visit our school at any time. However, visits with teachers, the principal, or other school staff members should be scheduled by appointment. This ensures that the individuals or topics you wish to discuss are available and also helps maintain uninterrupted instructional time for students.

For the safety and protection of all students, it is important that visitors 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, our school staff may kindly remind you to do so.

Huntertown will be staffed with a SRO (School Resource Officer) to help with overall safety and support.

## **NON-DISCRIMINATION POLICY STATEMENT**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy

Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

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

The PTO at Huntertown is incredibly active, organizing a wide range of educational and enjoyable events for students, as well as activities the whole family can partake in. These events include the Back to School Ice Cream Social, Teacher Appreciation, 5th Grade Celebration, Family Fun Nights, and many more. Additionally, the PTO supports school assemblies, school-wide incentives, field trips, and provides essential funding for educational needs not covered by school funds.

PTO meetings are held monthly at a set time and day. They strongly encourage every parent to actively engage in their child's educational journey at home and participate in school and classroom activities.

### **REPORT CARDS**

The schedule for report cards will be communicated at the start of each school year. Parent conferences will be available following the first nine weeks and can be scheduled throughout the year as needed.

### **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 DIETARY NEEDS**

Students whose dietary needs qualify them for an accommodation 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.

**STUDENT ACCIDENT INSURANCE**

If your child sustains an injury at school, their primary insurance is responsible for coverage rather than Woodford County Public Schools' insurance. However, WCPS now provides medical insurance coverage for students in case of school-related injuries. Student accident insurance can help reduce out-of-pocket expenses, especially as many health insurance policies may not cover full hospital and medical costs or may require deductibles or coinsurance.

For details on filing claims for this insurance, please contact your school or visit our website under parent resources.

## **STUDENT SUPPORT SERVICES**

At Hunteertown, we are committed to supporting the academic, social, emotional, and behavioral well-being of every student. Our teams work collaboratively to ensure that all students receive the help they need to succeed.

### **Available Services**

- **School Counselor/Mental Health Therapist:**  
Provides individual and small group counseling, teaches classroom guidance lessons, and supports students with emotional, social, and behavioral needs.
- **School Psychologist:**  
Supports the assessment of student learning and behavior, contributes to special education evaluations, and assists in creating plans for academic or behavioral interventions.
- **Intervention Specialists:**  
Offer additional academic support in reading, math, and other areas to students who are identified as needing targeted interventions.
- **Speech-Language Pathologist:**  
Works with students who have difficulties in speech, language development, communication, or related areas.
- **Special Education Services:**  
Available for students who qualify through an Individualized Education Program (IEP). Services are tailored to meet each student's unique learning needs.
- **Family Resource Coordinator:**  
Assists families with basic needs, connects them to community resources, and provides support to help students come to school ready to learn.
- **English Language Learners:**  
Supports students whose primary language is not English. Services include specialized instruction to develop English proficiency in listening, speaking, reading, and writing, while ensuring students have equitable access to the grade-level curriculum.

### **Accessing Support Services**

- Teachers and staff may refer students for support based on observed academic or behavioral needs.
- Families may request assistance or referrals by contacting their child's teacher, the school counselor, or the front office.

- All services are provided in a confidential and supportive manner.

### **STUDY HINTS**

Encouraging good study habits in children is crucial for their success in school. We have outlined a method to help you establish a "study routine" for your child:

1. Set a consistent time each day for homework and study. It's beneficial to allow some time for play after school before diving into homework. Consider scheduling study time just before or after dinner for optimal focus.
2. If necessary, homework may be assigned, however it is primarily intended for practice or the completion of unfinished classroom assignments. Assignments will be designed to be developmentally appropriate and should typically require no more than **30 minutes** to complete.
3. Minimize distractions during study time. Ensure the student works in a quiet environment away from the TV or radio, and try to prevent siblings from interrupting. Avoid phone calls or other interruptions.
4. Review the completed work. Take a few moments to check for neatness and identify any obvious mistakes after the student finishes their homework.
5. Utilize available resources. All students have access to iReady that they can use at home anytime.

By following these guidelines, you can help your child establish effective study habits and promote academic success.

### **TECHNOLOGY & BOOKS**

Huntertown provides books and Chromebooks for student use, but it's important for students to understand the responsibility that comes with these resources. Families are accountable for and are expected to cover the costs for any damage or loss of non-expendable materials issued to them by the school. This includes technology devices, classroom and library books assigned to them throughout the year. We trust that students will treat this significant investment of district funds with respect. While reasonable wear and tear is normal, any unreasonable damage will require parents or students to bear the financial responsibility for replacing the items.

### **TREATS**

When bringing in food items for treats, parties, or birthdays, please ensure they are store-bought and in their original packaging. This precaution is necessary to safeguard students who may have allergies. We kindly request that you refrain from sending in any items containing peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts. Thank you for helping us maintain a safe environment for all our students. It is always best practice to reach out to the classroom teacher for more information related to allergies within the classroom.

## **USE OF LIBRARY**

Students have the opportunity to visit the library on a weekly basis, and with their teacher's approval, they may also visit at other times. Books can be checked out for one week, with the option to renew if needed. However, failure to return a book will result in the student being placed on the Overdue List. Students are responsible for paying for lost or damaged books.

## **VANDALISM**

Parents/legal guardians are held accountable for any damages caused by their child at school, encompassing both material costs and labor for repairs. In the unfortunate event of vandalism, the Woodford County School District will assess the damage and repair costs, and subsequently bill the parents/legal guardians of the children involved. This policy extends to include damages to Chromebooks or any other school property or teacher bought property.

## **VISITORS**

All visitors, including guest speakers, parents, friends, or family of staff members, are required to check in at the office upon arrival. They must sign in by scanning a drivers license and receive a visitor's sticker to wear while in the building. All visitors must also stop by the front desk before leaving in order to sign out with front office staff.

We actively encourage parents and the public to visit our school and witness the positive initiatives we are undertaking. Additionally, we welcome visitors to volunteer whenever possible to further support our school community. It's important to note that all volunteers must have a cleared background check on file with Woodford County Schools before participating in any volunteer activities.

## **VOLUNTEERS**

All individuals planning to volunteer at school, whether parents, grandparents, aunts, uncles, child-care providers, and others, are required to undergo a Woodford County Schools background check. To complete this process, please access the droplet form at [wcps.me/volunteer](http://wcps.me/volunteer), upload a picture of your drivers license and submit. You must complete the online form as we cannot process at the school.

In adherence to 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. You may contact your child's school to check the status of your request. We appreciate and recognize your efforts as volunteers, so please remember to obtain a volunteer sticker to signify your contributions.

Here are some ways parents can support their child in having a successful year:

1. Help your child understand that they are responsible for their actions and behavior.
2. Encourage your child's growth towards independence by providing challenging opportunities and setting clear boundaries and expectations.
3. Seek out both sides of any story before making conclusions. If there's a misunderstanding, reach out to the school for clarification.
4. Share any relevant information about your child's health or circumstances that may impact their education with the school.
5. Remember that teachers are dedicated to their students' well-being and success. They share common objectives with parents, and effective communication is key to achieving these goals together.

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

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

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

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

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

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



**NORTHSIDE ELEMENTARY SCHOOL**  
**Parent/Student Handbook**

Dear Student & Parents/Guardians,

Welcome to the 2026-2027 school year at Northside Elementary. We are excited to begin another year with our Northside Thoroughbreds! Our mission at Northside is to create successful, lifelong leaders and learners. I am dedicated to fostering a nurturing, inclusive, and engaging learning environment where every student can thrive academically, socially, and emotionally. Our district and our school are working to provide students with a full and well rounded school experience. At Northside, as with our district, we provide this through intentionality with our Portrait of a Learner which includes being a **RESILIENT LEARNER, REFLECTIVE COLLABORATOR, EMPATHETIC COMMUNICATOR, CREATIVE PROBLEM SOLVER & RESPONSIBLE CONTRIBUTOR**. These competencies should permeate throughout their school experience as we continue to focus on student achievement and high expectations!

As we focus on student behavior we will be using the **Northside Code: Be Safe, Be Kind, Be Responsible, and Be a Learner** as our guide. We also have the house system where every student will belong to a house. We believe these structures promote a sense of belonging for each student, encourage teamwork, reinforce high expectations for all students.

I believe that open communication and collaboration between the school and families are essential for the success of our students. I am eager to work alongside you. Together, we can create an environment where every student feels valued, supported, and empowered to reach their full potential.

Please read this handbook with your child so you can be informed on school policies and procedures. You are encouraged to become an active part of the Northside team by becoming involved in our school activities. Parents/guardians are encouraged to become members of the Parent Teacher Organization (PTO), Site Based Decision Making Council (SBDM) or serve as a parent volunteer.

Please reach out anytime. Your input and involvement are vital and encouraged. Thank you for your continued support and partnership. I am looking forward to an exciting and successful school year ahead.

Sincerely,

*Robin Taylor*

Northside Elementary Principal

**My signature below indicates that I have received this Northside Elementary Parent/Student Handbook.**

\_\_\_\_\_   
 Student Name (Please Print)

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

\_\_\_\_\_   
 Date

# Northside Elementary



## PARENT & STUDENT HANDBOOK 2026-27

### Northside Elementary School Mission Statement

Our mission at Northside Elementary is to ensure that students are learning academic, life and leadership skills through methods that engage and challenge our students. We provide a rigorous academic program through which effective educators lead students' academic growth through continuous and varied assessments. The application of life and leadership skills are modeled and monitored to meet school-wide expectations. Northside Elementary respects the individual needs of students and will meet those needs by working together to provide enrichment and support.

## **Northside Elementary School Belief Statements**

We believe that Northside is a safe and welcoming place that values everyone. We are a place where ALL can grow, thrive and succeed.

We believe that students...

- Need structure, accountability and consistency.
- Deserve relationships, respect and kindness.

We believe...

- Addressing students' basic needs and well-being is a prerequisite for effective cognitive engagement.
- School is a place where all students are learning without a fear of mistakes.

As a staff we believe it's important to...

- Model respectful behavior
- Have consistently high expectations for all staff
- All be on the same team and celebrate each other's success

We are committed to providing a well rounded curriculum to all students, at all levels, with attention to their learning styles and specific needs while following our core content.

## **Northside Elementary School Information**

Principal: Robin Taylor

Administrative Dean: Lerin Parker

Phone: (859) 879-4690

School Colors: Green & Gold

School Mascot: Thoroughbred (Her name is Pride.)

Vision: Lifelong Learners...Lifelong Leaders

Northside Elementary School is one of four elementary schools serving Woodford County. It is the only elementary school located outside of the greater Versailles area. Northside is located in Midway, KY, the second largest city in Woodford County. Northside started as a school in the 1992-1993 school year.

## **Daily Schedule**

- **7:15 a.m.**  
Students are permitted to enter the building. Breakfast is served daily. Students eating breakfast may go to the cafeteria. Breakfast eaters will remain in the cafeteria to eat their meal. Those not wishing to eat breakfast will go directly to their classrooms.
- **7:40 a.m.**  
Tardy bell
- **2:35 p.m.**  
Students are dismissed

## **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 circle.

- Please drive slowly and cautiously while in the pick-up circle.
- The pick-up circle is one lane. Please do not pass other cars.

***Parents/Guardian who need to enter the building at the start or end of the school day should please observe the following:***

- Please park in a designated parking spot only-not the pick-up circle.
- Please do not double park.
- Please do not leave other children unattended in your car while entering the building.

## **Morning Procedures**

Please assist us in allowing the school day to begin as smoothly and efficiently as possible. Students who arrive after 7:40 (the tardy bell) are marked tardy.

Parents are asked to **not** escort children to their classes in the morning. If parents escort the child into the building, please give a brief and upbeat good-bye in the foyer. After that, the teacher, guidance counselor, or principal will provide the child the support needed to help him/her have a happy and productive school day.

Teachers use their mornings prior to the beginning of school to prepare for their day. Parents needing to talk with teachers should schedule appointments in advance. Appointments may be scheduled by emailing teachers, sending a message through Parent Square or calling the school at 859-879-4690. Teachers may receive phone calls before or after school, or during their planning times. Teachers will not be interrupted during instruction to accept phone calls.

## **Transportation Changes**

If a child's transportation for the day is different, parent/guardian must bring in a note themselves or call the front office. Notes cannot be transported with children. **Transportation change notifications must be prior to 12pm on the day of the change.** Any transportation change MUST go through the office and not solely a message to the teacher. If a child is riding the bus home with another child, information from both parents must be submitted. This is for the safety of all students. Thank you for your help in making sure all students are safe and accounted for at all times.

## **Pick-Up Cards and Backpack Tags**

In order to ensure the safety and security 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 your

card matches the numbered card that will be attached to the child's backpack. Siblings have been assigned the same number.

The Pick-Up Card should be displayed in the front windshield of your vehicle or carried in hand for those that walk up. Two cards will be sent home initially with our regular car riders/pick-ups and additional cards may be requested from the office. Anyone without a card picking up a student will be asked for their ID or to check out the student in the front office. We realize that many of you are regulars and many staff members already know you, but it is important that everyone follow the procedures to allow this system to work properly.

All students will have an information tag on their backpack that helps us know their transportation and has address information so we can quickly assist in any transportation needs.

### **Absences and Excuses**

Students are required to attend school regularly and punctually. When students return to school after any absence, they should bring notes signed and dated by the parents/legal guardian/professional to the office.

Each student is also allotted 3 parent notes for only tardies. There are 7 parent notes allowed for absences and 7 doctor notes from a physician, registered nurse practitioner, dentist or mental health professional. An original note from the professional must be provided upon the student's return, even if the parent noted the appointment on the sign in/out log at the time of check in/out. Faxed notes are acceptable only if they are faxed from the medical professional's office. Our fax number is 859-846-4716.

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days after a student returns to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused.

### **Late arrivals/early departures to and from school**

All students leaving early or arriving late must check in or out of the office. There is an admittance slip to get a student into class and a sign out process to complete before a student leaves. All students must be checked in or out by the parent/guardian or other designated adult by the parent/guardian.

### **Explorer Time Company (ETC)**

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, ETC 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 sixth grade may participate. For more information call the Community Education Center at 879-4628.

### **Visitors/Volunteers**

We welcome all visitors and volunteers at Northside. We ask you to always check in at the office so we know who is in the building. You will need your ID to sign into the building. When signing out from volunteering at Northside, always record the time you volunteered. The district has asked each school to log our volunteer hours. **All volunteers (including attending parties) and field trip chaperones must complete the required background checks.** Please contact the school office at 859-879-4690 to receive more information regarding becoming a Northside volunteer.

Parents 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 that instructional time is not taken from the children. For the safety and protection of all students, visitors must first check in at the office and obtain a visitor's sticker before entering any part of the building.

### **Discipline**

Northside prides itself on having school-wide discipline that is firm, fair, consistent, and caring. We believe all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptions. Northside follows a systematic school-wide behavior structure and teachers develop classroom management plans to teach appropriate behaviors. We will be using the **Northside Code: Be Safe, Be Kind, Be Responsible, and Be a Learner** as our guide. Please refer to the Woodford County Schools Code of Acceptable Behavior and Discipline for further information.

### **Dress Code SBDM Policy**

- (a) Students must wear clothing that covers your body under the arms and to the waist while standing and sitting. Along with pants, skirts or the equivalent (ex. Dresses, Leggings, Shorts).
- (b) Shirts and dresses must have fabric in the front, back and on the sides (under the arms).
- (c) Hats and head coverings may not be worn inside the building, although exceptions may be made for religious or health related purposes.
- (d) Shoes must be worn during school. Due to safety concerns, athletic shoes must be worn for P.E. classes.
- (e) Clothing will have no inappropriate logos or language.

## **Homework**

While students will not have assigned daily homework, they may occasionally bring work home that needs to be finished from the class or continue working on ongoing classroom projects. Teachers might also send optional homework home for extra practice. We encourage families to help ensure that students read for at least 20 minutes each night, as consistent reading significantly supports learning and literacy development.

## **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. If you have any questions about our cafeteria program please call our cafeteria manager, Audra Todd.

Please observe the following cafeteria rules:

- Soft drinks are prohibited.
- Beverages in glass bottles are prohibited.
- Only one snack may be purchased or acquired per school meal.
- Snack items may only be purchased while going through the lunch line.

## **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% 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 families participate 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 accommodation 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**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account.

Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative.

The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

### **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.

### **Lunch with Your Child**

You may come in and have lunch with your child. You must check into the office with a valid ID and wear a visitor sticker while you are in the building. Your child will be allowed to invite one other student to sit at the visitor table with you. Due to confidentiality and our volunteer policy, we ask that you do not walk back to the classroom with your child. There is no outside food allowed in the cafeteria. Please do not bring outside food from restaurants into the cafeteria.

### **Birthday/Special Event Food Items**

If you want to bring in food items for birthdays, they must be store bought and have the label on the item. **The food items CANNOT be homemade.** Also, please notify your child's teacher 24 hours in advance. This is to protect our students who may have a food allergy and/or other medical conditions. In addition, peanut/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.**

### **Accidents/First Aid/Illness/Medications**

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office.**

### **Medications**

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 and prescription medications. Both forms are available in the office and on the WCPS Health Services webpage. All forms must be signed by the parent/legal guardian. Prescription forms must also be signed by the doctor.
2. Medication must be in the **original** container. School personnel will not be able to accept any medication brought in baggies, envelopes, etc.
3. 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.
4. Sunscreen is considered an OTC medication and will need the accompanying medication form completed by the parent/guardian in order for staff to be able to apply it throughout the day.

Prescription and OTC medications are stored in a locked cabinet in the nurse office. Emergency medications are stored in an unlocked cabinet in the nurse office per guidance from the Kentucky Department of Education. School personnel are not to administer the first dose of any medication. Students shall not share any

prescription or over-the-counter medication with another student.

Please review the guidelines for keeping your student home due to illness. Contact the school nurse with any questions.

### Health Protocols

Student Symptoms/Diagnosis	Student May Return to School When...
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 Tylenol or 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.

### Emergencies

In the event that a school is dismissed for bad weather, or for other emergencies, announcements will be made on local radio, TV Stations and an alert via Parent Square. The three most common disasters a school must be prepared for are fire, tornado, and earthquake. The students are instructed throughout the school year on the correct manner to proceed in these emergencies. Drills are conducted and school procedures for each are in place for our review. The student's safety will be our priority during any emergency.

### Communication

Communication is the glue that holds our school together and is a vital part of any successful school or organization. The school communicates through printed material, social media, Parent Square, phone and most important, in person. We at

Northside are always open to your questions, comments and concerns. There will be multiple family nights throughout the year. Weekly communication will be sent through the teachers on Parent Square and parent teacher conferences will be offered during the school year. Please reach out to the teacher at any point to request a conference.

### **Student Support Services**

Guidance Counselor	Kenna Love	859-879-4690
Family Resource Center	Celine Galvan	859-879-4697 or 879-4667
School Nurse	Katie Lewis	859-879-4690
Mental Health Specialist	Beka Davis	859-879-4690

### **Family Resource Center**

Northside Elementary/Simmons Elementary  
(859) 879-4697/(859) 879-4677  
Woodford FRC Cellphone: 859-753-7692

Schools have worked with children at risk for many years. However, the conditions which children are currently facing give greater cause to recognize the urgency of providing family resources services to children at risk and their families.

Children today face many personal and social problems which threaten their ability to do well in school and inhibit their progress toward becoming productive citizens. Many factors influence a child's ability to benefit from his or her school experience including those:

- within the child-the ability and motivation to learn
- within the family-how it prepares and supports children for school
- within the community-the social, economic, and cultural factors that influence the child's behavior in school and attitude toward learning
- within the school itself-the extent to which the overall climate of the school facilitates learning.

Family Resource Centers serve as a critical link between the home, school and community, and are in a unique and advantageous position to coordinate resources and facilitate positive educational outcomes for students. FRC services are also a critical component in programs designed to assist children who are at risk of educational failure as a result of:

- student barriers-low self-image, school absence, under achievement, peer conflicts
- family barriers-child abuse and neglect, family changes family crisis and poverty
- community barriers-high rates of poverty, unemployment, violence; inadequate community resources to meet the mental and physical health needs of families

- school barriers-school climate, ineffective school policies and procedures, inadequate levels of student services, limited learning options, limited collaboration and integrations of programs and services with the school.

Family Resource Centers assume multiple roles in a variety of areas to minimize the conditions that place students at risk. FRC services may include:

- early intervention services to prevent children from become at risk
- case management services with children and families including linking families with school and community resources
- developing parent involvement strategies including home visits to facilitate communication between families and schools
- collaborative initiatives with community agencies
- assisting schools to understand and value the cultural diversity of families

Family Resource Centers promote educational opportunities for all children by providing a wide range of services to students and families including casework services, teaming with school and community resources, and developing programs that support student achievement. These services, when coordinated with the efforts of teachers, principals and pupil services personnel, will enhance the ability of schools and communities to ensure success for all children.

### **Library Media Center Policies and Procedures**

The Library Media Center is open to students throughout the school day as needed, with teacher permission. Students may visit the library independently to check out or return books, provided they do not disrupt ongoing activities or classes.

All students will attend scheduled library sessions every four days for instruction and book checkout. Teachers may also reserve additional library time for research projects as necessary.

Teachers are encouraged to collaborate with the media specialist on at least one research project each school year. The media specialist is available to support teachers with book selection for instruction, read-alouds, research resources, and instructional technology tools.

### **Library Checkout Policy**

- **Kindergarten & 1st Grade:** May check out **one** book at a time for one week, with the option to renew.
- **2nd - 5th Grade:** May check out **two** books at a time for two weeks, with the option to renew. Additional books may be checked out for research purposes.

Students may visit the library independently during the school day with teacher approval. Teachers are welcome to utilize library resources as needed. If specific books are required for instruction, please notify the media specialist by email or send

a list with a student. If the requested books are not currently available in the library, they will be considered for the next book order.

### **Overdue Books**

Books not returned by their due date are considered overdue. While there are no fines for overdue items, families may choose to pay for lost or damaged books.

Students with overdue books will not be permitted to check out additional items until the overdue book is returned or renewed. If a student needs more time to finish a book, it can be renewed, but students are encouraged to consider that others may be waiting to read it.

Printed overdue notices will be sent home with students each grading period and before long breaks.

### **Technology**

Students will receive a Chromebook and charger at the beginning of the year. These will go home when needed. If brought home, the student is responsible for charging it and bringing it back to school. There is a \$15 usage fee each year for the Chromebook. If you lose the charger, there is a \$35 replacement fee. Any intentional or unintentional damages could result in a fine set by the board. It is the responsibility of the students and families to care for the device properly.

### **Grade Reporting**

Northside Elementary uses a standards based grading system of reporting for K-5. This reporting system communicates mastery of essential standards so that parents/guardians can see specific information about their student and the mastery of skills. Report cards will be sent home every 9 weeks.

### **Assessment and Accountability**

Northside will use a Universal Screener (iReady) to assess students three times per year. This data will inform the school and families of where their child is based on national norms and their growth throughout the years.

State testing will follow the mandated assessment plan required by the Kentucky Department of Education. Below is a list of the required assessments:

- 3<sup>rd</sup> Grade - Reading and Math
- 4<sup>th</sup> Grade - Reading, Math, Science
- 5<sup>th</sup> Grade - Reading, Math, & Social Studies

### **Nondiscrimination Policy Statement**

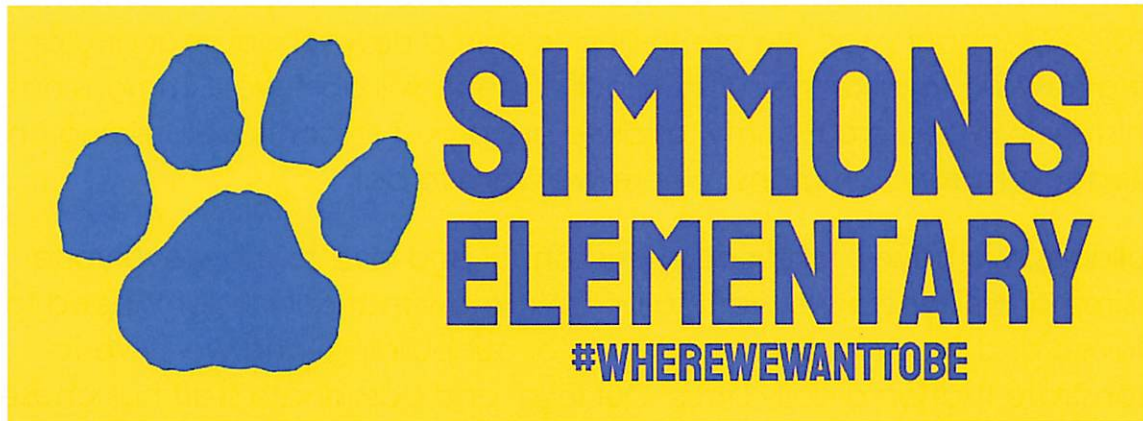
Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, genetic information, marital status, sex (including sexual orientation and gender 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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn ICEV EETC Principles of Small Engine Technology, AWS Sense Level 1, ICEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

# 2026-2027 STUDENT-PARENT HANDBOOK



**830 TYRONE PIKE  
VERSAILLES, KENTUCKY 40383  
859.879.4670**

**PRINCIPAL: JOE ALBERT**

**ADMINISTRATIVE DEAN: KIM FORD**

**COUNSELOR: CARRIE APPLE**

**SCHOOL HOURS: \*7:40-2:35 \*BUILDING OPENS AT 7:15**

**SCHOOL COLORS: BLUE AND GOLD**

**MASCOT: BULLDOG**



**FOLLOW US ON SOCIAL MEDIA**

 **SIMMONS ELEMENTARY & MR. ALBERT'S ONLINE OFFICE**

 **@SIMMONSELEMENTARY**

Hello & Welcome to a New School Year at Simmons!

It is with great excitement that we welcome you to Simmons Elementary for the 2026–27 school year! We are thrilled to start a new school year and are looking forward to all of the success our students will achieve. Simmons has a rich history in Woodford County, and we are proud to continue building on that legacy, making Simmons "Where we want to be!"

As Bulldogs, we have such pride in our school and love to show everyone that Simmons is "where we want to be!" We know that our students need to feel loved and supported when they enter our building, and we strive to demonstrate that on a daily basis. Our loyal and passionate staff has chosen to make Simmons their home and strives daily to ensure that EVERY student feels safe and supported. And we wouldn't have it any other way!

This year, we are especially excited to continue to grow our school culture through our vibrant House System! This system divides our student body into smaller, supportive communities, fostering a deep sense of belonging, healthy competition, and teamwork across all grade levels. Throughout the year, we will host House Family Nights, inviting parents and guardians to join in on the fun, connect with other families, and experience the energy of our House spirit firsthand!

We deeply value the partnership with our parents and families. Your involvement is crucial to the success of our students and the entire school community. We encourage you to be actively involved in your child's education and to participate in school events and activities.

Again, we are thrilled for a new year and look forward to a great year! We have great things in store for this school year, and with your partnership, we can help our students reach their full potential. Please feel free to contact me with questions, concerns, or just to say hello. On behalf of the entire staff at Simmons Elementary, we welcome you to the 2026–27 school year!

Best,  
Joe Albert  
Principal

## **ARRIVAL**

Bus Riders will exit buses in an orderly fashion and with adult supervision. Students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule. Adults are stationed throughout the building in order to help ensure their safety.

Families dropping students off in the car rider line should follow traffic flow and adult directions in order to keep the line moving safely and efficiently. Please enter and remain in the car rider line all the way through drop off. Please do not try to enter the parking lot through the exit lane, as this may cause an accident. Children should be seated on the side closest to the school to help make this a quicker exit. Parents should remain in the car. An adult will help each child get out of the car safely. Once they have exited the car, students will go directly to their classrooms or to the cafeteria for breakfast depending on their schedule.

Students may enter the building at 7:15am. Students will go to their classroom or the cafeteria for breakfast, depending on their schedule. Due to school policy, parents/guardians are not permitted to enter the building during arrival. Adults are stationed throughout the building in order to help ensure their safety and get them where they need to go.

Students who arrive after 7:40 should have an adult walk them into the front window to be issued a tardy slip.

## **ATTENDANCE, ABSENCES, TARDIES, CHECKING OUT EARLY**

*Please refer to the Attendance Policy in the Woodford County Schools 2026-2027 Code of Conduct for any changes or further details. Please read carefully as there are changes this year.*

It is important that students are present at school on a regular basis. Parent or Doctor notes must be sent to school within 3 days in order to be excused.

- 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.

Once the total number of absences 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 .

Tardies (coming late to school, leaving early, or missing any portion of the day) can also be disruptive to your child's education. Please help us help your child and make every effort to have children arrive at school on time and as often as possible, please schedule appointments after 2:40 p.m. or on any of the scheduled Early Release Days. Any tardy requires a note within 3 days of the tardy.

We understand that from time to time, your student will need to stay home due to illness. Please use the guidelines found in the Appendix to help determine if a child should stay home.

Checking out of school - Please schedule appointments after 2:40 p.m. Any instructional time missed will be considered a tardy. If a child is to be picked up from the school for an appointment, it is preferred that the parent/legal guardian do so. If this is not possible, the child will ONLY be released to another adult if they are on the emergency pick up list and verbal/written permission from a parent or guardian that they will be picking up the student on a particular day. Anyone removing a child from school will be required to present photo identification.

## **BACKGROUND CHECKS**

All individuals planning to volunteer at school, whether parents, grandparents, aunts, uncles, child-care providers, and others, are required to undergo a Woodford County Schools background check. To complete this process, please access the droplet form at [wcps.me/volunteer](http://wcps.me/volunteer), upload a picture of your drivers license and submit. You must complete the online form as we cannot process at the school.

In adherence to 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. You may contact your child's school to check the status of your request. We appreciate and recognize your efforts as volunteers, so please remember to obtain a volunteer sticker to signify your contributions.

## **BIRTHDAY CELEBRATIONS & PARTY INVITATIONS**

In order to protect the health of all of our students, we prefer options other than food treats sent in to celebrate birthdays. Small "party favor" type items can be found at numerous retailers both online or in store. If food treats, such as cupcakes or cookies, are sent in, they should be prepackaged and include an ingredient list. Parents should inform their student's homeroom teacher if you intend to send in a treat to celebrate a birthday.

In order to promote inclusion, party invitations may only be distributed at school if all students in the classroom receive an invitation. Thank you for your understanding in order to avoid hurt feelings.

## **CAFETERIA**

We intend for dining in the cafeteria to be a pleasurable experience for your child. Please remember parents/guardians are not permitted to bring restaurant food, soft drinks, caffeinated beverages into the cafeteria. This is part of the Simmons Wellness Policy.

Breakfast is served between 7:15 a.m. and 7:35 a.m. each morning. All students have the opportunity to eat breakfast. Each class has a specified 25 minute lunch time. For the 2026-27 school year, all Simmons students will be able to eat breakfast and lunch for free.

## **CLUBS**

We continue to grow the number of after school clubs offered to our students and a comprehensive list will be shared at the start of the school year. ALL clubs are contingent on good behavior, good academic standing, and attendance. Each after school club will send home a form to be signed by parents/guardians which will include an acknowledgement of the rules and expectations to participate in the club.

## **COMMUNICATION**

Effective two-way communication is essential in the student-family partnership. Simmons teachers will communicate at least weekly with families through newsletters, email, phone calls, Twitter, Parent Square, etc. School wide information will be posted on the Simmons website, Facebook, Twitter (@SimmonsBulldogs), Infinite Campus email, and through printed material. We are also available by phone during school hours. Please understand that if you call during instructional hours staff may not be able to take your call; a message will be taken and given to the appropriate person.

## **DISMISSAL & DISMISSAL CHANGES**

Parents/Guardians can list and/or make changes to emergency contacts/pickups in Infinite Campus. Photo identification will be required when checking out a student at school. Parents/Guardians are the only people authorized to make changes to Emergency Contacts.

Students will be dismissed at 2:35 PM. Options for dismissal include bus rider, car rider, Explorer Time Company (ETC), or walker (must be approved by building principal and put in writing). Please make sure that your student(s) is picked up in a timely manner

Dismissal changes should be made using the following form (also linked on our homepage under Parent Resources): <https://forms.gle/b9JjfDJE8fanuBED8>. All dismissal changes must be made by 1 PM. Any changes after this time are only accepted after speaking to a front office staff member and followed up with a verification email. If a child is riding the bus home with another child, notes and/or emails from both students' guardians must be presented. This is for the safety of all students.

### **Bus Rider**

Students riding a bus home will be called to their bus by staff. Kindergarten students will be escorted to the bus by a staff member. When being released from the bus, please note the following:

- Preschool - Must be handed to parent or adult on blue dismissal card
- K, 1 & 2 - Parent or person listed on blue dismissal card must be visible
- 3rd - must see parent or person listed on blue dismissal card unless a note has been previously approved by Principal
- 4th & 5th - allowed to leave bus without a parent present

### **Car Rider**

Students who are picked up in the car rider line will be called by staff. People responsible for picking up the student must display the designated Simmons car rider tag with the student's name, preferably the front, passenger side car window. Persons who do not have a Simmons bulldog tag will be asked to show photo identification prior to the release of the student.

**Anyone picking up the child must be listed on the student's pick up list located in Infinite Campus.** Parents are not permitted to park in the bus lane.

### **ETC**

Students enrolled in ETC will be dismissed directly to ETC in the cafeteria.

### **Walker**

A student is considered a walker if he/she walks home from school or if a parent/guardian chooses to wait on the sidewalk for their child. These students will be dismissed after car riders from the front entrance once a school employee dismisses them. Walking home without an adult present must be approved by the principal or designee in advance and verified in writing (email or hand-written signed note).

## **DRESS CODE**

Simmons Elementary School believes that the standards of dress and grooming should be 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. Families that need assistance with appropriate clothing should contact the Family Resource Center for support.

All students are expected to adhere to common practices of modesty, cleanliness, and neatness in order to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language or weaponry are not permitted. Anything that causes a distraction from the educational process, deemed inappropriate, or unsafe is prohibited.

### **Pants**

Students may wear khakis, jeans, slacks, or sweatpants of any color. Pants must conform to the following:

- Must be free of holes and rips above the knee (frays and tears are considered holes)
- Must cover underwear and backside at all times
- Must not sag (must be worn at waist level)
- Leggings, jeggings, tights, spandex, bicycle, yoga pants/shorts must be worn with a shirt that covers the backside at all times.

### **Shorts & Skirts**

- Shorts & skirts must be mid thigh in length and cover undergarments at all times.
- Must be composed of non-transparent material
- Must be free of holes and rips
- Must be worn at waist level (not sag)
- It is requested that shorts are worn under skirts in order to preserve modesty

### **Dresses**

- Dresses must be mid-thigh in length and cover undergarments at all times.
- Dresses cannot expose midriff (stomach), come off the shoulder, or show bare back
- Must be composed of non-transparent material
- Must have a 2 inch measurable sleeve in width
- It is requested that shorts are worn under dresses in order to preserve modesty.

### **Shirts**

ALL shirts must meet the following criteria:

- Have a 2 inch measurable sleeve in width (no spaghetti straps)
- Cannot expose midriff (stomach), come off the shoulder, or show bare back
- Be composed of non transparent material, unless worn over a top that MEETS dress code

### **Footwear**

Footwear must be worn at all times.

Prohibited:

- Slippers, house shoes, or similar (unless prescribed by a physician)
- Shoes with wheels, high-heeled shoes, cleats or other shoes deemed unsafe by principal or designee

### **Outerwear**

- Heavy coats must remain in the student's locker
- Light jackets may be worn as appropriate
- Hoods, caps, or hats may NOT be worn inside the building

### **Accessories**

- Dangerous jewelry such as wallet chains, belt chains, or any other accessories that administration deems dangerous are not permitted.
- Head coverings such as hats, scarves, bandanas, head warmers, sweat bands, and doo rags may not be worn in the building unless such attire is a recognized part of a religious practice adhered to by the students or is prescribed by a physician.

- Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

### **Enforcement**

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation on the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are responsible for enforcing the dress code. Possible exceptions for special days will be at the discretion of the administration.

Dress code violations will result in:

1. Verbal reprimand, teacher-parent contact, correct the infraction
2. Verbal reprimand, documented warning/Minor Incident Referral, teacher-parent contact, correct the infraction
3. Written referral, documented office warning/Office Discipline Referral, lunch detention, office-parent contact, correct the infraction
4. Written referral, in-school suspension, office-parent contact, correct the infraction
5. Written referral, in-school suspension, mandatory office-parent conference, correct the infraction
6. Written referral, two days in-school suspension, mandatory second office-parent conference, signed agreement to follow the policy, correct the infraction
7. Suspension from school

The principal and/or designee will be the last authority on all dress code matters.

### **EDUCATION FOR EXCEPTIONAL CHILDREN**

A variety of Special Education services are available to the students in Woodford County Schools as required by the Federal Individuals with Disabilities Education Act (IDEA). The school staff works together with parents/guardians through a series of steps called Due Process. Meetings are held to discuss information with the child's parent(s). These meetings are called School Based Admission and Release Committee meetings (ARC). Before assessment is considered, the ARC must consider other interventions. The interventions are ways to change the regular school program in order to meet the student's learning needs. Parent/guardian permission is required before the child can be assessed and before any special education services can be provided.

If you would like information on special education programs, please contact the principal, Joe Albert, or the Director of Special Education, Tracey Francis, at 873-4701, ext. 229.

### **ENGLISH AS A SECOND LANGUAGE (ESL) or ENGLISH LEARNER (EL)**

The ESL/EL Program provides support services to students whose primary language is one other than English. The program supports these students in their acculturation process, second language acquisition, as well as modifies instruction for content area classes. During the school year, collaboration with the regular classroom teacher and ESL team occurs regularly regarding modifications, strategies and expectations for the ESL student.

### **EXPLORER TIME COMPANY (ETC)**

The Explorer Time Company (ETC) program is an after-school enrichment program designed to offer exploratory, recreational, and socialization experiences for students from Kindergarten through fifth grade.

The program operates every school day from dismissal of school until 6:00 PM. ETC is also available for families when school is not in session during the holidays, in-service days, and throughout summer break.

ETC is self-sustaining, operating entirely on the fees paid by the families whose children attend the program. This valuable program sponsored by the Woodford County Public Schools is administered through the Community Education Center. For registration information contact the Community Education Center at 879-4628.

### **FAMILY RESOURCE CENTER (FRC)**

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 childhood problems by strengthening effective family management practices and establishing family support services. The Family Resource Center is proud to work with families to help remove barriers so they can build the relationships and environments within their own families providing their children with positive experiences on which successful lives are built. There is an FRC office located at Simmons.

### **FIELD TRIPS**

Field trips will be taken throughout the year to enhance the instruction at all grade levels. The number of trips taken per year will depend directly on the budget and the cost of the trip. **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. For more specific information regarding your child's trip, please contact the school office. Parents/Guardians accompanying the class on the field trip must have a completed background check on file.

### **FLOWERS/BALLOONS/LARGE GIFTS**

When gifts are sent to school for a student they will be held in the office until the end of the day. Gifts such as flowers and balloons may not be transported on the bus, so please make other arrangements to transport these home.

### **FOOD & NUTRITION SERVICES**

#### **Charge Policy**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account. Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative.

The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

### **Community Eligibility Provision**

For the 2026-2027 school year, Simmons will utilize The Community Eligibility Provision (CEP), a non-pricing meal service option for schools and districts in qualified areas. CEP allows districts to serve breakfast and lunch at no cost to all enrolled students without collecting the USDA free/reduced

applications. However, to continue offering this program, families must complete a Household Income Form each school year. This form will be provided to families online at Woodford County Schools and via a printed version sent home with families. If a student would like to purchase an extra meal or a la carte item, they would need funds in their myschoolbucks.com account, or cash, or a check. Additional meals or à la carte items may not be charged.

### **Special Dietary Needs**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures. A link to this form is found on our Woodford County Public Schools website, [www.woodfordschools.org](http://www.woodfordschools.org), by clicking on the Food Service tab. Please complete this form and return to your child's school cafeteria manager.

### **Discrimination Complaints**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

## **GIFTED EDUCATION SERVICES**

Students in grades K-3 are informally identified for inclusion in Primary Talent Pool (PTP) services. Screening for formal identification as 'Gifted and Talented' begins in 3rd grade, with official identification and services beginning in 4th grade and continuing through graduation. Identification areas include General Intellectual Ability, Specific Academic Areas, Creative and Divergent Thinking, Leadership, and/or Visual and Performing Arts. Questions about gifted identification or programming can be directed to the School-Level Gifted Coordinator.

## **HEALTH & SUPPORT SERVICES**

### **Overview**

Woodford County Schools, in partnership with Cumberland Family Medical, will be offering on-site clinical services this school year. School Nurses will be able to administer over-the-counter medications and provide basic wound care with parent permission. This will need to be completed online through the registration from every year for each student. There will also be the option for students and staff to see an onsite or telehealth nurse practitioner every day for acute illness, wellness exams, sports physicals, etc.

### **Counseling**

Our school counselor is available for individuals and small group counseling upon referral. Students, teachers, and parents may request time to discuss concerns with the counselor by email or directly contacting our office. Guidance lessons are taught to each classroom monthly, and/or as needed. Our school counselor also meets with small groups to address specific concerns or issues that students may be experiencing.

### **School Nurse**

Our School nurses provide support for several county schools. They monitor all health requirements of our students and serve as a resource person for health-related issues. If you have questions or concerns regarding accident reports, illness, lice, or other medical topics, please get in touch with Nurse Hope Woodcock.

### **Lice**

Head lice can be a common problem on any school campus. Head lice can be transmitted from student to student via shared personal items such as hats, jackets, combs, etc...For these reasons, we recommend that students do not share personal items. Our district policy states that a student must be sent home for live lice in their hair and must be completely free of live lice before they can return to school. For information about the district policy or about the removal of head lice, please check the district website or contact the school nurse.

### **Dispensing Medication**

School nurses will have the ability to administer many over-the-counter medications with guardian permission. All students will be triaged and the need for medication will be determined before anything is given.

All routine and PRN medications must be brought to the office by a parent/guardian. Medications are stored in a locked cabinet in the nurse's office. Medical paperwork is located in the office or on the district website. Physicians must complete the appropriate forms for prescribed medication prior to being dispensed by school staff. **School Personnel are not to administer the first dose of any medication.** Under procedures developed by the local board of education, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, e.g. an asthma inhaler. Students shall not share any prescription or over-the-counter medication with another student.

### **Emergency Care Procedures**

Designated staff at Simmons have been trained in CPR and first aid in case of emergencies. Plans are in place in case of emergencies that include contacting parents and transporting students as necessary. There is an AED located within the building.

### **HOME HOSPITAL**

Students enrolled in Home Hospital services are able to participate in activities at Simmons. In order to do so, parents/guardians must fill out a Simmons Home Hospital Participation form, which can be obtained by contacting the office.

### **INFINITE CAMPUS (IC)**

Infinite Campus Parent Portal is a free tool for parents to access instant, online, timely and secure student information including class schedule, assignments, attendance, grades, behavior, report cards and transcripts. A personal parent account also gives parents the ease of viewing all their students with only one user name and password. You must be a parent or guardian of a current student to be eligible for a Parent Portal Account.

You may contact LaShannon Stratton (lashannon.stratton@woodford.kyschools.us) to request an Infinite Campus Parent Portal Account. You will receive instructions with a username and password. For further details, please consult our webpage.

### **LIBRARY/MEDIA**

The Simmons library serves students from kindergarten through fifth grade weekly when they visit with their homeroom class. During this time, students may check out new books. Kindergarten and 2nd grade students may check out 1 book, while 3rd through 5th grade students may check out 2 books. Students may check out additional books if they are needed for a specific class project. Fines are not charged for overdue books, however charges will be asked for lost or damaged books. Students are notified on a regular basis about books that may be overdue.

In addition to checking books out from the library, each weekly class also includes library instruction which may include research skills, media skills, author studies, along with recommending books to encourage reading at home.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

Simmons remains committed to meet the needs of all of our students not only academically, but socially and emotionally. PBIS is a framework designed to create a positive environment and to prevent misbehavior. Our PBIS team has worked diligently to implement school-wide supports and expectations that provide our students with a clear understanding about what their behavior(s) should look like and sound like in all areas of the building. Throughout the year, our staff will teach and reteach these expectations to our students to ensure structure is maintained. Students can receive/earn PRIDE cards when they are "caught" meeting our expectations. Students who receive/earn PRIDE cards are entered into a drawing each week to receive prizes! In addition to our PRIDE expectations, the PBIS team has created a Behavior Flowchart, Consequence Matrix, and a Redirection Plan to proactively manage student behavior. Our students are educated on these structures so they know how we will manage problem behaviors when they arise. We will also continue our Top Dogs program where we focus on a character word each month. Students "caught" exemplifying the Character Word of the Month will be recognized in front of the whole school at our Top Dogs Assembly! There are additional resources

on Simmons webpage to educate our families and community about our PBIS structures. Ultimately, our PBIS supports will provide our students with a safe and productive learning environment. If you would like additional information about how PBIS works at our school or if you would like to get involved in these supports, please contact us at 859-879-4670.

### **PTA (PARENT TEACHER ASSOCIATION)**

The Parent Teacher Association's mission is threefold:

- To support and speak on behalf of children and youth in the school, in the community, and before government agencies and other organizations that make decisions that affect children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of the nation.

The PTA has many ways to help and be involved. PTA officer elections are held in the spring with a president, vice-president, treasurer, and secretary being elected. The PTA Executive Board consists of these officers, a teacher representative, and the principal.

The PTA encourages every parent/guardian to be actively involved in their student(s) educational life at home and through participation in school and classroom activities. PTA coordinates many educational and fun events for the students and some that the whole family can enjoy. PTA also provides for many school assemblies and field trips as well. PTA is instrumental in providing extra needed funding for further educational needs that are not always available through school funds. PTA is allotted two fundraisers per year. In prior years, these funds have provided educational assemblies, school awards, Teacher Appreciation, playground equipment, and needed items for classrooms and the office.

Some activities that the PTA helps coordinate include:

#### **Grandparents Day**

This is one of our favorite days at Simmons! We recognize and celebrate our grandparents on a weekday evening during September. Please look for postings on ParentSquare, social media, the school calendar (found on our website), and Bulldog Bytes (school newsletter). Each student is encouraged to bring their grandparents or significant grandparent figure to lunch. Your student will enjoy this experience!

#### **Snowflake Feast**

Sponsored by the PTA, Simmons Snowflake Lunch is a breathtaking experience! Lovely tables are set with placemats, rolled silverware and centerpieces. The cafeteria is decorated in a winter setting. Each class is escorted to the cafeteria which is hosted by our guest Maitre'd. Our wonderful volunteers serve each person a delicious meal, including drinks, bread, and desserts. If you wish to volunteer during this event please contact our PTA volunteer representative.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are an important communication tool for monitoring and ensuring student growth. Each family is offered at least two conferences per year. One of these should be soon after the first grading period and another in the third or fourth grading period. Teachers will send home information about signing up for these at the appropriate time. Please contact your child's teacher if there are other times you feel a conference is needed. We look forward to working together to communicate about each child's performance.

## **SCHOOL CLOSURE PROCEDURES**

The Woodford County Board of Education has approved certain procedures that are to be followed during periods of inclement weather. While it is the hope of the board and the administrative staff that the school be open every day, the safety of the students will always be given primary consideration under the "snow day" plan. Non Traditional Instruction (NTI) plans may also be considered. Information concerning these guidelines will be sent home in late fall.

In the case of a snow day, please watch local news stations, check Social Media, and plan to receive a ParentSquare notification (automated phone call) with information.

The parent is the final judge of whether his or her child will be in attendance when there is a delayed opening or when school is held during inclement weather. Under these conditions school will be in session and the parents must use their best judgment in determining whether the child will attend school. Parents should be very aware of the approximate time of pickup and delivery so that children can be assisted if necessary. In cases of delayed opening of school, parents should make arrangements to have children cared for until buses do run. Parents must also realize that if school officials feel that it is not possible to open school, even after a two-hour delay, all schools will be closed. Provisions must be made by parents to have children taken care of if this should happen. By law, the student will be counted absent for student accounting purposes. However, the absence will be reviewed by the principal and it will be the child's responsibility to make up any missed work.

## **SCHOOL RESOURCE OFFICER (SRO)**

The School Resource Officer (SRO) program exists through the Woodford County Public Schools Police Department for the benefit of all students and staff. The mission of the SRO program is to provide a safe environment for students and staff and to maintain a positive relationship with students, parents and staff of Woodford County Public Schools.

## **SITE-BASED DECISION MAKING COUNCIL (SBDM)**

School councils are made up of parents and teachers working together to provide the very best educational environment for our students. Contact the school today to volunteer to serve on one or more committees or serve on the council. Elections are held each spring for one year teams. New council members begin their terms July 1 each year.

All SBDM Committees meet at the time that suits all members. Each standing committee will have at least five members, including at least one parent and providing a reasonable representation of the ethnic diversity of our community.

Committee membership shall be limited to twelve persons unless the council makes a specific decision that added membership is needed during a given year.

## **STUDENT INSURANCE FORMS**

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

## **VIDEO TAPING/PICTURES**

There are so many great things happening at Simmons, we want to share them with everyone! Therefore, there will be opportunities for your child to be video recorded or have their picture taken. If you choose to opt out of this opportunity, the appropriate form must be returned at the beginning of the year. Parents may take pictures of their own child at school events and share these on social media if they choose. It is NOT acceptable to take or share pictures of students other than your own. The exception to this is during events/performances open to the public at Simmons or events that take place off of school grounds.

## **VISITORS/VOLUNTEERS**

Any visitor to Simmons for any non-public event will be required to sign in and present a valid form of identification. Give yourself time for this process, as it may take a little while depending on the reason for your visit (school events, such as Grandparent's Day are highly attended).

We welcome and appreciate volunteers at Simmons. Volunteers are required to check in at the front window and to wear a visitor badge at all times. All volunteers must have a completed background check which will be facilitated by our front office staff; this includes eating lunch with your student in the cafeteria. Please submit your driver's license and Social Security Card in order for them to begin this process. Opportunities to volunteer will be advertised through social media, in Bulldog Bytes, correspondence going home, etc. Thank you in advance for all your support!

## APPENDIX

<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 Tylenol or 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.



# SOUTH SIDE ELEMENTARY SCHOOL

1300 Troy Pike, Versailles, KY 40383

(859) 879-4660

*Home of the Stallions*



Woodford County  
Public Schools  
Where Kids Win!

## STUDENT-PARENT HANDBOOK 2026-2027

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

Paige Samples, 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 2026-2027 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 2026-2027 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 2026-2027 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.
- 2026-2027 PRICES: **Breakfast: \$2.00; Lunch: \$3.00**

### **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 ([Dismissal Change Form](#)), 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.

Students that are walking home, Legends neighborhood, will wait with the car riders and be dismissed out the side door at 2:50 PM.

### **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/Parent Square**

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>

Parent Square: Parent Square is our primary form of class and school-wide communication. 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. We are not responsible for any items brought from home.

### **Student Electronics/ Personal Communication Devices**

Students may bring cell phones to school, however they 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. Students may 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.

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Signature of Student

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Signature of Parent

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Date

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

**Woodford County Public Schools  
Instructional Calendar  
2026-2027**

Aug. 10	Flexible Professional Development Day (no classes)
Aug. 11	Opening Day for Teachers (no classes)
Aug. 12	Teacher Preparation Day (no classes)
Aug. 13	First Day for Students
Sept. 7	Labor Day (no classes) .....Flexible Professional Development Day
Oct. 5-9	<b><i>Fall Break</i></b>
Oct. 12	Staff workday (no classes)
Nov. 2	Required Professional Learning Day (no classes)
Nov. 3	Election Day (no classes)
Nov. 25	Flexible Professional Development Day (no classes)
Nov. 26	Holiday: Thanksgiving Day (no classes)
Nov. 27	No classes
Dec. 18	Last Day for students
Dec. 21-Jan 4	<b><i>Winter Break</i></b>
Dec. 25	Holiday: Christmas Day Observed for employees
Jan. 1	Holiday: New Year's Day Observed for employees
Jan. 4	Staff workday (no classes)
Jan. 5	Schools Reopen...Students Return
Jan. 18	Holiday: Martin Luther King Day (no classes)
Feb. 15	*Presidents' Day (no classes, possible make-up day)
Mar. 5	****Required Professional Learning Day (no classes, possible make-up day)
Apr. 5-9	<b><i>Spring Break</i></b>
Apr. 12	Staff workday (no classes)
May 18	Election Day (no classes)
May 26	Last Day for Students, Early Release (subject to change if necessary)
May 27	**Closing Day (possible make-up day)
May 28	***Parent Teacher Conf. Day (possible make-up day)

**Make-up Days**

- \*Day 1.....Feb 15 (used for make-up if a school day is missed prior to Feb. 1)
- \*\*Day 2.... May 27 (used for make-up day if school year extended)
- \*\*\*Day 3.....May 28 (used for make-up day if school year extended)
- \*\*\*\* Day 4.....Mar 5 (used for make-up day if school year extended)
- \*\*\*\*\* Day 5, Last Day of School becomes a regular school day (used for make-up day if school year extended)

## **NONDISCRIMINATION POLICY STATEMENT**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

# Woodford County Middle School Student Handbook

2026-2027

100 SCHOOL HOUSE ROAD  
VERSAILLES, KY 40383  
(859) 879-4650 (Office)  
(859) 873-4436 (Fax)

Web Page: <https://wcms.woodford.kyschools.us/>

Office Hours: 7:45 AM - 4:00PM

**Principal:** Rebecca Preston

**Assistant Principals:** Kyle Norton and Dennis Wallace

**Counselors:** Rachel Smith and Keely Harris

**Social Worker:** Sara Swinford

**FRYSC:** Zoe Zamora

**SRO:** John Carmichael

## Welcome to Woodford County Middle School!

We're excited to begin another school year at Woodford County Middle School! This handbook is designed to serve as a helpful guide, outlining the expectations, procedures, and supports in place to create a safe, inclusive, and productive learning environment for all students.

Our mission is—*Building resilient learners through strong relationships, high expectations, and quality instruction.* Each day, we work to ensure that students grow academically, socially, and emotionally. At WCMS, we believe in fostering strong relationships and building a school community where everyone feels seen, valued, and connected.

Our vision—*Every student knows they belong, feels loved, and leaves prepared*—drives all that we do. Through our Portrait of a Learner competencies, we aim to empower students to become **resilient learners, creative problem solvers, responsible contributors, reflective collaborators, and empathetic communicators**. These traits are the foundation of a well-rounded education and essential for success both inside and outside the classroom.

We encourage you to read this handbook together as a family and refer to it throughout the year. Middle school is an exciting time of growth, discovery, and opportunity. We're committed to making this year meaningful, memorable, and full of moments that help every student shine. If you need additional information or clarification, consult the official District Code of Conduct or contact the school administration.

Let's make it a great year at WCMS!

Go Tigers!

Mrs. Preston  
Principal  
Woodford County Middle School

## **WCMS GUIDELINES FOR SUCCESS**

At Woodford County Middle School, we use PBIS to help make our school a safe, respectful, and positive place to learn. PBIS means we teach, practice, and recognize positive behavior.

Students are expected to follow the 3 R's:

- Respectful
  - Treat people, property, and the school environment the right way.
- Responsible
  - Make good choices, own your actions, and do what is expected.
- Ready
  - Be prepared to learn, participate, and do your best.

At WCMS, we want to recognize students when they are doing the right thing. The goal is for positive behavior to become the normal way we do school. This data is tracked used a tool called the Employability Operating System, also known as eOS. Students and families can (and are encouraged) to login to monitor their eOS scores at anytime by visiting <https://woodford.lifereadyschools.com/>. Click [HERE](#) to access the WCMS Parent/Student eOS How to Guide.

### **Nondiscrimination Policy Statement**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

## **STUDENT INFORMATION ACCESS**

Due to privacy laws (FERPA), school staff can only talk about a student's grades, behavior, or activities with their legal guardians. If you'd like us to share this information with others—like grandparents, step-parents, or outside counselors—guardians just need to fill out a "**third party release form**," which you can pick up in the main office or the counseling office.

## **ATTENDANCE**

**SCHOOL DAY - 8:15AM - 3:15PM**

Students should arrive at WCMS no earlier than 7:45 AM. **For safety and supervision reasons, the entry doors will be locked until 7:45am.** Students arriving between 7:45 and 8:10 AM should enter through the parent drop off door or bus door and go directly to the gym. Students may visit the cafeteria only if purchasing breakfast. Sixth grade students will report to first period at 8:00 am. Seventh grade students will report to first period at 8:03 am. 8th grade students will report to first period at 8:06 am. If a student needs access to other parts of the building, a hall pass from a staff person is required. This pass shall be dated and signed by the staff member. If a student arrives after 8:15 AM or is not in their 1st period class by 8:15 AM, he/she must sign in at the front office for a tardy slip.

## **ABSENCES AND TARDIES: WHAT YOU NEED TO KNOW**

- **When a Student Misses School:** If a student is absent, tardy, or needs to leave early, their parent/guardian (or a professional, like a doctor) must give the office a written note within **three school days** of the absence. If we don't receive the note within three days, the absence will be marked as unexcused.
  - **The note must include:** the student's full name, the date(s) the student missed, the reason for the absence, and a parent/guardian/professional signature and phone number.
- **After 7 Excuses:** Once a student's combined total of absence and tardy notes reaches seven (7) for the year, any future absences or tardies must have a note from a doctor or be approved by the principal to be excused.
- **Missing Work:** If an absence is unexcused (including days a student is assigned Out-of-School Suspension), teachers cannot give the student credit for the daily work missed.
- **Leaving School Early:** If a student needs to leave school during the day, their parent, guardian, or a designated sign-out person must come to the office and sign the student out. The student will be called down when they arrive.
  - The adult picking the student up must show a photo ID, and they must be on the student's official pick-up list.
- **Late to School (After 8:15 AM):** If a student arrives after 8:15 AM, they should bring a written note from their parent or guardian. They must stop by the main office to sign in and get a tardy slip.
- **Educational Trips (Educational Enhancement Opportunity):** If a student's family plans an absence that will be a valuable learning experience, their guardians can apply for up to ten days to be excused. Applications are in the school office and must be submitted to the principal and/or IC Clerk at least **5 days before** the planned absence. Please see the WCPS Code of Conduct for all the details.
- **Home Hospital Program (Homebound):** For information about the home hospital program, please refer to the WCPS Code of Conduct

## Be Here. Be Fierce: Why Attendance Matters

Every school day counts at WCMS! Our attendance initiative, **Be Here. Be Fierce.**, reminds students that showing up every day helps them learn more, build great relationships, and develop habits for future success.



- **The Goal is Regular Attendance:** We aim for students to miss no more than **9 days** of school during the entire year. Students who attend regularly are more likely to stay on track academically and feel connected to the school community.
- **Missing Days Add Up Quickly:** Missing even just **2 days a month** means a student misses about **18 days** a year—nearly four full weeks of learning! Missing 18 or more days means a student is considered **chronically absent**, even if the absences are excused.
- **Partnering with Families:** We know students get sick, but we ask families to make school attendance a priority, establish good routines, and communicate with us if challenges arise. Together, we can help every Tiger make the most of every learning opportunity.

## BULLYING & HARASSMENT: Creating a Safe School

At WCMS, we are committed to making sure every student feels safe, valued, and respected. Bullying is serious, and it will not be tolerated.

### What is Bullying?

Bullying is any unwanted behavior—verbal, physical, or social—that involves a real or perceived power difference between students and is repeated (or has the potential to be repeated). Bullying can happen at school, on the bus, or at any school event, and it is defined as behavior that:

- Injures, degrades, or disgraces the victim.
- Disrupts learning or interferes with a student's opportunity to get an education.

### Examples of Bullying Behavior

Bullying can include:

- **Physical:** Hitting, kicking, pushing, or unwanted physical contact.
- **Verbal/Written:** Threatening comments (in person or electronic), name-calling, or put-downs meant to embarrass.
- **Social:** Spreading rumors or gossip, intentionally excluding someone, or manipulating another student.

### Our Expectation: Follow the Golden Rule

We ask that all students generally maintain a "hands-off" policy with other people and their belongings. Simply put: treat others the way you want to be treated.

### Reporting and Confidentiality

- **If you see it or experience it, tell someone.** Students are encouraged to report any bullying behavior to a teacher or other staff member right away.
- The school will make every effort to protect the confidentiality of anyone who makes a report.
- Retaliation against a student for reporting bullying is also a violation and will be disciplined.

### Important Note on Discrimination/Harassment

Behavior that injures, degrades, or disgraces someone based on their race, gender, religion, or disability is defined separately as "Discrimination/Harassment." All reports will be reviewed by school staff to ensure the right investigation process is followed.

## Going Home: Dismissal and Transportation Changes

### Changing How Your Student Goes Home

If a student needs to change their usual way of getting home (like taking a different bus, walking instead of riding, or being picked up for sports at the high school), a written note from a parent or guardian is required.

- **The note must be turned in to the office before 4th period begins.**
- **What to include:** The student's name, parent/guardian name, a daytime phone number, the date, and a signature.
- *Please note: Students are not allowed to ride to the high school just to walk home from there or ride home with a high school student.*

### Dismissal Information

- **Car Riders:** Students should exit through the parent pick-up door.
- **Band Students:** Students who need to pick up band instruments can do so on their way out of the building.
- **Bus Riders:** Students will follow the bus dismissal procedure and exit through the bus doors or the lower-level doors on the bus exit side.
- **Walkers/Bike Riders:** When these students are dismissed, they must leave through the bus doors and use marked crosswalks when crossing streets.

### Walking to WCHS

Students may only walk to WCHS for scheduled extracurricular activities (like sports practice) if they have permission from a coach or sponsor. WCMS students cannot walk to WCHS to catch a bus.

### Food & Nutrition Services:

Meal Pricing for the 2026-2027 School Year:

- Breakfast \$2.00
- Lunch \$3.25

### 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% 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 families participate 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).

You can access more information by following this link:

 [School Meals\\_ Income Eligibility Guidelines \(2026–2027\) \(1\).pdf](#)

The Free and Reduced-Price Meal Application can be accessed by following this link:

 [Editable Free-Reduced Application 2026-27.pdf](#)

### **Special Dietary Needs**

Students whose dietary needs qualify them for an accommodation 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**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account.

Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative. The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.
- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals.

Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

### **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.

### **CAFETERIA**

We believe we have the best cafeteria staff! To keep things running smoothly and safely, please keep these guidelines in mind:

- **Meal Times & Procedures**
  - Breakfast is served daily from 7:45 to 8:00 AM.
    - Breakfast carts are available for students who arrive after 8:00 AM.
  - For lunch, each class travels to and from the cafeteria as a class. Lunch period is about 25 minutes long, and seating is assigned by administration.
- **Food & Behavior Expectations**
  - To keep our classrooms clean, no food is allowed back in the room after lunch. Students should follow all cafeteria expectations to help maintain a clean and positive environment. Not doing so will lead to disciplinary action.
  - Food from outside restaurants in the cafeteria is **not allowed**.
    - If students have a daytime appointment and plans to get food outside of school, they need to finish eating before checking back into school.
    - Students and/or families cannot order food through DoorDash (or other delivery services) to be delivered to school.
    - Parents/families cannot drop off food from outside restaurants to students.
- **Payment**
  - You can add money to your meal account in advance at the cafeteria by going to <http://www.myschoolbucks.com>.
  - Keep your account number private—never share it with others! Any money left in your account at the end of the year will automatically carry over to the next school year.

## **Personal Appearance Policy**

The *Personal Appearance* policy was drafted and passed by the WCMS SBDM. All SBDM policies can be accessed through our school website or by following [this link](#).

### **Why does WCMS have this policy?**

Ultimately, the intent of this standard is for students to understand that one's personal appearance is a manifestation of self-evaluation, and we hope that students will think highly enough of themselves to dress for success. We are a professional learning environment and this standard encourages students to dress as such.

### **Personal Appearance**

The school council has established standards for Woodford County Middle School students' personal appearance that is school appropriate. This standard emphasizes modesty, cleanliness and good grooming as defined below and by school officials as needs arise. We want to encourage each student to gain recognition through personal poise and conscientious work, not through inappropriate dress.

### **General**

All students are expected to adhere to school-appropriate dress and to dress in such a manner as to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language, or weaponry are not school-appropriate and will not be permitted. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited.

Costumes and costume elements (included by not limited to: wigs, masks, face paint, capes, tails, ears or novelty props) are not permitted during regular school hours unless approved by administration for a specific school event or spirit day.

### **Pants/Shorts/Skirts**

Students may wear any color pants, shorts, or skirts that conform to the following criteria:

- Must be at least finger-tip length
  - with student standing in natural position (not shrugging shoulders)
- Must cover undergarments at all times
- Must be composed of non-transparent material from fingertips and above
- Must fully cover skin from waist to fingertips.
  - This includes any cutouts, holes, rips, or frays that show skin

### **Shirts**

All shirts must meet the following criteria:

- All tops must cover undergarments at all times
- Shirts must cover the midriff and back
- Shirts must have sleeves or substantial straps (spaghetti straps are not permissible)
- Be composed of nontransparent material
- Shirts must have a neckline that is mid-chest\*\* or higher

*\*\*midchest is defined as alignment with armpit*

### **Dresses**

All dresses must meet the following criteria:

- Dresses must cover undergarments at all times
- Must be at least finger-tip length
  - with student standing in natural position (not shrugging shoulders)
- Dresses must cover midriff and back
- Dresses must have sleeves or substantial straps (spaghetti straps are not permissible)

### **Footwear**

Footwear must be worn at all times.

### **Accessories**

Dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, or any other accessories that the administration deems dangerous is not permitted. Head coverings such as hats, scarves, toboggans/beanies, hoods must not be visible during school hours unless authorized by school staff. Sunglasses are not to be worn

<ul style="list-style-type: none"> <li>• Dresses must have a neckline that is mid-chest** or higher</li> </ul>	<p>or be visible inside the building unless ordered by a physician.</p>
<p><b><u>Enforcement</u></b>  The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation of the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are responsible for enforcing the dress code. Possible exceptions for designated days will be at the discretion of the administration.</p>	
<p><b><u>Consequences</u></b>  Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action. Clarification regarding apparel should be obtained from the school administrator PRIOR to wearing the apparel to school.</p>	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> Offense:</b> Correct the infraction; notify the parent/guardian; conference with administrator. (Occasionally, t-shirts may be offered to students to wear to correct the infraction. Students should return these to the office as soon as possible after wearing them)</li> <li>• <b>2<sup>nd</sup> Offense:</b> Correct the infraction; notify the parent/guardian and assignment to after-school detention</li> <li>• <b>3<sup>rd</sup> Offense:</b> Correct the infraction; notify the parent/guardian and assignment to AER</li> <li>• <b>4<sup>th</sup> Offense:</b> Correct the infraction; notify the parent/guardian and assignment to 2 days of AER</li> <li>• <b>5<sup>th</sup> Offense or more:</b> Correct the infraction; notify the parent/guardian and consequence(s) deemed necessary by the administration</li> </ul>

**Extracurricular Activities**

The Extracurricular Activities policy was drafted and passed by the WCMS SBDM. All SBDM policies can be accessed through our school website or by following [this link](#).

Woodford County Middle School encourages every student to get involved! We offer a wide variety of fun activities like sports, clubs, dances, and performances. Being part of a team or club is a privilege, and all students participating must meet clear expectations for academics, attendance, and behavior. (The full detailed policy is available for families who wish to review it.)

**To Participate, You Must Meet These Expectations:**

- **Eligibility (Academics):** To participate in any activity, you must maintain passing grades (no F's) in all classes. We check grades every Monday. If you have an F, you can't practice or play until your grade is 60% or higher. If you stay ineligible for three weeks in a row, you will be dismissed from the team or activity.
- **Eligibility (Attendance):** You must attend school for at least half of the day to practice or play in a game or event that evening. If you have a pattern of missing school, you may be removed from the activity.
- **Behavior and Consequences:** Serious behavior issues like placement in After-School Education/Review (AER) or Out-of-School Suspension (OSS) will result in you missing practices, rehearsals, and games/competitions. Repeated serious behavior issues will lead to removal from the team or activity.
- **Social Probation:** If you have 9 or more unexcused absences or tardies, you will be placed on social probation for 30 school days. This means you cannot attend or participate in most after-school events, including dances and club meetings.
- **Team Participation:** Interscholastic teams are primarily for 6th, 7th, and 8th-grade WCMS students.

- **Cancellations:** If school is closed for the day, all after-school activities and games are canceled, unless the principal or athletic director makes a special exception.
- **Dances:** To attend school dances, you must follow the attendance policy and not have serious behavioral issues (like more than 3 days of AER or any suspension) since the last dance.

### Grades & Checking Grade on Infinite Campus

Keeping track of progress is easy! Parents and students can view current grades for each class through Infinite Campus (IC). We encourage families to check IC regularly and reach out to teachers with any questions or for support.

Please note that a committee is currently working to finalize our specific grading procedures for the 2026-2027 school year. We will share those updated details with everyone as soon as they are ready.

When checking grades, remember that teachers may have collected assignments that aren't fully graded or posted yet. A blank score in the system is not included in a student's overall average and will be updated once the assignment is processed. Feel free to contact teachers via email, ParentSquare, or phone if you have questions about specific assignments.

### Promotion and Retention

To be promoted, students must successfully complete their schoolwork according to these guidelines:

- **Passing Your Classes:** Students must pass 6 out of 6 classes for the year. Rotation classes are averaged together to count as one single grade for the year.
- **What Happens if a Class is Failed?** If a student fails more than one class (either a core subject or the yearly rotation average), they will be retained in their current grade.
- **Summer School Opportunity:** If a student fails no more than three classes, they may be eligible for summer school. To successfully move to the next grade via summer school, the student must maintain at least an 80% attendance rate during the program. If attendance falls below 80%, the student will be retained.

### GRADING PERIODS

<b>2026-2027 Grading Period Dates</b>				
	<b>1st 9-Weeks</b>	<b>2nd 9-Weeks</b>	<b>3rd 9-Weeks</b>	<b>4th 9-Weeks</b>
<b>Date Range</b>	Aug. 13-Oct.16	Oct. 17-Dec. 18	Dec. 19-Mar. 12	Mar. 13-May 26
<b># of Instructional Days</b>	40	40	46	46
<b>Progress Report</b>	Sept.11	Nov. 13	Feb. 5	Apr. 16
<b>Progress Report 'goes home'</b>	Sept. 18	Nov. 20	Feb. 12	Apr. 22
<b>Quarter Ends</b>	Oct. 16	Dec. 18	Mar. 12	May 26
<b>Report Card goes home:</b>	Oct. 24	Jan. 8	Mar. 19	Send home with student

### GUIDANCE/COUNSELING

Our counseling department is here to support every student! Navigating the social, emotional, and academic shifts of middle school can be a lot, and our counselors are available to help you through it all. You don't need to be facing a major crisis or in trouble to stop by—sometimes you just need a listening ear. Whether you're referred by a family member, a teacher, or you decide to reach out yourself, we are here for you. To request a meeting, simply use the online sign-up link found in your Student Bookmarks, and a counselor will connect with you as soon as possible.

### Cell Phones & Other Personal Electronic or Related Devices

The Personal Electronic or Related Devices policy was drafted and passed by the WCMS SBDM. All SBDM policies can be accessed through our school website or by following [this link](#).

Expectations	Consequences
<p>We want every student to have a great day focused on learning! Our policy helps make sure cell phones and other personal devices don't become a distraction or cause problems during the school day.</p> <ul style="list-style-type: none"> <li>● <b>Expectation for storing cell phones:</b> Students must store their cell phone and/or other personal communication devices in their lockers from the start of school (8:15 AM) until the final locker break. After that, they should stay in your backpack until dismissal at 3:15 PM.</li> <li>● <b>Other Devices:</b> Smartwatches may only be used if they are not disruptive.</li> <li>● The school is not responsible if your personal device is lost or stolen.</li> <li>● Students cannot use any device to secretly record classrooms or other people without their permission.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>First Offense</i>—The device will be taken by the administration and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 4 school days following the initial violation. If the cell phone or other telecommunication device is used to facilitate a violation of the Code of Conduct, then it could result in additional discipline. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.</li> <li>● <i>Second Offense</i>—The device will be taken by the administration for the remainder of the school day and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 9 school days following the initial violation. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.</li> <li>● <i>Third Offense</i>—The device will be taken for the remainder of the school day and kept at school for the 14 school days following the date of the 3rd offense. In all cases, the phone must be picked up by the parent/guardian. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly. Should a long break (i.e. Fall Break, Thanksgiving Break, Winter Break or Spring Break) fall within the consequence period, the device may be given to the student prior to the break and given back to the school upon return from the break.</li> </ul>

### **LIBRARY Media Center**

Individual teachers will have scheduled times with the librarian on a regular basis for library research, checking out books or for other various reasons. Books may be checked out for two weeks and renewed if necessary. You will receive a computer password through the library that will allow you to use computer software in the library and throughout the school.

### **LOCKERS**

Each locker is designated for use by a **specific student, and sharing lockers is prohibited**. These spaces are provided to ensure a secure area for storing your school materials and personal belongings. Maintaining a neat and securely locked locker is student responsibility. Students should not share their locker combination with others. Lockers are school property, and administration reserves the right to inspect them to ensure student safety. Students are accountable for all items contained within their assigned locker.

### **School Nurse & Medication -- waiting for revision from Nurse Erin!**

**Parents must register ALL MEDICATION** (prescription and non-prescription) at the school's office. Completed medication permission forms must be turned in at the same time the medication is delivered to the school. The necessary forms and instructions for completion may be obtained at the school's office (all forms require a doctor's signature.). The Nurse can give over the counter medications provided by the Healthy Kids Clinic when a consent has been filled out. There can be no verbal consent from the guardian to give medication. If there is an over the counter medication needed and not offered by the Healthy Kids Clinic, a doctor has to fill out a medication administration form. If a controlled substance medication is to be kept and dispensed by the school staff, then it must be counted by the parent/guardian and the school's designated personnel. All medications shall be in the original container. WCMS staff will dispense medication only when it has been delivered by the parent/guardian and has been properly registered at the school's office.

### **TREATS**

Any food for treats, parties, or birthdays, must be store bought and in the original container. Please do not send anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts. This precaution helps protect our students who may have an allergy.

### **PARENT/TEACHER CONFERENCES**

We host parent/teacher conferences in the Fall semester, usually after the 1st 9-weeks has ended. In the Spring semester, we host Student Led conferences where students share about their experiences and growth throughout the school year. We encourage families to attend both conferences! If you need to request a conference with an individual teacher, the team, or the administration, please reach out to the teacher(s) or call the front office. Please refer to the school calendar for the dates of the parent/teacher conferences and the open house.

### **SELLING ITEMS AT SCHOOL**

Students are not permitted to sell anything at school or on school grounds except items approved by the Woodford County Board of Education.

### **VALUABLES**

Students are cautioned not to bring large amounts of money or valuables (jewelry, phones, airPods, electronic games, expensive watches, and expensive purses) to school. Students - **not the school** – are responsible for their personal property. WCMS and Woodford County Schools are not responsible for the loss, theft, or destruction of such items.

### **VISITORS**

All visitors, including parents/guardians, must register at the office upon arrival. All approved visitors to WCMS will be issued a visitor's badge that must be worn so that it is clearly visible. Upon departure from the school, visitors should sign out and return the visitor's badge. Students may not bring students from other schools to "visit" with them during the school day. Classroom interruptions need to be kept to a minimum; therefore, no one will be permitted to visit with a student during class time except in cases of extreme emergency. Front office staff will call students to office for information notes or dropped off items during class breaks.

## Woodford County Public Schools 1 to 1 Technology Policy

### Check in/Check out

- Upon receiving your device, you will connect it to the school network.
- To receive your device, you and a parent or guardian must carefully read this Usage Handbook and sign the Student Pledge document and insurance form. All insurance paperwork and fees must be submitted in order for the Device to leave the school property
- Completion of your Digital Driver's License will be required for network and device privileges.
- You are required to enroll in the device protection plan before taking the Device home. If you choose not to purchase the insurance, you must check your Device in and out of the library before and after school each day.
  
- Your device and AC power adapter must be returned at the end of each school year in good condition. If enrollment at WCMS is terminated for any reason (i.e. transfer, change of placement), you must return these items on the date of termination.
- All devices remain the property of Woodford County Public Schools. WCPS reserves the right to collect and/or inspect your device at any time, and to delete any material or applications deemed inappropriate

### Usage Guidelines

- Abide by the school's Acceptable Use and Device Policies at all times inside and outside of school hours.
- Honor the school's restrictions of access to sites and apps that are not allowed at school.
- Secure your device in your locker whenever it is not in your direct possession. Never leave it unattended.
- All applications, games, and music on your device must be legitimately purchased and licensed.
- You may not attempt to break security protocols. If a device is jailbroken, it voids the warranty. If you jailbreak (process of removing limitations imposed by the manufacturer) your device, you are responsible for the cost of the device. Repairs will be organized by the school through the help desk. Do not attempt repairs yourself.
- You are responsible for backing up personal data on your device. The school accepts no responsibility for lost data.
- If necessary, your device may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state.
- Network administrators may review your files and communications to ensure you are using the device appropriately. Do not expect that files stored on your device will always be private, this is a school owned and issued device.
- You are responsible for the appropriateness of all files, data, and internet history on your device.
- You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- You may not access another individual's materials, information, or files without permission.
- Leave your device's identifying barcode in place.
- To prevent the risk of theft, never leave your device in an unsupervised area such as: the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms or hallways.

### Device Care

- Clean the screen and the keyboard gently with a soft, clean cloth.
- Insert cords carefully into your device.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of WCPS.
- Your device should not be where food and drink are present.
- Keep your device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- The device is provided for the sole use of the student to which it is assigned.
- When storing your device in a locker, do not place heavy items on top of it.
- Avoid leaving your device in a vehicle. If you must, then make sure it is hidden.
- In the event you need a secure place to store your device, you may check it in for storage in the library.
- Keep your device off the floor where it could be stepped on or tripped over.
- While transporting your device, you must protect your screen. Excessive pressure on the device screen may cause damage.
- Placing too many items in a carrying case or backpack could put too much pressure on the screen.

## **Damage/Loss**

- Take your device to the help desk if you experience any technical problems.
- Intentional damage will not be covered by insurance and you will be liable for all fees.
- Complete a claim form immediately if your device is stolen, lost or damaged. Your claim will be investigated further by the school and/or police department. A stolen device claim requires a police report to be filed. Your school account will be charged for the claim deductible.
- You will be issued one AC power adapter. You will be responsible for purchasing additional supplies if needed.

## **Personalization**

- Loading music from your personal collection is permitted in accordance with the legal license agreements.
- If illegal software/apps are discovered, the device will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.
- Your school email account will be added to your device during the initial setup. You may also sync a personal email account, but may not have access while at school.
- All apps, media, etc required by teachers or WCPS must remain on the device. If all storage is used, personal media/apps must be removed. Do not remove instructional applications to make room for personal apps.

## **Instructional Use**

- You are responsible to bring your device to school every day. If you do not have it, you must complete all work as if it were present. Loaner Devices will not be provided for this reason.
- To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
- The software, apps, and profiles originally installed by WCPS must remain on the device.
- Bring your device to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
- Updates to Apps and the OS software are released routinely. It is your responsibility to keep your device updated and synced.
- Plagiarism is a violation of the Woodford County High School Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- While at school, your device is intended for instructional use only.

## **Discipline**

Students found not using the devices in accordance with the policy and procedures outlined above will be disciplined in the following manner:

- Teacher disciplinary action (taking employability, contacting guardians, utilizing focus sessions etc.)
- Teacher may submit a discipline referral.
- Access may be restricted as necessary to maintain a safe and appropriate learning environment. This ranges from restricting access to certain apps to removing access entirely.

## **Employability Operating System, Expectations and School Discipline:**

### **Employability Operating System (eOS)**

The Employability Operating System, or eOS, is an online tool WCMS uses to track student behavior. Students that meet expectations are considered to be exhibiting employable behaviors.

Students are taught and retaught the schoolwide PBIS expectations throughout the year. These expectations are Respectful, Responsible, and Ready. They are explained in the table titled "WCMS Common Area Expectations."

WCMS uses eOS to help students understand how they are meeting expectations in each class. At the start of every class period, students begin with a checkmark for Respectful, Responsible, and Ready. Students only lose a check when they do not meet one of those expectations by the end of class.

Students may log in and view their eOS scores at any time by visiting <https://woodford.lifereadyschools.com/> and using their school email and password. Students will be rewarded several times each quarter for meeting schoolwide expectations.

Students who consistently do not meet expectations will see their employability percentages decrease. These percentages are used to determine eligibility for schoolwide rewards. To understand how school staff respond when students do not meet expectations, please see the flowchart titled "Student Friendly Behavior Flowchart."

WCMS teaches expectations instead of assuming students already know them. Many expectations are reviewed daily, and all expectations are retaught after each break. This helps us support our mission of building resilient learners through strong relationships, high expectations, and quality instruction.

Our goal is to provide a fair and transparent schoolwide discipline system that teaches expectations, supports students, and holds all students accountable when expectations are not met.

### **Ready and Responsible**

Students are either Ready and Responsible for class, or they are not. Because of this, there are no warnings for Ready or Responsible. If a student is not ready or responsible, the student will lose that check for the class period.

### **Respectful**

Respectful behavior is more nuanced. Middle school students may not always realize that a specific behavior is disrespectful. They may also act impulsively or have a difficult moment during class.

Because of this, the first disrespectful behavior in a class period will result in a warning and a reteach of the expectation. The student will be taught why the behavior is disrespectful and will be expected to correct it.

If the student is disrespectful again during the same class period, the student will lose the Respectful check for that class. The teacher will also conference briefly with the student to determine what is causing the behavior and help the student correct it before it becomes a larger issue.

If there are three disrespectful behaviors in a single class period, the student will receive an Office Discipline Referral, or ODR. The student may be removed from class immediately or called to the office at a later time.

Consequences for these behaviors are explained in the flowchart titled "WCMS Progressive Discipline."

# WCMS Common Area Expectations

	<b>Respectful</b>	<b>Responsible</b>	<b>Ready</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Follow directions the first time they are given</li> <li>Use kind or neutral words</li> <li>Stay engaged in class tasks</li> <li>Keep all body parts to self</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Turn in your assignments</li> <li>Complete assigned tasks on time</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Begin arrival task immediately</li> <li>Refrain from leaving class unless absolutely necessary</li> <li>H.A.B.I.T.</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep all body parts to yourself</li> <li>Use language that is kind or neutral</li> <li>Respect others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash</li> <li>Be quick - get back to class</li> <li>Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>Sign out/in using classroom Kiosk</li> <li>Only leave class if screen turns green</li> <li>Use restroom at appropriate time</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Keep all body parts to yourself</li> <li>Use language that is kind or neutral</li> <li>Use appropriate voice level</li> <li>Get in and out of your locker quickly</li> </ul>	<ul style="list-style-type: none"> <li>Take the most efficient path to class</li> <li>Go to locker on locker breaks</li> <li>Keep moving, stay to the right, do not clog the halls</li> </ul>	<ul style="list-style-type: none"> <li>Gather materials and move</li> <li>Store cellphone and personal technology in your locker</li> <li>Use restroom at appropriate time</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use manners with cafeteria staff "please and thank you"</li> <li>Use proper line etiquette</li> <li>Keep body parts to self</li> <li>Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>Single file line</li> <li>Use a conversational voice level</li> <li>Sit at your assigned table and stay seated</li> <li>Refrain from throwing food or other items</li> <li>Raise your hand if you need something</li> </ul>	<ul style="list-style-type: none"> <li>You are in line to get food - not to socialize</li> <li>Have your badge ready to scan</li> <li>Have your cash ready</li> <li>Get all items the first time through the line</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Appropriate voice level</li> <li>Respectful language</li> <li>Follow hand signals</li> </ul>	<ul style="list-style-type: none"> <li>Only use the stairs</li> <li>Dismissed as directed</li> <li>Spill- proof containers only</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>Use a conversational voice level</li> <li>Greet building staff as they greet you</li> <li>Use manners with cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to the correct area (gym or cafeteria)</li> <li>Once seated, remain seated</li> <li>Leave no trace</li> <li>Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class by 8:15 AM</li> <li>Make sure you have your materials for the day</li> <li>Dismiss at the appropriate time</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Use a conversational voice level</li> <li>Keep all body parts to self</li> <li>Follow directions from all staff members</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your dismissal area</li> <li>Dismiss at the appropriate time</li> <li>Put your chairs up</li> <li>Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>Watch and listen for your bus to be called</li> <li>Watch for your car to be in the line</li> <li>Go directly to your bus or car when called</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Voice level 1</li> <li>Respectful language</li> <li>Respectful actions</li> </ul>	<ul style="list-style-type: none"> <li>Sit in assigned seat</li> <li>Remain seated</li> <li>Face forward</li> <li>Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time to the bus</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Use respectful language and actions</li> <li>Be on the assigned task</li> <li>Only use teacher approved sites</li> </ul>	<ul style="list-style-type: none"> <li>Do your own work</li> <li>Use AI responsibly with permission</li> <li>Report suspicious activity</li> </ul>	<ul style="list-style-type: none"> <li>Have your device charged</li> <li>Take care of your device</li> <li>Keep track of your charger</li> <li>Phone stored in locker</li> </ul>



# WCMS



## STUDENT FRIENDLY BEHAVIOR FLOWCHART

### Minor Behaviors

**Not Ready:** You are not prepared to learn.

- Examples: arriving late, missing required materials, Chromebook not charged, not having what you need for class.

**Disrespectful:** Your words or actions show a lack of respect for others, the teacher, or the learning space.

- Examples: Not listening, talking over others, disrupting learning, not following directions, drawing on or damaging property.

**Irresponsible:** You are not taking care of your responsibilities as a student.

- Examples: Missing assignments, not trying, leaving a mess, not completing work, not participating, wasting class time.

### Major Behaviors

**Not Ready:** You're seriously unprepared for school or are not where you are supposed to be.

- Examples: Skipping class, being out of area, bringing dangerous or seriously distracting items to school.

**Disrespectful:** Your words or actions show a serious lack of respect for others, adults, or the school environment.

- Examples: Harassing or bullying others, causing extended or large disruptions, using racist or discriminatory language, or refusing to follow safe and repeated directions from adults.

**Irresponsible:** You're making very serious choices that create safety, honesty, or conduct concerns.

- Examples: Cheating, physical aggression, intimidation, vaping, or possessing/using prohibited substances.

### Not Ready or Irresponsible

You are expected to come to class ready and act responsibly during class. If you are not ready or responsible, you will lose your Ready and/or Responsible check for that class period. There are no warnings for Ready or Responsible, so this is the final step in the flowchart.

### Major Behavior

A principal will meet with you or remove you from class. Together, you and the principal will contact your guardian. A consequence will be assigned based on the Student Code of Conduct and the progressive discipline flowchart.

### Disrespectful Behavior

For minor disrespectful behavior, staff will provide a warning, reteach the expectation, and give you an opportunity to correct the behavior. Staff may also move your seat or use other supports to help you meet the expectation.

### 2<sup>nd</sup> Disrespectful Behavior

If you continue to be disrespectful, you will lose your Respectful check for that class period and have a conference with your teacher. Your teacher will also warn you that continued disrespect will result in a discipline referral.

### 3<sup>rd</sup> Disrespectful Behavior

Because you continued to be disrespectful after warnings and reteaching, your teacher will write an office discipline referral. Three instances of disrespect in the same class period is considered a major disruption because it interferes with teaching and learning.



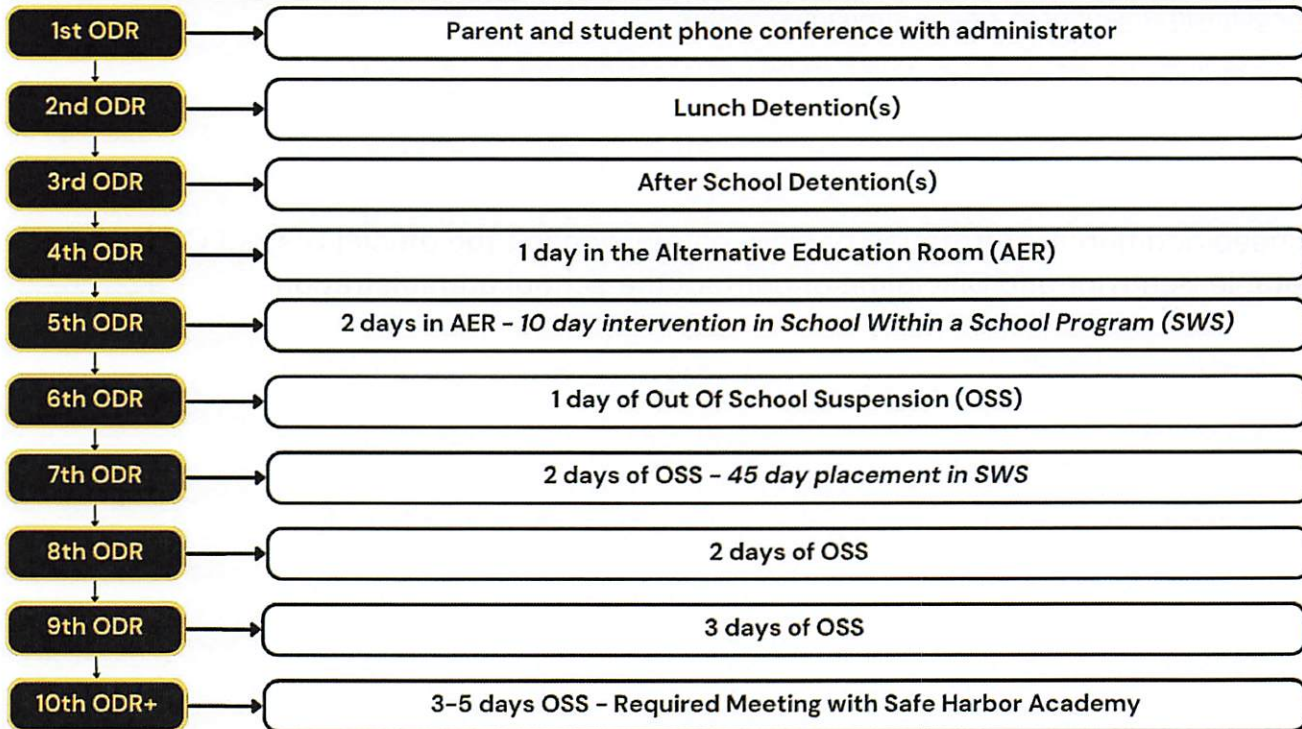
# WCMS

## Progressive Discipline Flowchart



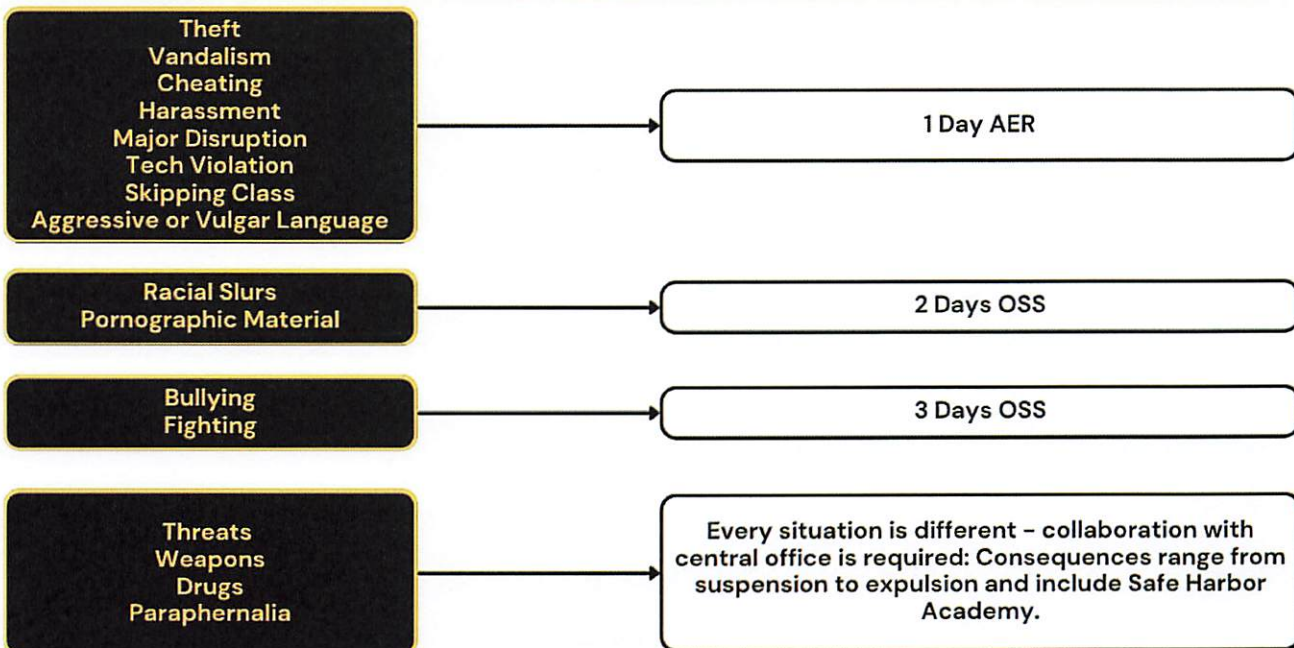
Repeated office discipline referrals resulting in consequences will follow the progressive discipline flowchart (referrals do not always result in consequences).

- Failure to successfully meet expectations during a day in AER will result in the consequence converting to OSS.
- Progressive discipline is applied differently for students in the SWS program.



### Major Behaviors - 1<sup>st</sup> Offense Minimums

All cases are different, admin team conferences to align consequences and ensure consistency. Below is a general guide, not an all inclusive list. The full range of consequences and prohibited behaviors can be found in the Student Code of Conduct.



\*Student Violations and Levels are explained in the Woodford County School District Code of Acceptable Behavior and Discipline which each student receives and signs acknowledgement of receipt upon entering school each year.\*

\*Administrative Discretion—School administrators have some discretion to consider such factors as age, grade level, and individual case facts when applying the above disciplinary options. The disciplinary infractions contained in the Code of Conduct and the consequences associated are not exhaustive. While important to have standards of conduct and predictable guides from which to refer, it is also important for school administrators to apply common sense approaches based on the unique circumstances surrounding each incident. School administrators may use discretion in assigning a school consequence to students when there is a nexus or a means of connecting inappropriate conduct outside of school with a likelihood of disruption to the school environment or at school sponsored events.

If you need additional information or clarification, consult the official District Code of Acceptable Behavior and Discipline or contact the school administration.

# Permission Slips or Forms to Include:

Permission Slips or Forms to Include:

**Walking Permission to Woodford County High School**

As part of the educational program at Woodford County Middle School, students may have opportunities throughout the school year to walk to and from Woodford County High School (WCHS) for instructional activities, special programs, performances, presentations, athletic events, or other school-sponsored experiences.

By acknowledging this student handbook, you grant permission for your child to participate in these walking trips between WCMS and WCHS when supervised by school staff. Parents/guardians will be notified in advance whenever students will be walking to and from WCHS; however, separate permission slips will not be sent home for each individual trip.

All students are expected to follow school rules and staff directions while participating in these activities. Transportation will be provided or alternative arrangements made for students who are unable to participate in a walking trip due to documented medical or safety concerns.

**Transportation information:** car rider, bus, walker, athlete (which season)



## **Extracurricular Activities**

Woodford County Middle School encourages every student to get involved! We offer a wide variety of fun activities like sports, clubs, dances, and performances. Being part of a team or club is a privilege, and all students participating must meet clear expectations for academics, attendance, and behavior. (The full detailed policy is available for families who wish to review it.)

### **To Participate, You Must Meet These Expectations:**

- **Eligibility (Academics):** To participate in any activity, you must maintain passing grades (no F's) in all classes. We check grades every Monday. If you have an F, you can't practice or play until your grade is 60% or higher. If you stay ineligible for three weeks in a row, you will be dismissed from the team or activity.
- **Eligibility (Attendance):** You must attend school for at least half of the day to practice or play in a game or event that evening. If you have a pattern of missing school, you may be removed from the activity.
- **Behavior and Consequences:** Serious behavior issues like placement in After-School Education/Review (AER) or Out-of-School Suspension (OSS) will result in you missing practices, rehearsals, and games/competitions. Repeated serious behavior issues will lead to removal from the team or activity.
- **Social Probation:** If you have 9 or more unexcused absences or tardies, you will be placed on social probation for 30 school days. This means you cannot attend or participate in most after-school events, including dances and club meetings.
- **Team Participation:** Interscholastic teams are primarily for 6th, 7th, and 8th-grade WCMS students.
- **Cancellations:** If school is closed for the day, all after-school activities and games are canceled, unless the principal or athletic director makes a special exception.
- **Dances:** To attend school dances, you must follow the attendance policy and not have serious behavioral issues (like more than 3 days of AER or any suspension) since the last dance.

STUDENT HANDBOOK



2026-2027

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\*\*\*Updates or changes to systems, processes, policies, and standard operating procedures will be updated with an addition of an addendum. The information will be posted to the school website and made available for public access.

Amended and approved March 30, 2026

**Woodford County Public Schools  
Instructional Calendar  
2026-2027**

Aug. 10	Flexible Professional Development Day (no classes)
Aug. 11	Opening Day for Teachers (no classes)
Aug. 12	Teacher Preparation Day (no classes)
Aug. 13	First Day for Students
Sept. 7	Labor Day (no classes) .....Flexible Professional Development Day
Oct. 5-9	Fall Break
Oct. 12	Staff workday (no classes)
Nov. 2	Required Professional Learning Day (no classes)
Nov. 3	Election Day (no classes)
Nov. 25	Flexible Professional Development Day (no classes)
Nov. 26	Holiday: Thanksgiving Day (no classes)
Nov. 27	No classes
Dec. 18	Last Day for students
Dec. 21-Jan 4	Winter Break
Dec. 25	Holiday: Christmas Day Observed for employees
Jan. 1	Holiday: New Year's Day Observed for employees
Jan. 4	Staff workday (no classes)
Jan. 5	Schools Reopen...Students Return
Jan. 18	Holiday: Martin Luther King Day (no classes)
Feb. 15	*Presidents' Day (no classes, possible make-up day)
Mar. 5	****Required Professional Learning Day (no classes, possible make-up day)
Apr. 5-9	Spring Break
Apr. 12	Staff workday (no classes)
May 18	Election Day (no classes)
May 26	Last Day for Students, Early Release (subject to change if necessary)
May 27	**Closing Day (possible make-up day)
May 28	***Parent Teacher Conf. Day (possible make-up day)

**Make-up Days**

- \*Day 1.....Feb 15 (used for make-up if a school day is missed prior to Feb. 1)
- \*\*Day 2.... May 27 (used for make-up day if school year extended)
- \*\*\*Day 3.....May 28 (used for make-up day if school year extended)
- \*\*\*\* Day 4.....Mar 5 (used for make-up day if school year extended)
- \*\*\*\*\* Day 5, Last Day of School becomes a regular school day (used for make-up day if school year extended)

**WOODFORD COUNTY PUBLIC SCHOOLS**  
**SAFE HARBOR ACADEMY**

**Safe Harbor Academy**  
**180 Frankfort St.**  
**Versailles, KY 40383**  
**(859)-879-4694**  
**(859)-873-1304**

**Purpose Statement:**

Safe Harbor Academy in partnership with young adults, families, and community will prepare all students to strive for excellence through rigorous instruction and support to become college, career, and life ready citizens.

**Program Mission/Vision:** Safe Harbor Academy will foster a culture that is safe, respectful, and responsible that focuses on achievement that will enable students to reach their highest potential:

- Provide high academic and behavior expectations.
- Provide a safe, inclusive, and accepting environment.
- Utilize strengths to meet individual student needs.
- Improve academic achievement.
- Support social and emotional growth.
- Promote perseverance and productivity.
- Explore future education, career, and technical interests.
- Ensure family and community involvement.

**SAFE HARBOR STAFF**

Crystal Campbell-Secretary

Samantha Switzer-Instructional Assistant

Catherine Partlow-Instructional Assistant

**?-Facilities and Grounds**

Krystin Brothers-Food Services

**Officer ? -School Resource Officer**

Hannah Phillips-Counselor

Matthew Houghton-English Teacher

Stephen Powers-Mathematics Teacher

Sarah Patton-Science Teacher

Travis Schroeder-Special Education Teacher

Kristen Wilson-Principal

### **Expectations**

1. **Students will engage in coursework and always try their best**
2. **Students will meet expectations for a safe and focused learning environment**

### **Guidelines for Success/Culture**

Safe Harbor Academy Staff will be promoting a Safe, Respectful, and Responsible culture where we lead by example through all interactions.

### **ACT**

ACT Preparation materials are available for students upon request.

### **Bus**

The Woodford County School District provides bus transportation for all students. All the Code of Conduct rules apply at the bus stop, on the bus, as well as at school. Students are expected to be respectful and behave so the driver focuses on driving and not on supervision. Students are expected to follow their transportation plan. Students who violate this expectation may be removed from the bus. Any consequences received by a student for bus behavior will impact the students' progress through employability.

### **Class Change**

It is an expectation that students will change classes in an orderly and timely manner. This includes going directly to the next class without wandering the halls and without excessive noise. Students may not go to the restroom or stop at the water fountain between classes.

### **Closed Campus**

Safe Harbor Academy and Woodford County High School have in place a closed campus policy. That is, once students arrive on campus, they must remain until their designated time to leave. Once a student has left campus they cannot return unless they have signed out of school through the proper channels. As it relates to students at Safe Harbor, students may not walk off campus at SHA or WCHS in the morning and then come back on campus. Students also may not walk off campus in the afternoon at either SHA or WCHS and then return to either campus.

### **Computer Use**

Use of computers during the school day is a privilege and not a right. Upon enrolling at Safe Harbor Academy students will sign a user contract and acceptable use policy. Then students will be given an account with a unique username and password that the student creates. Access will include use of all installed programs except email. Students are responsible for their accounts and should not share passwords or allow students to work on another students' account. Any violation may result in account access being disabled.

### **Credits and Classification 2026-2027**

Freshman-up to 5 ½ credits

Sophomore-6 to 11 ½ credits

Junior-12 to 17.5 credits

Senior-18 or more credits

Students need to have 26 credits including having met core requirement guidelines to be eligible to graduate from Woodford County Schools. The credits and classifications reflect Woodford County High School and any changes they make will supersede.

### **Dress Code**

**Headress:** No hats, bandannas or hoods may be worn during the school hours on school property.

**Shirts:** Midriffs shall be always covered. Shirts and dresses without sleeves are permitted, but straps must be at least the width of the shortest dimensions of a credit card (2.125 inches). Tops shall not expose skin or undergarments below the underarm, in the back or sides.

No tank tops, racer back tops, halter tops, tube tops, spaghetti straps, etc. are permitted. Necklines shall not droop any lower than the shortest dimension of a credit card (2.125 inches) positioned at the base of a collarbone. Shirts must be free of sexual, drug/alcohol, and offensive/distracting content or fit.

**Pants:** Students may wear jeans, khakis, slacks, capris, and sweatpants of any color. Pants must conform to the following:  
Must be always worn at the waist. Must be free of any holes, rips or tears that expose the skin or undergarments. Must always cover underwear and backside, regardless of movement. Scrubs are permitted only as required for medical science classes (if applicable). Pajamas and flannel pants are not permitted except on approved school-designated days or with administrative permission. Leggings and yoga pants are permitted but must be worn with a top, shirt, hoodie, or sweater that extends below the fingertips with arms fully extended at the side, in the front and back

**Skorts/Shorts/Skirts/Dress Hemlines:**

Must cover underwear and backside of student during all bodily movement. Must be free of any holes, rips or tears that expose the skin or undergarments, and length must extend to the shortest dimensions of the credit card (2.125 inches) from the top of the knee.

**General:** Sheer, lace, transparent or semi-transparent materials are prohibited on all garments. All apparel must have a finished seam. Compression athletic shorts are prohibited. Students wearing anything that is a distraction or disruptive to the learning environment may be requested to **change**.

**Exemptions:** May be made for religious or medical reasons by the administration.

**Dress Code Consequences:**

**1<sup>st</sup> Offense:**

- Parent Notified, Documented, Warning, Student will change

**2<sup>nd</sup> Offense:**

- Parent Notified, Documented, Student will change and Assigned Lunch Detention

**3<sup>rd</sup> Offense:**

- Parent Notified, Documented, Student will change and Assigned Lunch and Breakfast Detentions

**4<sup>th</sup> Offense:**

- Parent Notified, Documented, and Suspension

**DRIVER'S LICENSE REVOCATION**

Students who are fifteen (15), sixteen (16), or (17) seventeen years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and attendance deficiencies for students' ages fifteen (15), sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

- They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken the preceding semester.
- They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences in class/classes for the preceding semester. Suspensions shall be considered unexcused absences.

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Student Services to have their standing confirmed. The district shall make the required report to the appropriate agency.

### **Driving**

Students may not drive to school unless permission is granted in advance through the administrative hearing committee, the placement committee, or the principal. Students who are permitted to drive must park in direct spots as designated by the principal.

### **Early Graduation**

For a student to graduate from Safe Harbor Academy s/he must complete four years of high school. Exceptions must have the prior approval of the principal, granted by the Woodford County Board of Education, and be so noted in the students' cumulative file.

### **Edgenuity**

Edgenuity is a computer based initial credit curriculum and instruction program that enables students to take a course that is not offered through traditional direct instruction classes at Safe Harbor Academy. The school administration in collaboration with the student/family will determine if Edgenuity is appropriate for a particular student. Students working on Edgenuity are expected to work independently with staff blended support and remain on task the entire class period. Any student found allowing another student to work on their account will have their Edgenuity privileges revoked, or lesson/course restarted. Students are expected to bring a pair of headphones or earbuds for computer-based learning use.

### **Emergency Procedures**

For the safety and protection of students, Safe Harbor Academy holds periodic drills. When drills are conducted, students are expected to exit the buildings in a quiet and orderly manner. Students may not return to the building until instructed to do so by staff. Drills will include evacuation, reverse evacuation, severe weather, earthquake, and shelter in place. Board policy requires the completion of the following drills throughout the school year:

Evacuation-for use when conditions outside are safer than inside (i.e., fire in the building)

Reverse Evacuation-for use when conditions inside are safer than outside (i.e., plane crash)

Severe Weather Safe Area-for use in severe weather emergencies

Shelter in Place-for use in external gas or chemical leaks

Lockdown-for use to protect building occupants from potential dangers in the building

Drop, Cover and Hold-for use in an earthquake or other imminent danger to building

### **Employability**

Students will be assessed weekly on their employability data. This is an established set of skills and expectations developed in collaboration with local businesses to outline and measure what a successful employee must exhibit in actions and decisions. Employ-ability is the behavioral measure utilized in transitioning (academic is the other measure) students at Safe Harbor Academy. Students may also receive performance based elective credit for demonstrating effective employability skills and choices. Completion of the successful employability data will be necessary to consider for a referral back to the home school whether it is Woodford County Middle School or Woodford County High School. At minimum, it takes 45 school days for a student to be eligible to transition.

### **Enrollment**

The district requires the following documents be provided to enroll a student:

1. Current Kentucky Immunization Certificate
2. Birth Certificate or other reliable proof of age and identity
3. Current Physical (within thirty (30) days of enrollment)
4. Transcript (if enrolling from out-of-state)
5. Proof of eye exam (completed by January 1st of the first-year child is enrolled in school)
6. Evidence of a dental screening or examination (submitted by January 1 of the first year that a five- and six-year-old student is enrolled in the district)
7. Copy of custody order (if child is in custody of a state or other agency)
8. Educational Passport complete with attachments (if child is in custody of a state agency)
9. Proof of Residence

10. Copy of Guardianship or Custody Order showing that child resides with the legal guardian or custodial parent (if such an order has ever been issued)
11. Notice of Expulsion/Conviction Form (09.12 AP.23)

## **Environments**

### **(Computer Based Learning) Classroom**

The Blended Classroom environment will deliver a myriad of classes at any one time. The teacher facilitates and supports a computer-based curriculum and instruction that allows students to progress through the required core content. Students who meet benchmark data on their ILPA goals will transition to this classroom through the employability system. This classroom allows students to self-manage academically and behaviorally.

### **Direct/Live Instruction Classroom**

The Live Instruction environment is direct instruction delivered by a Safe Harbor Academy teacher. Students who meet benchmarks on their ILPA goals will transition to this classroom through the employability system. The direct instruction classroom will deliver content through both project-based learning and the traditional model along with other exceptional educational experiences. This classroom will allow both students and teachers to manage academic and behavioral goals.

## **Extracurricular Activities**

Any placement-based student that attends Safe Harbor Academy for any reason may participate in extracurricular activities at Safe Harbor Academy only unless otherwise given permission during placement meeting or by administration. Application based students may attend events at their age-appropriate originating environment unless otherwise notified by Administration. Any extracurricular activities approved outside of Safe Harbor Academy will be per Board Policy and KHSAA Policy.

## **Fighting**

Safety of students and staff is the top priority of Safe Harbor Academy. Fighting among students is not acceptable and the following disciplinary action will be followed:

1<sup>st</sup> offense-2-day suspension

2<sup>nd</sup> offense-3-day suspension

3<sup>rd</sup> or more-To be determined by principal, possible recommendation to Administrative Hearing Committee

## **Food Services Program**

### **Charge Policy**

All parents shall be provided with the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school-level staff, including school nutrition employees involved in policy enforcement.

No student will be denied a regular, reimbursable meal due to insufficient funds. All students will receive the same meal, regardless of their payment status.

Students will be allowed 10 school days to accrue a negative balance on their meal account.

Parents or guardians will receive ParentSquare notifications via email, phone call, and text when balances are negative.

The district will offer flexible payment options, including online payments, payment plans, and assistance applying for free or reduced-price meals.

School staff will work proactively with families to address the underlying causes of unpaid meal charges. This may include:

- Providing information about the Free and Reduced-Price Meal Program.

- Connecting families with community resources that can provide financial assistance.

The district will explore options for covering unpaid meal charges, such as seeking grants, accepting donations, or allocating district funds. The district will make reasonable efforts to collect unpaid meal charges; however, the primary focus will be on ensuring students have access to nutritious meals. Debt collection efforts will be conducted respectfully and discreetly, in accordance with applicable laws and regulations.

### **COMMUNITY ELIGIBILITY PROVISION**

For the 2026-2027 school year, Safe Harbor will utilize The Community Eligibility Provision (CEP), a non-pricing meal service option for schools and districts in qualified areas. CEP allows districts to serve breakfast and lunch at no cost to all enrolled students without collecting the USDA free/ reduced applications. However, to continue offering this program, families must complete a Household Income Form each school year. This form will be provided to families online at Woodford County Schools and via a printed version sent home with families. If a student would like to purchase an extra meal or a la carte item, they would need funds in their myschoolbucks.com account, or cash, or a check. Additional meals or à la carte items may not be charged.

### **SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided an accommodation in keeping with local procedures. A link to this form is found on our Woodford County Public Schools website, [www.woodfordschools.org](http://www.woodfordschools.org), by clicking on the Food Service tab. Please complete this form and return it to your child's school cafeteria manager.

### **DISCRIMINATION COMPLAINTS**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### **MEAL PRICES FOR THE 2026-2027 SCHOOL YEAR:**

Adult Breakfast-\$3.50 Adult Lunch-\$5.65  
Extra Breakfast- \$1.55, Extra Lunch- \$3.00  
Extra Entree Breakfast- \$2  
Extra Entree Lunch- \$3.25  
Extra Side Item or Veg/ Fruit (each)- \$0.75

### **Grading Scale (Middle and High School)**

A 90-100, B 80-89, C 70-79, D 60-69, F Below 60, I Incomplete

### **Graduation Requirements 2026-2027**

English	4 Credits	English I, II, III, IV
Math	4 Credits	Algebra 1, Geometry, Algebra 2, Financial Math Students must take full credit for math class each year.
Science	3 Credits	Integrated Science I, Integrate Science II, Biology
Social Studies	3 Credits	Government, Economics World Civilization, US History
Health/PE	1 Credit	Each class is ½ credit
Arts and Humanities	1 Credit	Arts and Humanities Course and Performance Course (Art, Theatre, Choir, Band, Etc.)

### **Graffiti**

Students may not draw on desks, walls, any school property, themselves or others.

### **Hallway Behavior**

Students need to have appropriate hallway behavior. This includes attending class without stopping to talk to other peers or staff. Students need to attend class in a timely manner without entering other classes or stopping in the hallway for bathroom or drink. Students also need to use appropriate body space and language.

### **Home Hospital**

The Home Hospital program is provided for students in Woodford County Schools who are unable to attend school for medical reasons for a period of more than 5 consecutive days. The student or parent/legal guardian may pick up an enrollment form from the principal. This form needs to be returned to the principal as soon as possible to be considered for home hospital eligibility. A district committee will determine whether a student is eligible for home hospital services.

### **Insurance**

The district purchased student accident insurance for sports related injuries. All families have an option to purchase additional insurance.

### **Investigations**

From time-to-time situations arise that need to be formally investigated by the principal. When these times occur, students will be asked to give written statements to help the administration put together the pieces of what happened. All written statements are kept confidential, and no students would ever see what another student had written. No adult without a valid reason would ever see a written statement from a student. It is an expectation that students will cooperate during investigations. This is to not only help the principal, but also to give students an opportunity to give their version of what happened.

### **IXL**

IXL is a comprehensive K-12 practice site that provides students with unlimited practice on math skills. Students will have access and be required to practice.

### **Make-Up Work**

Students are responsible for approaching the teacher and securing any missed or incomplete assignments. Assignments must be submitted in a timely manner (3 weeks from due date).

### **Medical and Emergency Care**

Medication will be kept locked in a cabinet at the school. **MEDICATION MUST BE PURCHASED BY THE PARENT/GUARDIAN, BROUGHT TO THE SCHOOL IN THE PRESCRIBED CONTAINER, AND LABELED WITH THE STUDENT'S NAME AND DELIVERED TO THE PRINCIPAL OR DESIGNEE. THE PARENT MUST ALSO PROVIDE A PHYSICIAN'S**

**PERMISSION FORM AND PHYSICIAN'S SIGNATURE FOR THE STUDENT'S FILE, INDICATING THAT THE MEDICATION MAY BE TAKEN AS PRESCRIBED. ONLY FOUR WEEKS OF MEDICATION MAY BE STORED AT THE SCHOOL.** This policy will be strictly enforced, for the protection of students, parents, and staff. The parent/guardian is asked to keep records to know when a new supply is needed and provide medication.

If a student feels unable to participate fully at school due to illness, staff will contact the parent/guardian, or their designee, to pick up the student. It is critical that the parent/guardian provide a phone number at which s/he can be reached, as well as the name and number of at least one alternate contact (friend, neighbors, relatives) who can pick up the student in the event of illness. An ill student cannot under any circumstances leave school without being signed out by a parent/guardian or a person authorized by the parent/guardian to do so.

On occasion, a parent has requested permission for their son/daughter to keep a drink or crackers in class due to illness. Food and drinks are permitted in the school under these circumstances only and will be checked during the search at the beginning of the day. A note from the parent/guardian documenting the reason and duration of request is required. Drinks must be in sealed, previously unopened containers.

In the event of a medical emergency at the school, the following steps will be taken:

1. Parent/guardian will be called.
2. Emergency contact will be called.
3. 911 will be called in cases of extreme emergency.

Based on FDA and KDE recommendations, we will no longer administer over the counter aspirin or aspirin containing products to our students without a medication form signed by a physician. While aspirin or aspirin containing products will often indicate use in those ages 12 and up on the container, the FDA says it is contraindicated in people 19 years old and younger who have a fever or flu-like symptoms due to the potential of developing Reye syndrome in children. Since it is not in a nurse's scope of practice to diagnose, we cannot make that determination of whether the symptoms a student may present are due to the flu or something else. If you have any questions, please contact our District Health Coordinator at [crissie.evans@woodford.kyschools.us](mailto:crissie.evans@woodford.kyschools.us).

### **Metal Detectors**

All students are checked each morning or when they first arrive at school with a metal detecting wand. Also, Safe Harbor staff may use a wand at any time they feel a student may have an item they should not.

### **Nondiscrimination Policy Statement**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE

Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

### **Parent Teacher Conferences**

When parents'/guardians'/ therapists and teachers communicate frequently, students are much more likely to be successful. Feel free to contact us to check on your child's progress at any time. Also, it is an expectation of our teachers to contact you to set up conferences when needed.

### **Phone Policy**

All students are required to turn in all electronic devices at the beginning of the school day. The SHA staff understands that there are times when students need to make a phone call. Students will be permitted to utilize the LAN line only during lunch unless otherwise deemed emergency or special circumstance by SHA staff.

Any student who does not turn in their cell phone during check-in and has it on their person during school will have their phone confiscated. 1<sup>st</sup> Confiscation=3 days; 2<sup>nd</sup> Confiscation= 10 days; 3<sup>rd</sup> Confiscation is 30 days. This policy is in place to ensure class time is focused on rigorous instruction and engagement with content.

### **Prohibited Items**

The following is a list of items students may not bring to school.

Tobacco products, Lighters, or vaporizers (and accessories).

Bottles or Drinks (nothing other than unopened water permitted)

Any item that could obviously be used to cause harm to another is prohibited. As with any list, this is not exhaustive. The school reserves the right to add items to this list.

In addition to the prohibited items, students will have all possessions other than pencil and paper secured in personal locker upon arrival at school. **This includes purses, wallets, and personal telecommunication devices such as cell phones.** Safe Harbor Academy and Woodford County Schools are not responsible for

any items that are brought to school which may end up being lost or stolen. Items will be returned when the student leaves school for the day. Any items not given up during the routine search but found on a student's person later in the day will be kept until a parent can pick the item(s) up and may result in additional disciplinary consequences being assigned to the student(s).

### **Project Based Learning Initiatives (PBL)**

Outdoor Classroom, Ongoing Student Project Based Learning.

### **Promotion/Retention (Middle School Students)**

1. Students who obtain a minimum yearly average of a D (1.0) in each course will be promoted to the next grade level. Students who obtain a minimum yearly average of D (1.0) in all, but one course will be promoted to the next grade level. Students who obtain a minimum yearly average of D in all, but two courses will be promoted to the next grade level.
2. Students who obtain a yearly average of less than a D (1.0) in three courses will be retained at the grade level except that no student shall be retained contrary to this school's retention policy.
3. Resident students who obtain a yearly average of less than a D (1.0) on three courses as listed above may enroll in the summer school program at Safe Harbor. If the student has failed three courses and satisfies the requirements of the summer program with a minimum of a D (1.0) in one of these courses, the student will be promoted to the next grade level.
4. No student will be retained to require him/her to spend more than two years at any one grade level. Further, no student who has spent one year at each grade level will be retained at the grade level if his/her retention will retain him at middle school after his/her sixteenth birthday.

### **Residency**

Students must attend school in the county and school district in which they reside. Upon request of school staff, parents or guardians must provide proof of residence. This proof must be provided within three (3) business days of the request. The following documents will be accepted as proof:

1. Copy of a lease agreement in the name of the custodial parent or guardian
2. Copy of a deed in the name of a custodial parent or guardian
3. Residential utility bill in the name of custodial parent or guardian
4. Property tax receipt in the name of a custodial parent or guardian

Homeless students shall be exempt from the requirement to provide proof of residence. Students who are not residents of the County may not attend the district's schools unless a tuition request has been granted in writing. Students found to be enrolled at a school different than their residential district will be withdrawn and enrolled in their home district school.

### **Safe Crisis Management**

Most staff are trained in Safe Crisis Management (SCM). SCM is a set of verbal and non-verbal skills that are used to deal with crisis situations.

### **Search and Seizure Policy**

Students will empty the contents of their pockets and purses at the beginning of the school day. Also, at this time a metal detector will be used to check students. Those individuals refusing the metal detector scanning will not be permitted to enter school. Any materials found by staff that are not allowed on site (including lighters, cigarettes, or other non-class items) will be confiscated. Items found that are in violation of local, state and Federal law will be submitted to the local police department.

### **Schedules**

Student schedules will be determined by the principal and will be based on current grades and transcripts. Once a student schedule is set it will not be changed unless deemed appropriate by the principal.

### **Sleeping**

Students may not sleep in class or at school. Students sleeping will be assigned an appropriate consequence. Any fatigue due to overnight family emergencies or medication should be reported to the principal by a guardian.

**Social Worker Services**

A social worker exists to help all students in their total educational program. Services are provided to aid students in their emotional, social and mental development. These services are designed to assist students in making appropriate educational, vocational, and personal decisions and to assist the principal, other staff members, and parents/legal guardians in understanding the goals, needs, and concerns of our students.

The social worker provides students with college, career and vocational information and counseling and assists students with their educational program. The social worker also offers personal/social counseling to students, faculty, and parents: consults with other educators, parents and community agencies on behalf of the students; and makes appropriate referrals when necessary.

**Teacher Abuse Law**

KRS 161.190 Abuse of teacher prohibited. "Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system." It shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school."

**Textbooks and Materials**

Students will be provided with books and materials for their use at school. Each student will be responsible for maintenance of the books and other materials s/he is assigned at the beginning of the school year. There will be no charge for the use of these items unless they are damaged or lost, in which case the student will be responsible for the cost involved.

**Tobacco**

At no time are students permitted to possess or use tobacco products. Any student found with these possessions will have them confiscated and not returned while being subject to appropriate disciplinary action (including vapes, tobacco, CBD, pills, and other forms).

**Transitions**

WCHS is on an A/B Day Block Schedule and SHA is on a 9-week schedule. Application or placement-based students are eligible to transition to WCHS at the start/end of a semester once meeting transition data requirements.

**Visitors**

All visitors must sign in and show proper identification upon arrival at Safe Harbor. Visitors must have a valid purpose to be allowed in the school building.

**Weapons and Firearms Law**

KRS 527.070 Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and \$10,000.00 fine.

**Safe Harbor Academy Reading and Writing Policy (Literacy Policy)**

Safe Harbor Academy is committed to developing student readers and writers who understand that writing is a "purposeful act of thinking and expression that uses language to explore ideas and communicate meaning to others" and a "multifaceted act of communication that may include a variety of purposes, audiences, and forms of communication, including speech and media. 1

Reading instruction shall focus on the development of student readers and involving them in the process of learning to be effective readers, thinkers, and communicators throughout their lives. Writing instruction should focus on the development of student writers and involving them in the process of learning to be effective communicators throughout their lives.

### **Administration Responsibilities:**

1. Provide professional development and resources to support and improve the writing program.
2. Provide time and resources for evaluating student writing.
3. Provide resources so that students have access to and use technology tools and language resources to become creative and innovative members of a global society.
4. Ensure that writing assignments are used to: 1) monitor and support individual student growth in writing and communication skills over time and to reflect the student's interests, and 2) inform whole class and whole school instructional strengths and areas of need for the writing program.
5. Ensure writing program data is reviewed annually to determine program effectiveness.
6. Ensure that the writing program encourages students writing that represents 21st Century types of creative and innovative communication.
7. Ensure that all teachers are adequately trained to monitor and support individual student growth in writing and communication skills.
8. Ensure that all teachers can 1) evaluate student writing using rubrics and criteria for quality writing, and 2) provide the student with descriptive feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.

### **Teacher Responsibilities:**

1. Teach all reading and writing skills required by the *Common Core Standards* and the writing skills required by the respective disciplines.
2. Include the following regularly in classroom instruction: reading, writing to learn, writing to demonstrate learning, writing for publication, real-world communications, and technological tools for enhancing communication. (All writing styles: Expository, Descriptive, Persuasive)  
Reading:
  - English will read aloud, individually, or in collaborative learning groups (pairs) a minimum of 5-10 pages per week
  - Science will read aloud, individually, or in collaborative learning groups (pairs) a minimum of 1 page per week
  - Math will be read aloud, individually, or in collaborative learning groups (pairs) a minimum of 1 page per week.Collaborative Learning Structure:
  - English, Math, Science, and Discovery Direct Courses will integrate 2 of the Wheelhouse Collaborative Learning Structures per class per day (Mix Pair Share, All Write Round Robin, Think Pair Share, and Rally Coach).
  - Each Computer Based Learning Blended Environment will work to integrate a Team Building structure or Silly Sports and Goofy Game team building activity into each class period (as appropriate per teacher).
3. Include the following regularly in classroom assessment:  
Writing to Demonstrate Learning:
  - Constructed Response: In real life, questions will not present themselves in the form of multiple-choice questions. Students must practice constructed responses so that they know how to think and show their reasoning skills.
    - o Constructed responses shall be included as a regular

part of summative assessments.

- o Exception: Due to the time constraints on final exams, constructed responses are not required as part of these assessments.
- o English will integrate 4 half page writings per week.
- o Science will integrate 1 page of writing per week.
- o Math will integrate 1 page of writing per week.

**Writing For Learning:**

- Content related writing for the purpose of learning is expected to be a minimum of one time per semester.
  - o A 3.8 paragraph formal writing process (attached) per content area (Science, Math, English) 2 pages per semester.
  - o Science Courses will be integrated into 1 Through Course Task (TCT) per semester.
- 4. Use best practices in writing instruction to guide students in developing writing and communications that reflect the content being taught, the grade-level curriculum expectations, authentic learning opportunities, and student choice.
- 5. Teach students strategies to avoid plagiarism.
- 6. Provide multiple opportunities for students to develop their writing and communication skills within and outside the school.
- 7. Evaluate student writing using rubrics and criteria for quality writing and communication and provide the student with descriptive and timely feedback to improve the writer, which may be in the form of conferencing, discussions, and/or rubrics.
- 8. Provide students with opportunities to improve their writing and communication skills after feedback is given.
- 9. Provide students with opportunities to self-assess their writing and communication and to provide feedback on the work of others.
- 10. Include drafts of a student's writing to show student writing growth.
- 11. Involve students in the creation of assignments and rubrics.
- 12. Include self-reflection and peer review as a regular part of the writing process.
- 13. Attend writing instruction/evaluation training as indicated by the administration.

**Student Responsibilities**

1. Complete all grade-level writing requirements as indicated by the *Common Core Standards* and Woodford County High School writing curriculum requirements.
2. Ensure that all work, written and non-print, is their own and avoid plagiarism by documenting all sources appropriately.
3. Apply criteria of quality writing and scoring rubrics to their own writing.
4. Take ownership of their own writing through goal setting, reflection on rubrics, self- assessment, self-selection and justification of work that best represents their development and growth as communicators, etc.

1 KRS 158.6453, Sec (2) (l) (k)

## SHA Teacher Managed & Office Managed Behaviors

Behavior	Teacher Managed – Redirects/Employability/Wait Time/Same Side Chat, Restorative Conversations, Circle Ups, Phone Calls Home, Positive Post Cards	Office Managed-Breakfast Lunch Detentions, Restorative Conversations
<b>Defiance</b>	<ul style="list-style-type: none"> <li>● Not working/unfinished work</li> <li>● Not participating in group work</li> <li>● Arguing - Inappropriate responses to teacher requests</li> <li>● Uncooperative behavior</li> </ul>	<ul style="list-style-type: none"> <li>● Blatant or excessive non-compliance or defiance</li> <li>● Repetitive minor incidences that normal classroom consequences are not addressing</li> </ul>
<b>Disrespect</b>	<ul style="list-style-type: none"> <li>● Making faces/rolling eyes</li> <li>● Huffing, other inappropriate non-verbal gestures/communication, etc.</li> <li>● Talking back</li> <li>● Leaving assigned area</li> <li>● Lying</li> </ul>	<ul style="list-style-type: none"> <li>● “F-you,” flipping off, etc.</li> <li>● Leaving campus/hiding from staff</li> <li>● Forgery</li> <li>● Theft of major objects or pattern of minor stealing that is ongoing</li> <li>● Cheating</li> </ul>
<b>Disruption</b>	<ul style="list-style-type: none"> <li>● Making noise</li> <li>● Constant talking</li> <li>● Yelling out or blurting</li> <li>● Disruption during instruction</li> <li>● Throwing objects</li> <li>● Out of Seat</li> <li>● Not listening</li> <li>● Not following</li> </ul>	<ul style="list-style-type: none"> <li>● Screaming/yelling excessively</li> <li>● Teacher cannot teach</li> <li>● Students cannot learn</li> <li>● Out of control behavior in the extreme</li> <li>● Throwing objects with the intent to cause harm</li> <li>● Excessive pattern of absence, tardy, or truancy</li> </ul>

	<p>directions</p> <ul style="list-style-type: none"> <li>● Tardy to class or leaving early</li> </ul>	
<b>Behavior</b>	<b>Teacher Managed</b>	<b>Office Managed</b>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>● Negative talk</li> <li>● Name calling</li> <li>● Teasing</li> <li>● Swearing - incidental</li> <li>● Verbal argument/disagreement</li> <li>● Impolite talk</li> <li>● Talking back</li> <li>● Dishonesty/lying</li> <li>● Peer conflict (balance of power)</li> <li>● Mean comments that hurt feelings</li> </ul>	<ul style="list-style-type: none"> <li>● Blatant or excessive swearing - intentional</li> <li>● Offensive/harassing language</li> <li>● Excessively vulgar language</li> <li>● Severe verbal threats against anyone</li> <li>● Harassment (racial, sexual, religious, gender, ability, etc.)</li> <li>● Intimidation</li> <li>● Bullying (imbalance of power)</li> <li>● Repeated peer conflict (balance of power)</li> </ul>
<b>Property Damage/Misuse</b>	<ul style="list-style-type: none"> <li>● Defacing books, pencils, pens, crayons, classroom supplies, PE equipment</li> <li>● Minor vandalism (such as writing on desk or other's property)</li> <li>● Non offensive graffiti</li> </ul>	<ul style="list-style-type: none"> <li>● Excessive defacing of peer/teacher/school property</li> <li>● Vandalism (breakage, spray paint, or permanent damage)</li> <li>● Use of combustibles (firecrackers, snaps, etc.)</li> <li>● Stealing items from peers/adults</li> <li>● Pushing over furniture</li> <li>● Setting fires</li> <li>● Targeted offensive graffiti</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>● Play hitting/horseplay</li> <li>● Touching someone else</li> <li>● Pushing/shoving</li> <li>● Poking</li> <li>● Tripping</li> <li>● Reckless physical behavior such as play hitting - horseplay - flicking - pinching - teasing &amp; messing around intent</li> </ul>	<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Loss of control out of anger</li> <li>● Hitting with intent to harm</li> <li>● Punching with intent to harm</li> <li>● Physical intimidation</li> <li>● Spitting - scratching - biting with intent to harm - anger related</li> <li>● Sexual misconduct</li> <li>● Physical aggression / assault</li> <li>● Repeated minor physical contact/aggression</li> </ul>

<b>Technology Violation</b>	<ul style="list-style-type: none"> <li>● Earbuds in at inappropriate times</li> <li>● Off-task computer behavior</li> <li>● On a website without permission</li> </ul>	<ul style="list-style-type: none"> <li>● Headphones/earbuds in cell phone</li> <li>● Texting at inappropriate times</li> <li>● Cell phone on during class/ringtone</li> <li>● Refuses to give tech equipment to the staff members</li> <li>● Accessing “off limit” and inappropriate websites on school computer</li> <li>● Bullying/harassment type messages on school tech equipment</li> </ul>
<b>Unprepared</b>	<ul style="list-style-type: none"> <li>● Not prepared with classroom materials</li> <li>● Chromebook not charged</li> </ul>	
<b>Other</b> <b>*Specify in brief note</b>		<ul style="list-style-type: none"> <li>● Bomb threat</li> <li>● Alcohol/drug/tobacco possession</li> <li>● Possession of weapons</li> <li>● Repeated “teacher managed” behaviors in any category listed</li> </ul>
<b>Dress Code</b>		<ul style="list-style-type: none"> <li>● All dress code infractions</li> </ul>

## Student Differentiated Programs

Safe Harbor Academy makes every effort to differentiate goals and plans to meet each individual student's needs. This effort is executed through behavior strategy creation, behavior trigger identification, student goal creation, student employability data collection/evaluation, and through individually targeted study skills curriculum.

*The SHA program makes every effort to provide students with growth focused praise.*

**WOODFORD COUNTY  
PUBLIC SCHOOLS**



*Where Great Minds Meet*

*“There is nothing more unequal than equal treatment of unequals”*

*Please contact Kristen Wilson with questions, comments, suggestions, or concerns.  
Thank you for the opportunity to serve your child.*

Kristen Wilson, Principal  
Safe Harbor Academy  
180 Frankfort Street  
Versailles, KY 40383  
P 859.879.4694 Ext. 4032  
F 859.873.1304  
[Kristen.Wilson@woodford.kyschools.us](mailto:Kristen.Wilson@woodford.kyschools.us)

**HANDBOOK ACKNOWLEDGEMENT**

Please acknowledge that you have received, read, and understand the policies and expectations of Safe Harbor Academy as contained in this handbook and that you will adhere to them. This page will be removed from the handbook and turned in at the time of your enrollment meeting with the Principal or Counselor. It will be filed in the student's record.

### STUDENT

The Safe Harbor Academy handbook has been given to me and its contents have been explained to me. I will fulfill my obligations as a student, as set forth in the handbook, and will comply with all rules, policies, and procedures of the school.

\_\_\_\_\_  
(Signature) (Date)

### Parent/Guardian

The Safe Harbor Academy Handbook has been given to me. I understand the policies and expectations set forth in the handbook and commit to fulfilling my obligation as a parent/guardian in my son/daughter's education.

\_\_\_\_\_  
(Signature) (Date)

---

**Email address and Cell Phone on the line above**

### Permission to be Photographed-Please check the appropriate line below

\_\_\_\_\_ **Yes, my child has permission to be photographed for the website, newspaper, Etc.**

\_\_\_\_\_ **No, my child does not have permission to be photographed for the website, Newspaper, Etc.**

**My child may walk to and from school. \_\_\_\_\_yes \_\_\_\_\_no**  
**My child has access to the internet at home. \_\_\_\_\_yes \_\_\_\_\_no**

**Please sign below of health and mental health services.**

**I Give Consent for my child to receive health services, and I Do Not require individualized notification each time my child receives or is referred for these services.**

**Signature** \_\_\_\_\_

**I Give Consent for my child to receive mental health services, and I Do Not require individualized notification each time my child receives or is referred for these services.**

**Signature** \_\_\_\_\_

**WOODFORD**



**VIRTUAL LEARNING  
ACADEMY**

# **Student Handbook**

**2026-2027**

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## Woodford County Public Schools 2026-2027 Instructional Calendar

Aug. 10	Flexible Professional Development Day (no classes)
Aug. 11	Opening Day for Teachers (no classes)
Aug. 12	Teacher Preparation Day (no classes)
Aug. 13	First Day for Students
Sept. 4	Staff workday (no classes)
Sept. 7	Labor Day (no classes) .....Flexible Professional Development Day
Oct. 5-9	Fall Break
Oct. 12	Staff workday (no classes)
Nov. 2	Required Professional Learning Day (no classes)
Nov. 3	Election Day (no classes)
Nov. 25	Flexible Professional Development Day (no classes)
Nov. 26	Holiday: Thanksgiving Day (no classes)
Nov. 27	No classes
Dec. 18	Last Day for students
Dec. 21-Jan 4	Winter Break
Dec. 25	Holiday: Christmas Day Observed for employees
Jan. 1	Holiday: New Year's Day Observed for employees
Jan. 4	Staff workday (no classes)
Jan. 5	Schools Reopen...Students Return
Jan. 18	Holiday: Martin Luther King Day (no classes)
Feb. 15	*Presidents' Day (no classes, possible make-up day)
Mar. 5	****Required Professional Learning Day (no classes, possible make-up day)
Mar. 8	*****Staff workday (no classes)
Apr. 5-9	Spring Break
Apr. 12	Staff workday (no classes)
May 18	Election Day (no classes)
May 26	Last Day for Students (subject to change if necessary)
May 27	**Closing Day (possible make-up day)
May 28	***Parent Teacher Conf. Day (possible make-up day)

### Make-up Days

*Day 1.....	Feb. 15 (used for make-up day if school year extended)
**Day 2.....	May 27 (used for make-up day if school year extended)
***Day 3.....	May 28 (used for make-up if a 3rd school day is missed prior to Feb. 1)
****Day 4.....	Mar 5 (used for make-up if school year extended)
*****Day 5.....	Mar 8 (used for a make-up day if the school year is extended)

## Quarter Pacing Charts

To be successful and stay on track students should work on courses approximately five hours a day five days a week.

Weekly completion percentages below indicate the total requirement for of all assigned courses added together each week. Failure to complete the required weekly percentage will result in placement, and potentially progression, in the tiered support system.

The weekly required percentage for each quarter is based on an eight week schedule and the number of courses the student is assigned.

At the start of each quarter, there is one week dedicated to completing various WVLA and graduation requirements.

1st Quarter Pacing Guide and Deadlines						
Yellow: Due Today		Green: Next Requirement			Red: Course Deadline	
Week Due: Day, Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	5 Classes
<b>Quarter 1 Begins (Aug. 13)</b> Due: Mon., Aug. 17 @ 5pm <ul style="list-style-type: none"> <li>all guardians and students must complete the Orientation Activity (students must earn a 50/50)</li> <li>all students must complete the Suicide Prevention Seminar</li> </ul>						
<b>Week 1</b> Due: Mon., Aug. 24 @ 5pm	12.5%	25%	37.5%	50%	62.5%	75%
<b>Week 2</b> Due: Mon., Aug. 31 @ 5pm	25%	50%	75%	100%	125%	150%
<b>Week 3</b> Due: Mon., Sept. 7 @ 5pm	37.5%	75%	112.5%	150%	187.5%	225%
<b>Week 4</b> Due: Mon., Sept. 14 @ 5pm	50%	100%	150%	200%	250%	300%
<b>Week 5</b> Due: Mon., Sept. 21 @ 5pm	62.5%	125%	187.5%	250%	312.5%	375%
<b>Week 6</b> Due: Mon., Sept. 28 @ 5pm	75%	150%	225%	300%	375%	450%
October 5-9: Fall Break						
<b>Week 7</b> Due: Mon., Oct. 12 @ 5pm	87.5%	175%	262.5%	350%	437.5%	525%
<b>Week 8</b> Due: Mon., Aug. 19 @ 5pm	100%	200%	300%	400%	500%	600%

2nd Quarter Pacing Guide and Deadlines						
Yellow: Due Today		Green: Next Requirement			Red: Course Deadline	
Week Due: Day, Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	5 Classes
<b>Quarter 2 Begins (Oct. 28)</b> Due: Mon., Oct. 29 @ 5pm <ul style="list-style-type: none"> <li>students graduating in December 2025 must complete the Civics Exam</li> </ul>						
<b>Week 1</b> Due: Mon., Nov. 2 @ 5pm	12.5%	25%	37.5%	50%	62.5%	75%
<b>Week 2</b> Due: Mon., Nov. 9 @ 5pm	25%	50%	75%	100%	125%	150%
<b>Week 3</b> Due: Mon., Nov. 16 @ 5pm	37.5%	75%	112.5%	150%	187.5%	225%
<b>Week 4</b> Due: Mon., Nov. 23 @ 5pm	50%	100%	150%	200%	250%	300%
<b>Week 5</b> Due: Mon., Nov. 30 @ 5pm	62.5%	125%	187.5%	250%	312.5%	375%
<b>Week 6</b> Due: Mon., Dec. 7 @ 5pm	75%	150%	225%	300%	375%	450%
<b>Week 7</b> Due: Mon., Dec. 14 @ 5pm	87.5%	175%	262.5%	350%	437.5%	525%
<b>Week 8</b> Due: Mon., Dec. 21 @ 5pm	100%	200%	300%	400%	500%	600%
Dec. 22-Jan. 4: Winter Break						

3rd Quarter Pacing Guide and Deadlines						
Yellow: Due Today		Green: Next Requirement			Red: Course Deadline	
Week Due: Day, Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	5 Classes
<b>Quarter 3 Begins (Jan. 5)</b> Due: Mon., Jan. 11 @ 5pm <ul style="list-style-type: none"> <li>all students must complete the Suicide Prevention Seminar</li> <li>students graduating in May 2027 must complete the Civics Exam</li> </ul>						
<b>Week 1</b> Due: Mon., Jan. 18 @ 5pm	12.5%	25%	37.5%	50%	62.5%	75%
<b>Week 2</b> Due: Mon., Jan. 25 @ 5pm	25%	50%	75%	100%	125%	150%
<b>Week 3</b> Due: Mon., Feb. 1 @ 5pm	37.5%	75%	112.5%	150%	187.5%	225%
<b>Week 4</b> Due: Mon., Feb. 8 @ 5pm	50%	100%	150%	200%	250%	300%
<b>Week 5</b> Due: Mon., Feb. 15 @ 5pm	62.5%	125%	187.5%	250%	312.5%	375%
<b>Week 6</b> Due: Mon., Feb. 22 @ 5pm	75%	150%	225%	300%	375%	450%
<b>Week 7</b> Due: Mon., Mar. 1 @ 5pm	87.5%	175%	262.5%	350%	437.5%	525%
<b>Week 8</b> Due: Mon., Mar. 8 @ 5pm	100%	200%	300%	400%	500%	600%

4th Quarter Pacing Guide and Deadlines						
Yellow: Due Today		Green: Next Requirement			Red: Course Deadline	
Week Due: Day, Date @ Time	1 Class	2 Classes	3 Classes	4 Classes	5 Classes	5 Classes
<b>Quarter 4 Begins (Mar. 9)</b> Due: Mon., Mar. 15 @ 5pm <ul style="list-style-type: none"> <li>all non-graduating students must complete the WVLA Student Intent and Scheduling Form</li> </ul>						
<b>Week 1</b> Due: Mon., Mar. 22 @ 5pm	12.5%	25%	37.5%	50%	62.5%	75%
<b>Week 2</b> Due: Mon., Mar. 29 @ 5pm	25%	50%	75%	100%	125%	150%
April 5-9: Spring Break						
<b>Week 3</b> Due: Mon., Apr. 12 @ 5pm	37.5%	75%	112.5%	150%	187.5%	225%
<b>Week 4</b> Due: Mon., Apr. 19 @ 5pm	50%	100%	150%	200%	250%	300%
<b>Week 5</b> Due: Mon., Apr. 26 @ 5pm	62.5%	125%	187.5%	250%	312.5%	375%
<b>Week 6</b> Due: Mon., May 3 @ 5pm	75%	150%	225%	300%	375%	450%
<b>Week 7</b> Due: Mon., May 10 @ 5pm	87.5%	175%	262.5%	350%	437.5%	525%
<b>Week 8</b> Due: Mon., May 17 @ 5pm	100%	200%	300%	400%	500%	600%

## WVLA Staff and Supports

Principal	Kristen Wilson	kristen.wilson@woodford.kyschools.us
Counselor	Kari Housholder	kari.housholder@woodford.kyschools.us
Teacher	Meghan Bottom	meghan.bottom@woodford.kyschools.us
Special Education Teacher	Susan Godman	susan.godman@woodford.kyschools.us
Registrar; Infinite Campus Clerk	Lisa Bowling	lisa.bowling@woodford.kyschools.us
District Social Worker	Jill Hargis	jill.hargis@woodford.kyschools.us

## Purpose Statement

Woodford Virtual Learning Academy will provide all students with a rigorous, non-traditional, virtual learning environment while providing support to become college, career, and life-ready citizens and follows the regulations set out in 704 KAR 3:535.

## Enrollment

### Application Process

Enrollment of any student in the Woodford Virtual Learning Academy is voluntary. Legal guardians are required to complete a digital application before the application deadline before the start of the school year. A committee consisting of WVLA staff members will then meet and determine placement. The committee's decision will be communicated with the legal guardian. Voluntary placement of a child with a disability shall be made through the Admissions and Release Committee (ARC) pursuant to 707 KAR 1:320.

### Applying After the Deadline

If a student wants to apply after the application deadline has passed, underlying circumstances must exist for the application to be considered. A home visit or family meeting with the district

social worker will be required, so the legal guardian can produce proof establishing the existence of underlying issues.

### **Dual Placement**

Woodford Virtual Learning Academy (WVLA) students are required to take all minimum diploma requirement classes virtually except for honors, advanced, dual credit, or advanced placement classes which may be taken in-person at Woodford County High School (WCHS) as long as space is available.

Students may elect to take any of the following classes at WCHS as well: instrumental music, vocal music, visual arts, theater, media arts, agriculture, business marketing, education, engineering, family and consumer science, health science, law and public safety, health and physical education, arts and humanities, and world languages.

Students enrolled in an in-person class must attend class regularly at the in-person location.

Virtual and in-person class credits must equal eight credits each school year... four credits per semester... two credits per quarter. Students are not to exceed this amount.

Students who are taking tech school, school-within-a-school classes, or are an athlete will have their primary enrollment at WCHS, not WVLA.

### **Enrolling for In-Person**

All in-person courses, core and elective, will be scheduled with a WCHS counselor and approved by WCHS principal and based upon the student's progress toward diploma requirements.

### **Work-Based Learning**

Students earning credit hours through work-based learning experiences must...

1. Document and submit worked hours each week by 5pm on Monday.
2. Submit a minimum of fifty hours by the end of the semester.
3. Show continual weekly progress in Edgenuity.
4. Earn passing final grades in all Edgenuity courses.

The WVLA staff will review these requirements on a regular basis. Students who have incomplete work-based learning requirements at the end of each quarter, semester, and/or

school year will be required to take additional electives to recover the credits that were not earned. These courses may be taken during summer school.

Once a student is removed from work-based learning, he/she must demonstrate he/she can meet all work-based learning requirements for an entire grading period before work-based learning can be re-assigned.

### **Withdrawing**

Students enrolled at Woodford Virtual Learning Academy must complete one semester of course work before making a request to withdraw from WVLA unless an extenuating circumstance exists. Withdrawal requests should be made through an email to the coordinator of alternative programs indicating the reason for the withdrawal request. The coordinator will then meet with members of the WVLA placement committee to review the request and determine if the request will be approved or denied. Transfers may not occur until the end of the current semester and approval will be contingent on the circumstances.

## **Technology**

### **Computer Equipment**

All students will have access to a district-issued and supported chromebook if needed. To be issued a school device, students must pay a \$60 chromebook fee as well as a \$15 take home fee as set by the district school board. There are discounts for having multiple students in the 1:1 device program in 6th through 12th grade. Specific device pick up arrangements and requirements will be communicated before the start of the school year.

Students may also decide to use their own device as long as it has high-speed internet capabilities (watching video without buffering), a keyboard, working camera, and working microphone. However, personal devices will not be supported by WCPS employees in any capacity.

Students without internet access at their residence may contact the WVLA counselor to determine if the requirements are met to be issued a WCPS mifi device.

All school devices will need to be turned in on a specific day at the end of the school year. More information will be communicated related to collection before the end of the school year. Failure to return devices could result in a fee being assessed and added to the student's account until the device(s) are returned.

## **Technology Acceptable Use**

All WVLA students must follow the district's Acceptable Use Policy and demonstrate good digital citizenship practices at all times when using district devices, programs, and accounts.

Additional internet and technology safety guidelines can be accessed at this website:  
<https://www.commonsense.org/system/files/pdf/2020-08/grades-6-12-family-tips-privacy-security-english.pdf>.

## **Device Support and Damages**

Issues with school-issued technology and accounts or damages to school-issued devices will need to be reported to the virtual teacher immediately. Once the virtual teacher is made aware of the situation, he/she will enter a help desk ticket to make the technician assigned to work with WVLA devices, students, and staff aware of the situation. The district technician will then reach out to the student/guardian to troubleshoot the issue remotely or schedule a time and place to meet the student/guardian with the device for troubleshooting and/or repair.

Fees associated with damages are as follows:

### **No Charge**

- device malfunctions due to manufacturer defects
- damage covered by accidental damage protection warranty

### **\$25**

- camera replacement
- bezel replacement
- charger replacement

### **\$30**

- screen replacement
- keyboard replacement
- top cover replacement
- bottom cover replacement

### **\$70**

- liquid damage to motherboard or other electronic components

### **\$150**

- irreparable damage, device must be replaced
- lost and/or stolen
- bug or rodent infestation causing device to be replaced

## **Virtual Meeting Etiquette**

### **Attire:**

Dress modestly: While the meeting is virtual, dress modestly and comfortably, avoiding overly casual attire like pajamas.

Choose appropriate clothing: Select attire that is suitable for a professional or academic setting, demonstrating respect for the WVLA staff and the meeting.

### **Behavior:**

Be punctual: Treat the one-on-one meeting with WVLA staff as you would attending an in-person class. Log in on time to show respect for the staff member's time.

Minimize distractions: Find a quiet, well-lit space for the meeting where you can focus without interruptions. Mute any background noise and avoid multitasking during the discussion.

Engage actively: Participate in the meeting by actively listening to WVLA staff asking questions and providing thoughtful responses when appropriate. Show your interest and dedication to the subject matter

### **Communication:**

Speak clearly and respectfully: Use clear and respectful language when communicating with WVLA staff. Be concise and to the point, expressing yourself articulately.

Utilize video if possible: Enable your webcam to establish a more personal connection with WVLA staff. Non-verbal cues such as facial expressions can enhance communication and understanding.

Share screen: Be prepared to share your screen with the teacher if requested.

Listen attentively: Practice active listening by focusing, maintaining eye contact, and acknowledging points with verbal cues.

By adhering to these expectations, you can ensure a professional, respectful, and productive one-on-one meeting with WVLA staff. Failure to comply with virtual etiquette will be documented along with any other behavioral concerns which may result in removal from the WVLA program.

## **Edgenuity**

Edgenuity is a computer-based curriculum and instruction program that enables students to take virtual courses in the place of traditional, direct instruction to complete high school graduation requirements in order to obtain a high school diploma.

Students working on Edgenuity are expected to work independently. Any student found allowing another student to work on their account will be subject to administrative action and, at a minimum, will have their lesson and/or coursework reset.

Virtual tutoring is available upon request.

## **About WVLA**

### **WVLA Requirements**

Students and legal guardians must...

- sign up and attend a virtual scheduling meeting with the counselor over the summer. Prior to this meeting, students must complete a digital form identifying class electives they would like to schedule for the school year.
- complete the virtual WVLA orientation activity to learn WVLA policies and procedures before the start of the Fall semester or within 24 hours of student enrollment in WVLA.
- opt in to receive all communication from WVLA in ParentSquare/StudentSquare.
- have a working email and phone number on file in Infinite Campus.
- check email daily.
- respond to WVLA staff within 24 hours of a communication being sent.

During the school year, students must have access to...

- a device with a working keyboard, camera, and microphone. District-issued chromebooks are available for students to use. Students may also decide to use a personal device. However, personal devices will not be supported by WCPS staff.
- reliable high-speed internet. The district can provide hot-spots for qualifying families.

Students must also...

- complete all district and state-required assessments in-person on designated dates and times with a good faith effort.
- meet attendance and progress expectations.
- attend virtual and/or in-person work sessions and meetings, if required.

## **Guidelines for Success**

Students who are considering enrolling in WVLA should exhibit the following characteristics:

- self-motivated
- ability to work independently
- ability to set and meet deadlines
- perseverance
- taking initiative to ask for help when needed
- ability to follow a schedule
- prior demonstration of academic success in either a virtual or in-person learning environment

Parents/guardians who are considering enrolling their child in WVLA should make certain they can provide the following supports:

- assisting the student in creating and adhering to a schedule
- regularly monitoring progress and assignment completion within the learning platform
- communicating with and responding to teachers and staff members
- ensuring the student attends all scheduled synchronous (live) sessions
- ensuring the student attends all in-person classes they choose to sign up for
- establishing a distraction-free workspace within the home
- ensuring reliable access to technology

## **Attendance**

Attendance requirements follow 704 KAR 3:535 Section 8 and is based on completing 100% of each assigned course within the grading period they are assigned.

If a student consistently does not meet attendance requirements and tiered remediation has been attempted, truancy procedures may be implemented.

## **Progress Expectations**

Students are required to complete all coursework for each quarter grading period by a specific deadline.

To keep students on pace, students are required to complete a specific percentage of coursework each week during the eight week grading period based on the number of classes the student is assigned. This percentage is identified in the applicable Quarter Pacing Chart. Progress will be checked weekly at 5pm on Monday.

Students may elect to focus on particular courses each week as long as the overall completed percentage for the week matches the applicable percentage in the Quarter Pacing Chart.

Students may also choose to complete additional work allowing them to complete less work during future weeks. As long as the applicable percentage shown in the Quarter Pacing Chart is met, students will not be penalized as they are still on pace to complete the required coursework.

**Tiered Support System**

The tiered support system is meant to keep both student and parent/guardians informed when a student has fallen behind in completing his/her weekly required pacing percentage as indicated in the Quarter Pacing Chart and provide support to students struggling to stay on pace in completing coursework.

Placement and movement through the various tiers of the support system is based on how far the student is behind in his/her coursework, not how many weeks the student has been behind. The further the student is behind, the more supports are in place to help the student get caught up as the student will need to complete a larger percentage of work the following week(s) to get back on pace and complete all courses by the end-of-quarter deadline. Course completion deadlines are in place to ensure students meet their anticipated graduation date goal.

The tiered system and supports are described below:

	% Behind	% Behind in Time	ParentSquare Communication	Additional Support and Communication	Consequences
<b>Warning</b>	less than 50%	less than 1 week behind	sent to student and guardian	*none	
<b>Tier 1</b>	50-74%	1 to 1.5 weeks behind	sent to student and guardian	*virtual teacher creates custom pacing plan if requested by student	*may not attend special events at WCHS the same grading period
<b>Tier 2</b>	75-99%	1.5 to 2 weeks behind	sent to student and guardian	*virtual teacher creates custom pacing plan for student based on student response to preferences - pacing plan must be requested if previously sent a pacing plan in same quarter  *if needed: meeting with counselor to address specific obstacles/concerns	*may not attend special events at WCHS the same grading period
<b>Tier 3</b>	100% or more	2 or more weeks behind	sent to student and guardian	*administrative dean of alternate education communicates with student and guardian  *virtual teacher creates custom pacing plan options for student to choose from - pacing plan must be requested if previously sent a pacing plan in same quarter  *if needed: meeting with counselor to address specific obstacles/concerns	*may not attend special events at WCHS the same grading period  *may not attend special events at WCHS the following grading period if in tier 3 more than one weekly progress check the grading period before event

The WVLA staff will review each student's placement in WVLA regularly. One factor in whether or not the student will be allowed to remain in WVLA is the ability to meet weekly pacing requirements. Placement and consistent inclusion in the tiered system demonstrate a struggle to do this, and are therefore grounds for the student being required to return to in-person instruction. Additionally, failure to respond to communications sent by WVLA staff regarding progress concerns may also result in a return to in-person instruction.

Failure to schedule and attend mandatory meetings due to progress concerns may result in students being required to return to in-person instruction or being placed in New Horizons. Similarly, students who have incomplete coursework at the end of the quarter and/or have consistently been in the tiered support system may also be required to return to in-person instruction or be placed in New Horizons.

Students who are placed in the tiered support system at any point during a grading period will be unable to attend special events (such as dances) at WCHS during the same quarter grading period as a result of falling behind in coursework completion.

Should a student be unable to complete the required weekly pacing percentage due to an extenuating circumstance lasting more than two days (i.e. prolonged illness, emergency, power outages), the student and parent must communicate this with the virtual teacher to avoid the student entering (or progressing) through the tiered support system. Students experiencing this will still be expected to meet the required weekly pacing percentage the following week.

### **Academic Integrity**

To maintain academic integrity, students are expected to submit their own work as well as give their best effort when completing all Edgenuity assignments.

There are two primary ways violations to the academic integrity policy may occur.

- The first way is by cheating. Examples of this include, but are not limited to, submitting work containing plagiarism and/or portions generated by artificial intelligence.
- The second way is by submitting an assignment on which minimal effort has been applied to certain parts or all of the assignment. Examples of this include, but are not limited to, submitting blank answers, "gibberish" answers (i.e. "aksdufhkuvhduvbkasbf"), or answers in which the prompt is restated but there is little or no attempt to answer the question.

The consequences for each type of violation will be the same, and the student and parent/guardian will receive an email anytime a violation of the academic integrity policy has occurred.

Students who violate the academic integrity policy in any way during the quarter will not be given the opportunity to have individual assignments reset to improve a course grade once the course is completed.

For individual assignment components receiving violations, the following consequences will occur...

- For an assignment on which one component violates the policy, the individual component will receive zero credit.
- For an assignment on which multiple components violate the policy, the entire assignment will be reset.
  - If the same assignment is submitted again with any components violating the policy, the entire assignment will receive zero credit.

For entire assignments receiving a violation...

- The first offense will result in the student having to re-do the entire assignment. The student will still have the opportunity to receive full credit.
  - If the same assignment is submitted again with academic integrity violations, the assignment will receive zero credit.
- The second offense will result in the assignment receiving zero credit.
- Further violations may result in dismissal from WVLA and the return to in-person instruction.

For students who demonstrate a consistent tendency to violate the academic integrity policy...

The first offense will result in...

- a conference involving the parent/guardian, student, and WVLA staff members.
- the entire course being reset.
  - If the course is a graduation requirement, the student will retake the course.
  - If the course is not a graduation requirement, the student may opt to take a different course.

The second offense will result in...

- a conference involving the parent/guardian, student, and WVLA staff members.
- the entire course being reset.
- the student being unable to attend special events (such as dances) at WCHS.
- an F on the student's official transcript
  - If the course is a graduation requirement, the student will retake the course to earn a passing grade which will replace the F on the transcript.
  - If the course is not a graduation requirement, the student may opt retake the course to earn a passing grade which will replace the F on the transcript OR keep the F on the transcript and take a different course.
- an administrative review at the end of the year to determine if the student will be required to return to in-person instruction or be allowed to remain in WVLA.

The third offense will result in...

- a conference involving the parent/guardian, student, and WVLA staff members.
- the entire course being reset.
- the student being unable to attend special events (such as dances) at WCHS.
- an F on the student's official transcript
  - If the course is a graduation requirement, the student will retake the course. Both the F and passing grade (when earned) will appear on the transcript.
  - If the course is not a graduation requirement, the student may opt to retake the course or select a different course. Either way, the F will appear on the transcript.
- an administrative review at the end of the year to determine if the student will be required to return to in-person instruction or be allowed to remain in WVLA.

### **Final Course Grade of F**

Students who receive a failing final grade in a graduation requirement course will be required to repeat the course until a passing final grade is earned.

Students who receive a failing final grade in an elective course will be given one opportunity to repeat the course. The higher final grade earned between the two attempts will be recorded on the student's transcript.

Repeat courses will be assigned during the next grading period.

If a student receives a failing final grade during the fourth quarter, the student may opt to repeat the course during virtual summer school.

### **Incomplete Courses at End of Semester**

Students who have incomplete courses at the end of each quarter will not be assigned courses for the next quarter until all incomplete courses are finished.

The student will be required to come in-person every day at specific times the first week of the new grading period until all courses from the previous quarter are complete.

All incomplete courses must be completed by 5pm on Friday the same week of the end-of-quarter deadline. If the student does not meet this extended deadline, the student will receive a failing grade on the transcript for each incomplete course at that time.

Failure to report for in-person work times will result in the student receiving a failing grade on the transcript for each incomplete course.

The failing grade will be updated on the transcript if the incomplete course is completed within two weeks of the original deadline. If a student does not complete all coursework within two weeks of the original deadline, the student will be...

1. required to retake the entire course if it is a graduation requirement.
2. given the option to retake the entire course if it is not a graduation requirement.

Students who have a failing grade on their transcript are ineligible to receive KEES money for post-secondary education.

Multiple semesters with incomplete courses may result in the return to in-person instruction.

### **Winter and Summer Sessions**

Students have the option to attend additional virtual sessions to recover credit.

- Winter Session: two week session to complete one Edgenuity course
- Summer Session 1: four week session to complete two Edgenuity courses
- Summer Session 2: four week session to complete two Edgenuity courses

Students will be required to complete a specific percentage each week based on the number of courses they are assigned. All assigned courses for each session must be completed with passing grades by a specific deadline. Students who do not meet the deadline for Summer Session 1 will be ineligible to attend Summer Session 2 during the same summer.

Courses assigned during summer school which are not finished by specific deadlines or do not receive passing grades will be assigned during the first quarter of the upcoming school year along with additional Edgenuity courses to keep the student on pace to graduate as planned.

Students who have unfinished courses or courses that received failing final grades during the second quarter or the fourth quarter will be required to complete and/or pass those courses during the corresponding special academic session to remain in WVLA the following semester. Students with incomplete or failing courses from the...

- second quarter will be required to complete and pass those courses during Winter Session.
- fourth quarter will be required to complete and pass those courses during Summer Session 1.

## Working Toward Graduation

### Grading Scale and Weights

Grading Scale		Grading Scale Weights for Core and Electives with Assignments		Grading Scale Weights for Core and Electives without Assignments	
A	90-100	Assignments	50%	Quizzes	35%
B	80-89%	Quizzes	16%	Tests	45%
C	70-79%	Tests	24%	Exams	20%
D	60-69%	Exams	10%		
F	Below 60%				

Students must earn a 60% to pass a course. The passing rate for quizzes and tests is set to 60%, and students will only be given one opportunity to retake a quiz before Edgenuity requires the student to move to the next task. Make sure to pay attention to the final grade percentage through the nine weeks. Quizzes can be reset by the virtual teacher and retaken the last week of the nine weeks if needed to pass the course. Students must email the virtual teacher once coursework in all classes is complete to make this request.

### Credits and Classifications

To be a freshman, students must satisfactorily complete and be promoted from the eighth grade.

To be a sophomore, students must have a minimum of six (6) credits. KHSAA requires 5.5 credits and 1 previous year of attendance.

To be a junior, students must have a minimum of twelve (12) credits. KHSAA requires 12 credits and 2 previous years of attendance.

To be a senior, students must have a minimum of eighteen (18) credits. KHSAA requires 18 credits and 3 previous years of attendance.

## Grad Diploma Requirements

Per Woodford County School Board policy, students must complete eight semesters of coursework and 26 credits to graduate or complete the Kentucky Early Graduation option as defined in 704 KAR 003:305.

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 003:303 and 704 KAR Chapter 8. The requirements for each diploma type are listed below.

	<b>Minimum Graduation Requirements</b>	<b>Pre-College Diploma Requirements</b>	<b>Honors Diploma Requirements</b>
ENGLISH	4 Credits	4 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
MATH	4 Credits	4 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
SCIENCE	3 Credits	3 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed with a minimum 3 credits during 8 semesters of enrollment at the high school level
SOCIAL STUDIES	3 Credits	3 Credits completed during 8 semesters of enrollment at the high school level	4 Credits completed during 8 semesters of enrollment at the high school level
HEALTH	0.5 Credit	0.5 Credit	0.5 Credit
PE	0.5 Credit	0.5 Credit	0.5 Credit
ARTS & HUMANITIES	1.0 Credit	1.0 Credit	1.0 Credit
Dual Credit and/or AP courses	N/A	Earn 3 college credits through the completion of a Dual Credit course with a final grade of A or B <b>OR</b> AP Testing; whereas a score of three (3) or higher is recognized as 3 college credit hours <b>OR</b> earning a grade of an A or B in an AP course is recognized as 3 college credit hours	Earn 9 college credits through the completion of Dual Credit, AP or combination of dual credit or AP courses; whereas a Dual Credit course with a final grade of A or B meets the criteria <b>OR</b> AP Testing; whereas a score of three (3) or higher is recognized as 3 college credit hours <b>OR</b> earning a grade of an A or B in an AP course is recognized as 3 college credit hours

Foreign Language		2 credits	3 Credits
Successfully Complete	Individual Learning Plan (ILP)  All State and District Assessments with a good faith effort per administrative discretion  Job Skill Assessment Proficiency  Civics Graduation Exam	Individual Learning Plan (ILP)  All State and District Assessments with a good faith effort per administrative discretion  Job Skill Assessment Proficiency  Civics Graduation Exam	Individual Learning Plan (ILP)  All State and District Assessments with a good faith effort per administrative discretion  Job Skill Assessment Proficiency  Civics Graduation Exam
TOTAL CREDITS	26 Credits	28 Credits	30 Credits

Additionally, to meet Individual Learning Plan requirements (ILP), all WVLA students must successfully complete the following:

- Strategies for Academic Success Edgenuity course (0.5 credits)
- Career Planning and Development Edgenuity course (1 credit)
- Financial Math Edgenuity course (junior or senior year (1 credit)

### **Early Graduation**

For students to graduate from Woodford County Virtual Academy, they must complete four years of high school. Exceptions must have the prior approval of the principal, be granted by the Woodford County Board of Education, and be noted in the student's cumulative file. Students will remain in their original cohort grade.

All early graduation hardships are contingent upon...

- passing all required courses.
- earning the required number of credits for graduation.
- successfully completing all components of the Individual Learning Plan (ILP).
- passing the Civics Graduation exam.
- completing all district and state-required exams on designated dates and times with a good faith effort.

## **KEES Money for College**

The KEES To Your Future...good grades = money for college!!

The Kentucky Educational Excellence Scholarship (KEES) rewards students who get the most out of high school. To receive KEES money, students must have an annual 2.5 GPA or higher for the base amount of the scholarship and a 15 or above ACT score for the bonus.

KEES is a renewable scholarship that can be awarded each year for four years. However, a student must keep grades up in college. If a student earns a 3.0 or higher, the full scholarship is maintained. If collegiate GPA falls between 2.5-2.9, the KEES money is reduced by half. The KEES scholarship is lost when the GPA falls below 2.5, but can be regained whenever the GPA reaches 2.5 again. For more information on how to earn KEES money, visit [www.kheaa.com](http://www.kheaa.com).

Students can receive additional money for scoring at least a 15 on the ACT. If students do NOT put their Social Security Number on the ACT exam, they will NOT be awarded the ACT bonus. If students take the ACT more than once, the social security number must be provided each time in order for the highest ACT score to be recorded in the KEES database. Simply put, if a Social Security Number is not provided, KEES money will NOT be awarded.

## **Support Services**

WVLA students have access to several support services which are available upon request.

These services include...

- Tutoring through virtual or in-person attendance.
- Counseling including support in searching and applying for college, seeking financial aid and scholarships, completing the FAFSA, and registering for the ACT and SAT. The counselor can also assist with employment searches and applications. Additionally, mental health services can be obtained.
- Youth services to support guardians in ensuring students' basic needs are met.

## **Activities through WCHS**

### **Athletics**

WVLA students wishing to participate in athletics at Woodford County High School must attend a minimum of four in-person classes at WCHS each semester to be eligible. All courses necessary to meet minimum diploma requirements must also be taken at WCHS.

The high school's current athletic grade policy will be applied to all in-person and virtual classes, and athletes must complete the applicable percentage of virtual classes identified in the applicable Quarter Pacing Chart each week to maintain athletic eligibility.

Once ruled ineligible, athletes will not be ruled eligible again until the following week when the next progress report has been recorded, and the student has met all grade and progress requirements for that week.

### **Extracurricular Activities**

Application-based students who attend Woodford Virtual Learning Academy may attend extra-curricular activities at their age-appropriate originating environment unless otherwise notified by Administration. Any participation in extracurricular activities will be based on Board Policy and KHSAA Policy.

Any placement-based students may attend extracurricular activities at their age-appropriate originating environment only with permission given at the placement meeting or by Administration.

### **Special Events and Dances**

Application-based students who attend Woodford Virtual Learning Academy may attend special events at their age-appropriate originating environment unless otherwise notified by Administration. Any participation in special events will be based on Board Policy and KHSAA Policy.

Any placement-based students may attend special events at their age-appropriate originating environment only with permission given at the placement meeting or by Administration.

This includes Homecoming, Jacketfest, and Prom.

In order to attend special events, Woodford Virtual Learning Academy (WVLA) students must meet the following criteria:

1. Complete the digital "Out-of-School Guest Application" form by the deadline for self and, if applicable, the person they will be bringing as a date. All applications will be reviewed by administration, and students will be notified through the Droplet system if approved to attend.
2. During the grading period prior to the one in which the special event occurs, students must...
  - remain out of tier 3 for seven of the eight weeks.
  - complete all courses by the deadline.
  - pass all courses.
  - submit coop hours for each week.
3. During the grading period of the special event, students must...
  - remain out of the tiered support system.
  - submit coop hours by 5pm on Monday for every week the week before the event.
4. Additionally, students must...
  - complete all testing requirements (such as state testing, ACT, and Civics test) with a good faith effort.
  - attend all mandatory meetings.
  - complete all mandatory trainings and forms.
  - exhibit no behavior issues at previous extracurricular activities.
  - provide a photo ID upon entry. All WVLA students will use their school ID.

## **Additional Policies**

### **Driver's Permit Requirements**

At the initial application for an original Kentucky learner's permit or transfer license only, students who have not graduated high school or passed the GED must submit a signed and sealed School Compliance Verification form from the student's school district of residence to the Regional Driver License office.

In order to obtain this, WVLA students must comply with the WVLA "No Pass, No Drive" policy which states students must meet the following requirements during the semester in which the form is requested:

1. Complete all courses assigned.
2. Pass all courses assigned

If these two criteria have been met, the student must email the coordinator of alternative programs to request the form and arrange its pick up prior to applying for the learner's permit or transfer license.

### **Non-Discrimination Policy**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

*Programa preescolar del condado de Woodford*  
*Manual para padres*

**Año escolar 2026-27**

Dirección de la oficina:  
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859-879-4699  
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Where Kids Win!

Kim Johnson  
Coordinadora de Programas Distritales  
Directora de Preescolar

Escuela Primaria Huntertown  
120 Woodburn Hall Rd, Versailles, KY  
879-4680

Escuela Primaria Northside  
500 Northside Dr, Midway, KY  
879-4690

Escuela Primaria Simmons  
830 Tyrone Pike, Versailles, KY  
879-4670

Escuela Primaria Southside  
1300 Troy Pike, Versailles, KY  
879-4660

## Nuestra Misión

En el Preescolar del Condado de Woodford, nos comprometemos a crear un entorno enriquecedor, inclusivo y positivo que fomente el desarrollo socioemocional de cada niño. Mediante la implementación intencional del Modelo Pirámide, fomentamos el crecimiento de cada niño mediante:

- **Fortalecimiento del Desarrollo Socioemocional:** Enfatizamos la importancia de desarrollar habilidades socioemocionales sólidas, ayudando a los niños a comprender sus sentimientos, desarrollar la autorregulación y construir relaciones saludables con sus compañeros y adultos.
- **Fomento de la Inclusión:** Celebramos la diversidad y nos aseguramos de que todos los niños, independientemente de su origen o capacidad, se sientan bienvenidos y valorados como parte de nuestra comunidad escolar.
- **Promoción de la Participación Familiar:** Reconocemos a las familias como socios en la educación de sus hijos y nos esforzamos por crear oportunidades significativas de colaboración, comprensión y objetivos compartidos.
- **Uso de Datos para Tomar Decisiones Informadas:** Utilizamos datos para guiar y perfeccionar nuestras prácticas, garantizando que nuestro enfoque siga siendo eficaz, receptivo y adaptado a las necesidades únicas de nuestros estudiantes.
- **Reducción de la disciplina inapropiada:** Nos dedicamos a utilizar estrategias de apoyo conductual positivo que promueven el aprendizaje y la comprensión, en lugar de medidas punitivas, guiando a los niños de forma compasiva y respetuosa.

Nuestra misión es empoderar a cada niño y familia, brindándoles las herramientas y el apoyo necesarios para prosperar en la escuela y en la vida.

## Declaración de política de no discriminación

Por la presente, se notifica a los estudiantes, a sus familias, a los empleados y a los posibles empleados del Sistema Escolar del Condado de Woodford que este sistema escolar no discrimina por motivos de raza, color, origen nacional, edad, religión, información genética, estado civil, sexo (incluyendo la orientación sexual y la identidad de género), condición de veterano, discapacidad o limitaciones relacionadas con el embarazo, el parto o afecciones médicas conexas, en el ámbito del empleo, los programas educativos o las actividades, tal como se establece en el Título II, el Título VI, el Título IX, la Ley sobre Estadounidenses con Discapacidades (ADA), la Sección 504 y la Ley de Discriminación por Edad de 1975; asimismo, proporciona igualdad de acceso a los Boy Scouts y a otros grupos juveniles designados.

### Declaración de política de no discriminación

Las Escuelas Públicas del Condado de Woodford ofrecen programas de Educación Profesional y Técnica (CTE, por sus siglas en inglés) en las áreas de Agricultura, Negocios, Educación, Ingeniería, Ciencias de la Familia y del Consumidor, Ciencias de la Salud, Ciencias del Fuego y Artes Mediáticas para estudiantes de los grados 9 al 12. Las trayectorias agrícolas del Condado de Woodford incluyen Ciencia Animal, Horticultura/Ciencia Vegetal, Agronegocios, Sistemas Técnicos Estructurales y de Potencia Agrícola, y Recursos Naturales y Ciencias Ambientales. Los estudiantes de las trayectorias agrícolas pueden obtener certificaciones industriales a través de su trayectoria CTE, tales como iCEV EETC (Principios de Tecnología de Motores Pequeños), AWS Sense Nivel 1, iCEV Elanco (Aplicaciones Médicas Veterinarias) y Ducks Unlimited (Ecología, Conservación y Gestión). Las trayectorias de negocios del Condado de Woodford incluyen Contabilidad, Apoyo Administrativo, Marketing y Gestión Empresarial. Los estudiantes pueden obtener certificaciones industriales a través de las trayectorias CTE de Negocios en Microsoft Excel, Word y PowerPoint. Las trayectorias CTE de ingeniería del Condado de Woodford incluyen Electricidad/Electrónica, Ingeniería Mecánica, Diseño de Ingeniería y Programación Informática; asimismo, los estudiantes tienen la oportunidad de obtener una certificación industrial en Fusion 360. Las trayectorias de Ciencias de la Familia y del Consumidor (FCS) del Condado de Woodford incluyen Gestión Familiar y del Consumidor, Artes Culinarias, y Hospitalidad, Viajes, Turismo y Recreación; los estudiantes de FCS pueden obtener certificaciones industriales como el examen de Gerente ServSafe y la certificación en Hospitalidad y Turismo. Las trayectorias CTE de Ciencias de la Salud del Condado de Woodford incluyen Salud Afín, Preenfermería, Técnico de Farmacia, Técnico de Emergencias Médicas y Asistencia Dental. Los estudiantes de los programas CTE de Ciencias de la Salud pueden obtener certificaciones industriales como SRNA (Auxiliar de Enfermería Registrado por el Estado), CPhT (Técnico de Farmacia) y la evaluación central de cuidados NOCTI. El área de Artes Mediáticas del Condado de Woodford ofrece una trayectoria en Cinematografía y Producción de Video. Los estudiantes del programa CTE de Artes Mediáticas pueden obtener la certificación de Adobe. También se ofrecen clases de educación para adultos a aquellas personas que buscan obtener un diploma de equivalencia de escuela secundaria. Cualquier persona que tenga consultas sobre los programas de Educación Profesional y Técnica de las Escuelas del Condado de Woodford, o que necesite esta información en un idioma distinto al inglés o al español, debe comunicarse con Tracy Probst, Directora del Departamento de CTE, en 145 School House Rd., Versailles, Kentucky 40383, o al teléfono (859) 879-4630.

Se invita a cualquier persona que tenga consultas relacionadas con el cumplimiento de las Escuelas del Condado de Woodford respecto al Título II, el Título VI, el Título IX, la Sección 504, la Ley de Estadounidenses con Discapacidades (ADA) o la Ley de Discriminación por Edad de 1975, a ponerse en contacto con el Superintendente Adjunto, quien ha sido designado por la Junta de Educación del Condado de Woodford para coordinar los esfuerzos de cumplimiento del sistema. Por favor, comuníquese con el Superintendente Adjunto para realizar consultas, o si necesita esta información en un idioma distinto al inglés o al español, en la siguiente dirección: 180 Frankfort Street, Versailles, Kentucky 40383. Puede establecer contacto por teléfono llamando al (859) 879-4600 o por correo electrónico a [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

# Información general

## Documentos

Los siguientes formularios deben completarse y entregarse antes de la admisión:

- Formulario de inscripción completo
- Certificado de nacimiento
- Certificado de vacunación de KY
- Formulario de examen físico escolar
- Examen de la vista (antes del 1 de enero)
- Tarjeta de Seguro Social del niño (opcional)
- Documentos de tutela o custodia (si corresponde)

La falta de formularios o la inscripción incompleta retrasarán el ingreso del estudiante al preescolar. Los niños deben saber usar el baño solos para comenzar el preescolar.

## Ubicaciones:

El Programa Preescolar del Condado de Woodford se encuentra en todas las escuelas primarias: Huntertown, Simmons y Southside en Versailles, y Northside en Midway.

La ubicación se determina según la residencia. Las necesidades de transporte también pueden determinar la ubicación del aula y la sesión.

## Horario:

El preescolar se imparte 4 días a la semana, de lunes a jueves. El viernes se puede usar como día de preescolar para recuperar los días cancelados debido a cierres por mal tiempo. Cada niño asistirá solo a una sesión diaria de preescolar.

Sesiones de preescolar:

- 7:30 - 10:35 Sesión matutina
- 11:25 - 2:35 Sesión vespertina

## Costos

Los niños pueden asistir al preescolar sin costo si cumplen con los requisitos de ingresos o si se les identifica un retraso en el desarrollo. Los niños de 4 años que no califiquen en ninguna de las categorías pueden asistir pagando una matrícula. Los niños de 3 años que participan en el programa de intervención y no califican para los servicios pueden continuar con el preescolar pagando una matrícula si el director lo aprueba y hay cupos disponibles. La matrícula se paga mensualmente y solo en la Oficina de Preescolar, ubicada en la Oficina Central, 180 Frankfort Street.

<b>Las cuotas para el año escolar 2026-2027 son:</b>	<b>Annual</b>	<b>Mensual</b>
Matrícula de Preescolar	\$1,980.00	\$220.00 (9 pagos)

# Procedimientos para Dejar y Recoger

## Dejar y Recoger: Los Padres

Los alumnos no pueden ser dejados en el aula de preescolar antes de las 7:15 para la sesión matutina ni de las 11:25 para la sesión vespertina. La salida es a las 10:35 para la sesión matutina y a las 2:35 para la sesión vespertina. Todos los alumnos deben entrar a la escuela por la puerta principal y los alumnos de preescolar deben entrar al edificio acompañados. Si el personal de preescolar no está presente en el momento de dejar a los alumnos, notifique al personal de recepción que el niño necesitará ser acompañado a clase. Los alumnos de preescolar no pueden caminar solos al aula. En ningún momento se permitirá que un alumno de preescolar esté acompañado por un adulto.

Por favor, sea considerado y siga las reglas al dejar o recoger a su hijo. Estacione en los lugares designados o siga el procedimiento de dejar y recoger a los alumnos de su escuela. Por favor, sea puntual durante la recogida del mediodía. Este es el horario de almuerzo de nuestro personal, que es muy limitado para ellos. Además, por favor, llame a la escuela o contacte al maestro de su hijo si va a recogerlo tarde. Si llega demasiado tarde, tendrá una reunión con la directora, la Sra. Johnson.

## Transporte: Autobús

Los estudiantes de preescolar pueden viajar en autobús escolar para ir y volver de la escuela. Debido a ciertas rutas y a la limitación de monitores de autobús, es posible que no puedan elegir la sesión de preescolar si necesitan transporte escolar. Debe completar una hoja de Transporte Preescolar indicando el lugar de recogida antes y después de la escuela. AMBOS lugares DEBEN estar en el mismo distrito escolar. Cualquier cambio de transporte debe comunicarse con la gerente de la oficina de preescolar, Miranda Fazio, al 879-4699.

**Tenga en cuenta que, dado que los niños en preescolar deben viajar en autobús escolar con un monitor, es posible que los cambios de transporte no siempre se realicen el mismo día de la notificación. Debido a la necesidad de monitores de autobús, los niños en preescolar pueden viajar en un autobús diferente al de la ruta de primaria asignada a su calle. La fecha de inicio del transporte de su hijo/a podría retrasarse si no hay un monitor de autobús disponible.**

**Por favor, espere hasta 2 semanas para que se establezca el nuevo transporte.**

No se dejará a los estudiantes a menos que un adulto esté presente y esté en la lista de recogida. Si un adulto no está presente, el niño/a regresará a su escuela. Si el problema persiste, es posible que no se le proporcione transporte. A veces surgen problemas en el autobús. Si un niño muestra un comportamiento que puede ser perjudicial para sí mismo o para los demás, el conductor o asistente del autobús notificará a la escuela. La escuela notificará a los padres sobre el comportamiento. Si el problema persiste, es posible que se suspenda el transporte en autobús para ese niño.

## Entrada tardía/Recogida temprana

Si necesita dejar a su hijo después del horario de preescolar o recogerlo temprano, deberá registrar su entrada o salida. Los registros de entrada y salida de los estudiantes de preescolar estarán en la oficina de cada escuela primaria. Solo los padres o las personas que figuren en la lista de recogida de su hijo podrán registrar su salida de la escuela.

# Asistencia

## Asistencia

Para que los estudiantes tengan éxito, es fundamental que tengan buena asistencia. Se espera que asistan con regularidad y puntualidad.

## Ausencias

Si su hijo/a debe faltar a clase, deberá entregar una nota a su maestro/a, ya sea del padre/madre/tutor legal, explicando el motivo de la ausencia o del profesional que lo atendió. Si sabe con antelación que su hijo/a estará ausente, por favor, informe al maestro/a. Si un niño/a ha estado ausente durante 4 días consecutivos sin notificación de sus padres, el maestro/a se pondrá en contacto con ellos.

Los estudiantes que asisten esporádicamente al preescolar o que tienen ausencias excesivas sin justificar sus ausencias serán considerados/as ausentes sin justificación. Un/a estudiante de preescolar que se ausente sin justificación podrá ser dado/a de baja del programa preescolar a discreción del director/a.

# Vestimenta

## Código de vestimenta

Se espera que los alumnos de preescolar se vistan de manera apropiada y que no interfieran con la jornada escolar. Se recomienda usar ropa cómoda de temporada y calzado cerrado, así como ropa que pueda ensuciarse durante las actividades. Guarde ropa de temporada, ropa interior y calcetines extra en la mochila de su hijo/a en todo momento.

## Juegos al aire libre

Los alumnos jugarán al aire libre, excepto en caso de frío extremo, calor o lluvia. El índice de calor y la sensación térmica también se consideran al decidir si jugar al aire libre. Los juegos al aire libre forman parte de la jornada escolar. Por favor, asegúrese de que su hijo/a lleve ropa adecuada para el clima, con chaquetas, abrigos, gorros y guantes durante los meses más fríos.

# Política de Salud y Medicina

## Política de Enfermedades

Para garantizar un ambiente saludable para nuestros niños, exigimos que los niños enfermos se queden en casa. Las directrices de la Escuela del Condado de Woodford exigen que los niños se queden en casa si presentan fiebre de 38 °C o más, vómitos, diarrea o supuración ocular. Su hijo debe estar libre de síntomas y fiebre durante 24 horas antes de regresar a la escuela. Los niños que requieran medicamentos deben tomarlos durante 24 horas antes de regresar a la escuela.

## Administración de Medicamentos

La política de las Escuelas del Condado de Woodford es que el personal escolar no administre medicamentos a ningún estudiante durante el horario escolar, a menos que esto afecte negativamente su salud. Si un niño debe tomar medicamentos durante el horario escolar, el personal escolar puede administrarlos con la documentación correspondiente de uno de los padres y un médico. Consulte con la secretaria de la escuela para obtener los formularios correspondientes. Todos los medicamentos deben estar en sus envases originales y deben ser entregados a la escuela por el padre/tutor para su registro en la oficina. Los niños no pueden llevar medicamentos en su mochila en ningún momento, a menos que esté permitido.

Recuerde que las sesiones preescolares duran solo 3 horas y 10 minutos y la mayoría de los medicamentos se pueden administrar antes o después de una sesión preescolar en casa. Los niños que necesitan medicamentos de emergencia (como inhaladores o epi-pens) son la excepción.

## Enfermedad/Emergencias

La seguridad de nuestros estudiantes es fundamental en todos los aspectos de nuestras instalaciones y programas escolares. En caso de enfermedad o lesión, el personal responderá de manera apropiada y legal. Si tiene alguna pregunta sobre el bienestar de su hijo, se hará todo lo posible por contactar a los padres/tutores. La escuela debe tener dos números de emergencia registrados en la oficina, además del número de los padres. Todos los números de teléfono deben estar actualizados y en servicio.

## Uso del baño

Los niños deben estar acostumbrados a usar el baño al comenzar el preescolar. Se harán excepciones con la aprobación del director. Los niños no deben venir al preescolar con pañales ni pull-ups. Deben tener ropa y ropa interior extra de casa disponibles en todo momento por si acaso.

# Participación de los Padres

## Visitas a Domicilio y Conferencias con los Padres

Los maestros programarán dos visitas a domicilio obligatorias durante el año escolar. Estas visitas se programarán con antelación en un horario conveniente para los padres. El objetivo de la visita es conocer a los niños y sus familias. Se ofrecerá una conferencia con los padres, aunque no es obligatoria. El objetivo de las conferencias es hablar sobre el progreso del niño y abordar cualquier inquietud de los padres o del maestro. Los padres pueden programar otras conferencias, si es necesario, contactando al maestro del niño.

## Visitantes/Voluntarios

Los visitantes familiares y voluntarios siempre son bienvenidos en el aula de su hijo/a y en las excursiones escolares.

De acuerdo con la política de las Escuelas Públicas del Condado de Woodford, los padres que acompañen a excursiones escolares o sean voluntarios en la escuela deben tener una verificación de antecedentes completa y archivada en la secretaria de la escuela. Todos los padres, abuelos, tías, tíos, cuidadores de niños, etc., que planeen ser voluntarios en la escuela, asistir a excursiones escolares, etc., deben someterse a una verificación de antecedentes. Los voluntarios deben renovar la verificación de antecedentes cada año para mantenerla vigente antes del 15 de septiembre. Se debe realizar una nueva verificación de antecedentes cada 3 años. Las verificaciones de antecedentes se realizan en todas las Escuelas Públicas del Condado de Woodford.

Debido al volumen y la naturaleza de estas verificaciones, la agencia de informes puede tardar varias semanas en obtener los resultados. Sugerimos realizar la verificación de antecedentes al comienzo del año escolar para tenerla lista antes de cualquier excursión o evento.

Los visitantes y voluntarios también deben firmar el registro escolar al ingresar a la escuela y antes de ir al aula.

Si solicita una verificación de antecedentes, tenga en cuenta que usted será responsable del costo.

### Noches de Diversión Familiar

Periódicamente, durante el año escolar, se organizarán Noches de Diversión Familiar para todos los estudiantes y sus familias. Estas noches ofrecerán actividades que pueden realizar en casa para apoyar el aprendizaje de su hijo/a. Todos los miembros de la familia están invitados y, por lo general, se ofrecerá una comida ligera o refrigerio. Estos eventos son gratuitos para la familia.

## Comunicación entre padres y maestros

### Informes de progreso

El preescolar del condado de Woodford utiliza el sistema AEPS-3 para medir el progreso de cada niño. Se entregan informes a los padres al menos dos veces al año durante las reuniones de padres y maestros o las visitas domiciliarias de invierno y primavera.

### Conexión entre el hogar y la escuela

Fomentamos la comunicación entre el hogar y la escuela. Por favor, revise la mochila de su hijo/a todos los días para ver si hay notas. Se enviarán boletines informativos a casa semanalmente en la carpeta de su hijo/a. También le animamos a unirse al grupo de comunicación electrónica del maestro/a de su hijo/a, como Parent Square. La escuela le notificará si ocurre algún evento que afecte a su hijo/a. Por favor, infórmenos si hay algún cambio en casa o alguna circunstancia que debamos conocer.

### Cambio de domicilio y número de teléfono

Si cambia su domicilio o número de teléfono, comuníquese con la oficina de preescolar al 879-4699 o infórmeselo al maestro de su hijo. Esta información debe mantenerse actualizada. Debe tener un número de teléfono activo para contactar a los padres durante el horario de preescolar en caso de enfermedad o emergencia.

### Cierres Escolares de Emergencia

El preescolar podría cerrar en caso de mal tiempo, según lo determine el Superintendente Escolar del Condado de Woodford. Las familias deben estar atentas a los anuncios de cancelación en las estaciones locales de radio y televisión. También se realizará una llamada a todo el distrito con los anuncios de cierre. Si se cancelan las clases durante el horario escolar, se realizará una llamada a todo el distrito.

### INFORMACIÓN SOBRE EL HORARIO DE NIEVE

**DÍA DE NIEVE** - No habrá preescolar

**DÍA DE INSTRUCCIÓN NO TRADICIONAL (NTI)** - No habrá clases de preescolar. Complete las actividades con su hijo/a de los paquetes de NTI enviados a casa en diciembre o disponibles en el sitio web de preescolar.

**SALIDA TEMPRANA** - Anunciado ANTES DE LAS 11:00 a. m. - El preescolar vespertino está cancelado.  
Anunciado DESPUÉS DE LAS 11:30 a. m. - El preescolar vespertino sale a la hora anunciada para la primaria, que puede ser de 1 a 2 horas antes.

## HORARIO DE INICIO RETRASADO –

1 hora de retraso: El preescolar matutino comienza con una hora de retraso y termina a la hora habitual. El preescolar vespertino no cambia.

2 horas de retraso: El preescolar matutino está CANCELADO. El preescolar vespertino no cambia.

## Comidas/Fiestas

### Desayuno/Almuerzo

El desayuno se sirve en las sesiones de preescolar de la mañana y el almuerzo en las sesiones de preescolar de la tarde. La cafetería de la escuela ofrece un desayuno nutritivo y balanceado por \$1.30 y un almuerzo por \$2.65. Hay almuerzos gratuitos y a precio reducido disponibles para quienes califican. El cartón de leche cuesta \$0.40. Los estudiantes pueden traer su desayuno/almuerzo. No se permiten comidas de restaurante, refrescos, etc., durante las comidas escolares. Para su comodidad, los estudiantes pueden pagar sus comidas semanal o mensualmente. Puede utilizar MySchoolBucks.com para consultar la cuenta de almuerzo de su hijo o realizar depósitos en su cuenta. Se permiten cargos de hasta \$10.00. Si los cargos superan los \$10.00, los estudiantes que no tengan suficiente dinero recibirán un sándwich, fruta y leche.

### Invitaciones/Dulces para Fiestas

Las aulas pueden tener fiestas o eventos especiales durante el año. Si desea ser voluntario, comuníquese con el maestro de su hijo/a. Si lo es, debe tener una **verificación de antecedentes vigente**. No se permiten fiestas de cumpleaños en la escuela; sin embargo, se pueden enviar dulces como refrigerio. La política del distrito no permite el envío de productos horneados caseros para fiestas o cumpleaños en el aula. Los artículos donados para el consumo deben comprarse en la tienda. Las invitaciones solo se pueden entregar en la escuela si se invita a todos los niños de la clase.

## Orientación/Inquietudes

### Orientación/Gestión del Aula

El personal del preescolar del condado de Woodford ha implementado el Modelo Pirámide en cada una de sus aulas de educación infantil temprana. Este modelo ofrece un marco de prácticas de varios niveles para promover las habilidades socio-emocionales y conductuales de los niños de tres a cinco años. El Modelo Pirámide incluye: prácticas universales en el aula para promover el aprendizaje socioemocional y prevenir conductas desafiantes; prácticas de instrucción universales y específicas para promover el desarrollo de habilidades socio-emocionales y conductuales; e intervenciones en el aula para apoyar a los niños con necesidades socio-emocionales y conductuales.

### Resolución de inquietudes

Si tiene alguna inquietud, por favor, consúltela con el maestro de su hijo/a. De ser necesario, comuníquese con Kim Johnson al (859) 879-4699. El programa preescolar del condado de Woodford cumple con todas las políticas y procedimientos de la Junta de Educación del condado de Woodford para la resolución de disputas.

## **Escuelas Públicas del Condado de Woodford**

### **Centro de Recursos Familiares**

Para ayudar a fomentar una buena asistencia escolar, podemos asistir a los estudiantes y a sus familias conectándolos con recursos del distrito o de la comunidad. Por favor, comuníquese con el Coordinador de Recursos Familiares de su escuela para obtener más información sobre los servicios disponibles.

### **Clínica para Niños Saludables**

Nos complace anunciar nuestra nueva colaboración con Cumberland Family Medical, Inc. A partir de ahora, cada una de nuestras escuelas funcionará como sede de una Clínica para Niños Saludables.

Con la debida autorización, los estudiantes podrán tener una consulta de telesalud con un médico, un asistente médico o un enfermero especializado DURANTE la jornada escolar y MIENTRAS se encuentren en la escuela.

## Acuse de recibo del Manual del estudiante de preescolar

Mi firma a continuación indica que he recibido el Manual para padres y estudiantes del Programa Preescolar del Condado de Woodford.

**Por favor, firme a continuación y devuelva esta página como comprobante de haberlo recibido al maestro de aula.**

\_\_\_\_\_  
Nombre del estudiante (por favor, escriba en letra de imprenta)

\_\_\_\_\_  
Firma del padre o madre

\_\_\_\_\_  
Fecha

# *Woodford County Preschool Program Parent Handbook*

**2026-27 School Year**

Office Location:  
Woodford County Board of Education  
180 Frankfort St.  
Versailles KY  
859-879-4699  
Fax: 859-873-1328  
E-mail: [preschool@woodford.kyschools.us](mailto:preschool@woodford.kyschools.us)



Where Kids Win!

Kim Johnson  
Coordinator of District-Wide Programs  
Preschool Director

Huntertown Elementary  
120 Woodburn Hall Rd, Versailles KY  
879-4680

Simmons Elementary  
830 Tyrone Pike, Versailles KY  
879-4670

Northside Elementary  
500 Northside Dr, Midway KY  
879-4690

Southside Elementary  
1300 Troy Pike, Versailles KY  
879-4660

## Mission Statement

At Woodford County Preschool, we are committed to creating a nurturing, inclusive, and positive environment that supports social-emotional development of every child. Through the intentional implementation of the Pyramid Model, we foster each child's growth by:

- **Strengthening Social-Emotional Development:** We emphasize the importance of building strong social-emotional skills, helping children understand their feelings, develop self-regulation, and build healthy relationships with peers and adults.
- **Fostering Inclusion:** We celebrate diversity and ensure that all children, regardless of background or ability, feel welcomed and valued as part of our school community.
- **Promoting Family Engagement:** We recognize families as partners in their child's education and strive to create meaningful opportunities for collaboration, understanding, and shared goals.
- **Using Data to Inform Decisions:** We utilize data to guide and refine our practices, ensuring that our approach remains effective, responsive, and tailored to the unique needs of our students.
- **Reducing Inappropriate Discipline:** We are dedicated to using positive behavior support strategies that promote learning and understanding over punitive measures, guiding children in a compassionate, respectful manner.

Our mission is to empower every child and family, equipping them with the tools and support to thrive in school and in life.

### **Nondiscrimination Policy Statement**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

# General Information

## Documents

The following forms must be completed and submitted before admission:

- Completed Registration Form
- Birth Certificate
- KY Immunization Certificate
- School Physical Exam Form
- Vision Screening (by January 1)
- Child's Social Security card (optional)
- Guardianship or Custody papers (if applicable)

Missing forms or incomplete registration will delay student's entry into Preschool. Children should be toilet trained to begin Preschool.

## Locations:

The Woodford County Preschool Program is located at all the elementary schools: Huntertown, Simmons and Southside in Versailles, Northside in Midway.

Site determination is based upon residency. Transportation needs may also determine classroom site and session.

## Hours:

Preschool is held 4 days a week Monday through Thursday. Friday may be used as a preschool day to make-up days that were canceled due to weather related closures. Each child will attend only one daily session of preschool.

Preschool Sessions:

- 7:30 -10:35 Morning Session
- 11:25 - 2:35 Afternoon Session

## Fees

Children may attend preschool without charge if they meet income guidelines or are identified with a developmental delay. 4 year olds who do not qualify under either category may come on a tuition basis. 3 year olds who go through the intervention program and do not qualify for services may be able to continue preschool under tuition if approved by the director and spots are available. Tuition is due monthly and is payable only at the Preschool Office located at Central Office at 180 Frankfort Street.

2026-2027 fees are:	Annual	Monthly
Preschool Tuition	\$1,980.00	\$220.00 (9 payments)

# Drop-Off/Pick-Up Procedures

## Parent Drop-off/Pick-up

Students may not be dropped off at the preschool classroom no earlier than 7:15 for the morning session or 11:25 for the afternoon session. Release is at 10:35 for the morning session and 2:35 for the afternoon. All students must enter the school through the main doors and preschool students must be walked into the building. **If preschool staff is not present at drop-off, notify front office staff that the child will need an escort to class. Preschool students may not walk on their own to the classroom. At no time will a preschool student not be accompanied by an adult.**

Please be considerate when dropping-off/picking-up your child. Park in designated spots or adhere to your school's drop-off/pick-up procedure. Please be on time during the midday pick-up/drop-off. This time is our staff's lunch break, which is very minimal for them. Also, please call the school or contact your child's teacher if you will be late picking-up your child. **Excessive late pick-ups will result in a conference with the director, Mrs. Johnson.**

## Bus Transportation

Preschool students may ride the school bus to and from school. Due to certain routes and the limitation of bus monitors, preschoolers may not have a choice of preschool session if needing school transportation. A Preschool Transportation page must be completed stating the before school pick-up location and after school drop-off location. BOTH locations MUST be in the same school district. Any changes to transportation must be done through the preschool office manager, Miranda Fazio, at 879-4699.

**Please note that since preschoolers must ride a school bus with a bus monitor, transportation changes may not always be able to occur the same day notified. Due to the need of bus monitors, preschoolers may ride a different bus than the elementary route bus assigned to their street. Your child's transportation start date may be delayed if a bus monitor is not available.**

Students will not be dropped off unless an adult is present and is on the pick-up list of the student. If an adult is not present, then the child will be returned to their school. If the problem is persistent, then transportation may not be provided for that child.

Sometimes problems do occur on the bus. If a child engages in behavior that may be harmful to himself or others, the bus driver or aide will notify the school. The school will then notify the parent about the behavior. If the problem is persistent, bus transportation may no longer be provided for that child.

## Late Drop-off/Early Pick-up

If your child will need to be dropped off after the preschool start time or picked up early, you will need to sign your child in or out. Preschool student Enter/Exit Logs will be in the office of each elementary school. Only the parent or people listed on your child's pick-up list may sign them out from school

# Attendance

## Attendance

In order for students to be successful, they need to have good attendance. Students are expected to attend regularly and punctually.

## Absences

If your child must be absent, the child should provide a note to their classroom teacher either from the parent/legal guardian stating why the child was absent or from the professional who saw the child. If you are aware that a child will be absent in advance, please let the classroom teacher know. If a child has been absent consecutively for 4 days without notification from the parent, the classroom teacher will contact the parent.

Students who are sporadic in attending preschool or have excessive absences and have not provided excuses for their absences will be determined if they are truant. A truant preschooler may be withdrawn from the preschool program at the discretion of the director.

## Clothing

### Dress Code

The students attending preschool are expected to dress in an appropriate manner that is not distracting to the instructional day. Comfortable, seasonal clothing and closed toe shoes are encouraged as well as clothing that may become soiled due to activities. Extra seasonal clothing, underwear, and socks should be kept in your child's backpack at all times.

### Outdoor Play

Students will play outside except in the case of extreme cold, heat, or rain. Heat index and wind chill are also considered when deciding to play outdoors. Outdoor play is part of the preschool day. Please make sure they are dressed appropriately for the weather with jackets, coats, hats and mittens during the cooler and colder months.

## Health & Medication Policy

### Sick Policy

To ensure a healthy environment for our children, we require that children who are sick stay at home. The Woodford County School guidelines require a child to stay home if your child has a fever of 100.4 or higher, vomiting, diarrhea, or eye drainage. **Your child must be symptom/fever free for 24 hours before returning to school. Children requiring medication must take the medicine for 24 hours before returning to school.**

### Medication Administration

It is the policy of Woodford County Schools that school personnel should not administer medications to a student during school hours unless the health of the student will be adversely affected. **If a child must take medication during school hours, school personnel may administer medication with the proper documentation from a parent AND physician.** Please see the school secretary for the proper forms. All medication must be in original containers and must be brought to the school by the parent/guardian to be checked into the office. **Children cannot transport medication in their backpack at any time, unless permitted.**

Please remember that the preschool sessions are only 3 hours 10 minutes and most medications can be administered before or after a preschool session at home. Children who need emergency medications (such as inhalers or epi-pens) are the exceptions.

### Illness/Emergencies

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office in addition to the parents. All phone numbers must be current and in service.**

### Toileting

Children should be toilet trained to begin Preschool. Exceptions will be made upon approval of the director. Children are not to come to preschool wearing diapers or pull-ups. Extra clothes and underwear from home should be available at all times in case of accidents.

# Parent Involvement

## Home Visits and Parent Conferences

Teachers will plan **two required home visits during the school year**. These home visits will be pre-arranged at the time that is convenient for the parents. The purpose of a home visit is to meet the children and their families. **A parent conference will be offered, but not required.** The purpose of the parent conferences is to discuss the child's progress and address any concerns from the parents or teacher. Parents may schedule other conferences, if necessary, by contacting the child's teacher.

## Visitors/Volunteers

Family visitors and volunteers are always welcome in your child's classroom and on field trips.

**In accordance with Woodford County Public Schools policy, parents chaperoning field trips or volunteering within the school must have a completed background and CAN check on file in the school office.** All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, go on field trips, etc. are required to have a background check. Volunteers must renew background checks every year to keep it current by September 15. A new background check must be completed every 3 years. The background checks are good at all Woodford County Public Schools.

**Due to volume and the nature of these checks, it may take several weeks to obtain the results from the reporting agency. We suggest doing your background check at the beginning of the school year so that it would be back before any trips or events.**

**Visitors and volunteers are also required to sign the school log when entering the school and before going to the classroom.**

## Family Fun Nights

Periodically throughout the school year Family Fun Nights will be planned for all students and their families. These nights will offer activities that can be done at home to help your child's learning. All members of the family are invited and usually a light meal/snack will be provided. These events are at no cost to the family.

# Parent/Teacher Communication

## Progress Reports

The Woodford County Preschool utilizes AEPS-3 to help measure each child's progress. Reports are given to the parents a minimum 2 times each year during the Winter and Spring parent/teacher conferences/home visits.

## Home/School Connection

We encourage communication between the home and school. Please check your child's backpack everyday for notes. Newsletters will be sent home weekly in your child's folder. You are also encouraged to join your child's teacher electronic communication group, like Parent Square. The school will notify you if any events occur affecting your child. Please let us know if there are any changes at home or circumstances that we might need to know about.

## Change of Address & Phone Numbers

If you have any changes to your address or phone numbers, please contact the preschool office at 879-4699 with the changes and notify your child's teacher. **This information must be kept up-to-date.** An active number in which the parents may be contacted during preschool times must be on file at all times in case of illness or emergencies.

## Emergency School Closings

Preschool could be closed in the event of inclement weather as determined by the Woodford County School Superintendent. Families should listen to local radio/TV stations for cancellation announcements. A District wide call will also be made with closing announcements. If school is canceled during the school day, a District wide call will be made.

## SNOW SCHEDULE INFORMATION

**SNOW DAY-** No preschool

**Non Traditional Instruction (NTI) DAY-** There will be no preschool classes. Complete activities with your child from NTI packets sent home in December or available on Preschool website.

### **RELEASED EARLY-**

**Announced BEFORE 11:00 am-** Afternoon preschool is canceled.

**Announced AFTER 11:30 am arrival-**Afternoon preschool releases at announced elementary time which may be 1 to 2 hours early.

### **DELAYED START TIMES –**

**1-hour delay-** Morning preschool starts with a one hour delay and is dismissed at the regular dismissal time. Afternoon preschool is unchanged.

**2-hour delay-** Morning preschool is CANCELED. Afternoon preschool is unchanged.

## Meals/Parties

### Breakfast/Lunch

Breakfast is served in the morning preschool sessions and lunch is served for the afternoon preschool sessions. The school cafeteria offers a balanced nutritious breakfast for \$1.30 and lunch for \$2.65. Free and reduced lunches are available for those who qualify. Milk is \$.40 a carton. Students may bring their breakfast/lunch. Restaurant meals, sodas, etc. are not permitted during school meals. For your convenience, students may pay for meals on a weekly or monthly basis. You can utilize MySchoolBucks.com to view your child's lunch account or make deposits into their account. Charges up to \$10.00 will be allowed. If charges exceed \$10.00 students who do not have enough money will be given a sandwich, fruit and milk.

### Party Invitations/Treats

The classrooms may have parties/special events during the year. Please contact your child's teacher if you wish to volunteer. If you volunteer, you must have a current background check. Birthday parties are not permitted at school; however, treats may be sent for a snack. **District policy does not allow for home baked goods to be sent in for classroom parties/birthdays.** Items donated to the class to consume must be store bought. Invitations may only be handed out at school only if each child in the class is to be invited.

## Guidance/Concerns

### Guidance/Classroom Management

The Woodford County Preschool Staff has implemented The Pyramid Model framework in each of its early childhood classrooms. The Pyramid Model provides a multi-tiered framework of practices for promoting the social, emotional, and behavioral skills of children from three to five. The Pyramid Model includes: universal classroom practices to promote social-emotional learning and prevent challenging behavior; universal and targeted instructional practices to promote social, emotional, and behavioral skill development; and classroom interventions to support children with social, emotional, and behavioral needs.

### Resolving Concerns

If you have a concern, please discuss it with your child's teacher. If necessary, contact Kim Johnson at (859) 879-4699. The Woodford County Preschool program follows all policies and procedures of the Woodford County Board of Education for resolving disputes.

## Community Resources

### Bluegrass Community Action Partnership

<https://www.bluegrasscommunityaction.org/>

285 Beasley Rd, Versailles KY 40383  
(859) 873-8182

111 Professional Court, Frankfort KY 40601  
(502) 695-4290

Family Support, Transportation, Financial Management, Employment Assistance. Assistance with all stages of life from early childhood education to aging populations. Food assistance is also provided for some community members. Low Income Home Energy Assistance Program (LIHEAP)

### Department of Community Based Services (DCBS)

<https://www.chfs.ky.gov/Pages/index.aspx>

115 Crossfield Dr Ste D, Versailles KY 40383

Government agency over Medicaid, SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance for Needy Families)

### Food Pantry for Woodford County

<https://woodfordfoodpantry.org/>

20 Field of Dreams Rd, Versailles KY 40383  
(859) 879-6373

Food Packages for low-income families. Vouchers must be obtained prior to pick up.  
Hours of Operation: Monday: 4:45 PM-7:00 PM Thursday: 12:45 PM-4:00 PM  
Community Dinner every Monday 5:30 PM- 6:30 PM at First Christian Church 160 Lexington St, Versailles  
CSFP Senior Food Boxes- First Tuesday of every month.

### Mentors & Meals

<https://www.mentors-meals.org/>

160 Lexington St, Versailles KY 40383  
(859) 552-6873

Mentorship and meals are provided to Woodford County Middle School students  
Hours of Operation: Monday-Thursday (During the school year) 3:30 PM-5:30 PM  
Tuesday-Thursday (June/July) 2:00 PM- 5:00 PM

### New Vista

<https://newvista.org/>

1351 Newtown Pike Building 5  
Lexington KY 40511  
(859) 253-1686 (800) 928-8000

Community Mental Health Services, Developmental Assessments and Treatments (Children, Adults) Homeless Services, Substance Use Support.

In addition to the 24 hour helpline, Crisis Walk-In Services are available Monday-Friday 8:00 AM- 5:00 PM  
Telehealth and in and outpatient services are available for children and adults around Central Kentucky.

## **Bluegrass Community & Technical College System**

<https://bluegrass.kctcs.edu/index.aspx>

BCTCS  
500 Newtown Pike, Lexington KY 40508  
(855) 246-2477

Technical programs at the college level.

## **Kentucky Community & Technical College System**

<https://kctcs.edu/>

KCTCS  
300 N Main St.  
Versailles KY 40383  
877-528-2748

WELD (Workplace English Language Development), BCTC Adult Education Dual Enrollment where GED can be earned alongside a degree program. Adult education and GED classes available for Woodford County residents.

## **Woodford County Community Education**

[https://www.woodford.kvschools.us/87178\\_2](https://www.woodford.kvschools.us/87178_2)

Community Education Office  
Huntertown Elementary  
120 Woodburn Hall Dr.  
Versailles, KY 40383  
(859) 879-4628

## **Woodford County Health Department**

<https://wchd.com/>

229 N. Main St, Versailles KY 40383  
(859) 873-4541

Clinical services, community health and environment services.

Health services include health access, Nurturing Development Services (HANDS) for first time parents, public health, prenatal care, preventative care and immunizations.

WIC (Women, Infants, Children)

Environmental Services (Animal bites, bed bugs, plumbing, radon information and West Nile)

## **Woodford County Public Schools**

### **Family Resource Center**

To help facilitate good attendance, we can assist students and families by connecting them to district or community resources. Please contact your school Family Resource Coordinator for more information about what services are available.

### **Healthy Kids Clinic**

We are excited to announce our new partnership with Cumberland Family Medical, Inc. Each of our schools will now be a site of a Healthy Kids Clinic.

With permission, students will be able to have a telehealth appointment with a physician, physician's assistant or a nurse practitioner DURING the school day and while AT school.

## Acknowledgement of Receipt of Preschool Student Handbook

My signature below indicates that I have received the Woodford County Preschool Program Parent/Student Handbook.

**Please sign below and return this acknowledgement page to the homeroom teacher.**

\_\_\_\_\_  
Student Name (Please Print)

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

\_\_\_\_\_  
Date

2026-2027

# Volunteer Handbook

(Revised June 2026)



**Woodford County  
Public Schools**

Woodford County Schools

180 Frankfort Street

Versailles, KY 40383

(859) 879-4600

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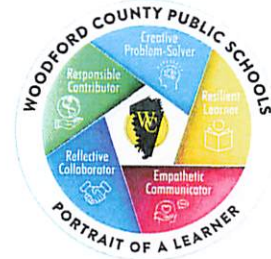
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<sup>1</sup> Volunteer handbooks from the following schools and districts served as reference material for this handbook: Baraboo School District, Baraboo, WI; Beaverton School District, Beaverton, OR; Bracken County Middle School, Brooksville, KY; Lakeridge Elementary School, Mercer Island, WA; Montgomery County Public Schools, Mount Sterling, KY; and Woodford County Middle School, Versailles, KY.



# Woodford County Public Schools

WOODFORD COUNTY PUBLIC SCHOOLS  
180 Frankfort Street  
Versailles, KY 40383-9214  
(859) 879-4600  
Dr. Lori Jones, Superintendent



Dear Woodford County Public Schools Parents and Community,

As we step into a new school year filled with promise and opportunity, I want to take a moment to recognize a vital part of what makes our schools so special—you, our volunteers. Your willingness to give your time, energy, and care continues to shape the lives of our students in ways both big and small.

Volunteering is more than just helping—it's the selfless act of giving your time and talents to benefit others, expecting nothing in return. It's been said that *"Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in."* This quote by author and activist Marjorie Moore beautifully captures the impact each of you has on our school community.

Whether you're reading with students, helping organize school events, mentoring young minds, or supporting our teachers and staff, your presence makes a meaningful difference. You help create a warm, engaging, and supportive learning environment—one where students feel seen, valued, and inspired.

Your involvement strengthens not only our schools, but the very fabric of our community. It sends a powerful message to our children: that education matters, that they matter, and that we are all invested in their success.

Take time to review the new requirements around traceable communications and volunteers. You will find information in this volunteer handbook or you can ask any front office staff member for clarification on how this impacts your involvement in our schools.

On behalf of the entire district and school staff, thank you for your continued support, your generosity, and your belief in the mission of Woodford County Public Schools. We are deeply grateful for everything you do.

With gratitude and appreciation,

Dr. Lori Jones

Woodford Co Superintendent

"Legacy of Excellence. Future of Opportunity."

## BOARD MEMBERS

Adam Brickler, Chair – Ambrose Wilson, Vice Chair

KT Gould – Sarah McCoun – Sherri Springate

## **Mission Statement**

The Woodford County Public Schools, in partnership with families and the community, will **provide** challenging learning opportunities for all students, **promote** student growth and achievement, and **prepare** students to strive for excellence.

## **Core Values**

The Woodford County Public Schools believes these core values are an essential foundation to achieving the mission of the district.

**Learning-** The Woodford County Public Schools will provide opportunities and experiences that prepare all students with academic and life skills to promote high achievement.

**Collaboration-** The Woodford County Public Schools will foster respectful, honest and caring relationships among students, families, staff, and the community to achieve common goals.

**Communication-** The Woodford County Public Schools effectively communicate in order to meet the diverse needs of our students as well as demonstrate understanding of stakeholders' perspectives, experiences and culture.

**Problem-Solving-** The Woodford County Public Schools will evaluate challenges and be innovative in decision-making with high levels of integrity and in the best interest of students.

**Contribution-** The Woodford County Public Schools will continually strive to make positive contributions to the entire community.

# Volunteers Matter

Research shows<sup>2</sup> that students with involved parents, regardless of family income and background, are more likely to:

- Earn higher grades and test scores, and enroll in higher-level programs
- Be promoted, pass their classes, and earn credits
- Attend school regularly
- Have better social skills, show improved behavior, and adapt well to school
- Graduate and go on to post-secondary education

Parent and community volunteers matter in the lives of students.

## Volunteer Opportunities

Volunteer opportunities vary by school and student age group, but they generally fall into these categories: Instructional, Staff Support, Special Event, and Organization.

### Instructional

Instructional volunteers provide direct services to students on a regular basis under the direct supervision of professional educators, administrators, and staff. Services can include, but are not limited to the following:

- Tutoring one-on-one or in small group settings in any subject: reading, math, science, art, languages, physical education, music, special education, handwriting, etc.
- Coaching
- Mentoring
- Reading to students

### Staff Support

Staff support volunteers free teachers from non-teaching tasks; and support administrators and clerical staff in the day-to-day operation of the school. Service opportunities can include, but are not limited to the following:

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<sup>2</sup> Anne T. Henderson and Karen L. Mapp, *A New Wave of Evidence: The Impact of School, Family, and Community Connections on Student Achievement* (Austin TX: Southwest Educational Development Laboratory, 2002)

- Making copies
- Cutting out shapes
- Decorating bulletin boards, doors, classrooms, hallways, the lunchroom, the library, or the office
- Performing clerical duties
- Filing
- Shelving or checking out books
- Stuffing folders
- Distributing materials
- Sharpening pencils
- Organizing supplies and materials
- Monitoring halls
- Landscaping

## Special Events

Special event volunteers provide curriculum enrichment; and facilitate classroom and schoolwide special event programming throughout the year. Opportunities may include the following:

- Planning parties
- Chaperoning field trips
- Overseeing games and/or activities at carnivals, field days, plays, dinners, book fairs, open houses, awards ceremonies, and fundraisers
- Demonstrating crafts
- Sharing hobbies or collections
- Discussing careers
- Providing food, decorations, or materials
- Playing an instrument
- Helping with newsletters, yearbooks, or publicity
- Writing grants
- Soliciting funds and support from the community

## Organization

Independent parent and community organizations work on behalf of the schools to enrich the lives of students and their families. Though each volunteer organization generally has a specific purpose, some of the activities typical of these groups are special project planning, fundraising, and community outreach. Some of these organizations include the following:

- PTO/PTA
- Band Boosters
- Sports Boosters
- 4-H
- Woodford Educational Endowment Foundation (WEEF)
- Woodford Association for Gifted Education (WAGE)

## Volunteer vs. Visitor

### School Volunteer

**Purpose:** Volunteers actively participate in and contribute to various school activities and programs. Their purpose is to provide assistance and support to the school and students. This can include:

- Helping in classrooms (e.g., reading to students, assisting with activities)
- Chaperoning field trips or school events
- Assisting with administrative tasks in the office or library
- Tutoring students

- Coaching sports teams or leading clubs
- Assisting with fundraising or school beautification projects.

**Duration:** Volunteering typically involves a more regular and ongoing commitment, which could be for several hours a day, multiple days a week, or over an extended period (e.g., a semester or school year).

**Interaction with Students:** Volunteers often have direct, ongoing, and sometimes unsupervised interaction with students, assisting them with tasks, mentoring, or supervising.

**Background Checks/Vetting:** Due to their frequent and direct contact with students, volunteers are almost always required to undergo background checks (including fingerprinting in many cases) and may need to complete specific training or orientation sessions.

**Access:** Volunteers typically have more extensive access to school facilities and may work in various areas depending on their role. However, they are still expected to stay within areas related to their volunteer assignment.

**Identification:** Volunteers are usually required to wear a specific "Volunteer" badge.

**Responsibilities:** Volunteers are expected to follow school guidelines, maintain confidentiality, not discipline students, and work under the direction of school staff.

## School Visitor:

**Purpose:** Visitors typically come to the school for specific, often short-term reasons. This might include:

- Attending parent-teacher conferences or IEP/504 meetings
- Observing a classroom (with prior arrangement)
- Attending school events like assemblies, plays, or sports games
- Dropping off or picking up students
- Meeting with school staff (e.g., principal, counselor)
- Delivery personnel or guest speakers for a single event.

**Duration:** Visits are generally brief, often limited to a few hours or a single day.

**Interaction with Students:** Visitors usually have minimal or no direct, ongoing interaction with students other than their own child. Their role is primarily observational or for a specific, limited purpose.

**Background Checks/Vetting:** Typically, visitors do not require extensive background checks or vetting, however the Superintendent/Designee may require a visitor to submit to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a clear CA/N check, provided by the individual (KRS 160.380); they will almost always be required to sign in at the front office and present identification, which may be scanned against sex offender registries.

**Access:** Visitors are usually restricted to specific areas of the school related to their purpose of visit and may require an escort. They are generally not permitted to freely roam the campus or enter classrooms without prior approval.

**Identification:** Visitors are almost always required to wear a "Visitor" badge.

In essence, a **visitor** is typically on campus for a brief, specific purpose with limited student interaction, while a **volunteer** is dedicating their time to actively support the school, often with regular and direct engagement with students, requiring more stringent vetting.

# Volunteer Procedures

## Background Check

A state criminal records check shall be conducted on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. It could take up to 2-4 weeks to obtain the results of a criminal background check. The official volunteer background check is paid by the volunteer and required through the Administrative Office of the Courts (AOC) and CAN (Child abuse and Neglect registry) check is now good for 3 years. The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.

## Training

Prior to volunteering, check with the school office to see if they have any additional volunteer information, forms, or face-to-face training/orientation. Individual schools may require additional procedures to meet their specific needs.

## Sign In/Sign Out

All volunteers must sign in and sign out by scanning bar code on name badges each time they volunteer. There are many good reasons for signing in and signing out:

- For the safety and security of students, staff, and volunteers; school officials need to know who is in the school building at all times.
- Schools report the number of volunteer hours contributed in annual reports to local, state, and federal agencies.
- Volunteer hours and statistics may be used in grant applications.

## Name Tags

All volunteers are required to wear a name tag/sticker (with picture and barcode) while on site. Name tags are available upon entry into the school with photo ID. Use the name tag's barcode to check out when leaving the school.

## Participation/Confidentiality Statement

All volunteers must sign the Volunteer Participation/Confidentiality Statement and this can be completed online.

# Volunteer Confidentiality

We have a legal obligation to protect the privacy of students and staff.

## What is confidentiality?

Confidentiality means all school volunteers protecting all school records and personally identifiable information about a student.

## What is personally identifiable information?

- Student and family names and address
- Student social security or school identification number
- Descriptions about the student or situations in which the student has been involved
- **Any information, including behavior, which is shared with others which makes it possible to identify a student**

## What are school records?

- Student grades
- Health information
- Attendance reports
- Conduct reports
- Court records
- Test scores and results
- Applications and status for state and federal assistance

## Why must this type of information be kept confidential?

Schools are required by the Family Education Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act to keep student information confidential.

## What can happen to school volunteers if they share confidential student information?

A parent may file a formal complaint with the Office of Civil Rights (OCR). The OCR will investigate the matter and make a ruling that could include federal funds being withheld from the district. Also, parents may take legal action against the district, individual district employees, or volunteers.

## How do I keep from violating the requirements of FERPA?

Do not provide verbal, audio, video, or written information about students to other individuals unless they work directly with the student and have a *legitimate educational interest* as defined in the Woodford County Public Schools' policies and procedures for confidentiality. Copies of the Woodford County Public Schools' policies and procedures may be obtained at the district office.

Please contact the Director of Special Education at (859) 879-4600 if you have any questions.

## Confidentiality Do's and Don'ts

- If you overhear a conversation or witness an incident of any kind between students, staff, or administrators; do not repeat it to others. If possible, leave the area. Do not allow yourself to be put in a controversial situation.
- Volunteers should not read or browse through folders, papers, notebooks, backpacks, or bags of any kind left in the office, in any classroom, on any desk, or in any filing cabinet.
- Sometimes students discard confidential information: report cards, detention slips, misconduct reports, etc. If you find any of these documents on school grounds, report it to the school counselor or principal. Do not take care of the matter yourself!
- Respect the privacy of the students and their families, the school staff and administrators, and other volunteers. In doing so, you'll protect yourself from any unnecessary liability.

## Volunteer Information

### Authority

Principals have the final authority over what happens in their schools, including the actions of volunteers. Please be respectful of school policies and procedures. If you have any questions, please contact the school office.

### Etiquette

Respect instructional time. Please refrain from the following activities:

- Chattering in the hallways and classrooms
- Answering or making phone calls in the hallways and classrooms
- Wandering in the hallways
- Peeking into doorways
- Interrupting teachers

### Dependability

Please be on time for scheduled volunteer duties. Students, teachers, and staff members rely on and plan around the services performed by volunteers. If you are unable to volunteer on your scheduled day and time, please call the school office as soon as possible.

### Appearance

Volunteers should dress appropriately for the conditions and performance of their duties. Please **avoid** the following:

- Clothing with offensive logos, language, or innuendo

- See-through, ripped, frayed, or overly casual clothing (Ex. ripped jeans, pajama pants, leggings, house shoes)
- Clothing that exposes your midriff, back, cleavage, or undergarments

Shorts, skirts, and dresses should be knee-length. When in doubt, please use the school's dress code as your guide.

## Discipline

Volunteers should intervene only if the safety of a student is in question, however volunteers should not discipline students. Discipline is the responsibility of the professional staff. Report—Don't Enforce!

## Parking

Please park in designated parking spots. Do not park in bus loading and unloading zones or in parent drop-off and pick-up zones.

## School Equipment

Before you use a piece of office equipment for the first time, please ask the office personnel for training. If the equipment breaks down, report the problem to the office staff immediately.

## Internet Usage

Volunteers, who use school computers in the performance of their duties, are required to sign a WCPSNet User Contract. The WCPSNet User Contract is kept on file by the school technology coordinator or the district technology integration coordinator. Any violation of the terms of the contract may result in the loss of privileges, disciplinary action, and/or appropriate legal action. For more information, please contact the district technology integration coordinator.

## Prohibition on Recording

Photography, audio recording, and video recording are prohibited during the school day except with prior permission from the school administration. The prohibition also includes after-school social events for students and after-school activities sponsored by school clubs that are not open to the public. Photography, audio recording, and video recording are permitted at school events considered to be in the public arena such as academic competitions, sporting events, awards programs, concerts, plays, and graduation ceremonies. When in doubt, please contact the school office.

## Valuables

Please do not bring valuables to school. Ask your supervising teacher or the office staff where you should store your coat, umbrella, purse, or other personal items.

## Weapons

Except for authorized law enforcement officials, the Woodford County School Board specifically prohibits the carrying of concealed weapons on school property. This policy applies to students, staff members, volunteers, and visitors to the school. Violations by volunteers and visitors will be reported to a law enforcement agency.

## Smoking/Tobacco Use

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited inside Woodford County School Board-owned buildings or vehicles, on school-owned property, and during school-related student trips. The ban is in effect twenty-four hours a day, seven days a week.

## Drugs/Alcohol

Woodford County schools are drug-free/alcohol-free schools. Violations of the drug-free/alcohol-free policies may result in the notification of law enforcement officials.

## Tax Deductions

If you itemize, some of your out-of-pocket expenses connected with volunteering may be tax deductible. Please consult your tax advisor for more information.

## Weather Policy

Unless contacted otherwise, all volunteer activities are canceled when schools are closed for inclement weather. School closings are announced on the district website and on area radio and TV stations.

## Preschoolers/Siblings

Please do not bring preschoolers or siblings to the school when you volunteer. Exceptions may be made for classroom parties and some field trips. Please check with your supervising teacher.

## Emergency Procedures

Please familiarize yourself with the Universal Emergency Procedures listed in the next section, then review the site-specific instructions posted by the door at your volunteer location. If you have any questions, please ask your supervising teacher or the office staff for more information.

# Traceable Communications (Board Policy 08.2324, based on KRS 161.120 and KRS 156.132)

The Board shall designate a traceable communication system to the exclusive means for the District employees and qualified school volunteers to communicate electronically with students. The Principal of each school shall provide parents with written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or qualified school volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

## **DEFINITIONS**

### Family

“Family member” means parent, brother, sister, son, daughter, aunt, uncle, cousin, niece, nephew, or grandparent related to the student by consanguinity, affinity, or adoption; or an adult that resides in the same household as the student.

### Parent

“Parent” means parent, legal guardian, or other individual or agency responsible for the student. For example, a stepparent who is responsible for a student is considered a parent under the definition of KRS 160.145. Likewise, a foster parent, foreign exchange host parent or other person responsible for a student is considered a parent under the KRS 160.145 definition.

### District Employee

“District employee or qualified school volunteer” means a school administrator, classified or certified employee, volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor or an extracurricular program or activity.

### Qualified School Volunteer

“Qualified school volunteer” means an adult who is not a school district employee or enrolled in the school district and has served the school or district at any point during the current school year; as a student teacher, a nonfaculty coach or assistant coach, a nonfaculty sponsor of an extracurricular program or activity, a school-sponsored academic tutor, or in a nonfaculty student services role designated as a qualified school volunteer by the local board of education.

### Traceable Communication System

“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

## **Unauthorized Electronic Communication**

“Unauthorized electronic communication” means an electronic communication with a student by a District employee or qualified school volunteer who is not the student’s family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable communication system.

### **CONSENT TO AUTHORIZE**

A parent may submit written consent to authorize a designated District employee or qualified school volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

### **APPROVED TRACEABLE COMMUNICATION SYSTEM(S)**

- ParentSquare
- Gmail, using [woodford.kyschools.us](http://woodford.kyschools.us) domain
- Infinite Campus
- GoGuardian
- Canvas
- Google Classroom
- ClassDojo for Districts
- Microsoft Education Products
- Google Workspace for Education Products, not mentioned above

### **REPORTING**

A District employee or qualified school volunteer that receives a report alleging that another District employee or qualified school volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

If the subject of the report is the Principal, the employee or qualified school volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or qualified school volunteer shall immediately notify the Commissioner of Education or the Chair of the local Board.

Upon receipt of the report alleging that a District employee or qualified school volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:

- a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
  - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
4. If the individual that is the subject of the report is a qualified school volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the qualified school volunteer shall be prohibited from future school and District volunteer opportunities.

A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

Information can be found on our Woodford County Public Schools website along with FAQs and guidelines at <https://www.woodford.kyschools.us/communication>

Also on the webpage, parents can find the waiver to fill out for their child to receive outside traceable electronic communications. Parents must fill one out for each teacher or volunteer. This consent can be revoked at any time. (Board Policy 08.2324 AP.2 Form)

# Universal Emergency Procedures<sup>3</sup>

<p><b>A. <u>Evacuation</u> (For use when conditions outside are safer than inside)</b> When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> <li>● Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous).</li> <li>● Take roll book for student accounting.</li> <li>● Assist those needing special assistance.</li> <li>● Do not stop for student/staff belongings.</li> <li>● Go to designated Assembly Area.</li> <li>● Check for injuries.</li> <li>● Take attendance; report according to Student Accounting and Release procedures.</li> <li>● Wait for further instructions.</li> </ul>	<p><b>B. <u>Reverse Evacuation</u> (For use when conditions inside are safer than outside)</b> When the announcement is made:</p> <ul style="list-style-type: none"> <li>● Move students and staff inside as quickly as possible.</li> <li>● Assist those needing special assistance.</li> <li>● Report to classroom.</li> <li>● Check for injuries.</li> <li>● Take attendance; report according to Student Accounting and Release procedures.</li> <li>● Wait for further instructions.</li> </ul>
<p><b>C. <u>Severe Weather Safe Area</u> (For use in severe weather emergencies)</b> When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> <li>● Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).</li> <li>● Occupants of portable classrooms shall move to the main building to designated safe areas.</li> <li>● Take roll book for student accounting.</li> <li>● Take attendance; report according to Student Accounting and Release procedures.</li> <li>● Assist those needing special assistance.</li> <li>● Do not stop for student/staff belongings.</li> <li>● Close all doors.</li> <li>● Remain in safe area until the "all clear" is given.</li> <li>● Wait for further instructions.</li> </ul>	<p><b>D. <u>Shelter in Place</u> (For use in external gas or chemical release)</b> When the announcement is made:</p> <ul style="list-style-type: none"> <li>● Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.</li> <li>● Assist those needing special assistance.</li> <li>● Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release).</li> <li>● Take attendance; report according to Student Accounting and Release procedures.</li> <li>● Do not allow anyone to leave the classroom.</li> <li>● Stay away from all doors and windows.</li> <li>● Wait for further instructions.</li> </ul>
<p><b>E. <u>Lockdown</u> (For use to protect building occupants from potential dangers in the building)</b> When the announcement is made:</p> <ul style="list-style-type: none"> <li>● Students are to be cleared from the halls immediately and to report to nearest available classroom.</li> <li>● Assist those needing special assistance.</li> <li>● Close and lock all windows and doors and do not leave for any reason.</li> <li>● Cover all room and door windows.</li> <li>● Stay away from all doors and windows and move students to interior walls and drop.</li> <li>● Shut off lights.</li> <li>● BE QUIET!</li> <li>● Wait for further instructions.</li> </ul>	<p><b>F. <u>Drop, Cover and Hold</u> (For use in earthquake or other imminent danger to building or immediate surroundings)</b> When the command "Drop" is made:</p> <ul style="list-style-type: none"> <li>● DROP – to the floor, take cover under a nearby desk or table and face away from the windows.</li> <li>● COVER - your eyes by leaning your face against your arms.</li> <li>● HOLD - on to the table or desk legs, and maintain present location/position.</li> <li>● Assist those needing special assistance.</li> <li>● Wait for further instructions.</li> </ul>

<sup>3</sup> Kentucky Community Crisis Response Board (KCCRB). (2001). *School-Centered Emergency Management and Recovery*.

# Volunteer Checklist

To get off to a good start, please do the following:

- Check with the school to see if they have training requirements.
- Complete a Volunteer Interest Page at the back of this booklet, or a form preferred by the school
- Read the Volunteer Handbook.
- Read and sign the Volunteer Participation/Confidentiality Statement (required)**
- Take your valid driver's license and social security card to any Woodford County school office to initiate the required background check or submit a completed Volunteer Letter of Intent to the school office by September 15<sup>th</sup> to keep a current background check valid. (required)**
- Learn the procedure for signing in and signing out.
- Get to know the school grounds.
- Learn the emergency procedures for the school.
- Learn how to use the office machines.
- Discuss the following with your supervising teacher or staff member:
  - Volunteer schedule
  - Classroom and/or school policies, procedures, and rules
  - Duties
  - Contact information
  - Expectations
  - Storage of personal items

# Contact Information

## Board of Education Members

Mr. Adam Brickler, Chair  
Mr. Ambrose Wilson, Vice Chair  
Dr. KT Gould  
Ms. Sherri Springate  
Ms. Sarah McCoun

## Central Office

180 Frankfort Street, Versailles, KY 40383  
859-879-4600  
Dr. Lori Jones, Superintendent  
Dr. Josh Rayburn, Director of Technology, Chief Information Officer CIO, Chief Operating Officer COO  
Mr. Ryan Asher, Chief Academic Officer CAO  
Mr. Logan Culbertson, Director of Student Services  
Ms. Susan Tracy, Director of Student Achievement  
Mr. Scott Hundley, Coordinator of Curriculum, Instruction, & Assessment  
Ms. Tracey Francis, Director of Special Education  
Dr. Jason Gribbons, Director of Finance  
Mr. Dennis Johnson, District Athletic Director

## Woodford County High School

145 School House Road, Versailles, KY 40383  
859-879-4630  
Mr. Tyler Reed, Principal  
Ms. Amanda Best, Assisant Principal and BAC  
Mr. Chris O'Bryan, Assistant Principal  
Mr. Clay Mattingly, Assistant Principal  
Ms. Yvonne Jointer, Secretary  
Ms. Jessica Greathouse, Secretary

## Woodford County Middle School

100 School House Road, Versailles, KY 40383  
859-879-4650  
Ms. Rebecca Preston, Principal  
Mr. Dennis Wallace, Assistant Principal  
Mr. Kyle Norton, Assistant Principal  
Ms. Mary Caren Heffner, Administrative Dean  
Ms. Kristina Brookshire, Administrative Secretary  
Mr. Sam Vertrees, Bookkeeper

## Safe Harbor Academy

180 Frankfort St., Versailles, KY 40383  
859-879-4694  
Ms. Kristen Wilson, Principal

## Huntertown Elementary School

120 Woodburn Hall Drive, Versailles, KY 40383  
859-879-4680  
Mr. Ryan Wilson, Principal  
Ms. Amanda Nugent, Administrative Dean  
Ms. Claire Osbourne, Secretary

## Northside Elementary School

500 Northside Drive, Midway, KY 40347  
859-879-4690  
Ms. Robin Taylor, Principal  
Ms. Lerin Parker, Administrative Dean  
Ms. Teter Montgomery, Secretary

## Simmons Elementary School

830 Tyrone Pike, Versailles, KY 40383  
859-879-4670  
Mr. Joe Albert, Principal  
Ms. Kim Ford, Administrative Dean  
Ms. Wendy Bernard, Secretary  
Mr. Steve Sutton, WCPS Chief of Police/Safety Coordinator/Simmons SRO

## Southside Elementary School

1300 Troy Pike, Versailles, KY 40383  
859-879-4660  
Ms. Paige Samples, Principal  
Ms. Mackenzie Durr, Academic Dean  
Ms. Shannon Brehm, Secretary

## Early Childhood Program

Preschool  
180 Frankfort St., Versailles, KY 40383  
859-879-4699  
Little Legacy Hive Childcare and Early Learning Ctr.  
134 Macey Ave., Versailles, KY 40383  
859-879-4669  
Ms. Kim Johnson, Preschool & Childcare Director  
Ms. Miranda Fazio, Secretary/Bookkeeper

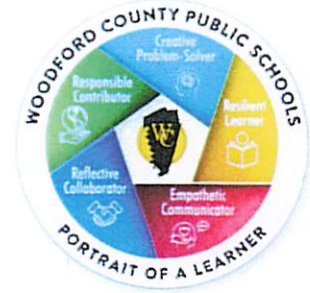
## Community Education Program

120 Woodburn Hall Dr., Versailles, KY 40383  
859-879-4628  
Ms. Kim Johnson, Community Ed Director  
Ms. Ashley Sullivan, Community Education Program Manager



Woodford County  
Public Schools

Volunteer  
Participation  
Confidentiality  
Statement



Please read and initial the following:

\_\_\_\_\_ A Volunteer Handbook has been made available to me either in print or electronic form.

\_\_\_\_\_ I have **read** the section on **volunteer confidentiality** in the Volunteer Handbook and I understand that any information I see and/or hear in school or at any school activity concerning teachers or students is to remain confidential.

\_\_\_\_\_ I agree to sign in and sign out every time.

\_\_\_\_\_ I will wear a name tag or sticker every time.

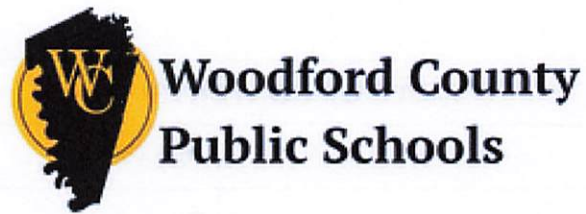
\_\_\_\_\_ I agree to follow the Woodford County Public Schools' policies and procedures for volunteers as spelled out in the Volunteer Handbook.

\_\_\_\_\_  
Volunteer Name (Please Print)

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date



# Parent Handbook

## Little Legacy Hive

*Nurturing today's excellence, building tomorrow's opportunity.*

134 Macey Ave  
Versailles, KY 40383  
[littlelegacyhive@woodford.kyschools.us](mailto:littlelegacyhive@woodford.kyschools.us)

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**Dear Parents,**

**Welcome to Little Legacy Hive Child Care and Early Learning Center**

This handbook is prepared for the parents of all children enrolled in **Little Legacy Hive Child Care and Early Learning Center**

Philosophy

Little Legacy Hive will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions. Where a child receives love, security, acceptance, values, self-control, independence, protection, and guidance, and where teachers earnestly try to involve a child in the excitement of learning.

Social- To help the child:

1. Grow in ability to work and play with others. Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness towards others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

Emotional- To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Cognitive (thinking)- To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language, powers and self esteem.
5. Grow in their ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

Physical- To help the child:

1. Participate in a variety of both fine motor and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

Little Legacy Hive Child Care and Early Learning Center is a pro-social program. Each day the schedule offers a wide variety of activities. Our program also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next steps in his/her growing development.

## 2026-27 School Calendar (subject to change)

<b>August 2026</b>	
<b>September 2026</b>	7th-Labor Day LLH Closed
<b>October 2026</b>	
<b>November 2026</b>	25th, 26th & 27th Thanksgiving-LLH Closed
<b>December 2026</b>	23rd-25th Winter Break-LLH Closed 31st-New Year's Eve-LLH Closed
<b>January 2027</b>	1st-New Year's Day-LLH Closed
<b>February 2027</b>	
<b>March 2027</b>	
<b>April 2027</b>	
<b>May 2027</b>	31st- Memorial Day-LLH Closed
<b>June 2027</b>	
<b>July 2027</b>	2nd-Independence Day Weekend-LLH Closed
<b>August 2027</b>	

## Child to Staff Ratio

Little Legacy Hive Child Care and Early Learning Center strives to maintain the following ratios as recommended by the National Association of the Education of Young Children (NAEYC):

Age	State	Little Legacy Hive
Birth-1 Year	1:5	1:4
1yr-2yr	1:6	1:5
2yr-3yr	1:10	1:8
3yr-4yr	1:12	1:10
4yr-5yr	1:14	1:10

## Chapter 1: General Information

### Insurance

Your child's primary insurance remains that of the parents. Any costs or expenses resulting from the medical care, hospitalization and services performed by physicians will be the responsibility of the parent/guardian who is the primary insurance carrier for the dependent child.

### Security

1. Staff members are trained to watch children at all times.
2. Little Legacy Hive Child Care and Early Learning Center has security doors that are coded to protect our childcare areas.
3. The staff members have phones in each room to communicate any security concerns to the office personnel. The front door is also a security door.
4. Parents/caregivers must sign their child in and out daily.
5. No one may remove a child from Little Legacy Hive Child Care and Early Learning Center unless they are specifically listed on the release form. Anyone other than the custodial parent picking up a child for the first time will be required to show a valid picture ID.
  - In cases of custody disputes, Little Legacy Hive Child Care and Early Learning Center requires that a copy of the custodial or guardianship agreement be on file. Without this, we must allow the child to be released to either parent. We must be notified if a child is to be released to anyone other than those listed on the release form.

## **Emergency Plans**

### **First Aid**

Plans for dealing with child specific medical emergencies are posted in each classroom. Staff are trained in CPR/First Aid. In the event of a serious injury requiring immediate medical attention beyond the scope of Little Legacy Hive Child Care and Early Learning Center staff, you will be notified immediately, and your child will be transported via ambulance to the closest medical facility deemed appropriate by EMS.

Up-to-date first first aid kits are available in each room and are transported to the playground. Each child's emergency information is kept with the first aid kit, as well as in the classroom and in the office. In case of a minor accident or incident involving your child, you will receive an accident/incident report. Please sign and return to us for filing.

### **Weather Emergencies/Snow Days**

Tornado and earthquake drills are conducted on a regular basis (every 3 months).

**In the case of severe weather/snow days Little Legacy Hive Child Care and Early Learning Center will close at the discretion of WCPS Superintendent. Any delays or early release due to inclement weather will be announced by the district.**

No deductions or allowances can be made for those days upon which Little Legacy Hive Child Care and Early Learning Center is closed due to inclement weather.

### **Lockdown Procedures**

1. All doors to the outside will be locked and remain locked until the all clear is given.
2. Parents are not allowed to pick up children, nor will they be allowed in the building. **NO EXCEPTIONS**
3. Each classroom will lock all doors and windows. Children will stay behind the locked security doors until **THE ALL CLEAR** is given.
4. The blinds and/or window coverings will be closed at all times.
5. The teachers are to try to keep the children as quiet as possible.
6. Administration will monitor the front hallways and be available at all times.

### **Child/Abuse and Neglect**

Little Legacy Hive Child Care and Early Learning Center is required by the laws of the Commonwealth of Kentucky to report any and all suspected cases of child abuse and neglect.

### **Fire Safety**

We have yearly inspections by the State Fire Marshal's office and have monthly fire drills to assure that children and staff know how to leave the building and where to go in the case of fire. Little Legacy Hive Child Care and Early Learning Center is equipped with smoke detectors.

In addition to these fire safety measures, there is an Emergency Procedures Manual located in every classroom containing information on what to do in the event of accident/illness, child abuse, fire, tornado, earthquake, unauthorized removal of a child, intruder, armed person, bomb threat, and chemical or hazardous material release.

### **Discipline/Guidance Policy**

It is very important at Little Legacy Hive Child Care and Early Learning Center that a child's development is nurtured through caring, patience and understanding. While caring for your child(ren), the teacher or Director must respond to children's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors Little Legacy Hive Child Care and Early Learning Center **will not** use:

- Threats (calling police for being bad, threatening with punishment)
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliate your child (name calling, berating)
- Isolate your child (made to consistently play by themselves; no chance to work on the issue)

In response to misbehaving, **we will**:

- Respect your child
- Establish rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to the child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair where they will sit, *no longer than one minute per the age of your child*, if necessary.

### **Behavior Management**

A child having difficulty controlling behavior will be:

1. Redirected to an appropriate activity
2. Encouraged to use their language skills to verbalize needs or frustrations
3. Distracted and shown/illustrated a positive model
4. Reminded of the rules
5. Given a "time away" period of 1 minute per year of age (only 2 years and up)
6. If the behavior persists, the Director will intervene and have open communication with the parents about how to address the behavior.

At any time during the process of implementing the behavior policy it may be suggested to either party that the other child care arrangements be made. Little Legacy Hive Child Care and Early Learning Center will only dismiss children from the program after all appropriate steps have been implemented without significant change in the unacceptable behavior.

## **Biting/Scratching Policy**

Biting and scratching can be an age-appropriate action for children under 2 years of age. Although age-appropriate, the safety and well-being of all children is our main concern. Little Legacy Hive Child Care and Early Learning Center does not ignore this behavior, no matter the age of the child. As a parent of a child who has bitten or has been bitten, you can expect from the staff, a written report, outline the circumstances of the incident, what measures were taken to provide first-aid to the child, and, if severe, a phone call from the office staff letting the parent know about the incident. The teachers take every measure to ensure the biting does not happen, but there are times when biting will still occur.

Regarding scratching, parents are required to keep children's nails at a length that does not pose a problem for other children they may come in contact with. If your child scratches, we will take the same measures as outlined in our biting policy. We ask that you monitor your child's nails and keep them short enough to not pose a problem for other children in the classroom.

If a child bites two times in one day, regardless of age, the parents will be notified and the child will be sent home for the day.

If a child bites one time, breaking the skin, in one day, regardless of age, the parents will be notified, and the child will be sent home for the day.

After a child has been sent home 5 times, a 1-day suspension will follow.

Following the 1-day suspension, after a child has been sent home 3 additional days, a 1-week suspension will follow.

Following the 1-week suspension, after a child has been sent home 2 additional days, the child will be asked to find other child care arrangements.

## **Health Requirements**

### **Immunizations**

Children attending Little Legacy Hive Child Care and Early Learning Center must have on file, within the first ten days of admission a valid, current immunization certificate or a doctor's note stating the child is exempt. Any child without a valid immunization certificate at the end of the first ten days of school will be excluded from further attendance until the certificate is presented to Little Legacy Hive Child Care and Early Learning Center office.

## Illnesses

Children who become sick with the following symptoms during school hours will be isolated from other children, and a parent will be called to remove them from school. At that time a Communicable Illness form will be completed and a copy sent home.

- Fever of 100.4 or higher
- Vomiting
- Diarrhea

**Children must be symptom-free without medication 24 hours before returning to school. Children on antibiotics should have completed a 24-hour schedule of the prescribed medication before returning to school.**

No deductions or allowances on tuition are made for absences 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>Students May Return to School When..</b>
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of Tylenol or 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 the 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 the antibiotic
Diagnosed strep throat	24 hours after first dose of the antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after the first dose of the 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 the first dose of medication with the area covered
Ringworm	24 hours after beginning treatment with anti-fungal medication, with affected areas covered
Lice	After treatment and removal of 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, Rubella, chicken pox/shingles, whooping cough or any other condition of concern.

## **Medications**

When a child requires medicine (over-the-counter and prescription) during school hours, we will use the following procedures:

1. All medicine requires an authorization.
2. All medicine will be stored out of reach of children or in a locked box.
3. Your child's teacher will dispense medicine at the time designated by Little Legacy Hive Child Care and Early Learning Center.
4. Medicine must be brought to school in its original container.
5. Prescription medicine must contain the prescription label on the container.
6. Medicine will be returned to parents when medicine is no longer needed.
7. If medication is over the counter, we will only dispense what is recommended on the label. If the label says "consult a physician under 2 years" we require a doctor's note to give an alternate dosage.
8. Upon a doctor's diagnosis, we can give fever-reducing medicine to manage symptoms. However, we cannot give fever-reducing medicines before diagnosis.

Each Little Legacy Hive Child Care and Early Learning Center Medication Form **MUST** specify the following:

- Child's full name
  - Today's date
  - Name of medicine
  - Amount to be dispensed
  - Time to be dispensed
  - Parent Signature
- 
- Epi-Pen must be in the original container along with the prescription label. The Epi-Pen must remain in the center at all times that the child is present. If for any reason the Epi-Pen is forgotten, the child will not be allowed to remain in the center until the Epi-Pen is present.
  - Medication forms must be filled out for all prescription medications. Over the counter medicine, such as diaper cream, must be filled out for new containers.

## Chapter 2: Day-to-Day Operations

### LITTLE LEGACY HIVE CHILD CARE AND EARLY LEARNING CENTER HOURS OF OPERATION: MONDAY-FRIDAY 6:30am-6:00pm

#### Little Legacy Hive Schedule

Each class will make its daily schedule around the needs of the class. The schedule is still to be determined and will be shared with families as soon as it is developed.

#### Daily Arrival and Departure

Little Legacy Hive Child Care and Early Learning Center opens its doors at 6:30 am. If your child will be arriving late to school, please send a message to your child's teacher on the Brightwheel app.

Little Legacy Hive Child Care and Early Learning Center closes at 6:00 pm. Parents may pick up children any time throughout the day. Please be respectful of our staff's personal time by picking up your child by 6:00 pm. We understand that this may not always be possible, so please phone the office or send a message to your child's teacher on the Brightwheel app if you are going to be late picking up your child.

REMINDER: Please sign your child(ren) in and out every day. This is a record of attendance and is kept on file in the office. Also, remember no one may remove a child from Little Legacy Hive Child Care and Early Learning Center unless they are specifically listed on that child's release form or unless we have written permission from a parent/guardian. **Anyone other than the custodial parent picking up a child for the first time will be required to show a valid picture ID.**

#### Late Charges

We understand that you may not always be able to pick your child up on time. Please keep in mind that once a staff member has finished their job at Little Legacy Hive Child Care and Early Learning Center they may be going to school or another job. **Any parent arriving for their child after the closing time of 6:00 will be charged a late fee of \$1 a minute per child. Fee will be due the day of the late fee. Child will not be able to return to the program until the late fee is paid.**

#### Transportation

When arriving and departing Little Legacy Hive Child Care and Early Learning Center, children need to be under the supervision of an adult at all times. It is really important that drivers drive slowly and that walkers and drivers both be on the lookout for each other. Please discuss with

your children about the necessity of holding on to your hand when outside the building. Never leave a child unattended in the car-not even for a moment! **Do not** leave your car running while dropping off or picking up your child.

Woodford County Public Schools transportation department will be providing transportation to and from Little Legacy Hive Child Care and Early Learning Center and your child's elementary school for their preschool class.

### **Appropriate Dress Code**

Little Legacy Hive Child Care and Early Learning Center's active "hands-on" learning style dictates that your child dress for fun and exploration. Easy-to-manipulate play clothes that allow free movement are desirable. Little Legacy Hive Child Care and Early Learning Center is not responsible for stained or soiled clothing. We encourage active gross motor time, therefore **we require that your child wear tennis shoes or closed-toe shoes.** Children may not wear sneakers with wheels on them. Each child should have a complete change of clothes in their backpack each day (weather appropriate).

### **Handwashing**

All children are required to wash hands:

- Upon arrival
- Before and after eating or handling food
- After toileting or a diaper change
- Wiping or blowing nose
- Touching items soiled with bodily waste
- After indoor/outdoor playtime (gross motor)

### **Bedding**

All children 1-year and older will need to bring in their own bedding for naptime (if attending when naptime occurs 12:30-2:30pm).

1. Fitted Crib Sheet
2. Small Blanket
3. Travel Pillow not to exceed 12x15 (optional)

Bedding will be sent home every Friday or as needed to be laundered and must be returned on Monday.

### **Diapering Needs**

1. Wipes
2. Diapers
3. Cream (If needed, diaper cream form must be filled out)
4. Extra clothes

Teachers will notify you via the Brightwheel App when your child is running low on the above items. Children 3- and 4-years-old should be potty trained. If not, there will be an extra \$20

charge per month until the child is potty-trained. This includes if child needs pull-ups during naptime.

### **Extra Clothing**

1. Socks
2. Shoes
3. Pants
4. Shirt
5. Underwear

Please send extra clothes in a large Ziploc bag labeled with your child's first and last name.

### **Items Not To Bring**

- Medicine or any item with drug facts listed on the container
- Hand sanitizer or lotion
- Toys
- Sharp Items

### **Labeling**

Please label your child's diapers, underwear, wipes, backpacks, lunch boxes, water bottles, bedding and other belongings. Each item must be labeled with the child's first and last name.

This goes for food as well: AM snack, PM snack and lunch items. This is to make sure that your child is getting the correct items at the right time.

### **Sharing Items From Home**

Little Legacy Hive Child Care and Early Learning Center does not allow guns or any other weapon at any time, real or pretend. Any personal items brought from home such as a stuffed animal or special toy must be limited to "show and tell" days and must stay in the child's backpack or cubby on those specified days.

### **Parent-Staff Communication**

1. Open communication with your child's teacher may not require a conference, but a conference can be scheduled if you feel it is needed.
2. Teachers send out monthly newsletters concerning upcoming events and news of classroom happenings.
3. Please feel free to phone, email, message on the Brightwheel app or stop by Little Legacy Hive Child Care and Early Learning Center if you need to communicate with administration.
4. Please be sure to check your child's backpack daily for any notes or handouts.
5. You are always encouraged to message teachers directly through the Brightwheel app if you have any questions or concerns.

### **Breakfast**

It is acceptable for parents to bring breakfast foods to school for their child. However, due to state licensing requirements, breakfast guidelines must meet the same requirements as lunch.

Per state licensing requirements, each breakfast needs to contain two of the following components:

- Dairy product
- Protein
- Bread
- Fruit or Fruit Juice

Some examples of a morning breakfast are:

<b>Sample 1:</b>	<b>Sample 2:</b>
Pancakes and milk	Waffles and juice
<b>Sample 3:</b>	<b>Sample 4:</b>
Bagel with jelly and juice	Muffin and milk
<b>Sample 5:</b>	<b>Sample 6:</b>
Donut and banana, water	Cereal and milk
<b>Sample 7:</b>	<b>Sample 8:</b>
Toast, cheese and juice	Egg, toast and water

### Snacks

It is the responsibility of each parent to provide a morning and afternoon snack for their child everyday. Snacks can be brought in weekly, as long as the snack is labeled with the child's name. According to your child's schedule they will either receive a morning or afternoon snack. The snack schedule will be posted on the parent information board. Per state license requirements, two food groups are represented for each snack planned. Any child that is on a restricted diet due to allergies or personal preference will need to provide their own snack.

Parents wishing to bring in "goodies" for special days may do so as long as it has been purchased and is not homemade.

### Lunch

Per state licensing requirements, each lunch needs to contain a food from each of these categories:

- Milk
- Protein
- Bread
- Two vegetables OR one fruit and one vegetable

**\*\*\*When packing your child's lunch, please keep in mind that the food should come to school ready to eat.** The staff does not have access to the tools needed to make your child's meal safe to eat.

Examples of some acceptable choices are below:

FRUIT	VEGETABLE	PROTEIN	BREAD	DAIRY
Apples	Carrots	Hard Boiled Eggs	Pretzels	String Cheese
Bananas	Celery	Peanut Butter or alternative to PB	Animal Crackers	Yogurt
Pears, Plums, Peaches	Green Peppers	Sandwich Meat	Bagels	Cheese Slices
Melons	Pea Pods	Meatballs	Muffins	
Kiwi	Broccoli	Chicken Fingers		
100% Fruit Juice	Cauliflower			

**\*\*Note:** The Lunchables usually have meat, cheese and crackers, which covers the dairy, protein and the bread categories. Additional food will need to be sent to cover the fruit/vegetable portion of the child's lunch.

### **Nap Time**

According to state licensure (922 KAR 2:120 Section 2-Health and Safety), children shall be offered a resting time to be no less than 30 minutes and no more than 2 hours. In the infant and toddler classrooms, the children will be able to rest when they show signs of fatigue. Children are not required to sleep during this resting time. However, we do ask that they lay down and participate in a quiet, solitary activity (puzzles, reading, etc)

### **Volunteer Opportunities**

We enjoy having our parents join our classes and participate in their child's daily activities. If you wish to volunteer please speak with the office. Licensing requires that anyone who wants to volunteer must submit to a background check and fingerprinting. Potential volunteers are responsible for the minimal related charges.

Licensing regulations 922KAR2:12

## **Chapter 3: Curriculum**

### **Our Curriculum**

To ensure that every child enrolled at Little Legacy Hive Child Care and Early Learning Center receives the opportunity for a quality education, our curriculum aligns with the Kentucky Early Learning Standards which allows children the opportunity to explore, observe, and experience in a structured yet choice-based environment. This type of learning environment encourages children to ask questions, make conclusions, and develop independence. Large and small group activities, as well as center-based activities, will stimulate a child's cognitive, social-emotional, self-help/adaptive, and physical growth.

### **Curriculum Guidelines for 3- and 4-year old Classrooms**

As your child participates in this program, they will:

- Build friendship skills and learn how to express their feelings.
- Have access to specialized books, science tools, art materials, games and math manipulatives to encourage problem-solving and creative thinking.
- Engage in daily routines and activities that support brain development while also building the self-regulation and attention span needed for long-term school success.

### **IEP Supports**

If your child has an IEP please share this with us so that we may incorporate their developmental goals into the daily curriculum.

### **Learning Centers**

Included in our planning for each child, centers of interest in each classroom are used to facilitate the introduction and continuation of activities to enhance learning. Appropriately designed environment for preschool children will include the following areas of learning:

#### **Dramatic Play**

The Dramatic Play Center reflects the interest of the child and allows extensions into imaginative play. This center allows children to expand their imagination and creativity.

#### **Blocks**

The Block Center encourages understanding of numerous scientific concepts: size, width, height, principles of classification and balance, principles of position, as well as develops eye-hand coordination and fine motor skills. Children playing in blocks learn about the importance of working together to accomplish a plan.

#### **Sensory Table**

Tactical experience with materials like sand, rice, cornmeal, water, oats give children the opportunity to notice differences in physical properties. Pouring, pumping, scooping, sinking, floating, combining, and stirring are concepts experienced hands-on in this center.

## Art

Art for young children at Little Legacy Hive Child Care and Early Learning Center represents the process of art, rather than a specific predefined product. A wide variety of art instruments are available for children to utilize and explore. Art centers reflect the theme of the week. The operative question of a child's art is not, "What is it?" but rather "Tell me about it!"

## Fine Motor

This center has toys for defining the use of hand, finger, and eye-hand coordination skills.

## Science

Exploratory projects and manipulatives designed to increase a child's information about how things work and go together are included in this center.

## Circle Time/Large Group

Circle time is a time in the day where children in each room come together to share the following: words, thoughts, thematic ideas, weather, objects, events, stories, songs, games, dances, exercises etc. Young children spend a short amount of time in large group activities. Older children spend a larger amount of time in large group activities.

## Gross Motor

Time is set aside every day for outside play, except during inclement weather (rain, snow, temperature below 32 degrees or extreme heat). This unstructured time is a time for children to put together many of the concepts they have been working on inside: sharing, taking turns, rules of games. In case of inclement weather our students go to the gym for gross motor time. In this area they can use tricycles, balls, parachutes, mats, and various other resources to enhance their gross motor skills.

## **Chapter 4: Tuition and Fees**

### **Enrollment Requirements**

We require children to be dropped off by 9:00am unless your child has a medical appointment (ie: doctor, dentist, therapy, etc.)

Other requirements are:

1. A valid, current immunization certificate within 10 days of the start of school.
2. Registration fee must be paid and there may be no outstanding balance from the previous year.
3. All enrollment paperwork must be filled out and returned to the office prior to the first day of attendance for the child.

## Tuition

Tuition rates are as follows (Subject to change, as noted below)

<b><u>Monday-Friday</u></b> <b>*Potty Trained</b>	\$190.00/week
<b><u>Monday-Thursday</u></b> <b>*Potty Trained</b>	\$165.00/week
<b>*Free Preschool at Elementary School (IEP, RTI, Income-based) <u>Monday-Friday</u></b>	\$135.00/week
<b>*Free Preschool at Elementary School (IEP, RTI, Income-based) <u>Monday-Thursday</u></b>	\$110.00/week
<b>PLEASE NOTE:</b> Full payment is required regardless of the child's attendance, snow days, etc. You are paying to reserve your child's placement in the class.	
<b>WCPS Staff Discount-10% per child</b>	
<b>\$20.00 Monthly Fee for children not potty-trained. Fee assessed at the beginning of the month.</b>	
<b>Family Discount-1st child full price, each additional child 10% discount.</b>	

## Fees: Yearly (NON REFUNDABLE)

Initial Registration Fee	All Classrooms	\$50.00 for first child \$35.00 for each additional child
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## Collection of Fees

Tuition fees are due on Monday of the present week of service. **If tuition is not paid on time a \$20.00 late fee will be applied.**

Tuition can be paid on a weekly or monthly basis.

Little Legacy Hive Child Care and Early Learning Center accepts CCAP (Child Care Assistance Program). Any family using CCAP is responsible for keeping all required paperwork up to date as well as registration fees, and any tuition or fees that are not covered by CCAP.

## **Voluntary Withdrawal from Program**

**Two weeks written advance notice** is required for families wishing to withdraw their child from the program. If no notice is given the family will be required to pay two weeks of tuition from the date of notification.

**WCPS Staff-** Little Legacy Hive Child Care and Early Learning Center will allow you to withdraw your child during the summer months and have your spot held for the upcoming school year without penalty.

## **Holidays & Vacations**

Please refer to our school calendar for holidays that we observe. All other days we will be in session Monday-Friday.

No deductions or allowances can be made for those days upon which Little Legacy Hive Child Care and Early Learning Center is closed due to inclement weather, holidays or sickness. Full-time enrollees will be charged for the week of Winter Break.

## **Nondiscrimination Policy Statement**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications.

Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

Any person having inquiries concerning the Woodford County Schools' compliance with Title II, Title VI, Title IX, Section 504, American with Disabilities Act, or Age Discrimination Act 1975, is directed to contact the Assistant Superintendent who has been designated by the Woodford County Board of Education to coordinate the system's efforts for compliance. Please contact the Assistant Superintendent with inquiries or if needing this information in a language other than English or Spanish at 180 Frankfort Street, Versailles, Kentucky 40383. Contact may be made by phone at (859) 879-4600 or email [logan.culbertson@woodford.kyschools.us](mailto:logan.culbertson@woodford.kyschools.us).

## **Policies & Procedures Parent Agreement**

1. Agree to adhere to the Little Legacy Child Care and Early Learning Center policies and give my child permission to participate fully in this program.
2. Understand that I cannot hold the program, its staff and/or volunteers responsible for any illness or injury to my child while he/she is participating in any activities in the program.
3. Agree to call the center or message the teacher on the Brightwheel app by 9:00 am if my child will not be attending the program that day. This is imperative in order to account for each child. We cannot be responsible until he/she arrives at our program.
4. Agree to pay weekly/monthly fees and late charges if applicable. If my child is ill or does not attend the program for any reason, I understand that the full monthly/weekly amount remains due. **It is an enrollment fee, not an attendance fee.**
5. Agree to give two weeks notice of withdrawal from the program. If notice is not given, fees will be charged (two weeks tuition).
6. Agree to keep my child's file updated as changes occur (ex:phone numbers, emergency pick-up, immunization record).
7. Agree to pick my child up at the site by closing time of 6:00 pm. A late fee of \$1.00 per minute per child will accumulate each minute past 6:00 pm. Fee must be paid the same day. Child will not be able to return to the program until the late fee has been paid.

I have read and understand the Policies and Procedures and hereby agree to the tuition and policies indicated in the Little Legacy Hive Child Care and Early Learning Center descriptive procedures; I acknowledge that I have been advised to give reasonable notice (discuss with office) to withdrawal my child(ren) from the program and all other fees.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Little Legacy Hive Child Care and Early Learning Center Child/Parent Behavior Contract**

**Child's Name:** \_\_\_\_\_

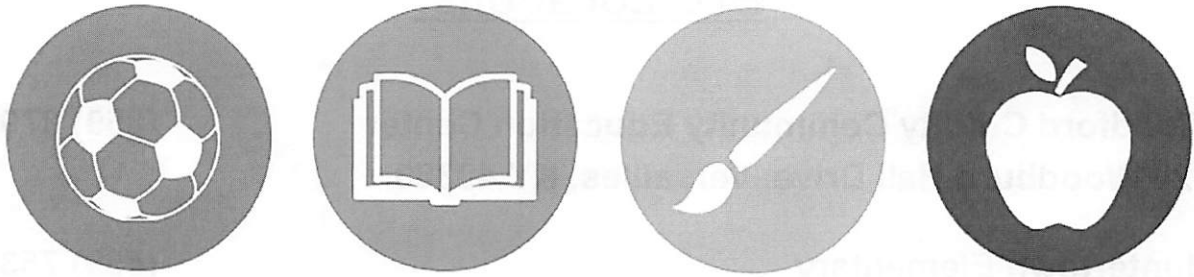
- I will listen to the staff and follow directions.
- I will respect other people's belongings by not touching/using their belongings without permission.
- I will respect property and help clean up personal messes and assist in leaving an area better than I found it.
- I will be responsible for all my actions.
- I will respect others' personal space by keeping my hands and feet to myself.
- I will not have any physical contact with other people.
- I will not raise my voice while inside the building and will use my inside voice when speaking.
- I will use appropriate language and not use negative remarks.
- I will respect others feelings by having a positive attitude when talking to them.

Not abiding by these rules may result in suspension and/or termination from the Little Legacy Hive Child Care and Early Learning Center. All incidents will be handled on a Three-incident system, except for physical contact. If physical contact occurs, it will be an immediate pick-up and/or immediate dismissal from the program.

All incidents will be handled as follows:

Your child will receive three redirections before a write-up is issued. After three write-ups your child will be dismissed from the program.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# **EXPLORER**

## TIME COMPANY

**2026-2027**

# **Employee Handbook**

*An Equal Opportunity Employer*

*Our program will employ equally without regard to race,  
color, religion or origin.*

*Revised June 2026*

## **ETC Locations:**

<b>Woodford County Community Education Center 120 Woodburn Hall Drive, Versailles, KY 40383</b>	<b>(859) 879-4628</b>
<b>Huntertown Elementary 785 Huntertown Road, Versailles, KY 40383</b>	<b>(859) 753-7609</b>
<b>Northside Elementary 500 Northside Drive, Midway, KY 40347</b>	<b>(859) 753-7163</b>
<b>Simmons Elementary 830 Tyrone Pike, Versailles, KY 40383</b>	<b>(859) 753-7705</b>
<b>Southside Elementary 1300 Troy Pike, Versailles, KY 40383</b>	<b>(859) 753-7210</b>

## **Important Contacts:**

**Kim Johnson - Coordinator of District Wide Programs**

**kim.johnson@woodford.kyschools.us**

**859-879-4600 ext. 2148**

**Work Cell Phone: (859) 297-8820**

**Ashley Sullivan - Community Education Program Manager**

**ashley.sullivan@woodford.kyschools.us**

**Office Phone: (859) 879-4628      Work Cell Phone: (859) 621-1621**

*We will respect the confidentiality of all of our students at all times.  
Information will be shared on a need to know basis.*

## **Mission Statement**

**Our goal is to positively impact every child that we come in contact with daily. We strive to help them to become the best student and person that they can be, therefore growing into productive citizens of our community for years to come.**

## **General Information**

Explorer Time Company (ETC) is a self-supporting, non-profit child care program administered by Woodford County Community Education and the Woodford County Board of Education. It has four programs which are housed at each of the elementary schools in Woodford County. The schools are Simmons, Southside and Hometown, located in Versailles, and Northside, located in Midway.

Each site is licensed for 150 students. During the program, the students have access to the cafeteria, gymnasium, music room, art room, and library. The children are separated into age-appropriate groups. An age-appropriate curriculum is implemented each day during activity times.

Contact information for the Community Education Office is:  
Woodford County Community Education  
120 Woodburn Hall Drive  
Versailles, KY 40383  
Office Phone: (859) 879-4628

Explorer Time Company is licensed by the Cabinet of Human Resources Child Care Licensing division and is a participant in the ALL STARS Quality Program.

In 2009, Explorer Time Company was awarded as the *Outstanding After-School Program* by the Kentucky Community Education Association.

Explorer Time Company provides outstanding service to the children and the community of Woodford County. Explorer Time Company has an open-door policy and encourages parents to visit our sites and see what activities and enrichment we offer to our students each day.

**This handbook is provided to you, the employee, for your knowledge and understanding of our program and the policies/procedures you are required to follow. Please take time to review the contents each year, so you are familiar with all.**

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Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

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## **Human Relations**

All staff will:

1. Treat children and parents with respect.
2. Make children and parents feel welcome and comfortable, greeting them by name whenever possible.
3. Respect the confidentiality of a child and family's personal situation and records. It's the LAW!
4. Respond to children with acceptance and appreciation.
5. Respond appropriately to the individual needs of the children.
6. Recognize the range of a child's abilities.
7. Respect a child's culture and home language.
8. Interact positively with children to guide their learning.
9. Use positive discipline techniques to guide a child's behavior.
10. Set developmentally appropriate limits for children.
11. Communicate with other ETC and district staff in a positive and cooperative manner.
12. Provide positive role models for both children and adults.
13. Avoid use of sarcasm at all times.
14. Understand, prevent, report and document any bullying activities between students.
15. Maintain an open-door policy for all parents of children enrolled in ETC.
16. Strive to respond to concerns, questions, or requests for information within 24 hours.
17. Remember that excellent customer service is our goal every day!
18. Follow the chain of command when addressing issues or problems that are job-related.

## **Attendance**

1. **All staff will request and get approval for personal days at least 5 days in advance with the Program Manager and Site Coordinator. This must be done by email. Personal days may be denied if coverage cannot be arranged or insufficient notice was given.**
2. Call the ETC Main Office or the Program Manager's cell phone by 9:00am, if you must miss work due to illness or emergency (859-879-4628 / 859-621-1621). LEAVE A MESSAGE if there is no answer. If an emergency situation occurs after 9:00am, call immediately even if you are unsure if you will be able to work or not.
3. Notify your direct supervisor of any absences after the ETC Main Office is notified.
4. Arrive and have your belongings put away, be clocked in, and be ready to work when your scheduled work time begins at 2:00pm (unless you have a different scheduled clock-in time).
5. Any request to deviate from your scheduled work times must be presented in writing and approved by the Program Manager or Director.

6. Secure advanced approval for working any time outside your normal work schedule.
7. A schedule of any full days will be posted at each site. If you are unsure about your schedule to work please see your Site Coordinator. If you are on the schedule you are expected to work.
8. Must clock-in & -out using the "MobileClock" app on your cell phone or the wall-mounted device within each WCPS building. Your time punch may not be more than 7 minutes before or after your scheduled work time. If you are a contracted staff member and do not complete the required 22.5 hours of your contract, your pay will be docked.
9. Multiple missed punches or multiple/continuous "late" clock-ins will require a meeting with the Program Manager.
10. Understand that failure to meet attendance expectations will result in a write-up, suspension or possible termination.
11. If you are a sub/non-contract staff member working at other part-time district jobs and your total hours worked add up to 20 hours or more per week, it is very important to inform your supervisor so that appropriate deductions can be set up in the Central Office Bookkeeping department.
12. If you are a sub/non-contract staff member you are NOT guaranteed 22.5 hours per week. If the student attendance numbers are lower than the amount of staff working or required to maintain the DRCC staff-student ratio, sub/non-contract staff may be sent home after 2 hours of working.

## **Health and Safety**

### **All staff will:**

1. Maintain a safe and secure environment for the children at all times.
2. Always be on the lookout for safety hazards in the child's environment.
3. Always know where every child in your care is at all times as well as the number of children.
4. Keep all areas clutter-free, clean and sanitized following required procedures.
5. Follow all handwashing procedures for staff and children.
6. Be responsive to the individual health needs of the children (i.e., medications & medical conditions.)
7. Know procedures for protecting children from communicable diseases.
  - a. If a child becomes ill while at the child-care center:
    - i. Biological contaminants, such as bodily fluids, blood, or excretions, shall be handled with disposable gloves as required by 45 C.F.R. 98.41;
    - ii. Contaminated clothing or other absorbent materials shall be placed in a sealed plastic container or bag labeled with the child's name and returned to the parent;
    - iii. Soiled surfaces shall be cleaned and disinfected.

- iv. If a child throws up in a garbage can, please exchange the contaminated bag, placing it in a sealed receptacle, and replace liner as soon as safely possible.
8. Know all procedures in regard to medical emergencies and emergency disaster evacuation such as fire, bomb threat, and threatening weather procedures.
9. Will closely supervise any activity that may be potentially harmful (irons, hot glue guns and any other electrical appliances.)
10. Enforce the state guidelines relating to animals in the child care setting.
11. WCPS is a tobacco-free environment. Smoking/vaping may not occur on any campus.

### **Hand-Washing Procedures**

All staff will wash hands according to the following procedure:

1. Upon arrival
2. After every trip to the bathroom
3. After every cleaning up of body fluids
4. Before and after every snack

***Remember, hand-washing is the best prevention for most diseases.***

#### **The four steps to proper hand-washing:**

1. Wet your hands with warm running water.
2. Add soap and rub hands together to make a soapy lather. Do this away from running water so you don't wash the lather away. Make sure to wash the front and back of your hands, between your fingers and under your nails. Continue washing for 20 seconds.
3. Rinse your hands well under warm running water. Let water run back into the sink, not into your elbows.
4. Dry your hands thoroughly with a clean paper towel. If possible, open the restroom door with a paper towel, then dispense it.

### **Administration of Medication to Students**

1. Only Site Coordinators or a designated substitute who have completed district training are authorized to administer any kind of medication to children.
2. Prescription and over-the-counter medications must be in the original container.
3. Children may NEVER bring medication of any kind to ETC. It must come from parent or school office personnel with appropriate district permission forms.
4. Some emergency meds may be carried on the child or in a backpack (inhalers for example) with appropriate medication administration forms.
5. Only the prescribed amount will be administered.

6. No medications are to be given or accepted by a staff member without the completed & signed medication request form from the parent/guardian.
7. All medications are to be kept in a locked container AT ALL TIMES.
8. All medication forms must be completed immediately upon giving medication.

### **Dress Code**

All staff will:

1. Wear ETC staff shirts provided daily.
  - a. The first instance of noncompliance will merit a verbal warning which will be documented by the Site Coordinator with the date and time and a brief summary. This will be given to the Program Manager.
  - b. The second offense will be a written warning with a copy sent to the Program Manager.
  - c. The third offense will require the employee to clock out and return home to change clothes as well as a scheduled meeting with the Program Manager.
2. Wear khakis, jeans or trousers that are free of rips, tears, frays and holes. (No sweatpants, gym shorts, yoga pants or leggings.)
3. Wear shorts that are knee-length.
4. Keep midriff and back covered at all times (when sitting, bending, kneeling, and raising arms - if you are not sure, check in a mirror at home!)
5. Keep undergarments covered at all times.
6. Refrain from wearing hats, bandanas and other head coverings indoors except at/during special events.
7. When your specific school is having a themed day or week, you are able to participate as long as you continue to wear your ETC work shirt also. If you have questions or concerns, check with the Program Manager before coming into work.
8. Maintain a neat, well-groomed and professional appearance.

### **Administration**

All staff will:

1. Be familiar with abiding by and understand all policies and procedures outlined in the Staff, Parent and Woodford County Classified Employee handbooks.
2. Understand that procedures, policies, and guidelines covered in accredited child care training and orientation shall be implemented at each ETC site by all employees.
3. Understand the program policies and procedures are in place to protect the safety and health of the children and the welfare of the staff.

4. Staff clocked in for 4.5 hours or less will receive a 10-minute clocked-in break.
5. Staff clocked in for 5 hours or longer will receive a 20-30 minute clocked-out break, along with a 10-minute clocked-in break.
6. When staff take a break, they must be told to do so by a supervisor and notify other staff that they are leaving and verify who will be in charge of their children when they step away for any amount of time to ensure the staff-to-student ratios.
7. Be professionally qualified to work with children and attend the required professional development training.
8. **Keep all cell phones turned off and stored in your personal vehicle or in a designated space during work hours.**
9. No staff, outside of Site Coordinators, may be on a cell phone in the presence of children at any time.
10. No staff may take a photograph or video of any child with their personal phones.
11. Understand & respect confidential matters concerning staff & students.

### **Environment and Activities**

All staff will:

1. Maintain proper supervision (within scope of vision or range of voice) of children at all times - no child is ever to be left unsupervised. This includes trips to the restroom and having children go from one staff member to another in different halls/areas of the site/building. ETC tries to maintain a 10-ft radius for staff to stay with/near their assigned children to ensure the safety of all students and staff.
2. Maintain and carry a student roster that is updated each time a child enters or leaves their group. This roster **MUST** stay with the staff member the entire time any of the children are in their care. If the staff member goes on break, the replacement staff member must keep the roster updated and carry it from place to place during any and all transitions.
3. Ensure a name-to-face recognition is performed each time the group transitions locations.  
This means
4. Maintain the use of developmentally appropriate activities and materials for all children.
5. Encourage a wide variety of activities for child participation.
6. Encourage child-directed activities for child participation.
7. Maintain a schedule which offers security and independence as well as stimulation to meet all the children's needs.
8. Supply a variety of materials for each child to use, plan activities which reflect the language and culture of children in the program.
9. Know and follow arrival and departure policies.

10. Screen music for appropriate lyrics for young children.
11. Screen movies for appropriate language and scenes for young children. No child should ever feel frightened by something they view when in our care.
12. Enforce the Woodford County Schools Appropriate Use Policy for electronic media for all students.
13. Respect family preferences regarding photographs of children.
14. Ensure that the posted schedule will be followed at all times.
15. Be actively involved with the students at all times. No sitting on the playground/playground equipment.

### **Social Networking Usage**

1. *We show respect for ourselves, our families, our co-workers and our students at all times.*
2. Staff must remember that all online activity is a reflection of the school district.
3. Inappropriate comments and photographs can result in a disciplinary action up to and including termination.
4. Staff members are strongly discouraged from interacting with parents involved with your work programs. If these relationships are established all content from you and any other member of your community must be appropriate for public view.
5. If co-workers, students or parents are members of your online community, *profanity should never be used.*
6. **Negative comments about work or co-workers should never be made through online sites.**
7. Personal conversations should only occur through personal email, phone calls or in person. Respect your fellow online community readers by refraining from posting negative remarks or by venting.
8. **Per KRS 160.145 (SB 181), as of June 27, 2025, all WCPS staff shall no longer have electronic communications (i.e. Facebook, Snapchat, Instagram, TikTok, X (formerly Twitter), or any other digital platform) with any WCPS student outside of the approved traceable communication systems listed below.** The only exceptions are: Family “Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent (does not include step-children, step-siblings, cousins or in-laws). “Parent” means parent, legal guardian, or other person or agency responsible for a student.
  - a. **APPROVED TRACEABLE COMMUNICATION SYSTEM(S)**
    - ParentSquare
    - Gmail, using woodford.kyschools.us domain
    - Infinite Campus
    - GoGuardian
    - Canvas
    - Google Classroom

- ClassDojo for Districts
- Microsoft Education Products
- Google Workspace for Education Products, not mentioned above

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

If written consent is not obtained prior to communication, then the communication will be reported as follows:

1. A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal (or Site Coordinator, Program Manager Assistant, Program Manager, or Community Education Director).
2. Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:
  1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
  2. If the individual that is the subject of the report is a certified employee:
    - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
    - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
  3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
  4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

### **Family Fee Structure**

1. Children of ETC staff may attend ETC at no charge on days that their parent is working. If the parent is not working, the Part-time rate must be paid for the day.
2. Children must be registered for the program and all required documentation must be turned in and kept on file.
3. Children means: natural, adopted, step-child, or grandchild that are in the legal custody of an ETC employee. Temporary guardianships will require documentation to qualify.

4. Other family situations will be evaluated for reduced fees on a case-by-case basis by the Program Manager and Director.

### **Staff Development, Orientation and Training**

1. All staff including child care aides and substitutes are required to meet all professional development hours required for child care workers as mandated by the Cabinet of Human Resources and the State of Kentucky.
2. All staff are required to complete at least 15 clock hours of professional development training each year, July 1-June 30. Coordinators may require additional hours.
3. Orientation training (6 hours) must be completed within the first 90 days of employment.
4. Pediatric Abusive Head Trauma training (1.5 hours) must be completed within the first 90 days of employment.
5. ETC staff will complete First Aid, CPR, and Medication Administration training. These hours WILL NOT count toward the 15 clock hours of professional training according to state guidelines.
6. Procedures and guidelines covered in training will be implemented by all ETC staff.
7. Professional development workshops and required training sessions will be arranged and paid for by ETC. All training is scheduled in advance and ALL ETC staff is required to attend.
  - a. If staff cannot attend the required, scheduled training, then that staff member will be required to pay for the training assigned to replace it if payment is required.
8. Training is credited yearly beginning on July 1st.
9. Employees have the responsibility to work with the Program Manager to assure that training requirements are met on time. If training is not completed by the deadline, the employee will not be able to work until their training hours are current.
10. A training schedule will be provided to you in sufficient time to be able to plan on attending.
11. Employees are expected to be at training unless they/family members are seriously ill, or an extreme emergency has occurred.
12. Employees will reimburse ETC/Community Education for fees charged for missed training.
13. All ETC staff will be respectful of trainers while attending training. (No excessive talking during instructional time or use of a cell phone.)

## **Student Discipline Procedures**

1. Staff will use positive discipline techniques at all times.
2. Remember that for each correction, three positive comments should be given.
3. Find them doing something right and compliment them on it!
4. Positive discipline helps the child develop self-control, build self esteem, and learn to assume responsibility for his or her own actions.
5. Some examples of positive discipline techniques to be used are:
  - \* Redirection – directing the child to another activity.
  - \* Rewarding positive behavior with smiles and hugs.
  - \* Ignoring minor negative behavior.
  - \* Distraction-distract the child with something else.
  - \* Removing a toy, object or child from a situation.
  - \* Allowing a cool-off period before talking about a problem.
  - \* Reasoning and communication with the child.
  - \* Communicating on the child's level.
  - \* Communicating with brief and to-the-point messages.
  - \* Use a firm but soft voice: **Never shout or yell!** Go to the child and speak privately.
  - \* Model desired behavior to children.
  - \* Time out—one minute per year of age, maximum. Time out should be a last resort.
  - \* Discipline problems should be handled consistently, in the same manner each time.
6. Corporal punishment (spanking), hand slapping, grabbing appendages, withholding food or nap, or other frightening, threatening, or humiliating disciplinary techniques **ARE NEVER TO BE USED AT ANY TIME.**
7. Incidents involving physical contact, accidents, injuries, and verbal abuse or bullying should be reported to the Site Coordinator. A write-up of the incident should be completed and turned in as soon as possible and before leaving for the day. State events objectively on all documentation. Get written statements from victims or witnesses if necessary. Separate any students who are writing statements to avoid collaboration. For repeated bullying the district bullying procedure must be followed, documented, and shared with school administration.
8. If after a conversation with the parent or guardian and problems still persist, a meeting will be scheduled with the parent to develop a course of action to help the child succeed. If after following the plan that has been developed by the parent and ETC staff and the child continues to have problems the child could face a suspension or expulsion from the program.
9. *If any employee ever feels the need to step away from their group due to escalated student behavior, the staff member must radio the Site Coordinator or acting Supervisor, then wait for another staff member to relieve them. This procedure allows us to avoid any potential abuse or maltreatment of children in our care when a staff member feels overwhelmed.*

## **Student Arrival / Departure Procedures**

1. Upon each child's arrival staff will do a visual health check to determine how a child is feeling that day. Visible signs of illness which may exclude a child from staying at ETC should be communicated to the Site Coordinator.
2. Some visible signs of health concerns are:
  - \* Low activity level of a child
  - \* Abnormal skin color
  - \* Unusual spots or rashes
  - \* Swelling or bruises
  - \* Sores
  - \* Severe coughing and/or sneezing
  - \* Discharge from nose, eyes and or ears
  - \* Breathing difficulties
  - \* General mood and/or unusual behavior
3. Staff should sign each child into the program daily and parents or whoever is picking the child up to sign the child out.
4. All ETC staff are prohibited from transporting any student in their personal vehicle at any time.
5. A child will only be released to persons authorized to pick up a child.
6. Authorized persons are indicated on the child's enrollment form.
7. If you don't know them, you or someone else in the program MUST VERIFY identity.
8. If someone other than a parent is picking up a child identification must be verified with a picture I.D.
9. The person picking up the child MUST sign the child out of the ETC program at the kiosk.
10. If the designated pick-up person appears to be impaired notify the Site Coordinator immediately. Ensure you are in a private setting to speak to the adult about the issue. The Site Coordinator and staff will work together to find another person on the pick up list to come and get the child.

## **Exclusion Procedures**

1. All staff must be aware of conditions which exist to warrant exclusion of a child from ETC.
2. Any staff person who suspects any of the following signs of illness from a child at the sight is to immediately report it to the site coordinator:
  - \* A fever of 100.4 or above in the past 24 hours.
  - \* Vomited within the last 24 hours.
  - \* Has had diarrhea within the last 24 hours (more than two abnormal stools).
  - \* Contagious disease: chicken pox, measles, impetigo, etc.

- \* Head lice or nits.
- \* An infectious runny nose (thick, discolored mucus discharge).
- \* Unidentified rash.
- \* A deep “barking-like” cough or difficulty breathing.
- \* Evidence of infection such as green or yellow discharge from eyes, nose, ears.

### **Reporting Incidents/Accidents**

1. **ANY** time a child has been hit/punched or intentionally hurt by another student there **MUST** be an Incident Report completed and signed by the parent/guardian at pickup.
2. When completing the Incident form you **can't** list the name of the offender on the form that will be going to the victim's parents, only their child's name can be listed on that form. **This is a confidentiality issue.**
3. Any additional children should be noted as another child. On the form that you will give to the victim's parents you can only list their child's name as well.
4. **ANY** time a child has a head injury, serious/gushing cut, bruise from an accident, or continuous aggravation from a potential injury there **MUST** be an Accident Report completed.
5. **ANY HEAD INJURY** requires a call to parent and written accident report, including documentation of parent contact.

Whenever an incident occurs the staff person should radio the Site Coordinator that they need to speak with them concerning an incident. The incident report should be very specific when recording details. Whoever witnessed the incident most likely might be completing more than 1 incident report. The person who witnessed the incident **MUST** first read the report for accuracy and then sign it. The Coordinator will then also sign the report and have it ready for the parent to sign upon pickup. Once signed, the parent receives a copy and a copy stays at the school in the files of the children that are involved and the original top white copy goes to the Program Manager. **ALL** Incident reports, as well as Accident reports, must be left in the Program Manager's office that night, not the next day. This includes all forms of aggression, hitting, biting, shoving, and bullying, as well as inappropriate language or behavior. So 3 signatures should be on all the accident/incident forms.

### **Emergency Evacuation Procedures**

1. All staff should note and be aware of all emergency evacuation and/or shelter procedures. Procedures and locations are posted by the front door at each school.
2. All Site Coordinators also have these procedures.
3. Staff will remain with the children at all times until the emergency situation is over.
4. Emergency drills will be completed regularly, both in large and small groups.

## **Program Procedures**

1. ETC is open on school days from 2:35pm to 6:00pm. Half-day hours are from 12:00pm to 6:00pm.
2. Full-days are at Huntertown this year. Full-day hours are 7:00am – 6:00pm. Schedules will be posted in advance for full-days.
3. Site Coordinators will maintain staff and child records unless an assistant has been given a specific assignment by the site supervisor.
4. Tuition fees are to be collected by the Site Coordinator. You can also direct anyone making a payment to the designated ETC payment boxes located in the foyer of each site/building.
5. ETC abides by staff-to-child ratios that are mandated by the state.
6. Parents of children who are enrolled in ETC are encouraged to visit.
7. ETC maintains an open-door policy for parents/guardians of registered students.
8. Other visitors should be cleared through the school administrators or the Community Education office and follow all school and district policies before being admitted.
9. ***Personal visitors to staff are not allowed during ETC hours. This includes husbands/wives, children and friends. They will not have the proper clearance that will allow them to be present with the children.***

## **Payroll**

1. ALL WCPS staff are paid on the 10th and 25th of each month. If the 10th or 25th falls on a weekend or holiday, the pay is usually deposited the Friday prior. Please view the WCPS Employee Pay Date Schedule on the district website under Financial Services - Salary Schedules.
2. Payroll is direct deposit only.
3. The Site Coordinator is responsible for making sure all timesheets are reviewed by their staff before the staff leave on Friday or the last working day of the week.
4. Every employee must clock in and out every day.
5. Failure to correct or complete your timesheet within the MobileClock app will result in a delay in processing your payroll.
6. Questions concerning your paycheck should be directed to the Central Office Bookkeeping department at (859) 879-4600 or payroll@woodford.kyschools.us.

## **The Ten Commandments For Your Enthusiastic Team**

1. Help each other be right – not wrong.
2. Look for ways to make new ideas work – not for reasons they won't.
3. Help each other win and take pride in each other's victories.
4. Speak positively about each other and about your organization.

5. Maintain a Positive Mental Attitude (PMA) no matter what the circumstances.
6. Act with initiative and courage as if it all depends on you.
7. Do everything with enthusiasm – it's contagious.
8. Whatever you want – give it away.
9. Don't lose faith – never give up.
10. Have fun!

### **Duty to Report**

**If you witness abuse of a child, see evidence of abuse or receive information about possible abuse, state law requires that you are responsible for reporting this information to proper authorities.** The process and toll-free hotline is available at each ETC site. You may speak with your supervisor to discuss your concerns & decide if a report is warranted and help you document and call in a report. *This does not relieve you of your reporting responsibility.* You can file the report together if necessary. Keep documentation of when the report was made, who you interacted with, and a copy of information shared. If you file a report, keep school administration informed.....they may already have an ongoing open case or may need to be alerted so they can monitor the situation and follow up during school hours.

### ***TO REPORT SUSPECTED CHILD ABUSE, NEGLECT OR DEPENDENCY***

***CALL: (877) 597-2331***

***ONLINE LINK: <https://prdweb.chfs.ky.gov/ReportAbuse/>***

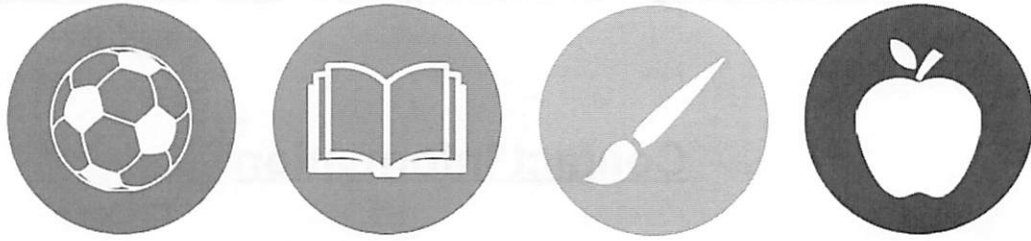
*Please sign and return the next page which assures that you have received and reviewed the ETC program operating procedures and expectations. If you have any questions, please feel free to contact the office at (859) 879-4628.*

## **ETC Employee Assurance of Understanding**

- I, \_\_\_\_\_ have read and fully understand the  
*(Print Name Here)*  
policies and expectations of ETC.
- I understand that these policies are enforced to ensure the safety of the children who attend ETC and they are designed to provide an enriching atmosphere.
- I understand that I am expected to implement all information regarding training that I attend for ETC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **EXPLORER**

## TIME COMPANY

**2026 - 2027**

# **Parent Handbook**

### **ETC Locations:**

**Woodford County Community Education Office** (859) 879-4628  
120 Woodburn Hall Drive, Versailles, KY 40383

**Huntertown Elementary** (859) 753-7609  
785 Huntertown Road, Versailles, KY 40383

**Northside Elementary** (859) 753-7163  
500 Northside Drive, Midway, KY 40347

**Simmons Elementary** (859) 753-7705  
830 Tyrone Pike, Versailles, KY 40383

**Southside Elementary** (859) 753-7210  
1300 Troy Pike, Versailles, KY 40383

**Woodford Community Education**  
**Explorer Time Company Afterschool Program**

**Contact Information**

- **Woodford County Community Education Main Office** (859) 879-4628
- **Huntertown Coordinator - Darla Giles** (859) 753-7609  
**darla.giles@woodford.kyschools.us**
- **Northside Coordinator - Reagan Way** (859) 753-7163  
**reagan.way@woodford.kyschools.us**
- **Simmons Coordinator - Chelsea Smith** (859) 753-7705  
**chelsea.smith@woodford.kyschools.us**
- **Southside Coordinator - Vacant** (859) 753-7210  
**\_\_\_\_\_@woodford.kyschools.us**
- **Community Ed. Director - Kim Johnson** (859) 879-4600  
**kim.johnson@woodford.kyschools.us** (859) 297-8820
- **Community Ed. Program Manager / ETC Director**  
**Ashley Sullivan - ashley.sullivan@woodford.kyschools.us** (859) 621-1621

**Mission Statement**

**Our goal is to positively impact every child that we come in contact with daily. We strive to help them to become the best student and person that they can be, therefore growing into productive citizens of our community for years to come.**

## **General Information**

**Explorer Time Company (ETC) is a self-supporting, non-profit child care program administered by Woodford County Community Education and the Woodford County Board of Education. It has four programs, which are housed at each of the elementary schools in Woodford County. The schools are Simmons, Southside, and Hometown, located in Versailles, and Northside, located in Midway.**

**Each site is licensed for 150 students. During the program, the students have access to the cafeteria, gymnasium, music room, art room, and library. The children are separated into age-appropriate groups. An age-appropriate curriculum is implemented each day during activity times.**

**Contact information for the Community Education Office is:  
Woodford County Community Education  
120 Woodburn Hall Drive  
Versailles, KY 40383  
Office Phone: (859) 879-4628**

**Explorer Time Company is licensed by the Cabinet of Human Resources Child Care Licensing division and is a participant in the ALL STARS Quality Program.**

**In 2009, Explorer Time Company was awarded as the Outstanding After School Program by the Kentucky Community Education Association.**

**Explorer Time Company provides outstanding service to the children and the community of Woodford County. Explorer Time Company has an open-door policy and encourages parents to visit our sites and see what activities and enrichment that we offer to your child each day.**

**This handbook is provided to you, the parent or legal guardian for your knowledge and understanding of our program and the policies/procedures. Please take time to review the contents each year, so you are familiar with all guidelines.**

**Dear Parents,**

**Welcome to Explorer Time Company (ETC) Afterschool Program.**

This handbook is prepared for the parents of all children enrolled in **Explorer Time Company (ETC) Afterschool Program:**

Philosophy

ETC will provide an enrichment environment in which a child is helped at his or her own level to learn how to plan his own life-actions. Where a child receives love, security, acceptance, values, self-control, independence, protection, and guidance, and where teachers earnestly try to involve a child in the excitement of learning.

**Social- To help the child:**

1. Grow in ability to work and play with others. Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness towards others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

**Emotional- To help the child:**

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

**Cognitive (thinking)- To help the child:**

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices, and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language, powers and self-esteem.
5. Grow in their ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

**Physical- To help the child:**

1. Participate in a variety of both fine motor and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

ETC is a pro-social program. Each day the schedule offers a variety of activities. Our program also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next steps in his/her growing development.

Thanks,  
ETC Staff

## **Nondiscrimination Policy Statement**

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.

Woodford County Public Schools offers Career and Technical Education (CTE) programs in the areas of Agriculture, Business, Education, Engineering, Family and Consumer Sciences, Health Science, Fire Science and Media Arts to students in grades 9-12. Woodford County Agricultural Pathways include Animal Science, Horticulture/Plant Science, Agribusiness, Agricultural Power Structural Technical Systems, and Natural Resources and Environmental Sciences. Agricultural Pathway students can earn iCEV EETC Principles of Small Engine Technology, AWS Sense Level 1, iCEV Elanco Veterinary Medical Applications, and Ducks Unlimited Ecology Conservation and Management Industry Certifications through their CTE Pathway. Woodford County Business Pathways include Accounting, Admin Support, Marketing, and Management Entrepreneurship. Students can earn Industry Certifications through Business CTE Pathways in Microsoft Excel, Word, and PowerPoint. Woodford County Engineering CTE Pathways include Electrical/Electronics, Mechanical Engineering, Engineering Design, and Computer Programming, and students are able to earn a Fusion 360 Industry Certification. Woodford County Family and Consumer Sciences (FCS) Pathways include Consumer and Family Management, Culinary, and Hospitality, Travel, Tourism, and Recreation, and FCS students can earn ServSafe Manager's Exam, and Certified Hospitality & Tourism industry certifications. Woodford County Health Science CTE Pathways include Allied Health, Pre-Nursing, Pharmacy Technician, Emergency Medical Technician, and Dental Assisting. Students in Health Science CTE programs can earn SRNA- State Registered Nurse Aide, CPhT Pharmacy Technician, and NOCTI Care Core Assessment industry certifications. Woodford County Media Arts offers a Pathway in Cinematography and Video Production. Students in the Media Arts CTE program can earn Adobe Certification. Adult Education classes are also offered to individuals pursuing a High School Equivalency diploma. Any person having inquiries concerning Woodford County Schools' Career and Technical Education Programs or needs this information in a language other than English or Spanish should contact Tracy Probst, CTE Department Chair at 145 School House Rd. Versailles, Kentucky 40383 or at (859) 879-4630.

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## Admission and Enrollment

- ETC provides full-time care for children in grades K-5.
- All children must be toilet-trained and be 5 years of age. Children with special needs will be given special consideration with toilet training.
- Pre-registration is required for all ETC childcare programs. The following documentation must be completed and returned **BEFORE a child may attend a session of ETC.**
  - Completed registration form and payment of \$20.00 non-refundable registration fee per family.
  - Current immunization certificate on official state form.
  - Commitment to full-time or part-time status.
  - First payment for either full-time or part-time.
  - Legal custody/guardianship paperwork, if applicable.
  - Medication, health plan paperwork or 504, if applicable.
  - Behavior plan or IEP, if applicable.
- Registration form may be found online at [www.woodford.kyschools.us](http://www.woodford.kyschools.us) > Departments Tab > Community Ed/ETC > Quick Links > "ETC 2026-27 School Year Registration Form"
- **If any registration information changes, it is vital to update the information with ETC. This includes emergency numbers, emergency pick-up list, custody changes, etc.** This helps keep your child safe as well as to be able to quickly locate someone who can help in the event your child needs to leave ETC during the afternoon.
  -

## Curriculum

- ETC uses a combination of the following curriculums to create a unique and dynamic enrichment learning experience each week for the children in each age group:
  - Right After School Curriculum
  - Every Monday Matters
  - Bedtime Math / Crazy 8's Math
  - Global Game Changers

## Billing

- Tuition is billed at a recurring monthly rate, regardless of how many days the children attend within the month.
- Full days for ETC are reservation only. Reservations must be received by the due date stated on the form in order to attend on those days.
- Tuition for ALL non-planned days (i.e. Snow, NTI, or other full days when ETC is open) must be paid on the day of service at drop-off. ETC will be open at the discretion of the Superintendent for non-planned days.
- Payment of tuition is due on the 1st of each month. There will be a \$20.00 late fee assessed to any account not paid by the 10th.
- Payments can be made at each site, by mail, or in person at the Community Education Office located at Hometown Elementary, 120 Woodburn Hall Drive, Versailles, KY 40383. (Room 121). Hours are Monday thru Friday 9:00am-4:00pm. Please make an appointment if these hours don't accommodate your needs. **NO CASH OR CREDIT/DEBIT CARDS WILL BE ACCEPTED AT ANY ETC SCHOOL SITE.** Check or money orders only.

- Payment boxes located at each site are checked at the beginning and ending of each day. Payments are credited when ETC staff receives them. If this occurs after the above deadline, late fees will be assessed.
- **Checks/money orders will not be accepted if dated previous to the date that it is put into the payment box. If a check is dated previous to this date, then the parent/guardian will be contacted to pick up the check/money order and provide a more recent dated check. Late fees may be applied if a new one is not provided before the 10th of the month.**
- **Payments may NOT be made through the Smartcare app at this time.**
- We do not send out bills for tuition unless it is past due.
- If tuition payments are being paid in portions by separated parents or guardians, the parent who has not paid for their part prior to the 10th of the month will be fully responsible for the entire \$20.00 late fee. If payment is late by both parents or guardians, then the late fee will be split and \$10.00 will be charged to each.
- **Any account not current by the 20th of the month will result in a suspension until ALL fees, including late fees, have been paid in full. This means children may not attend the ETC program on the day of the 21st and beyond until the account is current. Families are urged to work with their Site Coordinator and the Program Manager/Director before the 20th to prevent this from happening.**
- The parent/guardian who signs the registration form is responsible for the account. That parent/guardian is responsible for checking with the Site Coordinator for any balances due. Balances may also be checked through your Smartcare program app, but should always be double-checked with the Site Coordinator.
- If you choose to send your payment by your child, please realize that ETC staff is not responsible to ask for payments or search a child's personal belongings for payments.
- ETC does accept Child Care Assistance Program (CCAP) payments from the Department of Social Services and Social Insurance. Please keep in contact with the Program Manager/Director regarding required forms and activation/payment status once you are approved by the state program. Any required co-pays must be paid in full prior to the 10th of the month in order to not accrue a \$20.00 late fee. For more information you may contact the Department of Social Services at (859) 873-8041 or check this website: <https://benefind.ky.gov/>
- Parents receiving Child Care Assistance (CCAP) will be responsible for any overage and/or co-pay. This must be paid prior to services provided.
- **Tuition payments for April (Spring Break) and October (Fall Break) are still due on the 1st, and a late fee will be added after the 10th.**
- **Please do NOT leave payments at the school offices or ask teachers to deliver them to ETC.** This could lead to a delay in receipt by ETC and increase the chance of the payment being lost or being misplaced.
- Families who need to pay weekly or bi-weekly must complete a signed agreement from the Program Manager/Director specifying payment due dates. Late fees will be assessed on accounts more than 7 days past due. After two weeks, **students will be suspended from attending the program until fees are current.**
- To change from full-time billing status to part-time billing status, arrangements must be made in advance with the Site Coordinator. Full-time students who switch to part-time status **will be charged at the full-time rate until the Change of Status Form is received and approved.**
- **A change of status will only be allowed twice in the school year, unless an emergency situation occurs.**

## **Collections**

- In cases where there is a shared custody of a child, the parent who registers the child for ETC is responsible to see that timely payments are made unless we are provided with court documents stating otherwise.
- If cash payments situations must occur due to specific situations, arrange a time to do so with the Program Manager/Director at our main office at Huntertown Elementary.
- Per school district guidelines, once 1 check has been returned for insufficient funds, families must pay by cash or money order only for the remainder of the school year for any Woodford County School fees or dues, not just ETC payments. Returned checks are turned over to a collection agency for processing **AND** the Program Manager/Director will reach out to you to discuss repayment options of the returned check amount.
- For seriously past due ETC tuition fees, accounts can be turned over to small claims court for collections. Court cost and collection cost will apply and will be paid by the parent/guardian who signed the registration form and is responsible for payments.

*Please understand that our policies and procedures are designed to protect the financial integrity and solvency of the ETC program. We are totally self-supporting and must ensure that we have the funding available to pay for ETC supplies and staff each month. We thank you for your support and consideration of these guidelines.*

## **Late Pick-up Policy**

We close at 6:00pm. If you arrive after this time there is a late pick-up fee of \$1.00 per minute per child. That fee must be paid that night in order to return the next day. The time of pick-up is determined by the time set on our ETC cell phones if the Smartcare system is not working properly to sign-out your child(ren).

**Expulsion will result after 3 late pick-ups.**

## **Field Trips**

- During the Fall Break or full-days when school is not in session, field trips and special events may be scheduled. The cost of the activity will be posted at your site.
- Field trip fees are not included in your monthly tuition.
- Permission slips have to be signed and returned prior to each trip. Students will not be allowed to leave a school site without a signed trip permission slip.

## **Receipts, Tax Statements and Multiple Statement Requests**

- Receipts for monthly tuition payments need to be requested by emailing or texting your Site Coordinator.

- A sign-up sheet will be at each site for tax information statements beginning each January. Once a statement has been provided, **any replacement statements will be provided at an additional bookkeeping charge of \$10.00.**

### **Smartcare and Sign In/Out Procedures (subject to change)**

- Smartcare is a cloud-based program that ETC utilizes each day to track student attendance and billing. Each student group's teacher will sign-in the child upon entering ETC, the parent or guardian will then get a notification on their phone through an app called "Smartcare for Parents". The parent will also get a notification when the child(ren) on their account are signed out and who signed them out.
- Anyone picking up your child **MUST** be on the pick-up list for your child. **We will check the Driver's License or any photo ID.**
- Anyone picking up your child must have their own scan tag assigned to them, their own code provided by the Site Coordinator or the Smartcare app.
- If someone who is not on your child's pick-up list comes to pick-up your child, we will not release your child to them without confirmation from you.
- **Please advise ALL pick-up people to bring their Driver's License before they try to pick-up your child.**
- Parents/guardians who have Smartcare app access will not be able to change the people listed on their pick-up list through the app. This can only be done by the Site Coordinator or the Program Manager.
- If a person picking up your child seems to be impaired in any way, ETC staff will ask that another person from the list be called to transport. Please understand this precaution is for the safety of all students and citizens.

### **Extra After School Activity Guidelines**

- Academic Team, Scouts, Chinese Club, K-Kids, Tutoring, ESS,STLP, Choir, Running Club, or other officially organized club/group, or any formal reward system the school/parent may have in place for behavior issues are the only reasons that a student should leave or sign-in late at the ETC program.
- School staff or adult supervisors must escort students back to ETC after the activity is over.
- Per state licensing requirements, parents **MUST** fill out the required "Release to Participate in Program Form" for each after school activity the student participates in.
- Students will not be allowed to leave the ETC Program unless specified by a note from the parent or guardian.
- **Due to supervision issues, students may not "stay late" to help a teacher in a classroom unless it is part of a formal rewards system and approved by the parent, school staff and ETC.**
- Other school related activities not on the above list may be approved with a written request to the ETC Program Manager/Director.

### **Transportation**

- Children registered with the Woodford County Schools will attend the ETC Program at the location where they attend school.

- Any student attending another school in Versailles will need to contact the WCPS Transportation Director to see if transportation is possible. Fees may be applied.
- Gifted And Talented (GATE) students will be automatically transported to their home school if ETC is still requested there, or they can stay at Simmons. GATE students who have lots of extracurriculars are advised to maintain ETC at Simmons.

### **Custody Situations**

- In cases where custody has been awarded to one parent/guardian, the custodial parent/guardian must be the person to fill out the Registration Form and emergency contacts.
- In cases where the non-custodial parent is not allowed to have contact with the child, the center will need a copy of the divorce decree or restraining order.
- The childcare center needs to be notified of any changes in custody arrangements or of any protective orders.
- Parents or guardians who enroll their child(ren) will be responsible for childcare payments.

### **Communications & Program/Parent Information**

- At each ETC site, there is a table/cart for information distribution. There is also a bulletin board where we will put information and individual messages for parents. It will be the responsibility of the parent/guardian to check this table/cart and bulletin board daily. See your Site Coordinator to find out where these are located within your school.

### **Current Information on File**

- It is **CRITICAL** that ETC be kept up to date on any changes in address, contact telephone numbers, pick-up information, health conditions, and changes in custody. If you update the information at the school office, you must also provide a copy of the changes to ETC.
- Information updates must be provided in written form and signed, or emailed to the Program Manager/Site Coordinator.

### **Discipline and Behavior**

- ETC will use positive behavior support as a means of encouraging self-control and self-direction, rather than relying only on punishment for unacceptable behavior.
- The focus will be on the behavior choices, not labeling the child as “good” or “bad”.
- **To enforce the behavior that we strive to see from the students in our program, we are requiring that parents and/or guardians read and sign the attached “ETC Child / Parent Behavior Contract”. This MUST be signed and returned prior to the child attending on their second day of ETC.**
- Children will be guided toward self-discipline through skilled techniques which include the following:
  - Setting clear guidelines and expectations, both verbally and in writing.
  - Redirection of potential situations by offering appropriate choices.

- Responding to inappropriate behavior in a positive way by presenting reasons why a behavior is inappropriate and suggesting an alternative behavior.
- Enforcing limits with related consequences.
- Helping children problem-solve disputes.
- In extreme repeated situations, the child will be removed from a situation so that they can get control of themselves. This is not a form of punishment, but a chance for the child to calm down and then return to their group.
- Please inform your Site Coordinator of any existing behavior plans at home or at school so we can coordinate our procedures and expectations to ensure that your child has every opportunity for growth and success with ETC.
- Per school district procedures, ETC follows the district Bullying/Hazing Policy (STUDENTS 09.422). It is stated as follows:

*In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.*

### ***Actions Not Tolerated***

*The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.*

*These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.*

*Students who violate this policy shall be subject to appropriate disciplinary action.*

### ***Bullying Defined***

*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:*

1. *That 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.<sup>2</sup>*

- When discipline problems continue and cannot be resolved with the child/staff conferences or time-outs, the following strategies can be options:
  1. Warnings/Write-ups with a parent/guardian signature.
  2. Notification to parents with a phone call or personal conversation upon pick-up.
  3. Behavior contracts between the child and ETC staff.
  4. Limited activities.
  5. \*\* Suspension from ETC for 1-10 days.
  6. Expulsion from the ETC program.
- \*\* Suspension for extreme behavior can be automatic without going through steps 1-4.
- Extreme behavior includes disrespect of staff (i.e. yelling or defiance), foul language and physical aggression towards staff or other students.
- In the case of severe behavior problems or patterns, a conference with the Site Coordinator, Program Manager or Director and parent/guardian will be arranged so a possible plan of action can be established. This conference will take place after 1 Incident/Write-up documentation papers have been completed and MUST happen prior to the student returning to ETC after the write-up is given.

### **Toys / Personal Items From Home**

- Toys or any personal items from home should be left in the student's backpack at all times while at ETC.
- If students wear any jewelry, hats or scarves, these items must be left on their body, unless they become a distraction for themselves or others and then will be asked to put their items into their backpack.
- Any items purchased by students during Book Fair will also be told to keep their items in their backpacks until homework time or free play, where only their books will be allowed to be out.

### **Health, Safety and Emergency Policies**

- For the safety of your child, other children, and ETC staff, children who are ill should not be at the center.
- ETC follows the same guidelines as the rest of the school district health procedures below:

**Please do not send an ill child to school. We request you do not administer fever-reducing medication to your student prior to sending them to school if you feel they may be ill (i.e. Ibuprofen, Tylenol, etc.). Your child should stay home if he/she has any of the following symptoms:**

#### **Keeping Your Child Home Due to Illness**

<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 fever reducers such as Tylenol or 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.*

- Please notify us if your child is ill and let us know of the nature of the illness. In the case of communicable diseases, we will adhere to the school nurse guidelines concerning notification of other families and readmission of your child to ETC.
- **If ETC calls to inform you that your child is ill and needs to be picked up, it is expected that will occur within 30 minutes. This is to minimize exposure to other students and staff.** Due to the set up of ETC spaces, it can be difficult for a child to rest and be isolated while waiting for pickup.

### **Emergency Procedures**

- ETC has an Emergency Procedure Plan that is reviewed and updated every year. This is on file with our local government agencies. It is not distributed due to safety considerations but it can be made available to ETC parents/guardians to review upon request to the ETC Program Manager.

**Please see the next 2 pages for the  
acknowledgement sheet and Behavior Contract  
(per child) that MUST be signed and returned by  
the student's second day of ETC.**

**Explorer Time Company (ETC)**  
**Child / Parent Behavior Contract**

Child's Name: \_\_\_\_\_

- ✓ I will listen to the staff and follow directions.
- ✓ I will respect other people's belongings by not touching/using their belongings without permission.
- ✓ I will respect property and help clean up personal messes and assist in leaving an area better than I found it.
- ✓ I will be responsible for all my actions.
- ✓ I will respect others' personal space by keeping my hands and feet to myself.
- ✓ I will not have any physical contact with other people.
- ✓ I will not raise my voice while inside the building and will use my inside voice when speaking.
- ✓ I will use appropriate language and not use negative remarks.
- ✓ I will respect others feelings by having a positive attitude when talking to them.

Not abiding by these rules may result in suspension and/or termination from the ETC program. All incidents will be handled on a Three-incident system, except for physical contact. If physical contact occurs, it will be an immediate pick-up and/or immediate dismissal from the program.

All incidents will be handled as follows:

Your child will receive three redirections before a write-up is issued. After three write-ups your child will be dismissed from the program.

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# **Parent/Guardian Acknowledgment of Handbook Receipt**

I, \_\_\_\_\_ the parent of  
*Print Parent Name*

\_\_\_\_\_  
*Print Child(ren's) Name(s)*

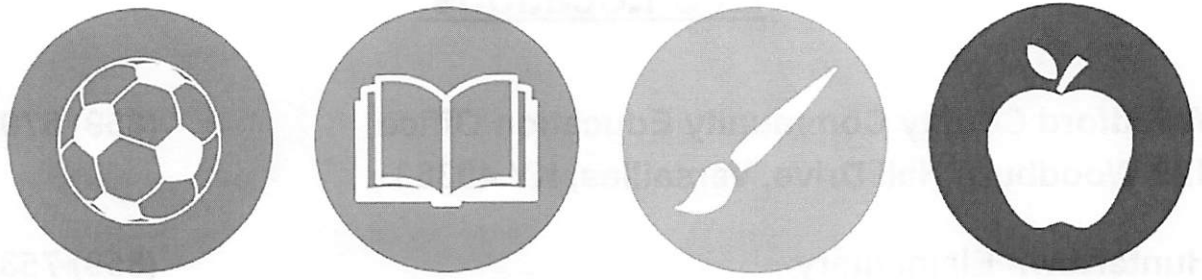
- ✓ *Received a copy of the Explorer Time Company Parent Handbook.*
- ✓ *I understand the expectations, policies and procedures that govern the ETC program.*
- ✓ *I understand that I may request a review of the emergency plan at any time.*
- ✓ *I have signed and returned an "ETC Child / Parent Behavior Contract" for each child I am enrolling.*

**Signature:** \_\_\_\_\_

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

***Please detach this form from the rest of the handbook and return to your Site Coordinator by the second day your student attends ETC. If you have any questions or concerns, please feel free to contact our office or the Site Coordinator.***

**Thank you!  
ETC Staff**



# **EXPLORER**

## TIME COMPANY

**2026-2027**

# **Coordinator Handbook**

*An Equal Opportunity Employer*

*Our program will employ equally without regard to race,  
color, religion or origin.*

*Revised June 2026*

## **ETC Locations:**

<b>Woodford County Community Education Office 120 Woodburn Hall Drive, Versailles, KY 40383</b>	<b>(859) 879-4628</b>
<b>Huntertown Elementary 785 Huntertown Road, Versailles, KY 40383</b>	<b>(859) 753-7609</b>
<b>Northside Elementary 500 Northside Drive, Midway, KY 40347</b>	<b>(859) 753-7163</b>
<b>Simmons Elementary 830 Tyrone Pike, Versailles, KY 40383</b>	<b>(859) 753-7705</b>
<b>Southside Elementary 1300 Troy Pike, Versailles, KY 40383</b>	<b>(859) 753-7210</b>

## **Important Contacts:**

**Kim Johnson - Coordinator of District-Wide Programs**

**[kim.johnson@woodford.kyschools.us](mailto:kim.johnson@woodford.kyschools.us)**

**859-879-4600 ext. 2148**

**Work Cell Phone: (859) 297-8820**

**Ashley Sullivan - Community Education Program Manager**

**[ashley.sullivan@woodford.kyschools.us](mailto:ashley.sullivan@woodford.kyschools.us)**

**Office Phone: (859) 879-4628      Work Cell Phone: (859) 621-1621**

*We will respect the confidentiality of all of our students at all times.  
Information will be shared on a need-to-know basis.*

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## **Job Description**

### **Explorer Time Company Site Coordinator II/Grade 2/10 Months**

#### **Qualifications**

- Ability to work with children
- Good communication skills
- Creative
- Bookkeeping skills
- Excellent organizational skills
- Ability to assist students with academic work
- Experience with school-age child care or elementary enrichment preferred
- Must have their High School Diploma or GED
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members
- Must be able to lift 50 pounds

#### **Duties**

- Provide an interesting, safe, healthy and enriching environment conducive to meeting the individual needs of youths.
- Work with school personnel, youth, parents, and school community developing a well-rounded enrichment program for students P1-8.
- Supervise specialty teachers/program assistants to assure quality instruction for youth.
- Cooperate with the Community Education Director and/or Program Manager in the development of program promotion.
- Report required information regarding program, facility, staff, student and parent concerns to Community Education Director and/or Program Manager.
- Keep and maintain accurate records of participating students, i.e. all medical forms, enrollment, permission forms, sign-in and out records, licensing documents and collect parent/student fees.
- Participate in scheduled professional development training and staff meetings.
- Any other duties as assigned by the Community Education Director and Program Manager.

## **Commitment to Read and Understand Kentucky Licensing Regulations**

- 1. The Coordinator is responsible for reviewing and understanding all the regulations mandated by the Cabinet for Health and Family Services by the state.**
- 2. The Coordinator will stay current on any new or revised regulations and ensure the updated version is printed and placed in their site's "State Regulations" binder.**
- 3. The Coordinator will ensure that a copy of the regulations is to be on the premises at all times.**
- 4. The Coordinator will also be knowledgeable about the regulations for the ALL STARS Program which ETC participates in.**
- 5. The Coordinator will ensure that their site's ALL STARS binder is always on site, kept current and updated as needed.**
- 6. In addition, knowledge of ETC program policies and procedures is imperative.**

## **Attendance and Punctuality**

- 1. The Coordinator will report to work each day at 11:00am unless otherwise pre-approved by the Program Manager or Director.**
- 2. The Coordinator will report to a pre-scheduled meeting with the Program Manager each week on a designated day at 11:00am to discuss any concerns within their site.**
- 3. The Coordinator will attend monthly Coordinator meetings with the Program Manager, other Coordinators and/or the Director. This meeting will take place on the 3rd Thursday of each month, unless otherwise designated by the Program Manager or Director due to holidays, breaks or other events.**
- 4. The Coordinator will be responsible for making sure all staff are punching in (2:00pm) and out (6:30pm) at their designated times. No additional time can be worked without prior approval by the Program Manager or Director. The approval must be in written form through email or text message.**
- 5. It is the responsibility of the Coordinator to make sure a training schedule is posted for required training outside of the staff's normal working hours and that all staff are aware of the location of this posting. This includes any revised schedules as well as Full-day schedules. All staff must sign off stating they have received a copy of the schedule.**

## **Dress Code**

### **All staff will:**

1. Wear ETC staff shirts provided.
  - a. The first instance of noncompliance will merit a verbal warning which will be documented by the Coordinator with the date and time and a brief summary. This will be given to the Program Manager.
  - b. The second offense will be a written warning with a copy sent to the Program Manager.
  - c. The third offense will require the employee to clock out and return home to change clothes as well as a scheduled meeting with the Program Manager.
2. Wear khakis, jeans or trousers that are free of rips, tears, frays and holes. (No sweatpants, gym shorts, yoga pants or leggings.)
3. Wear shorts that are knee-length.
4. Keep midriff and back covered at all times (when sitting, bending, kneeling, and raising arms - if you are not sure, check in a mirror at home!)
5. Keep undergarments covered at all times.
6. Refrain from wearing hats, bandanas and other head coverings indoors except at or during special school events.
7. Maintain a neat, well-groomed and professional appearance.

### **The Coordinator is responsible for the following concerns:**

1. The Coordinator will make sure staff members are informed in the procedure of obtaining new shirts or replacing defective (ripped, torn, or has bleach spots) ones.
2. The Coordinator **will ensure** that the ETC shirts are visible to school staff and parents at all times. Long sleeve shirts may be worn under the ETC shirt, not over top. This also includes any sweaters or jackets unless you are on the playground or outdoors during cold months.

## **Human Relations & Customer Service**

1. It is the responsibility of each Coordinator to ensure that all staff members interact and/or address parents at all times.
2. The Coordinator is responsible for the ratio of each age group at all times.
3. The Coordinator is responsible for reporting any incidents of staff failing to treat others (children, parents, school administration) with respect and professionalism.
4. If a parent asks a question that you are not sure of the answer, assure them that you will have one the next day, then check with the Program Manager or Director to get the required information. If you ever have to give the response "I don't know about that," it should immediately be followed up with, "But I will have that answer for you tomorrow."
5. It is the responsibility of the Coordinator to deter any conversations that are not directly related to work while the children are on the premises. Example: dating, boyfriends/girlfriends, etc.

6. Any disagreements between staff members are to be addressed and resolved by the Coordinator with written documentation to be given to the Program Manager/Director once resolved. It must contain the signatures of all involved. If after attempting to resolve the conflict and it fails, the proper chain of command shall be implemented. This being the Program Manager/Director. If any plans of corrective action are placed or implemented, it is the Coordinator's responsibility to follow up and enforce any plans made for the staff member.
7. The Coordinator will hold staff meetings bi-weekly, due on the 15<sup>th</sup> and 30<sup>th</sup> of the month. A copy of the agenda, including any questions or concerns brought up that may not be typed, from the meeting will be turned in to the Program Manager. All staff members present will need to sign off on the agenda with the written comments. If any staff are not present, the Coordinator will go over the agenda with them at a later time and have the staff sign off. The meetings can occur before the children arrive in the afternoon or at six when they leave in the evening. No extra time will be paid for this unless pre-approved by the Program Manager or Director.
8. The Coordinator is responsible for creating an environment where all staff feel safe to suggest any ideas or changes that may improve the site. We should make sure that everyone feels valued and that we listen when they bring concerns to our attention.
9. At the end of any training the Coordinator is to collect the certificates from any staff who participated and completed it to bring to the office to be recorded. This is not needed for any SafeSchools/Vector training. If more than one Coordinator is present, decide among yourselves who will be responsible for this.
10. The Coordinator will make sure any yellow cards or white cards needed are completed promptly. Missed punch cards (yellow) are to be completed the day of the missed punch. Sick/personal leave cards (white) must be completed the day they return by coming into the Program Manager's office.

### **Coordinator Interaction Expectations**

1. Daily interactions with children:
  - a. Play with children to help build better relationships.
  - b. Be sure to utilize Positive Behavior Reinforcement and behavior management techniques that are discussed prior with the Program Management if necessary.
  - c. Assisting Assistants with any special situations when needed. This could be anything from a behavior situation to taking a single child to the restroom to prevent disruption within the whole group during an activity.
  - d. Be involved with the kids' school projects when possible.
    - i. For example, viewing the school plays or musicals to show the children that you care about them outside of taking care of them at ETC.
2. Daily interactions with staff:

- a. The Coordinator will provide positive reinforcement of good behaviors to the Assistants they work with.
  - b. Discuss any changes that may need to be made daily, weekly, or monthly with the staff as a whole or individually.
  - c. Bi-weekly staff meetings with a written agenda to be signed by staff and Coordinator after completing.
    - i. Agendas must start with KUDOS (something positive that has happened with each staff member, could be personal or professional) and ending with questions or concerns from staff.
  - d. Share or post all announcements or memos that concern the staff and come from the Program Manager or Director
    - i. Memos need to be signed by each staff member and a copy returned to the Program Manager to keep on file. (One sheet is adequate for all signatures.)
2. Daily interactions with families at pick-up:
- a. Post any information that the children or parents will need to know, i.e. Full-days, etc. Make sure this is located by the kiosk.
  - b. Build positive relationships with the families by trying to always end a conversation on a positive note.
  - c. Discuss any behavior issues with parents/guardians only. If the parent/guardian is not picking up, then call and discuss with them that day/evening.
  - d. Discuss any financial situations with parent/guardian/account holders.
  - e. Any changes made to a Child's registration must be made by the enrolling parent/guardian. All information must be forwarded to the Program Manager. For example: change of contact numbers or address or parents place of employment.
3. Daily interactions with school staff:
- a. Always having a smiling face within the building \*\*\*Remember, you are the face of ETC to all staff within the school!
  - b. Be active in any school activities that are possible.
  - c. Be present for any IEP/504 meetings for students if possible, as ETC staff spend 2-3.5 hours with each student daily and need to know what plans the school may have in place to help the student succeed.

## **Curriculum**

1. A calendar of required daily curriculum activities will be provided at the beginning of the school year. It is the responsibility of the Coordinator to ensure that all staff are following the calendar daily.
2. The Coordinator must submit for approval of any planning needed for flex days on the calendar ahead of time, according to the provided submission schedule provided at the beginning of the school year. This submission must be sent to the Program Manager.

- a. Any planning submissions that are not up to ETC standards or that may not be grade appropriate will be sent back to the Coordinator for adjustments before using the planning with the students.
3. The Coordinator will ensure that all needed materials and supplies for all activities are provided according to the Supplies and Materials section of this handbook.

### **Supplies and Materials**

1. The Coordinator will be responsible for the following items:
  - a. Bringing supplies to your site from the Community Education office. This includes any paper products needed for snacks. i.e. cups, paper towels, both sizes of bowls, silverware, etc.
  - b. The snack items on the scheduled ETC snack menu.
  - c. Any needed art supplies, construction or crafting paper, or office supplies.
2. If you can't find the materials or item that you need, please put in a request to the Program Manager. All requests must be submitted at least two weeks prior to the actual date that you need the item(s).
3. Milk, fruit or other perishables will be purchased at Kroger, but only with an approved monthly Purchase Order from the Program Manager or Director that will be made from the Purchase Request given by the Coordinator the week prior.
4. Any materials needed for a planned craft or activity are to be purchased in ample time to carry through on the project. All requests must be made at least two weeks prior to the actual date that you need them.
5. Donations of any sort MUST be documented and approved by the Board of Education. This means that we cannot accept any donations of monetary value, supplies, or materials without reporting it to the Board and having it approved beforehand. If you have any questions, please ask the Program Manager or Director.
6. Must have Art Center supplies - Items with a \* must be in the cabinets at all times:
  - a. Popsicle Sticks\*
  - b. Pom-poms\*
  - c. Foam shapes\*
  - d. Glue Sticks\*
  - e. Scissors\*
  - f. Markers\*
  - g. Colored Pencils\*
  - h. Crayons\*
  - i. Tissue Paper
  - j. Construction Paper\*
  - k. White Art Paper\*
  - l. Hole Punch\*
  - m. Stamps / Stamp Pad/Ink\*

- n. Coloring Sheets\*
  - o. Q-tips\*
  - p. Cotton Balls\*
7. Must have Science Center supplies:
- a. Sticks\*
  - b. Leaves\*
  - c. Pinecones\*
  - d. Specimen Packs\*
  - e. Acorns\*
  - f. Assorted Rocks\*

## Environment

The Coordinator is responsible for making sure all areas used are clean and safe from any type of dangers prior to the children using the space. A staff job chart must also be posted. This will include all of the following:

1. **It is the responsibility of the Coordinator to ensure the safety of all students by being aware of any allergies, food or otherwise, and ensure that the necessary staff are aware.**
2. **Tables (and chairs) are cleaned using the 3-step process with Dawn soap/water, water and bleach solution, & disinfected daily.** If Clorox wipes are used, the tables must be cleaned again with the 3-step process afterwards.
3. The floors will be vacuumed AS NEEDED!
4. Age-appropriate games and activities are always available and within reach of the children.
5. All games and toys are cleaned and checked for defects or missing pieces weekly.
6. A written schedule of all activities for all age groups is clearly posted for parents to view. Any changes should be noted daily.
7. Ensure that staff members are dispersed in a safe and appropriate manner when the children are in the gym or on the playground. If staff gathers together, the Coordinator is to redirect them to the appropriate areas. You are to ensure that the children come first and our attention must always focus on them.
8. We will make sure to acknowledge every parent that signs their child out each day.
9. **We are professionals and we need to present ourselves in that manner at all times!**

## Bookkeeping and Required Documents

1. **Paperwork/Computer Requirements**
  - a. Check email multiple times daily
    - i. Primarily when you get to work, right before the children start to come in, then again before staff start to leave for the night.

- b. Smartcare Attendance daily, weekly, and monthly\* (Must be stored on site for 5 years.)
- c. Smartcare Finances daily and weekly\*
- d. Daily Deposits
  - i. Daily deposits must be completed and brought to Hometown Elementary that night and placed in the deposit box by the Program Manager's office.
  - ii. ALL CHECKS must be deposited nightly in program manager's deposit box. The check's date must be the day the check was dropped in the deposit box or the day before. If the check does not meet this criteria, then it will be returned to the parents for a new check to be written and turned in. The coordinator will include a form to the parents, along with the returned check.
  - iii. Checks received in the mail will be recorded on a sheet and the envelope will be saved so the date on the postage can be recorded.
- e. CCAP filled out and signed by parents
  - i. There should be a closed CCAP binder kept that is divided by family.
  - ii. Parents/guardians are to initial their assigned sheet each day at pick-up and then sign and print their name at the end of the week or the last day the child will attend that week.
  - iii. At the end of each month, originals of all CCAP paperwork should be submitted to the Program Manager and copies should be kept on site in the CCAP binder.
- f. Print weekly Group Rosters (could be printed from Smartcare)\*
- g. Staff job charts with assigned positions turned in weekly
  - i. If your staff share a job chart between them, the Coordinator should assign jobs that are on a rotating schedule instead of allowing the staff to choose their daily job.
  - ii. If any conflicts occur from the rotation or chart in general, you should first try to resolve it with your staff before bringing it to the attention of the Director or Program Manager. If that fails, then you should take it to the next step in the chain of command.
- h. Kroger receipts and credit card must be turned the day it is used to Program Manager or Assistant Program Manager. Monthly POs for Kroger will be used for milk, juice, and fruit. Other items that need to be purchased will be added with a change order to the PO.
- i. Filling out the Google Daily Attendance form
  - i. This form is located in the ETC Team Drive in the Shared Folder.
- j. Emergency Drills
  - i. Completed on scheduled days and signed by each Assistant in attendance for the drill and the Coordinator.
  - ii. A copy must be sent to the Program Manager that night.
  - iii. The original must be posted on the site's state documents board through the rest of the school year and then stored.
- k. Accident Reports for needed injuries (signed by teacher who witnessed, parent/guardian who picked up, Coordinator on duty that day)

- i. If professional medical attention is needed, the accident must be reported to the Program Manager immediately and a report will be filed with the Division of Regulated Child Care (DRCC) Office within 24 hours of the accident.
- I. Incident Reports for needed behavior situations (signed by teacher who witnessed, parent/guardian who picked up, Coordinator on duty that day)
  - i. If multiple children are involved, then an Incident Report should be filled out for each child.
  - ii. DO NOT use the names of other children involved on a different child's report. Write the incident report from each child's perspective as needed. Use "Student A" and "Student B", etc.
- m. Staff Employment files organized according to the order of the *ETC Staff File Required Documents Check-Off Form* and kept up to date and organized alphabetically by last name
  - i. Verify monthly all TB tests and required training (Pediatric Abusive Head Trauma, CPR/First Aid, etc.) are up to date. If not, notify the Program Manager immediately.
- n. Student files kept up to date and organized alphabetically by last name.
  - i. Review immunization certificates for expiration dates - Monthly
- o. Verify weekly refrigerator temperatures are taken and signed off on the log sheet which should be taped to the front of the refrigerator.
  - i. Refrigerator must be cleaned and dispose of any bad or rotten fruit or opened food and expired milk or juice - Weekly
  - ii. Any opened items stored in the refrigerator must be labeled with the date opened. Including juice and milk.
- p. Check contents of the main first aid kit and replace any needed items. - Monthly
  - i. If there are multiple first aid kits on site (playground/gym bag, etc.) be sure to keep only essentials (band-aids, paper towels/tissues, gloves) in these and all items required in the main first aid kit to show state upon inspection.
- q. You will maintain all records needed for the State Licensing Board. Please use the *Explorer Time Company Monthly Checkoff Sheet* to ensure you have all required documentation posted. If you have questions or concerns on what the document actually looks like, please ask the Program Manager or Director.
- r. Age-appropriate curriculum schedule needs to be posted within each group the Monday of the week and submitted to the Program Manager according to the schedule provided.
- s. Ensure that parents/guardians receive invoices for past due balances in a timely manner.
  - i. Accounts are to be paid in full by the 10th of each month without a Late Fee being added.
  - ii. Families are allowed until the 20th of each month to pay the past due in full, or any account not in good standing after the 20th will result in that child not being able to return until paid. If you have a child that will need to find transportation

and be in the front office, be sure to notify your front office staff ahead of time that day.

\*Please see the *Smartcare Tips and Tricks Handout* for instructions.

\*\*All requirements listed above are also listed on the *ETC Required Document Submission Schedule* with an exact submission timeline.

### **Duty to Report**

**If you witness abuse of a child, see evidence of abuse or receive information about possible abuse, state law requires that you are responsible for reporting this information to proper authorities.** The process and toll free hotline is available at each ETC site. You may speak with your supervisor to discuss your concerns & decide if a report is warranted and help you document and call in a report. *This does not relieve you of your reporting responsibility.* You can file the report together if necessary. Keep documentation of when the report was made, who you interacted with, and a copy of information shared. If you file a report, keep school administration informed.....they may already have an ongoing open case or may need to be alerted so they can monitor the situation and follow up during school hours.

### ***TO REPORT SUSPECTED CHILD ABUSE, NEGLECT OR DEPENDENCY***

**CALL: (877) 597-2331**

**ONLINE LINK: <https://prdweb.chfs.ky.gov/ReportAbuse/>**

### **Chain of Command that is to be followed for all concerns or issues.**

**Kim Johnson**

↑

**Ashley Sullivan**

↑

**Darla Giles - Reagan Way - Chelsea Smith - Vacant**

**Submit the attached acknowledgement form to the Program Manager.**

## **Explorer Time Company Coordinator Handbook Acknowledgement Sheet**

- I, \_\_\_\_\_ have read and fully understand the policies and expectations of the Explorer Time Company Coordinator Handbook.
- I understand that these policies are enforced to ensure the productivity and professionalism of the program.
- I understand that as the Coordinator I am fully responsible to enforce and apply them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_