

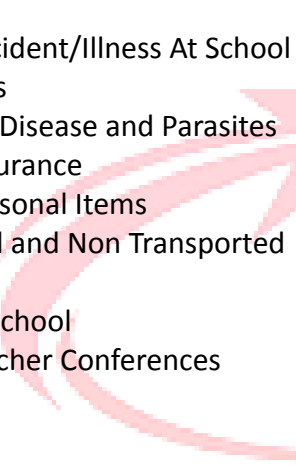
**South Hancock Elementary School  
8631 State Route 69  
Hawesville, Kentucky 42348  
270-927-6762**

**Parent/Student Handbook  
2023-2024**



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/Dean of Students
Jenae Blake	Secretary
Karrie Smith	Nurse
Jamie Stephens	Family Resource Coordinator
Briana Pulliam	District IMSE Reading Specialist
Meredith Hayden	Preschool
Malena Dejarnette	Primary-K
Kira Hesse	Primary-K/1
Betty Jane Mitchell	Primary-1
Kim Porter	Primary-2
Cassey Baker	Primary-2
Tiffany Tindle	Intermediate-3
Marissa Payne	Intermediate-3
Kim Kruse	Intermediate-4
Tabatha Mattingly	Intermediate-5
Tabitha Lucas	Intermediate-5
Amy Carmon	Resource-Special Education
Cassi Payne	Resource-Special Education



**School Resource Officer**

Mark Powers	SRO
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**Itinerant Teachers**

Michael Swihart	P.E./Math Intervention
Amy Jackson	Music/ART/Literacy Intervention
Rebecca Evans	Library
Amanda Beshear	Speech /Language
Christy Roberts	Speech/Language

**Staff**

Roxanne Richards  
Lorie Huff  
Jessica Burks  
Stacy Morris  
Lyndsay Clark  
Sandra Molina  
Megan Jackson  
Kristen Ford  
Bonnie Young  
Lisha Williamson  
Cindy Thorp

Instructional Assistant/Office  
Instructional Assistant-K  
Instruction Assistant-1  
Instructional Assistant-K/1  
Instructional Assistant II-Resource  
Instructional Assistant II-Resource  
Instructional Assistant II-Resource  
Instructional Assistant II-Resource  
Instructional Assistant-Preschool  
Instructional Asst-Interventions  
Tech Coordinator/Instructional Assistant

Maika Veach  
Natasha Jarboe  
Shelly McManaway  
Ashley Miller  
Tina Connor

Cafeteria Staff  
Cafeteria Staff  
Cafeteria Staff  
Cafeteria Staff  
Custodian  
Custodian  
Afterschool Director

Dee Carter



**23-24 S.B.D.M. Members**

Jennifer Howe  
Fahlin Anderson  
Tabitha Lucas  
Marissa Millay  
Savannah Pryor  
Brittany Clapp

Chairperson  
Teacher  
Teacher  
Teacher  
Parent  
Parent

**Mission:**

*Serving every child and their families with multiple levels of positive support to guide them to a successful, enriching, fulfilling future.*

**Vision:**

*To ensure all students feel safe, encouraged, loved, and supported every day in order to become life-long, self-motivated, respectful, and communicative thinkers.*

**Hancock County Public Schools  
2023-2024 Instructional Calendar**

**Black numerals – School in session**

**Red numerals – No School for students**

**August 2023**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 9 – First Day for Students

**September 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4-Labor Day

**October 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 9-13-Fall Break

**November 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 6-PLD Day Nov 7-like Day  
Nov 22-24-Thanksgiving Break

**December 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 18-29 – Christmas Break

**January 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1-Christmas Break  
Jan 15-MLK Day

**February 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Feb 19 – Flex PD Day

**March 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 29 - Good Friday

**April 2024**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr 1-5 – Spring Break

**May 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 20-Last Day for Students



\*\* See next page for missed days make up schedule\*\*

**2023-2024 HANCOCK COUNTY SCHOOL SYSTEM CALENDAR**

- Thursday, August 3
- Monday, August 7
- Tuesday, August 8
- Wednesday, August 9
- Monday, September 4
- Monday – Friday, October 9-13
- Monday, November 6
- Tuesday, November 7
- Wednesday, November 22
- Thursday, Friday  
November 23 and 24
- Friday, December 15
- Monday, December 18
- December 18 – January 1
- Tuesday, January 2
- Monday, January 15
- Monday, February 19
- Friday, March 29
- Monday – Friday, Apr 1-5
- Monday, April 8
- Monday, May 20
- Tuesday, May 21

- ALL TEACHER/STAFF WORK DAY
- Opening Day For Teachers/Staff
- No School-Flex Professional Development Day
- First Day for Students
- No School- Labor Day
- No School- Fall Break
- No School-Professional Learning Day-Teachers Only
- No School-Election Day
- No School – Flex Professional Development Day
- No School- Thanksgiving Break
- Students Last Day before Christmas Break
- No School- Flex Professional Development Day
- No School- Christmas Break
- Students First Day Back after Christmas Break
- No School
- No School – Flex Professional Development Day
- No School – Good Friday
- No School – Spring Break
- Students Return from Spring Break
- Last Day for Students (This date is subject to change)
- Closing Day for Teachers/Staff

Missed school days will be made up using the following schedule:	
1 <sup>st</sup>	Banked Time
2 <sup>nd</sup>	Banked Time
3 <sup>rd</sup>	May 22
4 <sup>th</sup>	May 23
5 <sup>th</sup>	May 24
6 <sup>th</sup> -10 <sup>th</sup>	NTI Days
<b>NOTE:</b>	
After the 10 <sup>th</sup> day, the Hancock County Board of Education will meet to decide how additional days will be made up in the instructional calendar.	

South Hancock is a MTSS/PBIS school which means we model and implement Multi-Tiered Intervention Supports that include Positive Behavior Interventions and Supports for our students. Part of this includes developing consistent expectations for all students and staff as we work together to provide the best learning experience possible. Below are the expectations that we have for all members of our school community:

Show Kindness

Take Responsibility

Act Safely

Respect Yourself and Others

#### 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:** 270-927-6914

**\*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 satisfactorily 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's 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 a 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 requests 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 parents 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. Certified staff arrive for bus duty at 7:15 am. **Non-elementary students who arrive at South at 7:15 am are to wait at the front of the school for the bus to arrive.** Student dismissal will begin at **3:05pm**, starting with car riders. The closing time for South Hancock is **3:40 p.m.** and the school will not be responsible for students who remain after this time unless they are in a supervised school activity such as Afterschool or a club that may be meeting. **If you feel that there may be times that you will need the assistance of Afterschool at any point during the year, please sign up to register your child(ren) for this paid service before the school year begins.**

## G. STUDENT LUNCHES AND BREAKFAST

For the 2023-2024 school year, our HCPS Food Service team and South Hancock participate in the Federal Free/Reduced lunch program. All Parents/Guardians are asked to complete the free/reduced meal application, as it provides benefits to families through reduced or waived fees as well as the eligibility to receive more scholarship opportunities for services such as Afterschool.

South Hancock Elementary School will once again be offering the offer versus 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 should a child choose to have money in their account for extra food. Students will enter their four digit number to access their account. Parents may deposit whatever amount they wish for a student to receive extras. If a student does not have money in their account they will not be able to receive extras that would be in addition to their school meal. **Parents should monitor the amount in their child's account should they choose to send money for extras.**

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.

If you are bringing lunch from home, we highly encourage you to pack healthy choices for your child. Due to student food allergies, we do not allow students to share food brought from home. We want to be preventative and avoid the possibility of any health or medical emergencies with our students.

**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 tests 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, when they arrive, 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**

\*\*\*\*Our Volunteer Program has been revised to offer the best opportunity for our staff and students to benefit from our awesome community members that may volunteer their services. South Hancock will be hosting monthly workshops that volunteers will be able to sign up for to assist teachers and staff with needed tasks, materials, or activities. The scheduled dates for these workshops will be available before the start of the school year. We look forward to having our friends and family members in the building to support our staff in preparing for instructional and fun activities on these scheduled days.

#### **J. AWARDS**

Awards are given throughout the year for achievement in various classes. South Hancock presents awards to fifth graders at the end of the year. Specific content and character awards (Student of the Month, Honor Roll, Attendance, AR, etc.) may be presented throughout the year to all grade level students.

#### **K. STUDENT ACCIDENT/ ILLNESS AT SCHOOL**

The school nurse/tech will notify parents in case of student illness. The first five student absences will be excused with a parent call in or note. After that, Only students released for illness by the nurse at school or seen by a doctor's office, with a note, will have an excused absence. The completion of the specific 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.

If your child has been identified as having a health condition or allergy, we will require doctor documentation of the stated medical allergies and health conditions. If a student has a condition on file and is cleared of this we will need doctor documentation stating the student has been cleared of the allergy/health condition. This will allow us to be consistent and support a healthy and safe environment for your child, and ensure that all staff that work with your child are aware of their needs.

#### **L. MEDICATIONS**

The school nurse 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 into the school. Medication should be brought in by parents or guardians and given to the school nurse/tech in the office. **Students do not transport medication to school.** This includes common over the counter medications or items such as cough drops, tylenol, etc.

Any student that will take medication at school or has emergency medications at school (ex: inhaler, epi pen, glucagon or seizure medication) has to have a current doctor's order on file before the nurse can administer the medication at school. All paperwork expires at the end of the school year and new orders will be required at the start of each year. Therefore, we cannot use the same orders or paperwork that were on file from the year before, so please be sure that we have the new orders on file for the 23-24 school year before the first day of school.

#### **M. CONTAGIOUS DISEASE AND PARASITES**

No student with a known contagious illness or parasite will be allowed to attend school. The school will send home any student who has a contagious illness 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. If you have health insurance, this is a secondary policy that covers the medical cost of any school related accident after your primary insurance has paid.

#### **O. STUDENT PERSONAL ITEMS**

Students must assume responsibility for their own personal items, including clothing and/or phones. **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 (i.e. trading cards, toys, electronic devices, etc.). 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 for special circumstances.

**South Hancock School Policy 1.29-**

- A. If a student chooses to bring a cell phone to school, students must have their cell phones on "OFF" and the phone must remain in their backpacks the entire day while on school grounds. They are not allowed to remove their cell phone from their backpack at any time while on school grounds, have it on, or on their person, due to the disruption and lack of confidentiality possibilities of having it out and on at school.
- B. If a child chooses to bring their phone and does not follow these procedures, the phone will be placed in the office, and the parent will be called to come and pick it up at that time. If this happens more than once, the child should not bring their phone back to school. As always, the school and its staff are not responsible or liable for personal items that students bring to school.

**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-3:45pm

**Non-Transported Students**

Students who are transported by parents are to be **dropped off and** picked up at the gym door at the back of the building. The drop off/pick up door is marked with a sign. The drive circles the back parking lot and parents are able to drop off/ pick up their child at the designated area (back gym door) without leaving their car. Car Drop off begins at **7:15 am** and Car Rider 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 someone other than the parent is picking up a student, they must be authorized by the parent by being listed in the student's Infinite Campus contact list at registration or updated later in the year as necessary.** **If you do not have your car rider tag, we will ask that you park and check your child out from the front 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 needs to walk their child into school due to dropping an item off to the office, 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 HEALTH AND SAFETY PRECAUTION, STUDENTS WILL ARRIVE AND WILL BE DISMISSED TO EXIT AT THE BUS OR CAR RIDER DOOR. VISITORS WILL NOT BE ALLOWED TO GO TO THE CLASSROOM TO DROP OFF OR PICK UP A STUDENT. PARENTS AND GUARDIANS WILL ONLY BE ALLOWED TO ENTER BEYOND THE OFFICE IF THERE IS A PRIOR MADE APPOINTMENT, MEETING, OR MEDICAL CONCERN.** The Office will call students from the classroom when a parent arrives to check a student out.

#### **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**

As part of our safety protocol, Visitors who have an appointment, or are invited to the building, must sign in with their driver's license at the office and receive a name badge to go beyond the office. You will be asked to retrieve your license if it is not on your person upon entering. The school may also have scheduled events, including scheduled times for parents to eat with their students, that will allow school visitors during or after school hours. These dates will be announced when scheduled. All doors remain locked to protect the health and safety of our students and staff. All possible visitors must enter at the front doors. They will be asked to press the intercom located to the right of the doors. Visitors will be verbally greeted by office staff and asked their reason for their visit. Upon this interchange, office staff will be able to grant entry to visitors. (The office staff reserves the right to not let a visitor enter the building if they perceive the visit to negatively impact the health and safety of students and staff.)

**See board policy 10.5.AP.1**

#### **PARENT/TEACHER CONFERENCE**

Any conference with teachers should be by appointment so that they may be scheduled during planning periods or after school, to cause minimal disruption of classes. Teachers are asked to have parents sign a form when conferences occur. **Teachers are to have conferences with each parent, so please assist them with scheduling. These can be**

**completed virtually. Teachers will contact parents for a conference at the end of the first quarter.**

## **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 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 will utilize PBIS strategies to promote a consistent plan to address behavior, consequences, and 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, as well as through the office. Teachers will communicate specific information with parents. South Hancock utilizes a behavior matrix that identifies examples of specific behaviors that will result in consequences designed to "reteach" positive behavior expectations. If a negative behavior continues, an office referral will be completed and sent to the office with the student. South Hancock utilizes the Multi-Tiered System of Supports to promote positive expectations and behaviors in the school setting for both adults and students.

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 to 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 for the bus driver. DO NOT contact the child's teacher during the day to make transportation changes. These changes should only come through the front office email (jenae.blake@hancock.kyschools.us) to ensure the correct communication is carried out due to the teachers' busy class schedules. Due to the increased activity at the end of the day, and to ensure that the correct transportation changes are made, any transportation changes, if not sent in prior by note, must be emailed by 1:00pm. Naturally we know emergencies can happen after 1:00 pm. However, if it is a habit to continuously change transportation at the very end of the day, we may have to meet with the parent to consider other options. If you are picking your child up at school prior to 3:05 pm or bringing them in after 8:15am, they must sign in/out 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 in advance of their arrival.**

**STUDENTS WHO DO NOT HAVE ALTERNATE PERSONS LISTED in Infinite Campus OR DO NOT HAVE A CARD RETURNED TO SCHOOL, WILL RIDE THE BUS HOME UNLESS THE PARENT NOTIFIED THE SCHOOL FOR EACH DESTINATION CHANGE. Please ensure that all adults who may possibly pick up your child are listed in Infinite Campus during registration, or when needed during the year.**

**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 backpack 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 midriiffs or underwear.
- D. No see through garments shall be worn without proper undergarments. This includes garments with large-cut arm holes, or holes in pants above the knee.
- E. Appropriate shorts, skirts and dresses may be worn. ( South Hancock-fingertip length) Principals shall have the discretion to approve the appropriateness of these items.
- F. No clothing shall be worn that displays profanity, suggestive or negative phrases, alcohol, or drug advertisements.
- G. Head apparel ( hats, etc) and sunglasses 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. Please ensure that your child and the office knows how they are getting home each day. Oftentimes, students want to call parents because they are unsure or have switched transportation so many times, it becomes confusing for them. Good communication between the school and parents will help alleviate these worries. 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. **Parents should email with their messages/transportation changes before 1:00pm to ensure time to deliver the message to the student.**

#### **Z. SCHOOL CLOSING**

Reports on emergency school closings due to weather conditions are given on radio stations and TV stations. School Messenger in Infinite Campus 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 as we send out group texts, emails, and phone calls for important news.

#### **AA. SCHOOL PARTY INFORMATION**

**These guidelines have been revised upon direction from the state and district guidelines to protect the health and safety of students and staff.**



The South Hancock School Council has adopted a policy that “home baked” goods may not be served to students at South Hancock.

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. However, opportunities for these holiday classroom parties will be communicated as they occur.

\*\*To protect the health and safety of all students and staff, including those with allergies, South will no longer host individual birthday parties in the classroom for each student when requested by parents. However, South will recognize student birthdays with a special treat on a specified day for all student birthdays in that month.

## 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 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
4. If the student is released by the nurse at school due to illness that would prevent them from remaining at school.

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 a student has a doctor's statement, this will need to be turned into the office within 7 days.
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 7 parent excuses per year.**

Please see the following guidelines on unexcused absences below:

**After the 3<sup>rd</sup> unexcused absence:** Letter sent to notify parents of school truancy.

**After the 4<sup>th</sup> unexcused absence:** Letter sent to parents from the Director of Student Services

**After the 5<sup>th</sup> unexcused absence:** Phone call from the principal or principal designee

**After the 6<sup>th</sup> unexcused absence:** Director of Student Services notified of attendance issues.

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

**South Hancock Elementary**  
**2023-2024 Title I Compact**

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

WE KNOW THAT STUDENTS LEARN BEST WHEN EVERYONE WORKS TOGETHER  
TO ENCOURAGE LEARNING

**STUDENT GOALS:**

- I will attend school regularly and be on time.
- I will do my best in class and on my school work.
- I will ask for help when I don't understand something.
- I will keep a positive attitude towards self, others, school, and learning.
- I will discuss with my parents what I am learning about in school.
- I will read frequently at home.
- Other \_\_\_\_\_

Student Signature: \_\_\_\_\_

**PARENT/GUARDIAN GOALS:**

- I will ensure that my child attends school regularly and is on time.
- I will provide enough time and an environment at home that allows my child to complete school work and/or study at home.
- I will encourage my child to do his/her best work.
- I will be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking school work and communicating with school staff.
- I will reinforce to my child the importance of respect for self and others.
- Other \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**TEACHER GOALS:**

- I will be a positive role model.
- I will provide a positive learning environment that builds self-esteem and academic knowledge where students can be successful.
- I will maintain high expectations for the students and myself.
- I will communicate and work with families to support student learning.
- I will show respect to parents, students, and family members.
- I will encourage good reading habits and study skills.
- Other \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## Parent/Student Handbook

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

**The 2023-2024 Parent/Student Handbook can be found on South Hancock's website under school forms.**

- o 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 \_\_\_\_\_

