



North Hancock Elementary School

STUDENT HANDBOOK

2017-2018

North Hancock Elementary
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Lewisport, KY 42351

Office: 270-295-6330

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Revised 06/28/2017

Back-to-School

Greetings from the Principal!

It is our pleasure to welcome you to North Hancock Elementary School. Our main objective is for all students to learn in a safe and caring environment! We look forward to providing many exciting and rewarding learning experiences for our students throughout the year. In addition to an excellent academic program we offer many activities, clubs, and services to help our students become well-rounded, mature young adults. We welcome family members to be our partners in helping students grow into healthy, happy and life-long learners.

The North Hancock Handbook is a quick reference guide you will find extremely useful as questions arise throughout the school year. It has been carefully prepared and reviewed in order for you and your family to know and understand the policies and procedures of our school. We encourage each student and parent to also review the Hancock County Public Schools Code of Acceptable Behavior and Discipline Handbook.

We are excited about this school year and look forward to working with you and your child. It's going to be a great year!

Sincerely,

Paul Poole (Principal)

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North Hancock's School Pledge

Our school pledge helps focus our students on characteristics that help our students be successful students. The school pledge is recited daily as part of our "Morning Meeting."

General School Information

At North Hancock, we are a community of leaders.

We recognize, honor, and celebrate the leaders within us!

We:

L*ove learning.*

E*xcel in all we do.*

A*chieve goals together.*

D*o what is right.*

Principal: Paul Poole

Assistant Principal: Cheri Moss

Family Resource Director - Lacey Mosby

Secretary: Lisa Rice

Bookkeeper: Christa Keller

School Counselor: Sona Miller

Student Services

Family Resource Center:

North Hancock's Family Resource Center is available to all students and parents. Our director, Lacey Mosby, can be contacted at 270-295-6330 or you can visit her office located at the right of the front doors just inside the building.

The FRC helps students and families with issues that may interfere with student learning, such as family and/or financial difficulties. The goal of the FRC is to coordinate needed services and make them available to our students and their families.

Guidance:

The guidance department helps students learn to develop a healthy, emotional, and psychological concept of themselves and others. With a positive mental attitude, students are encouraged to enhance their academics. The goal is to help students acquire life skills that will help them become responsible citizens. Our school counselor is Sona Miller and she can be reached at 270-295-6330 extension 6188.

How Can Parents Support Student Learning?

- Read and discuss the contents of this handbook with your child.
- Read and sign the "Learning Compact" with your child and child's teacher found in the appendix of this document. It can also be found in your child's enrollment folder. Please read it with your child, have them sign it with you and return it to your child's teacher.
- Check that all homework is completed.
- Talk to you child about what he/she is learning at school. Try to make connections to life.
- Become familiar with the school's program, policies and operations.
- Actively support expectations held by staff for the behavior of your child at school and school events.
- Become involved in school events.

How do I contact my child's teacher?

All teachers have e-mail accounts. Their addresses can be accessed on North's Website at <http://www.hancock.kyschools.us> Teachers can also be reached by phone before and after school at 270-295-6330. You will find a list of telephone extensions at the back of the handbook. If you are unable to reach them you can leave a message on their voicemail. The office will not forward calls to teachers during the school day to allow for your child to receive the maximum amount of time learning without disruptions. Conferences can be scheduled with your teacher throughout the year. If you would like to schedule a conference or talk with a teacher just send a note with your child or leave a message in the office for your child's teacher to return your call.

What if I need to speak with the principal?

North Hancock's School's principal and assistant principal welcome all parents who wish to meet with them. To be assured of an appointment, please call the office to arrange a time. "Drop-in" conferences certainly do occur, but there is no guarantee that the principal will be available. **In the event of a problem, please contact your child's teacher first.** The principal will enter the problem-solving process if the parent and teacher are unable to develop a mutually agreeable solution.

SBDM Council

North Hancock has a Site-Based Decision Making Council that meets the third Monday of each month at 3:30pm in the conference room. The mission of the North Hancock Elementary School Council is to set school policy and make decisions that will provide an environment to improve student achievement and will enable the teachers to impact the educational process.

2017-2018 Council Members

Paul Poole, Principal
Michelle Gregory, Teacher
Anita Lamar, Teacher

Shannon Case, Parent
Aimee Lyday, Parent
Amanda Walz, Teacher

2017-2018 PTO Officers

To Be Determined, President
To Be Determined, Vice President
To Be Determined, Secretary/Treasurer

Paul Poole, Administrator (270-295-6330)
, Teacher Rep (270-295-6330)
, Teacher Rep (270-295-6330)

PTO - Parent Teacher Organization

The name of the group says it all: parents and teachers working together to make the best possible school for our kids. It's fast, easy and it's only \$5.00 per family to become part of the support network that is crucial in making North Hancock School strong. Membership is open to anyone: parents, grandparents, aunts, uncles, teachers, and friends of the school. Check your child's folder for membership information and sign up today.

In case you were wondering:

- 1. How is the membership money used?** The money raised from your membership dues will be used to provide the students of North Hancock Elementary School with programs, events, and materials that enhance the curriculum and encourage school spirit. **For example**, PTO purchased picnic tables for the outside patio and the white tables found in the courtyards. They also have provided cameras for classrooms, LCD's, supplies for the Back to School Picnic and Back to School Bash, attendance prizes, fieldtrips, student incentives like popcorn/drinks, AR incentives, 12 Days of Christmas countdown promotion, and library books to name a few.
- 2. I don't have a lot of time to give. If I sign up will I be expected to attend every meeting?** We welcome and encourage you to attend every meeting; however, it is **not** required.
- 3. How involved will I have to be?** That's up to you! We do hope that you will volunteer an hour to at least one evening event if possible.
 - **What can I do if I choose to be involved?** Some examples of how you can help are listed below.
 - Sign up to be a homeroom mother/father
 - Participate in fundraisers that your child brings home.
 - Organize book fair volunteers or be a volunteer
 - Organize Box Top fundraiser/prizes
 - Attend some of the volunteer workshops held monthly.
 - Serve on a PTO committee such as Fall Festival or Movie Night to help in getting that event planned and implemented.

Student Safety

Emergency Sign-out Cards: Every student must have a student information card on file in the office. This information is valuable not only on a day-to-day basis, but also in case of an emergency. Only people listed on the card will be permitted to check your child out. (If for some reason you need to make a change during the year, please send in a written note or come by the office to add or omit the name to your child's card.) So that we

have all necessary information to best serve your child, we ask that the Emergency Sign-Out card be returned to the school office **no later than the second day** of school.

Please note that **either parent may check a child out of school unless valid court and/custody papers are on file at the school. If a person who is listed who may not pick up your child is a parent we cannot legally prevent them from taking the child without a court order.

Early Dismissal or School Cancellations Due to Weather

Our district now uses technology referred to as “One Call” that enables information to be sent out to everyone in the district simultaneously through your telephone lines. In the event that severe weather is an issue and school needs to be dismissed early or cancelled entirely, you will receive a call letting you know. Please refrain from calling the school and tying up school lines to inquire about school closings. In the information folder you received at the beginning of the year there was a form for you to designate how your child was to be transported in the event school is closed early. Remember, whatever is on the form is what the teachers will do, so please have in place what you want to do now. If at some time during the year this needs to change, please let your child’s teacher know as soon as possible.

Delayed Opening – If you receive a “Call” from the superintendent stating it is necessary to delay school due to hazardous weather conditions all students who normally ride school busses will be picked up one to two hours later than their regularly scheduled pick-up time. All other students can enter the building based on the schedule below:

- One hour delay – school will open to receive students at 8:15 am – breakfast will be served
- Two hour delay – school will open to receive students at 9:15am – breakfast will not be served.

When a delayed school opening is called, morning and afternoon preschool classes will be cancelled.

Birthdays/Special Occasions

What if I want to celebrate my child’s birthday at school?

- We want each child at North to feel special every day, especially on their birthday. That is why each student will be recognized during the Morning Meeting with a birthday gift and the opportunity to lead the school in the pledge.
- Birthday ticket for “free” Ala Carte item will be given to each child on their birthday. This ticket can be redeemed during their lunch shift.
- We also want each child in the classroom to be able to learn as much as possible without disruptions. **For this reason, class parties or gift distributions are not permitted.**
- Birthday invitations cannot be distributed at school unless the entire class is being invited. The school cannot give out names, addresses or telephone numbers of students in your child’s classroom due to privacy issues.

School Deliveries

If a gift is sent to the school for your child it will remain in the office until after 2:00 pm. We try very hard during the day not to disrupt instructional time. Please remember that balloons or glass items are not allowed on the bus. All other items should fit into your child’s book bag. **NO DELIVERIES will be accepted on Valentine’s Day.**

What classroom parties are allowed at North and how can I help?

According to **HC Board Policy**, classrooms are limited to two parties per year. North has designated Christmas and Valentine’s Day as the two parties that will be held. If you are interested in helping out, please contact your child’s teacher to see how you can help.

Can I bring treats for one of the approved parties?

Yes, however, all food items brought for students **MUST** be store bought and not homemade. Many students have food allergies. Store bought food **MUST** have a nutrition label that list ingredient contents.

Behavior Expectations:

SCHOOL WIDE EXPECTATIONS

1. Treat everyone with respect
2. Follow directions
3. Respect school and personal property
4. Keep all of your body and objects to yourself
5. Kind words are expected at all times.

For further definition and more serious offenses refer to the Hancock County Schools Code of Acceptable Behavior and Discipline Handbook.

In order to meet statutory requirements of the Kentucky Department of Education regarding the health benefits of physical activity, North Hancock Elementary will assign students to participate in individual continuous movement during teacher P.E. as a consequence in our discipline plan. **Continuous movement is a healthier consequence for students than not allowing them to participate in teacher P.E.**

Clip up: Positive Behavior Management

SPECIAL AREA TEACHERS:

**Special area teachers and the cafeteria monitors will have “discipline tickets.” The white or original copy of the ticket will be given to the classroom teacher and the student’s stoplight/card will be moved in the classroom. It will be the responsibility of the special area teacher to send the carbon copy of the ticket to the assistant principal. Continued misbehavior will result in more severe consequences. Discipline tickets will be reflected on the conduct area of the student’s report card.

Lunchroom Behavior Expectations

Last year we started new procedures to ensure an orderly and enjoyable lunch period for all students. They are as follows:

- Students are expected to remain at a zero voice level when they enter the lunchroom, while in the food line and until they find a seat. Once seated they may talk with friends at their immediate table.
- When students are asked to return their tray to the tray area and walk to the teacher pick up area, they must remain on a zero voice level including the time they wait for their teacher to arrive.
- Basically, if you are standing or walking...you are not talking.

Each of these new procedures takes up no more than a few minutes of the student’s lunch break.

Additional Expectations Already in Place:

Use a level 2 voice at all times.

Always walk in the lunchroom.

Stay in seat and talk only to students at your table.

Keep your lunch area clean.

No playing with or trading food.

Eat your lunch before eating dessert. *(As part of “Healthy Eating” instruction students are taught to first try to eat the food that “feeds the brain” before eating their dessert item(s).)*

Individual Accountability:

Discipline tickets or mark on the class chart from the cafeteria workers will be handed to the classroom teacher at the end of the lunch period. Students who receive a discipline ticket in the cafeteria will move his light/card upon returning to the classroom and will be recorded in the student’s data notebook. It will be the classroom teacher’s responsibility to contact a parent, as needed, concerning cafeteria behavior. Once they receive the third ticket they will serve a lunch detention. Every ticket after the third one will result in an additional lunch detention. Students who habitually ignore lunchroom expectations may be given more serious consequences.

Serious Offenses

There are some instances which require the stoplight/card system to be by-passed and a student to be **sent to the office immediately**. These types of serious offenses are as follows:

1. Fighting
2. Acting Openly Defiant/Disrespectful
3. Vulgarities (by mouth or gesture)
4. Possession of Illegal Substances or Weapon
5. Verbal or written threats or threatening behavior

If a teacher chooses to send a student to the office for a fourth offense, or serious offense, he/she must fill out and send with the student an Office Referral Form that states the reason for the referral. When a student is sent to the office for serious offenses an attempt to contact the parent will be made while the student is in the office. **At principal's discretion, office referrals will be mailed to parents and must be signed and returned.**

Consequences may include but are not limited to:

Loss of school privilege	Conference with student
Lunch detention	Parent Contact
Morning detention	In-school suspension
Time in "Making Better Choices" Room	Out of school suspension

Our goal is to help students learn from their behavior and make better decisions in the future. Student in-school suspension may be assigned as listed below but not limited to:

K-2nd grades – ½ day in-school suspension

3-5th grades – one full day in-school suspension

****Out-of-school suspension** may be assigned for serious offenses as per Hancock County School Board policies regarding suspension of a student.

Bully Free Zone

North Hancock Elementary School is committed to making every child's school experience safe. As we at North provide a safe and orderly environment conducive to learning, we strive to make sure every child is awarded this opportunity free of bullying. In order to preserve this environment we have created procedures to accomplish this goal.

What is Bullying?

Bullying is a form of repeated aggression that is directed by one or more people towards another person. It tends to occur in places that are less structured. School bullying takes four main forms.

1. **Physical bullying**, where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding them down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.
2. **Verbal bullying** is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, mean notes, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye rolling and spitting.
3. **Relational bullying** occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, excluding or scapegoating.
4. **Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying are sending threatening or insulting messages by phone and e-mail, and spreading destructive rumors.

Bullying is also harassment. Bullying is part of a continuum of student violence and may, at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic. Many forms of harassment are prohibited by federal and state laws, the most well-known being harassment based upon a student's race or

sex. Students are also targeted for not belonging to the dominant race or class, because they are disabled or obese, or for being less (or more) intelligent, athletic, attractive, confident or simply because they dare to be different.

What exactly are we doing to STOP bullying?

On Going Education:

Lessons on bullying will be reviewed at the beginning of the school year for all students. Throughout the year Mrs. Miller will provide guidance lessons with all to empower the students. The faculty & staff will be trained and informed of the policy and procedures during faculty meetings at the beginning of the year and throughout the year.

Teachers and staff members will demonstrate a zero tolerance for any and all bullying behavior. All areas prone to giving bullies an opportunity (bathroom, playground, lunchroom, morning assembly) to act will be monitored closely and reported promptly.

How To Report:

Teachers and staff will report any and all forms of bullying to the principals with an office referral. Students and parents can report incidents to teachers, principals or Mrs. Miller our School Counselor. **Parents, keep in mind if you don't report it, we can't do anything to stop it.**

Consequences:

All incidents will be investigated and approach discipline procedures will followed as outlined in the student code of conduct.

Food Services

Hancock County Foodservice serves nutritious, well-balanced breakfasts and lunches in all schools. A variety of lunch and breakfast items, which meet the USDA guidelines, are available daily, as well as a la carte items. You will receive a copy of the lunch menu in your beginning of the year folder.

How does my child access their lunch account and how will I know when they need more money?

- All students will be issued a security code number they will use each time they make a purchase in the cafeteria.
- Deposits to lunch accounts should be made between 7:15-8:00 am in the cafeteria.
- Parents can also make deposits via the internet. Please see information below from Susan Estes the Food Service Coordinator.
- If a family has a loss in regular income, a new application can be filled out at any time during the school year. Applications are always available in each school's main office and at the Board of Education office. All income information is kept strictly confidential.

Can I add money to my child's lunch account electronically?

The Hancock County School District has partnered with the **SchoolBucks** school food service software program to implement some exciting new technology designed to give you direct access to your children's cafeteria accounts. To participate in this process, please visit the school district's website at www.hancock.kyschools.us An icon on the district's website will lead you to the parent account setup. Parents will need to request each child's 10 digit Student ID number from their school's main office before the account set up can be completed.

For more information contact Nick Boling the District Foodservice Coordinator at 270-927-6914

Students who are eligible for free or reduced price lunch are also eligible for free or reduced price breakfast. If your child receives free or reduced price meals and they bring their lunch for the day, they **do not get a free drink. The eligibility is for the entire meal only.**

Can students purchase ala carte items?

- Students are **limited** to purchasing one extra dessert item at lunch. If parents do not want their child to purchase extras they need to explain this to the child. The cashiers can put a note on the student's account at the parent's request.

- There are no charges allowed on extra items.

Can I eat with my child?

- Parents are always welcome to join their children for meals. **We ask that you do not eat with your child the first week of school to allow them to practice necessary procedures for success in the lunchroom.**
- It is also required that you bring exact change or deposit remaining funds into your child’s account. We are required to deposit all funds daily therefore we have no change available. Checks will be accepted for lunch use only. Cashiers cannot take a parent meal off of a student’s account.
- When you eat with your child you must sit in the booths on the inside wall or tables in the picnic area on the patio. We do require all students follow the same lunchroom expectations that are in place when you are not with them.

If my child decides to bring his/her lunch from home, are there any regulations I need to be aware of?

- Student’s lunch brought from home should have nutritional value. A healthy lunch that is well balanced will assist your child in focusing the remainder of the day. For instance all lunches should contain a protein, fruit, vegetable, grain and dairy. Please limit the amount of sugar your child brings in their lunch. **An abundance of sugar can lead to disruptive behavior and lower ability to stay on task.**
- **No fast foods** are allowed in the lunchroom in their **original packaging, neither child nor adult.**
- **No soft drinks** are allowed in the lunchroom during breakfast or lunch. No one is to purchase drinks from the drink machine in the lunchroom during the lunch shifts (10:45-12:35).
- **Candy** of any kind is **not allowed** to be bought or sold in the lunchroom at any time during breakfast or lunch.
- **Students are never allowed to take any food out of the lunchroom at breakfast or lunch that has been purchased. The only exception is bottled water and this must be approved by the classroom teacher.**

Hancock County Public Schools Lunch Prices 2017-2018

****Prices will be sent out after the July School Board Meeting. Please write them into this notebook.**

Breakfast Prices	Price	Lunch Prices	Price
Reduced Student	.30	Reduced Lunch	.40
Full Price Student	\$1.40	Full Price Student	\$2.00
Visitor Price (Adult or Child)	\$1.75	Visitor Price (Adult or Child)	\$3.00

Volunteer Opportunities

Volunteer Requirements

All volunteers are required by state law to undergo a background check which. Please contact Lacey Mosby @ 270-295-6330 for a form if you do not have one on file. A \$10 fee must be submitted with the required paperwork. This is required for any and all forms of volunteering at all schools.

Volunteer Workshops – We have a workshop once a month that meets in the library. This group will assist teachers in preparing student learning materials and provides a valuable service that helps our students. You may come and stay as long as your schedule allows.

Library Volunteers

If you would be interested in volunteering in the library to shelve books, pull teacher requests, work book fairs and other literacy programs. Please contact our media specialist, Rebecca Evans at 270-295-6330 or Rebecca.evans@hancock.kyschools.us

Field Trips Chaperone Policy

- All field trips must have an educational value. In order to allow students the best opportunity to learn, guidelines for chaperones have been developed and approved by the site based council. They are as follows:
 - a) The number of chaperones assisting on the trip will be limited to 1 per 4 children in the class.
 - b) All chaperones must be on the approved volunteer list
 - c) Chaperones will be determined using a fair and diplomatic process. Parents will submit their names in the time frame assigned by the teachers hosting the field trip. The lottery system will be used in deciding who the chaperones will be. **We ask that you serve as a role model for your child and refrain from ignoring the policy if your name is not drawn.**
 - d) Chaperones **may not** bring any other children or family members with them on a field trip. This includes siblings from another grade level or other siblings not yet enrolled in school.
- Due to state finance regulations we do not refund field trip cost when a student does not attend. All fieldtrips are paid in advance to the chosen destination. Once we book a trip we are locked into a certain amount of seats or tickets. This means that if your child does not attend, the school is not refunded. Therefore, the **school cannot make any refunds for students unable to attend.**

Reading Coaches

Do you have 20 minutes a week that you can dedicate to helping a child become a better reader? Volunteers are needed to listen to children read or help them with their skills books. You will talk and read with the same child each week. You and your designated student will both look forward to this weekly time together. Please check the Back to School folder for more information or call the school to see how you can change the life of one child this year.

FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL PROCEDURES:

When does the instructional day officially begin?

The first bell rings at 8:02. At this time students and staff leave the gym and move toward their classrooms. The second bell rings at 8:05. The day officially begins at this time and all students should be in their classrooms. Students entering the building or eating breakfast at this time will be considered tardy.

When does the school day end?

- The school day ends at 2:55. At this time first run bus riders (Hawesville bound) will be dismissed. Students picked up before this time will be considered tardy or partial day absence.
- At 2:57, students who are car riders are directed to the car rider line.
- At 3:05 2nd run bus riders (Lewisport bound) are dismissed.

When can my child enter the school building?

At 7:15a.m. students are allowed to enter the building through the student drop off/pick up area located on the side of the building. Before letting your child out of the car an **adult must be on duty** to greet your child. Drop off continues until 8:00. At this time the adult will enter the building and all side entrances will be locked. For the safety of your child, **do not drop your child off unless the ADULT IS STANDING OUTSIDE ON THE SIDEWALK. ONCE THE ADULT ON DUTY LEAVES THE MAIN SIDEWALK AREA TO ENTER THE BUILDING YOU MUST DRIVE YOUR CHILD TO THE FRONT OF THE BUILDING AND WALK THEM INTO THE FRONT OFFICE. DO NOT ENCOURAGE YOUR CHILD TO RUSH OUT OF YOUR CAR AND TRY TO CATCH THE DOOR BEFORE IT LOCKS.**

What if there is not an adult in the student drop off area to greet my child?

If you arrive in the student drop off area and no one is standing outside to greet your child, do not allow them to exit your vehicle. If it is before 7:15am, you will need to wait for the adult to arrive. If it is at 8:00 am or later, the door has been locked and you will need to

drive around to the front of the building, park and walk your child into the office. If it is 8:05 am or later you, will need to sign them in.

Can my child eat breakfast at school?

Students who want to eat breakfast should arrive between 7:15am and 7:50am to allow ample time to eat. The breakfast line closes at 8:00am. The ideal time to arrive at school if you are eating breakfast is no later than 7:45am. This allows your child ten-fifteen minutes to eat and still gives them time to make it to their classroom on time. Students eating breakfast and not with their class at 8:05am will be assigned an unexcused tardy.

What is “Morning Meeting” and does my child need to attend?

At 7:45am students and staff gather for North’s daily “Morning Meeting.” During this assembly students and staff meet in the gym as a community. At this time we recognize student accomplishments, birthdays, character education, and special announcements about upcoming school events. Students also recite the school and U.S. pledge. This is an important time of the day and we highly recommend that your child be present during this assembly.

Is there a homework expectation at North?

Yes, your child is expected to complete all homework assignments by the assigned date. If the student uses his/her time wisely at school, P2-5th grade students should never have more than 30 -60 minutes nightly not including reading. Please encourage your child to read for 20 minutes each night.

What if my child normally rides the bus home but today they will be a car rider or picked up from school?

If your child’s regular transportation or after school plans change, you must send a note to school with your child the morning of the needed change. The note must have the following detailed information:

- Who (name of the person they are visiting or going home with).
- Where (Complete address of where the child will be going.)
- Phone number of the person they will be visiting
- Dates as to when the change will begin and end

What if my child will be going home with another child?

If your child is going to ride the bus home with another student or get off at a different bus stop, they must give the bus driver a Bus Pass. A note from parents is required for the bus pass to be written in the office. The note must contain the information requested above.

What if my child’s transportation plans change during the day?

If your child’s transportation plans change during the day you will need to make the request **prior to 1:45pm**. In order to make the change you will need to provide **two forms** of confirmation. First, you will need to **fax (270-295-6332) or email (lisa.rice@hancock.kyschools.us)** your request and **follow up with a telephone call (295-6330)**. For the safety of all students, changes will require the above procedure. **We will not allow any exceptions.** Both public libraries in Hancock County offer free fax access for this purpose.

Where do I go to pick my child up if they are a car rider?

If you plan to transport your child home from school you will need a car rider tag. The tag is issued to you when your child registers and is good for the entire time your child is enrolled at North. The tag is to be visible behind your rear view mirror each and every time you or anyone else picks up your child. ****Parents that are in the school during the day should also utilize the car line to pick up their child or wait until the first run busses have left.

What is the purpose of the car tag?

The car tag is vital for two reasons. Most importantly to ensure your child leaves the school with a custodial parent or authorized person. Secondly, it assists staff in providing a smooth and safe dismissal of students. For the safety of all students **no one** will be allowed to pick up a child in the car pick up area without a car tag.

What if I do not have a car tag?

If you do not have a car tag you can go to the front office and request one prior to 2:40pm. If you or another authorized person attempts to pick up your child in the car line but do not have a car tag you will be directed to drive around to the front office to pick up your child. For the safety of all students we do not allow anyone to pick a child up without a car tag.

What if I or someone else needs to pick up my child during the school day?

Students who must leave during the school day must be signed out through the office by the parent or by someone on the emergency enrollment card on file in the office. Students WILL NOT be released to individuals whose name(s) are not on the emergency card. Authorized individuals need to come into the office with a photo identification to sign the student out. At that time the office will locate your child's teacher and call for your child. FOR THE SAFETY AND UNINTERRUPTED EDUCATION OF ALL STUDENTS, PLEASE WAIT IN THE OFFICE FOR YOUR CHILD. The student **WILL NOT** be allowed to leave the classroom with you unless the teacher has been notified by the office.

****Please try to avoid picking your child up during the last fifteen minutes of school as it is a very hectic time. Parents will not be allowed to leave while busses are being loaded or unloaded due to safety and our District's transportation policy. Thank you for helping keep North student's safe.**

What if we move or some emergency information changes?

For your child's safety please inform the school anytime you move, change phone numbers or make any changes to your emergency information sheet. This includes cell phone numbers, place of employment, etc.

What if I need to come into the building?

If you need to come into the building you will need to park in the front parking lot and enter through the front doors. If you arrive between 8:05am and 3:00pm the doors will be locked and you will need to use the buzzer system located on the wall near the left set of double doors. If you arrive after 3:00pm the front doors will be unlocked and you can enter through the doors located on the right side.

Do I need to sign in before leaving the office area?

Safety is our top priority. Everyone who enters the building **MUST** sign in and wear a visitor's badge.

Where is lost and found?

Lost and found is located in a box right inside the gym double doors. Student and parents should check there periodically for lost items. Items remaining after the last class day in December and May will be donated to charity. It is recommended that you label all articles of clothing on the inside with your child's name. Every year we have hundreds of very nice clothing items that are not claimed.

What if my child is sick and we want to pick up homework?

Always call the office if your child is going to be sick and miss school. If your child is sick for only **one day**, please wait and let your child get the homework when they return to school the next day. If your child is sick for **two or more days**, contact the school office, and then stop by the office **AFTER 3:15pm** to pick up the work. This will allow teachers ample time to organize and collect homework without disrupting instruction. If you are going out of town and want to pick up homework before you leave, you will need to talk to the individual teacher to make arrangements.

If my child is absent or suspended from school (in school or out) can they attend an afterschool/evening events being held on that day?

No, students are not allowed to attend afterschool activities when they are not in school on that day.

What is the policy on students bringing electronics to school?"

All cell phones are to be turned off during the day and left in backpacks or cubbies. Due to the risk of being stolen we strongly discourage bringing them to school. Other electronics such as iPods or game boys should not be brought to school. They are very distracting to students, and often interfere with instruction. If a cell phone or another electronic item is found out during the daytime it will be given to the principal and a parent will have to pick it up. Thank you for your cooperation.

What is the AR Program?

The Accelerated Reader (AR) Program is designed to improve student reading through independent practice. Each year, all first through fifth grade students take the STAR test. This reading test determines your child's reading range (the low to high level of independent ability.) In addition, a point goal is suggested. Teachers assign a goal to your child each nine-week period. Students will be expected to read at their IRL (Independent Reading Level) or "reading zone" as indicated on the STAR report while earning their points.

Attendance

Student success in school is directly related to school attendance.

School attendance is state law.

TRUANCY DEFINED – (KRS) – Kentucky Revised Statute (Law)

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than a half day shall be considered tardiness. Students who are eighteen or older are to be responsible to the court for their own attendance.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

How to avoid attendance issues:

1. Get your child to school on time every day. Your child must be with their teacher at 8:05am. One minute late is counted as a tardy.
2. If your child is absent, **call the office by 8:30am**. Absences are excused (up to 5 days) if the parent calls and informs us that the student is sick.
3. Make doctor or dentist appointments for after school hours. If this is not possible, make certain you obtain a doctor's or dentist's excuse note each and every time your child misses due to an appointment.

EXCUSED ABSENCES

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

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil (physician's verification may be required)
3. Religious holidays and practices
4. Order of the court
5. One (1) day for attendance at the Kentucky State Fair
6. Other valid reasons as determined by the Principal or the Principal's designee.
7. One day if a parent is deployed for military service. One day when parent returns.

NOTIFICATION

1. The parent (guardian) shall **call** the school on the **date of absence AND send a note** stating reasons for the student's absence on the date the student returns to school.
2. Parent notes will be accepted for student or family illness or injury up to **five (5) days per year**. After a student has missed five (5) days excused by parent in a school year, a **doctor or dentist statement** must be presented for the absence to be excused.
3. Doctor's excuses must be presented to the office within **two (2) days** of the child returning to school. Doctor's excuses **will not** be accepted **after two (2) days** and the absence will be **unexcused**.
4. When a student has accumulated in a school year:
 - three (3) or more unexcused absences or has three (3) unexcused tardies
 - **Or** has more than five (5) excused absences and 5 doctor's excuses for a total of 10
 - **Or** has more than five (5) doctor's excuses

The attendance committee may meet. The committee will consist of the child's parents, principal, teacher, school counselor, family resource director, school nurse and attendance clerk. The purpose of the committee is to review student grades, discipline and attendance to determine if home bound instruction is appropriate. All absences after the attendance committee has met may warrant a home visit from the principal, family resource director, and/or DPP.

School Community Programs

"PRIDE" Personal Responsibility in Daily Effort

Each **fourth and fifth** grade student has an opportunity to earn special rewards for each of the four nine-week periods.

To receive a Pride card a student must meet the following criteria during each 9-week period:

1. **ATTENDANCE:**
 - Student has no unexcused absences in a nine-week period. Late arrivals and checking out early for any reason are considered events along with excused or unexcused absences.
2. **GRADES:** Student will maintain a C average (**70% avg.**) in all subject areas
3. **BEHAVIOR:** Student has 3 or fewer red lights in a 9-week period **and** has received no consequence due to a behavior referral (Bus and lunch referrals included.)
4. **EFFORT:** When student accepts responsibility to be part of a team or group, and agree to do a job, (safety patrol, academic team, chess club, school store), they will honor their commitment.

Rewards:

Students who earn their PRIDE card will be entitled to the following:

- Free weekly ala carte item at lunch
- Choice of being in the front of the lunch line with other Pride Card holders
- In May, those students who have earned at least 3 of the 4 possible Pride Cards will be invited to attend a PRIDE Day at Vastwood Park.

Students who do not earn a PRIDE card will receive a detailed letter outlining why they did not receive one.

How will my child learn about PRIDE and what is expected?

Fourth and fifth grade classroom teachers and school counselor will share the expectations.

North Hancock Elementary Student Work Program & Safety Patrol

Fourth and fifth graders make up our school safety patrol and student work program. These students serve the school in a variety of roles. While on duty 4th graders wear an orange safety belt and 5th graders wear an orange safety vest. Fourth graders work more in a role of assisting in the library and fifth graders serve on the carline, in the lunchroom and at entrance doors.

Once assigned a position, students must serve a full nine-week period. 5th graders serve as patrol members the first three nine-week periods and 4th graders take on the safety patrol role in the fourth nine-weeks.

The only times you won't find patrol helping in the car loading zone are on days when the wind-chill is less than 0 degrees F, when the streets are too icy to be safe, or during a thunderstorm. Otherwise, you'll find all of the Safety Patrol members in service to the school community.

These leadership opportunities will inspire students to develop positive relationships with peers, authority figures and establish leadership skills including:

Citizenship — By experiencing the satisfaction that comes from looking after the safety and welfare of others, patrollers discover the rewards of volunteerism.

Role models — students become role models for younger schoolmates who strive to emulate their behavior.

Maturity — students mature as they make a serious effort to perform their duties.

Teamwork — Co-operation and trust are fostered among patrollers who learn that they are individually accountable to the team. At the same time, their actions reflect upon their peers.

- Students apply for the programs and are chosen based on availability and being a good school citizen/role model. Due to the volume of student applicants we are not able to place all students.
- Students who are placed must complete their assigned time frame. Quitting or not showing up regularly will result in a loss of Pride Card for the assigned nine-weeks.

Kids Quest After School Program

Students attending this program either as a parent paid afterschool program or on a teacher nomination based on academic need in reading, math and writing. If your child attends they would have additional time each day for school work. Each day will include, snack time, social time, a homework time and a variety of fun clubs and other activities.

Kidz Quest

North Hancock Elementary

After School Program 2:55 PM-5:45 PM

Program Provides:

Nutritional Snack

Homework Help/ Tutoring

Clubs

Free Time

Computer Lab Time

Transportation (selected stops)



How much does it cost?????

Children	1	2	3	4
Weekly Rate (Free Lunch)	\$5.00	\$10.00	\$15.00	\$20.00
Weekly Rate (Reduced Lunch)	\$10.00	\$15.00	\$20.00	\$25.00
Standard Weekly Rate	\$30.00	\$45.00	\$60.00	\$75.00

DRESS CODE

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. Students' dress and grooming shall be neat and clean.

- A. For PE and outdoor play children **must** wear shoes that protect and support the feet. Participation will be limited if the proper shoes are not worn. **Students will not be allowed to borrow shoes or socks from the Family Resource Center due to not wearing appropriate shoes. If they wear flip flops and they break while at school, parents will be called to bring in a replacement pair.**
- B. No wheelies are allowed at school unless the wheels are removed.
- C. No exposed midriffs or underwear worn as clothing.
- D. No see-through garments shall be worn without proper undergarments. This includes garments with large-cut arm-holes.
- E. No tank tops, no spaghetti straps unless worn with a shirt. No halter tops or backless tops or dresses may be worn.
- F. Tank top straps should be three fingers wide to be worn to school.
- G. Appropriate shorts, skirts and dresses may be worn. Shorts, skirts, dresses must be at fingertip length.
- H. No clothing shall be worn which displays profanity, suggestive phrases, alcohol, or drug advertisement.
- I. Clothing shall not have holes that expose skin (ex: multiple holes in jeans)
- J. Hats and sunglasses shall not be worn inside the school building during regular school hours except for special occasions as deemed by the principal.
- K.
 1. Students should wear clothing appropriate for weather, such as jackets and coats during cold weather. If the temperature or wind chill is below 40 degrees, students will not go outside to play.
 2. Shorts may not be worn after Thanksgiving or before spring break or as permitted by the principal.

School Health Staff - Cara Thomas

Health Services:

Health Issues:

- All medications are stored in a locked cabinet in the office.
- No student shall take medicine at school without adult supervision.
- A medication authorization form must be completed and on file before medication can be given at school.
- If your child has a medical condition please set up a time to meet with the nurse to prepare a health plan. This will further ensure that your child's specific needs will be met.

**Guidelines for Medication Administration at School
North Hancock Elementary School/GRDHD**

Information for Parents: Prescription Medication Guidelines

- Consent for school nurse services must be completed and signed by the parent.
- Medication must be signed in and left in the nurse's office and must be in its original container.
- The medication container must have the original typed pharmacy label with the following information: the child's name, the doctor's name, the medication name, the dosage amount, the route of administration, the frequency of medication, and a specific reason for administering the medication.
- Ex. Jane Doe, Dr. Seuss, Albuterol Sulfate Inhaler- inhale 2 puffs every 4 hours as needed for asthma symptoms.
- Any added handwriting on the prescription bottle will make the prescription void and new prescription bottles will be needed for changes in dosage of medication.
- Medications cannot be transported on the bus, unless special permission has been granted.
- If a prescription does not contain all of the required information, an existing Care Plan can serve as a more specific order, as it is also signed by the doctor.
- Over the Counter Medication
Same rules as above, but the medication label must be specific for the age or weight of your child and will be followed accordingly. The medication must be brought in by a parent or adult with a note.

Medical Alert:

If your child has an illness or life-threatening condition, a medical alert form must be on file at school. These forms are available in the office. Examples: asthma, diabetes, severe allergies, heart condition, blood disorders, etc. Your child's health is very important to us.

In Case of Emergency:

Parents will be notified at once. Should your child have to be transported to the hospital by ambulance, school personnel will remain with your child at all times until you arrive at the hospital. It is imperative that you keep telephone numbers and addresses up to date in the main office. Notify the school office of any changes.

Control of Head Lice:

School Personnel shall actively pursue the prevention and control of head lice at North Hancock by implementing a consistent screening and follow-up program for all students. School Personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice any time during the school year:
 - a. The FRC/Nurse, or designee if FRC/Nurse is absent, will check the entire class for infestation as soon as possible.
 - b. Students with an active case of head lice will be discretely isolated (FRC office or nurse's station) while parent or designee is notified to immediately pick them up from the school.
2. School personnel shall offer parents of infected students:
 - a. Visual evidence of lice/nits in the student's hair.
 - b. Verbal and/or pamphlet information for hair treatment and household disinfection.
3. Students may return to school when:
 - a) One application of a special lice-killing shampoo has been applied to the student's hair that may be the same day and no later than the next day.
 - b) He/she brings a note signed by a parent indicating that special shampoo treatment(s) and household disinfection requirements have been met.

c) He/she presents to the designated school personnel visual evidence of treatment of such as shampoo bottle cap or box top in which lice killing shampoo or rinse was bought.

4. When students return to school:

- a) School personnel will inspect the child's head to ensure that he/she are louse free.
- b) If nits are found, the student may return to the classroom but will have their head checked daily by school personnel until all nits are gone.

Preschool Program:

Our preschool program is for children whose families qualify for participation in the school district's Federal Free Lunch Program and who will be four years old by October 1st. The program features activities that help children develop physical, mental, and social skills needed for success in primary school. Special needs children may also qualify. This includes children who have a speech delay or disability. Please contact Sarah Duncan at 270-295-3211 to obtain further information.



Encourage your child to have perfect attendance. Have a great school year!

If you call before 7:15 or after 5:45 you most likely will encounter our automated phone system. In order to contact the person you want to speak with you must enter their extension listed below. If they are not available you can leave them a voice mail and they will return your phone call.

North Hancock Staff Extension List

Extension	Last name	First Name	School
6103	Lab1	Computer	NHES
6105	Thomas	Cara	NHES
6106	Bolen	Audra	NHES
6107	Gregory	Michelle	NHES
6108	Walz	Amanda	NHES
6109	Adkins	Rhonda	NHES

6188	Miller	Sona	NHES
6189	Room	Mail	NHES
6190	Room	Conference	NHES
6191	Moss	Cheri	NHES
6192	Loading	Bus	NHES
6193	Keller	Christa	NHES
6194	Mosby	Lacey	NHES
6195	Conference	Academic	NHES
6196	Critcheloe	Beth	NHES
6197	Desk	Front	NHES
6198	Poole	Paul	NHES
6199	Rice	Lisa	NHES
6201	Elder	Ashley	NHES
6202	Johnson	Rachel	NHES
6203	James	Julie	NHES
6204	Lamar	Anita	NHES
6205	Hamilton	Jessi	NHES
6301	Lab	Stem	NHES
6302	Reading		NHES
6303	Classroom	Spare	NHES
6304	Veach	Kayla	NHES
6305	Gray	Shelly	NHES
6306	Singleton	Stacy	NHES
6307	Allard	Amy	NHES
6308	Ward	Jamie	NHES
6309	Clark	Heather	NHES
6310	Blanton	Mandy	NHES

6311	Lounge	Teacher	NHES
6312	Room	Server	NHES
6313	Lab2	Computer	NHES
6315	Newton	Mary Jane	NHES
6316	Evans	Rebecca	NHES
6317	Williams	Marty	NHES
6318	Room	Work	NHES
6400	Room	Lunch	NHES
6401	Dauby	Mary	NHES
6402	Adkins	Heather	NHES
6403	Duncan	Sarah	NHES
6404	Allen	Jana	NHES
6405	Holley	Dan	NHES
6406	Office	Cafeteria	NHES
6407	Resource		NHES
6408	Biever	Todd	NHES
6409	Stidham	Katelin	NHES
6501	Gray	Kelly	NHES
6502	Roberts	Christy	NHES
6503	Meserve	Hadley	NHES
6504	McCormick	Lisa	NHES
6505	Smith	Michelle	NHES
6506	Morris	Jami	NHES
6601	Corley	Kelly	NHES
6602	Maxwell	Kendall	NHES
6603	Miller	Heather	NHES
6604	McDonald	Nancy	NHES

6605	Roberts	Johnny	NHES
6606	Roach	Whitney	NHES
6607	Kendall	Andrea	NHES