

**South Hancock Elementary School
8631 State Route 69
Hawesville, Kentucky 42348
270-927-6762**



**Parent/Student Handbook
2019-2020**

South Hancock Elementary and the Hancock County Board of Education are equal opportunity employers. The school and the board do not discriminate in employment practices or educational opportunities.

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Faculty and Staff
South Hancock Elementary

Jennifer Howe	Principal
Fahlin Anderson	Guidance Counselor
Paula Powers	Secretary
Rhonda Basham	Nurse
Kim Mitchell	Family Resource
Meredith Hayden	Preschool
Cassey Fentress	Primary-K/1
Tiffany Tindle	Primary-K/1
Briana Pulliam	Primary-K/1
Betty Jane Mitchell	Primary-K/1
Kim Porter	Primary-2
Allie Powers	Intermediate-2/3
Vickey Fulkerson	Primary-3
Tabitha Lucas	Intermediate-4/5
Kim Kruse	Intermediate-4
Becky Gaynor	Intermediate-5

Carrie Keown	Resource
Katie Herrmann	Resource
Kendra Husk	Resource

Itinerant Teachers

Kyle Hobbs	P.E.
Morgan Gibbs	Music/Reading - Math Intervention
Rebecca Evans	Library
Tesha Goodgine	Art
Amanda Beshear	Speech /Language
Christy Roberts	Speech/Language

Staff

Roxanne Richards	Instructional Assistant/Office
Dana Petri	Kindergarten Instructional Assistant
Whitney Meserve	Part-time Americorps
Cindy Thorp	Technology Coordinator
Kimi Powers	Instructional Assistant II-Resource

Megan Jackson
(Kendra/Carrie)
Lisha Williamson

Instructional Assistant II-Resource
Title I Instructional Assistant

Maika Veach
Judy Payne
Shonna Wilson
Andrea Pritchard
Amy VanWinkle
Tina Connor
Jessica Burkes
Bonnie Young
Rebecca Shearn
Dee Carter

Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Custodian
Custodian
Preschool Instructional Assistant
Preschool Instructional Assistant II
Afterschool Director
Afterschool Assistant

S.B.D.M. Members

Jennifer Howe
Betty Jane Mitchell
Kim Porter
Fahlin Anderson
Crystal Bernardi
Jenae Blake

Chairperson
Teacher
Teacher
Teacher
Parent
Parent

P.T.O. Officers

President
Vice President
Secretary
Treasurer

Lucy Wedding
Heather Roberts
Lindsey Kassinger
Vanessa Payne

MISSION STATEMENT

We are **S**uccessful
We are **T**ransforming
We are **A**chieving
We are **R**eaching
We are **S**hining

A. NON-DISCRIMINATION STATEMENT

The South Hancock Elementary School does not discriminate on the basis of sex in employment, educational programs or activities that it operates, and is required by Title IX, of the Educational Amendments of 1972 (P.L. 92-318), not to discriminate in such a manner. Further, the South Hancock School does not discriminate on the basis of handicap, in treatment, admission, of access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended in Section 504, nor does the South Hancock School discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Acts of 1964, nor does the South Hancock School discriminate on the basis of age, religion, or marital status

B. STUDENT GRIEVANCE PROCEDURE

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, or handicap in an educational program and/or activities have the right to file an informal and/or formal grievance as follows. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. This person in our school system is:

Name: Aleta Sisk

Home Phone: 270 922 0627

Address: 1295 Morton Lane
Lewisport, Ky

Work Phone 927-6914

***Step 1:** If a student feels he/she has been discriminated against, the student should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.

***Step 2:** The student, coordinator and others involved will work informally to negotiate a solution within five (5) school days.

***Step 3:** If the grievance cannot be satisfactory resolved working informally, the student may want to proceed to file a formal grievance.

C. FORMAL GRIEVANCE PROCEDURE

***Step 1:** A grievance shall be filed in writing with the Title IX, Title VI, and Section 504 Coordinator within fifteen (15) school days of the knowledge or alleged cause. The student shall set forth in writing the nature of the violation, the dates it occurred, and be signed by the student making the complaint.

Response: The designated Title IX, Title VI, and Section 504 Coordinator shall notify the student in writing within five (5) school days from the date of the written notice what (if any) action was /or will be taken.

Note: If the coordinator does not resolve the complaint to satisfaction of the student, the student may appeal to the next step.

***Step 2:** The student may appeal in writing to the school principal within five (5) school days of the date of the coordinator response in *Step 1*. This written notice must contain all written information from the student and the coordinator response.

Response: The principal of the school will notify the complainant in writing within five (5) school days from the date of the appeal as to what action was/or will be taken.

***Step 3:** If the student is not satisfied with the action taken by the school principal in *Step 2*, the student may notify in writing within five (5) school days of response, the regional director, (Vocational Education or Technical School), or the local Superintendent of Schools (regular student). This written notice must identify the grievance, dates, all written information and responses from all previous steps.

Response: The regional director of superintendent of the local schools will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in *Step 3* as to what action was/or will be taken.

***Step 4:** In the event that the complainant is still not satisfied with the action taken, the complainant may write, within five (5) days of the last response to the office for Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suite 280, Atlanta, GA 30323.

Note: If appeals are not made it is assumed the decision at that level is accepted.

If a student has a complaint other than discrimination based on the above items, you would follow the procedure identified above except for contacting the office for Civil Rights.

Students who feel they have been discriminated against or denied an opportunity because of their RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, MARITAL STATUS, SEX, of HANDICAP in an educational program and/or activities have the right to file a grievance. This process is conducted through the Title IX, Title VI, and Section 504 Coordinator. A copy of the grievance procedure form is on the bulletin board at South Hancock School.

D. ANNUAL NOTIFICATION OF PARENTS

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making request to the principal of each school or designated official. This right shall be passed on to the student at age 18.

Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning education records believed to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request from the office of the principal or the superintendent.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request, copies of the records transferred and an opportunity for a hearing. Directory information may be released by the schools on individual students unless specific instructions not to do so are presented to the principal or superintendent in writing by the parents of a student on or before September 30th of each year. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent institution attended.

Parents shall have the right to file complaints to the Family Education Rights and Privacy Act concerning any alleged failures of the district to comply with this act.

Parents of a child who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional children may request the destruction of any personally identifiable information in the education record of their child which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional child. Such request should be addressed in writing to the principal or superintendent.

E. ENTRANCE REQUIREMENTS

* Entry-level students must be five (5) years of age on or before **August 1** to be eligible.

* Students or parent must present a birth certificate, immunization certificate, vision and dental screening and a physical form upon enrollment. All out of state transfers must have information placed on Kentucky forms. New immunization forms are to be sent to the school when they are updated. We would also like to request a copy of the child's social security card.

*** The Hancock County School system requires a court custody or guardianship paper if a child does not live with both natural parents.**

F. SCHOOL HOURS

The opening time for South Hancock is 7:15 a.m. Due to liability implications students are not to arrive prior to this time. The certified staff arrives for bus duty at 7:15 am. **Non-elementary students who enter the building at 7:15 am are to wait in the front hallway for bus to arrive.** The closing time for South Hancock is 3:30 p.m. and the school will not be responsible for students who remain after this time unless they are in a supervised school activity.

G. STUDENT LUNCHES AND BREAKFAST

The South Hancock Elementary School will once again be offering the offer verses serve lunch program. The cashier cannot take an adult meal off of a student's account. If parents do not want their child/children to purchase extras, they need to explain this to their child. Cashiers can put a note on the child's account if necessary.

South Hancock uses a computerized pre-pay program. Students will enter their four digit number to access their account. No money will be accepted during the lunch period, students may pre-pay at breakfast. Parents may deposit whatever amount they wish and a letter will be sent by the student or a call will be made when their account falls below a certain amount. **This letter is a service to parents and not a requirement. Parents should monitor the amount in their child's account and check backpacks for letters.**

Menus will be sent home for the year and posted on the school website listing the planned meals for the rotation cycle. Changes will be made only as necessary and usually as a result of supply problems.

South Hancock Elementary School participates in the federally funded school lunch program. The school offers paid, reduced, and free meals to eligible students based on the federal family income guide furnished by the school yearly. An application has been mailed to each home over the summer , however if you desire another copy please notify the school office. Pricing is included on an added page to the end of this packet. If you are bringing a lunch from home, we highly encourage you to pack healthy choices for your child.

Commercially prepared foods brought for student and adult consumption during lunch shall be delivered in a non-identifiable container such as a lunch box or brown bag. Carbonated beverages are not to be brought to school for lunch. (Board Policy 07.111)

H. ACHIEVEMENT TESTING

State test will be administered at grades three, four and five. Local achievement testing will be administered to students at all levels. These scores will be sent home after each administration. Teachers will invite parents to conferences to explain the results.

The results of the state tests will be available for parents to view in October or later of the following school year. Teachers will assist in the explanation of the scores if you so desire.

I. VOLUNTEER PROGRAM

We have had a program of parent volunteers for the past several years. We would like to continue that program again this year. If any parent would like to volunteer some of their time to the school, the form is included in this folder. Volunteers will go through an orientation with either the coordinator or Family Resource. Any parent who volunteers at the South Hancock School is expected to respect the child's right to privacy and should refrain from discussing in the community at large any matter that pertains to students.

We also ask that any parent whom volunteers make every effort possible to adhere to the schedule throughout the school year. We understand that things arise that make it impossible to volunteer every scheduled day, but in order for teachers to schedule work with students they need to be able to rely on volunteer attendance. Please notify the school if you are unable to be here on your day/assigned time.

We look forward to having an extremely active volunteer program at South Hancock Elementary this school year!

J. AWARDS

Awards are given throughout the year for achievement in various classes. Awards are given by the school board for perfect attendance for the school year. South Hancock presents awards to fifth graders at the end of the year. Awards are presented for the school track meet/ field day. Specific content awards (AR, etc.) may be presented throughout the year.

K. STUDENT ACCIDENT/ ILLNESS AT SCHOOL

The school nurse/tech will notify parents in case of student illness. Only students released for illness by the nurse/tech or seen by a doctor's office will have an excused absence. **The completion of the online registration information gives the school the authority to seek medical assistance in the event a child is injured. It also gives the**

school the needed emergency contacts. Please carefully complete this portion of the online registration. Parents should make the school aware of any health conditions or limitations with the online registration. Parents will be notified of accidents in accordance with their requests through online registration paperwork.

S. L. MEDICATIONS

The school nurse/tech is based at our school full-time and requires completion of all health related information through the online registration forms. Please remember that all medication for students should be in the original container or bottle if brought in to the school. Medication should be brought in by parents or guardians and given to the school nurse/tech in the office. Students should not transport medication.

T. M. CONTAGIOUS DISEASE AND PARASITES

No student with a known contagious disease or parasite will be allowed to attend school. The school will send home any student who has a contagious disease or parasite so that they may receive treatment. District Head Lice policy available upon request.

N. STUDENT INSURANCE

Student accident insurance is available to families who desire coverage from a private carrier selected by the Hancock County Board of Education.

O. STUDENT PERSONAL ITEMS

Students must assume responsibility for their own personal items, including clothing. **Parents should mark such items as shoes and jackets with their child's name.** Students should not bring large sums of money to school. The school reserves the right to take and hold personal items of students that are misused or interfere with the instructional program. No personal items may be brought to school to be sold to other students. Toys and games may be brought only with the permission of the classroom teacher.

P. TRANSPORTED AND NON-TRANSPORTED

Transported Students

Students transported by the Hancock County School buses will load and unload to and from buses directly in front of the school. A certified person is to be present before students are loaded and unloaded. No cars are to enter this bus loading and unloading zone during arrival/dismissal times which would be from 7:15am-8:00am and 3:00pm-3:30pm

Non-Transported Students

Students who are transported by parents are to be picked up at the gym door or dropped off at the cafeteria door at the back of the building. The drive circles the back parking lot and parents are able to drop off/ pick up their child at the designated area (cafeteria door/gym door) without leaving their car. Drop off begins at 7:15 am and pick up begins at 3:05 pm. Parents will be given number identification car tags that allow the school to identify persons authorized to pick up students. **If you fail to have your car rider tag, we will ask that you park and check child out from office or principal. This is to ensure the safety of your child and prevent them from being picked up by unauthorized persons.**

In the mornings, if a parent chooses to walk their child into school they are to park at the north end of the building, check in at the office and walk their child into the school. Because of the traffic flow, students should not walk by themselves across the drive.

AS A SAFETY PRECAUTION, STUDENTS WILL BE DISMISSED TO EXIT AT THE BUS OR CAR RIDER DOOR. DO NOT GO TO THE CLASSROOM TO PICK UP A STUDENT UNLESS YOU HAVE A DISMISSAL FORM FROM THE OFFICE

Q. TEXTBOOKS

Student textbooks are the property of the State Of Kentucky and are loaned to students for use. Parents must sign a receipt form while their child is using books. Lost or damaged books may result in a replacement fee being charged to parents. Transfer students leaving the school should return books and materials.

R. VISITORS AT SCHOOL

The school welcomes adult visitors, especially parents. All visitors must come by the office to register and receive a name badge. **The front door will lock at 8:15, but you can gain entrance through the office upon approval of office staff.** There is a doorbell on the right side of the front door. The sign-in station is located in the office. Parents are asked to call the school to observe classroom activities as we try to protect the instruction time in the classroom. Some activities, such as testing, are not conducive to observation. **Please do not come in to the school to loiter. A visit to the school should have a distinct purpose (to volunteer or scheduled meeting with the teacher).**
See board policy 10.5.AP.1

U. PARENT/TEACHER CONFERENCE

Any conference with teachers should be by appointment so that they may be scheduled during planning periods to cause minimal disruption of classes. Parent conferences may also be scheduled 30 minutes prior to each P.T.O. meeting if approved by the teacher. Teachers are asked to have parent sign a form when conferences occur. **Teachers are to have conferences with each parent, so please assist them with scheduling. Teachers will contact parents for a conference after the first MAP test.**

T. REPORTING

Report cards are issued every nine weeks. Parents may schedule their conference with the teacher by calling the school at 927-6762. Teachers will send notes home or mid-term reports to keep parents up to date on student progress. Teachers will schedule a conference day to meet with parents. Parents will be asked to sign each time they conference with a teacher.

U. DISCIPLINE

The South Hancock Discipline Behavior Plan emphasizes individual and group rewards. It also provides for individual discipline or consequences. Our school uses the "LEADER LADDER" for promoting leadership decisions. Each classroom will have a positive behavior plan that the teacher will explain to parents in writing. Rewards and consequences are handled in each classroom. Teachers will communicate specific information with parents. If a negative behavior continues, an office referral will be completed and sent to the office with the student.

The school council has mandated 15 minutes of exercise per day based on KDE requirements. Any time lost due to disciplinary measures will not be part of this time. Students may be asked to walk during this time to meet this requirement.

V. HOMEWORK

The South Hancock School considers homework to be an integral part of the learning process. A copy of the Homework Policy will be sent home at a later date by each classroom. A reasonable amount of homework can be expected at any grade level. Homework is to be a positive support of the learning process. If you feel that it has become a burden to your child, please schedule a conference with your child's teacher to discuss this matter. The school will furnish every third, fourth and fifth grade student with an Agenda assignment book. This book will be used by students to record assignments daily. If problems occur with homework, parents and teachers will sign

daily as a method of communication. The school will furnish only one copy. If a student loses a copy, they will be charged \$4.00 for a new one.

W. RELEASE OF STUDENTS

All students will be expected to return home or the same residence from which they arrived unless parents/ guardians send a note indicating otherwise. All notes must come to the office and students will be given the official office note. **If you are picking your child up at school prior to 3:05pm or bringing them in after 8:15am, they must sign in at the office.** Teachers will not accept or release the child without a release form from the office. Generally, the school must allow either parent to pick a child up at school unless there is a court order or degree limiting rights of certain parties. If you have such a document, the school needs a copy to keep on file in the office. The school emergency card asks for specific names of persons who have permission to pick a child up from school. **If you plan for someone other than those listed to pick up your child, you must notify the school.**

STUDENTS WHO DO NOT HAVE ALTERNATE PERSONS LISTED OR DO NOT HAVE A CARD RETURNED TO SCHOOL, WILL RIDE THE BUS HOME UNLESS THE PARENT NOTIFIED THE SCHOOL FOR EACH DESTINATION CHANGE.

THE PERSON PICKING UP THE CHILD (PARENT OR OTHER ADULT) MUST PRESENT A DRIVER'S LICENSE FOR IDENTIFICATION PURPOSES.

X. DRESS CODE

The dress code applies to all staff, teachers and volunteers when they are serving at school.

South Hancock feels that parents can make a decision concerning appropriate attire for school. However, if a student does wear attire that is deemed inappropriate or that may interfere with instruction, they may be asked not to wear the item to school again. We may also ask them to change at school.

Tobacco or liquor logos on clothing or other items are not allowed. For safety reasons **Flip-flops or sandals should not be worn when the students have P.E. or when they play outside on the playground. Only tennis shoes will be allowed when students play on the gym floor. Please send a pair in their back pack so they will always be prepared.** South Hancock will follow the Hancock County Dress Code:

- A. Students' dress and grooming shall be neat and clean.
- B. Shoes shall be worn (S.H. specifics listed above)
- C. No exposed midriffs or underwear.
- D. No see through garments shall be worn without proper undergarments. This includes garments with large-cut arm holes.

- E. Appropriate shorts, skirts and dress may be worn. (South Hancock- finger tip length) Principals shall have the discretion to approve the appropriateness of these items.
- F. No clothing shall be worn that displays profanity, suggestive phrases, alcohol or drug advertisements.
- G. Head apparel (hats, etc) and sun glasses shall not be worn inside the building during school except for special occasions as deemed by the principal.

Y. TELEPHONE USE

Students will not be called to the phone except in an emergency. Parent calls to teachers and staff should occur during planning times. The office staff will take a message for a call back. Student calls home will be limited since it is a disruption to class and many students are long distance. **Parents should call with their messages/transportation changes before 2:30 to ensure time to deliver the message to the student. The school will not be responsible for lost, damaged, stolen, or any other problems associated with devices brought by the student.**

Z. SCHOOL CLOSING

Reports on emergency school closings due to weather conditions are given on radio stations and TV stations. School Messenger is also used to notify parents who have a telephone number listed with the school. If you need your number added to the list, please call the office.

AA. SCHOOL PARTY INFORMATION

The South Hancock School Council has adopted a policy that “home baked” goods may not be served to students at South Hancock. Parents may serve bakery items or individually wrapped items such as Little Debbie cakes.

The South Hancock School Council has adopted a policy that all school wide class parties shall follow procedures established by the council.

Procedures revised by school council on July 11, 2011.

- Halloween - Pizza
- Christmas- Hot Chocolate , Cookie, Movie and Popcorn
- Valentine -Dance After School
- Easter – Egg Hunt (eggs may have wrapped candy)
Intermediate- Scavenger Hunt

No treat bags but can have game prizes

Can have juice boxes, but only non-carbonated drinks

BB. ATTENDANCE

Attendance is essential to academic achievement. Students are required to attend regularly and punctually at the school in which they are enrolled. Any pupil who has been absent from school, for three (3) consecutive days or more, without a valid excuse is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant (KRS 159.150) and will be referred to the Director of Pupil Personnel.

The Hancock County Board of Education has a policy that determines if an absence from school is excused or unexcused. An absence from school shall be classified as excused if it results from:

1. Illness
 1. Orders of the court
 2. Death or severe illness in the immediate family
 3. Approved school activities
- Other activities approved in advance by the school attendance committee.

Students should not be absent for a full day if it is only necessary to be absent for a half-day. Example: Doctor, Dentist Appointment, Court appearance.

Please see page at the end of the packet for detailed school information about attendance..

Excessive absences may require the parent/guardian to meet with our school committee

Procedure for the Parent/Guardian to follow when his/her child is absent.

1. The parent/guardian who has legal custody of the student shall call the school after 7:15 a.m. and give the reason for the absence. Upon return to school, if student has a doctor's statement, this will need to be turned into the office.
1. If after two (2) days the parent/guardian who has legal custody of the student has not contacted the school in reference to student absence or absences, the Director of Student Services will be contacted.

According to State attendance procedures, a child will be considered tardy if they arrive after 8:15 am or leave anytime prior to 3:05 pm.

Students are always encouraged to have good attendance at school. It is important for a child to be at school for continued learning. We do understand that there are circumstances that will cause a child to miss a day at school. Below, you will find information about some basic procedures for attendance.

You are allowed 5 parent excuses per year.

Please see the following guidelines on unexcused absences below:

After the 3rd unexcused absence: Letter sent to notify parents of school truancy.

After the 4th unexcused absence: Letter sent to parents from the Director of Student Services

After the 5th unexcused absence: Phone call from the principal or principal designee

After the 6th unexcused absence: Director of Student Services notified of attendance issues.

After 7 or more unexcused absence: Possible meeting with School Diversion Team members to address attendance issues.

Parent/Student Handbook

***Please return this entire completed page to school office.**

The Parent/Student Handbook can be found on South Hancock's website under school forms.

- Please check here if you need a hard copy of the book before signing this sheet. Name _____

Name of Student _____ Teacher _____

I have read and understand:

- The Attendance Policy of South Hancock School
- The Parent/Student Handbook of South Hancock School

Parent/Guardian Signature _____ Date _____

