

# North Park Elementary School Parent Handbook

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### A Letter from Our Principal

Dear North Park Families,

We are delighted to welcome you to North Park Elementary School! It will be an exciting year as we embark on this journey together. The staff at North Park is dedicated to providing an environment that will nurture the potential in every student as they begin their first experiences in school. Our understanding and appreciation of a child's growth and development enables our students to embrace learning with a positive attitude in a nurturing atmosphere.

This handbook has been written so that you may better understand the program at North Park and be familiar with the policies and procedures that we use to help provide a safe, efficient learning environment.

Communication between home and school is essential for promoting the best interests of your child. We encourage you to become involved in the programs at North Park and to contact your child's teacher or the office if you have any questions or concerns throughout the year. Please know that my door is always open to you and your child and that I am available to assist you throughout the year. We look forward to working together with you to help your child learn and grow!

Sincerely,

A handwritten signature in black ink that reads "Beth Brandenburg".

Beth Brandenburg  
Principal

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### 2019-2020 School Calendar

\*\* Dates for upcoming school activities will be communicated throughout the school year.

August 8	First day of school ( <b>Kindergarten</b> )
August ??	First day of school ( <b>Preschool</b> )
September 2	School dismissed (Labor Day)
October 7-11	Fall Break
October 14	School dismissed (Professional Development)
November 4	School dismissed (FDEA)
November 5	School dismissed (Election Day)
November 27-29	School dismissed (Thanksgiving)
December 23 – Jan. 3	Winter Break
January 6	School dismissed (Professional Development)
January 7	School resumes
January 20	School dismissed (Martin L. King, Jr. Day)
February 14	School dismissed (Professional Development) or Possible Make-up Day
February 17	School dismissed (President's Day) or Possible Make-up Day
March 13	School dismissed or Possible Make-up Day
March 30-April 3	Spring Break
May 1	School dismissed
May 19	School dismissed (Election Day)
May 22	Last day for kindergarten students (subject to change)
May 25	Memorial Day
May 26	Closing day

**Please note that this schedule may change due to weather-related school closings.**

#### **Make-up days will be taken in this order:**

February 14, 17  
March 13  
May 26, 27, 28, 29  
June 1, 2, 3, 4, 5, 8, 9

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### School Hours

Our doors open at 7:10 a.m. to welcome all students. For **kindergarten**, the instructional day begins at 7:40 a.m. and ends at 2:15 p.m. For **AM preschool**, the instructional day begins at 7:15 a.m. and ends at 10:45 a.m.; for **PM preschool**, the instructional day begins at 10:45 a.m. and ends at 2:15 p.m. Students that arrive after the designated start time are considered tardy and must be signed in by a parent/guardian to obtain an “admit to class” slip. *Please be aware of our bell schedule when bringing students to school.* School office hours are from 7:00 a.m. to 3:00 p.m.

### Picture Identification

Picture identification is required for all student check-outs as well as visitor sign-ins.

### One-Call Notification System

One-Call is an automated notification system that is used by Hardin County Schools to communicate with parents/guardians during the school year.

### Student Arrival Policy

#### Student drop-off procedures:

- Students may enter the building beginning at 7:10 a.m. **Please note that staff supervision will not be available until that time.**
- We will have designated staff members available to receive students at the right front loop sidewalk from 7:10 a.m. until 7:40 a.m.
  - **Kindergarten students** may not be dropped off at the sidewalk if our staff members are no longer outdoors to receive them. Parents must park in the main lot and escort their child into the building to be signed in for the day. Parents who sign their child in must remain with their child until an adult arrives to escort him or her to the classroom (2<sup>nd</sup> building only). Kindergarten parents may also choose to escort their child into the building. To do so, you must park your vehicle in a space provided in the main parking area. **Students may not be released unescorted from their vehicle from the main parking area.**
  - **Preschool students** are required by state regulation to be hand delivered to their teacher by the parent or guardian for both drop off and pick up at the school and the bus.
  - Due to updated security measures, space limitations, and lack of staff available for supervision during the **preschool midday switch**, our doors will open @ 10:40 a.m. Please understand that if you arrive prior to 10:40 a.m. you will be asked to wait outside. At 10:40 a.m., parents/guardians along with their preschool child(ren) will proceed to the drop off room, adjacent to the front lobby. An assistant will be waiting at the door to receive students. We encourage you to have a quick goodbye as students will begin their learning day as soon as they arrive (singing songs, reading stories, etc.). As an alternative, if you would like more information on bus routes, please contact the school.

## Walking Your Child to Class

We realize the importance for some children to have the opportunity to say goodbye and be walked to their classroom during the early school years. We welcome our kindergarten parents to do so with their child; this is required for preschool parents. Just remember that instructional time begins promptly at 7:40 a.m. for kindergarten. If you need to speak individually to a teacher, please make sure that you schedule a conference or a classroom observation and refrain from using this early morning preparation time for any lengthy discussions.

## Student Release Policy

### Student Release:

- In order for a student to be released, picture identification is required for the person picking up the student. A student will be released only to a parent/guardian or an adult whose name is listed as an Authorized Emergency Contact in the school office. **Please note that if a person presents proper identification but their name is not listed as an Emergency Contact, they will not be permitted to pick up the student.**
- A child of estranged parents shall only be released upon the requests of the person(s) whom a court holds directly responsible for the child and/or who is the parent or guardian registered on the school record.
- Students will not be released directly from the classroom. Once an authorized adult has been identified, the classroom will be contacted and the child will be escorted to the front lobby. Please help us protect your child by following these procedures.
- **Preschool Dismissal for those students being picked up:** Students who attend the AM preschool session must be picked up promptly at 10:45 a.m. in the front lobby; students who attend the PM session must be picked up at 2:15 p.m. in the cafeteria.
- **Kindergarten Dismissal for those students being picked up:** Sign-outs will begin in the cafeteria at 2:05 p.m. Students will be released beginning at 2:15 p.m. Upon signing in, parents will be given a card and asked to be seated in the cafeteria to wait for their child. Students will be released by a staff member in exchange for the sign out card.

## Afternoon Transportation Changes

- To ensure the safety of our students, **we require that any changes in transportation (whether they are permanent or temporary) be submitted to the lobby receptionist in writing before 1:00 p.m or a detailed note placed in the student's back pack.** Acceptable forms of written notice would include a detailed note written by the parent/guardian or the completion of a Transportation Change Notice (Kindergarten) or a Transportation Authorization (Preschool).

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- Please note that *phone calls or emails are not an acceptable form of notification due to the inability for our staff members to verify the identity of the person(s) requesting the change.* **ALL TRANSPORTATION CHANGES MUST BE IN WRITING.**

To ensure the safety of our students, **no child will be pulled from a bus once they have boarded.** Parents are not allowed in the bus loading area at any time. It is recommended in this situation that parents meet their child at the bus stop or receive them as they are exiting the bus at their childcare center.

### Address or Phone Changes

If your address or phone number changes at any time during the year, please visit the school office so the information can be updated or place a note in the student's back pack indicating the change.

### Bus Regulations

Transportation to and from school is available for all students. Our school buses are an extension of the classroom and provide children opportunities to reinforce learning and social skills. Following the rules on the bus as we would in the classroom is very important for your child's safety. You can reach the bus garage at 270-769-8964 for any questions or concerns.

#### **At Morning Pick-up Time:**

An adult is expected to be waiting outdoors with the child at the bus stop (if the stop is at your driveway, you will need to make sure that you are visible to the driver) at least **ten minutes prior** to the pick-up time. It is everyone's responsibility to be at the stop on time so as not to delay the pick-up time for other families.

Once on the bus, students must comply with bus safety rules. Students must remain in their seats, keep their hands and feet to themselves, and use a voice appropriate for inside activity. If a child violates a rule, the bus driver may refer them to the school office. In the event that a student has three bus referrals, they may be temporarily removed from the bus, therefore requiring parent transportation to school for a **minimum** of three days. Please see **Attachment 1** regarding state busing regulations.

#### **At Afternoon Drop-off Time:**

An adult **must be visible at the stop** in order for a **kindergarten** child to be dropped off. If the parent/guardian submits written permission to the bus driver and the school office, a kindergarten student can be dropped off alone or with other students. **Preschool students must be delivered hand to hand to someone listed as an authorized contact person on the Transportation Authorization Form.** If there is not an authorized adult at the bus stop, the child

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will be returned to the school for pickup. If the child is returned to school, this can be reason for a bus referral and after three occurrences, bus privileges may be temporarily suspended.

Since the drop off time can be affected by many variables, an adult should be prepared to receive a child at any time after school dismissal. Preschool's AM session dismisses at 10:45 a.m.; the PM session dismisses at 2:15 p.m. The kindergarten day ends at 2:15 p.m., as well.

**Please note that transportation changes cannot be made unless they are received in writing (see policy under Student Release Policy in this handbook).** Be sure to set up an emergency plan ahead of time and keep your Emergency Contacts updated to avoid the need for last minute changes – it always pays off and also helps your child to stay in his or her routine.

### **Bus procedure reminders: For student safety....**

**Preschool students:** Please be sure that you are escorting your child to the bus in the morning and at drop off after school - **hand to hand delivery to school staff is required by state law for preschool students.** **If the person receiving the student is not on the authorized list you filled out or does not have picture identification, your child will not be released.**

**Kindergarten students:** Please be sure that there is an adult supervising your student at the bus stop in the morning. It is not recommended that a 5-6 year old wait at the stop alone or with a HCS student under 13. At afternoon drop off, **an adult (or person over age 13) is required to be at the stop for your child - the driver cannot always see you from the bus at your door or window.** If there is not an adult at the stop to receive your child, they will be returned to school. To prevent your student being returned to school, we ask you to be at the stop. Keep in mind the drivers have at least 50 students on the bus. By planning ahead to be outside, you can avoid the inconvenience of coming back to school to get your child. We appreciate you helping us get ALL students home in a safe and timely manner.

## School Closing/Cancellation

In the event of inclement weather and poor road conditions, school may be closed, delayed, or dismissed early. If this should occur, an announcement will be made over local and Louisville radio and television stations, as well as through our One-Call system. **To ensure that you receive these telephone notices, please help us by keeping your phone number up to date by visiting the school office or sending in a note.** You may also visit Hardin County Schools website ([www.hardin.k12.ky.us](http://www.hardin.k12.ky.us)), Facebook page or follow HCS on Twitter.

Area radio stations: WQXE 98.3, WAKY 103.5 FM, WKMO 106 FM, WULF 94.3 FM, etc.)

Local television stations: WHAS, WAVE, WLKY, WDRB, etc.)

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### Visitors

- Visitors are always welcome at North Park. For the safety of our students, visitors must enter through the front doors and immediately check in at the front window. A visitor's pass will be issued for you to wear while on the premises. Please return to the front desk to sign out upon departure.
- If you would like to visit the classroom to observe, arrangements must be made in advance through the teacher and/or principal. At no time shall it be permitted for any individual or group to disrupt classroom instruction. Visitors should keep in mind that if their presence is distracting for our students, administrators may ask them to leave the classroom in order to maintain our instructional expectations.
- A conference is an ideal way for parents and teachers to get to know one another so that the best interest of the child is realized. Teachers are available for conferences during their planning periods, as well as after school hours. All conferences **MUST** be scheduled in advance with the teacher.
- Parents are always welcome to sign in and have lunch with their child(ren). Be prepared to show photo I.D. Please note that fast food lunches are not permitted at school.
- Parents who wish to help out in the classroom on a scheduled and/or continuing basis, or who have supervisory responsibility for children, must have submitted a Volunteer Background Check Form online (see the HCS website) and received an approval **prior** to doing so. Parents may attend field trips without a background check, but must provide their own transportation and may only be with his/her student.
- Cell phones are disruptive to learning environments and should be turned off upon entering the building.
- Administration shall have the authority to permit or deny any individual the right to go through the building or to remain on school grounds.

### Volunteers

We believe that parents/guardians are a child's first and most important teachers. We promote effective, lifetime participation in the education experiences of your child. There are many ways a parent can participate, and the best way to do so is by volunteering. We certainly need and encourage your participation at every opportunity. These activities could include providing materials, helping with classroom celebrations, sharing a special talent or interest with the class, and/or reading to the class or a group of students. There are also opportunities in the school to help out in the media center, school-wide events and activities, or maybe even assisting in the cafeteria.

**If you are interested in participating in any of these events on a scheduled and/or continuing basis, or have supervisory responsibility for children, you must complete and submit a School**

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**Volunteer Background Check Request Form online ([www.hardin.k12.ky.us](http://www.hardin.k12.ky.us)) and receive an approval prior to the date you begin to volunteer.** Please take into consideration that these approvals can take from **4-6 weeks to receive**, so if you want to work with students, etc., please complete and submit this form as soon as possible so the paper work can begin. We hope that you understand the need to protect our students from any danger while attending school activities.

### Dress Code

Appropriate appearance and attire is expected of all students who attend our school. Children should dress in a manner that promotes learning, safety, and pride in self and school. The only exceptions to this dress code will be made for students with differing religious practices or students who demonstrate a special need and have received approval from our administration. Appearance that is considered a possible detriment or distraction to the normal school process will not be permitted. New students will have two weeks to be in compliance with the dress code.

**The following procedures will take place if a student is not in compliance with our dress code:**

**First Non-Compliance:** Courtesy letter sent home by teacher (teacher will document when and why the letter was sent home).

**Second Non-Compliance:** The parent or guardian will be telephoned by the school staff requesting that the proper attire be brought to the school.

**Third Non-Compliance:** A conference will be set up to meet with the parent or guardian.

**If the student is habitually out of dress code, the student may be sent home. In this event, the absence would be unexcused.**

- **Skirts/Shorts:** should come at least to the fingertips when hands are at your side. We recommend that shorts may be worn from the first day of school until the beginning of fall break, and from April 1<sup>st</sup> until the end of the school year. Short, tight shorts (also known as biker or spandex shorts) are not permitted.
- **Shirts:** all shirts must be school appropriate. Logos and wording will be accepted as long as they are **not** offensive, negative, derogatory, are a putdown of any nature, or do not have references to sex, alcohol, illegal products, death or violence. It is not required that shirts be tucked in. Low-cut tops, sheer clothing, and tops that expose the stomach are not permitted. Remember to send a shirt/jacket on cooler days for outdoors.

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- **Coats/Jackets, Hats, and Gloves/Mittens:** are for outdoor use and will not be worn in the classroom.
- **Socks/Shoes:** flip flops, shoes with wheels, high heels (higher than 1 inch), platform shoes, jellies, mule shoes, or cleats are not permitted. All shoes must have a back strap on the heel. For your child's safety during physical activities at school **we recommend tennis shoes or other flat, closed toe shoes be worn daily.** Tights are acceptable.
- **Undergarments:** should be worn at all times. If your child is prone to accidents, you may want to ensure that there is a spare pair available in his or her backpack.
- **Head Coverings:** bandannas, hats, sweatbands, scarves, combs or picks, or any other headwear will not be permitted. Any apparel or hair style that is distracting to the educational process will not be permitted.
- **Backpacks with wheels will not be permitted.**
- **Clothing may not be worn inside out.**

## Conference Scheduling

If you would like to schedule a conference with your child's teacher, please feel free to call our school during office hours and request that your teacher contact you during his or her planning period or after-school hours to make the arrangements.

**Calls will not be transferred to teachers during instructional time.**

## Attendance Information (Kindergarten)

- The kindergarten instructional day begins promptly at 7:40 a.m. Your child must be in the building by this time or they will be counted tardy.
- If your child is signed in late or is signed out prior to our dismissal, it will be counted as an absence for a percentage of the day.
- If your child does not attend school, they will be counted as absent. The following instances are considered excused: Return to school with a note from a physician; return to school with a note from the parent. Parent notes can excuse 6 days per school year.
- Please note: Calling to notify the school of an absence does not excuse the absence. Parent/Dr.'s notes still need to be sent in so that the absence can be excused.
- Photo identification will be required every time a child is signed out for both preschool and kindergarten students.
- **Tips to remember:** Ask for a physician statement if your child visits the doctor – don't forget to bring it in! Your child must be signed in if he or she is not able to make it into the building prior to 7:40 a.m.

## Withdrawing from School

Once the student is enrolled in the new school, they will send a Records Request to North Park. An official withdrawal will then take place and records will be sent to the new school. Student records cannot be hand carried to the new school.

## Classroom Celebrations

There are three school-wide classroom celebrations per year: Fall Celebration, Winter Celebration, and Valentine's Day. These celebrations are held at the end of the class day. Please refer to **Attachment 2 Wellness Policy** at the rear of the handbook for specific information on which food items can be brought to the school.

To avoid scheduling conflicts, please notify your child's teacher in advance if you would like to bring treats in for the class on your child's birthday. Health regulations state that items must be bought "pre-packaged" and cannot be home-made. All birthday celebrations are held at the end of the class day.

### End of Year Promotion Celebrations

Preschool/Kindergarten is the beginning of your child's educational career, not the end. Therefore we celebrate success as each classroom deems appropriate. Please know that we believe what our students have accomplished is important. For this reason individual classes will have the opportunity to have their own **unique** classroom recognition of students' promotion to the next grade. We believe the emphasis on the smaller setting and intimacy of the occasion acknowledges the efforts students have put into learning how to work and play with others, read and write, and add and subtract. We have found that smaller settings provide an opportunity for students to be recognized in a way that is more child-friendly and meaningful to everyone. **No formal graduation ceremonies will be held at NPES.**

## Field Trips

Field trips of an educational nature are allowed in accordance with our Board of Education policy. Parental permission is required in writing for any student participation in a field trip. Students are only permitted to attend with their grade level or classroom. Students are expected to exhibit the same behavior expectations on field trips as they do during the school day. A student that continuously disobeys school expectations may be denied field trip privileges. Final decisions on participation will be determined by the principal after consulting with the classroom teacher and parent/guardian.

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## Food Service

**Breakfast:** Free to all students.

**Lunch:** All enrolled students at North Park Elementary are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. We will need you to submit a Community Eligibility Program form when school begins in August 2019.

**Due to competitive food laws, we ask that food from restaurants not be brought to school for lunch. Carbonated beverages and/or glass bottles/containers are not permitted.** This regulation is stated in our Wellness Policy (**Attachment 2**).

**Please note that CUPCAKES are no longer allowed at classroom parties. Appropriate items are listed in the Wellness Policy at the end of this document OR CHOOSE:**

*Other food items that contain no more than:  
Thirty (30%) calories from fat;  
Ten (10%) calories from saturated or trans fat  
Fourteen (14) grams sugar per serving.*

**Breakfast Prices:**

**Adult..... \$2.35**

**Lunch Prices:**

**Adult..... \$3.60**

## Homework and Class Work

Our staff recognizes the fundamental importance of developing literacy in young children and the need for these children to engage in literacy-based activities at home. Reading is one of the primary literacy activities through which children learn. Success in reading is essential for children today and for their participation in the technological world of tomorrow.

All children in primary schools (preschool – 4<sup>th</sup> grade) are expected to engage in reading/language arts activities daily.

**Preschool and kindergarten suggested parent/child activities (up to 15 minutes daily):**

1. Reading together for pleasure
2. Creating books such as picture books and alphabet books
3. Drawing and talking about the drawing

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4. Assembling puzzles
5. Preparing for a classroom project
6. Following directions to make something
7. Storytelling
8. Finger plays such as *Itsy Bitsy Spider* and *Five Little Squirrels*
9. Movement activities like *London Bridge* and *Hokey Pokey*
10. Creative art activities that may or may not be directly connected to the curriculum

Your child's teacher may assign extensions of classroom activities in place of the suggested parent/child activities. Unfinished classroom work should not be consistently assigned to an individual child for home study. Children who regularly fail to complete their class work should be referred to an Intervention Team for support. See the administration or counselor to address concerns of this nature.

### Procedure for Make-up Work

Students having an absence, excused or unexcused, will be given the opportunity to make up their work. It is the responsibility of the student and parent/guardian to contact the teacher regarding make-up work. The student will have five days in which to complete the assignments. Additional days may be needed to complete the assignments, but is not to exceed a total of ten school days. If the make-up work has not been completed and returned to the teacher, then the same procedures for missing assignments will go into place.

### Library Information

Our library is open daily from 7:45 a.m. until 2:30 p.m. In order to allow adequate access for everyone, it is greatly appreciated when books are returned on time.

- Students may check out one book at a time for a 7-day check out period. This time frame may be shortened or lengthened depending on the school calendar.
- Students must return the checked out materials by the due date in the same condition in which they were received. A replacement cost will be assessed to cover books that are lost, damaged, or destroyed.

### Physical Education

Each student will have P.E. a minimum of one time per week. Your child's teacher will inform you on which day(s) they will participate. It is important that your child wear appropriate footwear (tennis shoes) for gym class. Shoes that leave black scuffmarks or open-toe shoes are not acceptable. **Students will need a written excuse for not participating in physical activities.**

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### Medical Appointments

Students who have appointments to receive physical exams beyond the two week grace period at the beginning of the school year may attend school until the date of their scheduled appointment ***as long as they present proof in the form of an appointment card***. This is a one-time exception.

### Immunization Certificates

Students must have an up-to-date **Kentucky** Immunization Certificate within 2 weeks of their enrollment date. We will regularly contact you until all forms are in.

### Health Services

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, as well as assessing students who may be ill and administering first aid when needed. Over-the-counter medications (**OTC's**) may be administered by the school nurse, if the parent has completed appropriate authorizations **AND** provided school with the OTC **medication** (i.e. ibuprofen, Tylenol, Neosporin, Zyrtec, etc.) **in its original container**. Consent for Health Services form should be completed at time of enrollment.

More intensive health services are available, if needed, with written authorization/order from a student's physicians. Parent/guardian should notify the school nurse of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's medical provider and signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

### Medications

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up

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from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by the physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by the parent/guardian at the end of the school year. Medicine not picked up will be disposed.

### **Emergency Medication**

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's physician and returned to the school nurse.

### **Self-Administration of Medication**

Students will only be permitted to carry medication (emergency or otherwise) on their person with an Authorization to Self-Administer Medication form completed by the physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

### **Illness**

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s)
- Symptoms related to possible communicable diseases
- Live lice

### **Head Lice**

The parent of any student who is found to have live head lice will be notified. A parent/guardian (or someone designated by the parent/guardian) will be required to come pick your child up from school. If we are unable to reach an authorized adult, a notice will be sent

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home with a letter and instructions for lice treatment. If a student is sent home for live lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused. **The student must be brought back to the school office by a parent/guardian and rechecked prior to riding the bus or returning to the classroom unless they have a note from a health professional stating that the child is free of lice.** Lice nits (eggs) that are missed and/or left in the hair can hatch and re-infest, even after chemical treatments such as Nix, RID, or Kwell.

### Insurance for Students

A voluntary student coverage plan is made available to all students enrolled in the county schools at the beginning of each school year. The plan offered is secondary to any other insurance that the family might have. Coverage is provided by Scholastic Insurers.

### Family Resource Center

Our Resource Center (located off of the front lobby in our school building) is open 180 days per year from 7:30 a.m. to 3:00 p.m. and special hours by request. We are dedicated to improving student academic achievement through the removal of non-cognitive barriers to student learning. Activities and programs coordinated by the center are designed to promote the flow of resources and to support families in ways that will strengthen the growth and development of the individual members, as well as the family unit. We share staff with Radcliff Elementary; however, someone on staff will be available most of the time. The Family Resource Center coordinator, Ivy Taylor, is dedicated to serving our families by helping with basic needs and promoting a positive relationship between family, community, and school. For assistance call 270-352-2800.

**A few of the programs offered by our Family Resource Center are:**

- **First Connections:** emphasizes that parents are the child's first and best teacher and that education starts well before kindergarten. This is an educational program offered for children and parents, birth to kindergarten. Contact the center for dates and times that this program meets.
- **Parent as Teachers Program:** personal visits, parent group meetings, screening, linkages and collaboration with community resources for parents with children birth to 3 years old.
- **Family Fun Night:** entertaining evening for families and school personnel.
- **Student Mental Health Counseling:** counseling for individuals or groups offered at no cost/low cost to the school or parent that assists the child in areas of self-esteem, grief and loss, depression, anger management, coping skills, and other areas of need.

### Programs and Activities

## **North Park Elementary School Parent Handbook**

Our school staff plans many activities throughout the school year which may include the following:

- Plays/Performances by visiting artists
- Field trips planned by the classroom teacher (varying destinations)
- Art Show
- School Book Fairs
- Extended School Services
- Gifted/Talented Program
- Title I – various parent involvement activities
- Family Learning Nights

### **Parent Teacher Association (PTA)**

The Parent Teacher Association is a very integral part of any school program. It offers the opportunity for parents, teachers, and the community to work together for the success of our students. The group will initiate fundraisers to help with the cost of instructional expenses, award ceremonies, and special programs. If you have an interest in serving on our PTA, please contact the school.

### **School-Based Decision Making Council (SBDM)**

The SBDM Council consists of the principal, three teachers, and two parents who have been elected for these positions. At the conclusion of each school year a council will be elected for the upcoming school year. Parents will be invited to nominate individuals for the parent representatives of the council. SBDM Council meeting times and dates can be found in the newspaper and are posted in the school lobby. Everyone is welcome.

### **Pictures**

Individual and group photos will be taken at various times throughout the school year. Specific information regarding the exact dates, packages, pricing, etc., will be communicated by letter in your child's classroom folder as the time draws near.

### **Personal Possessions**

You are encouraged to put your child's name on all of his/her personal items including coats, gloves, hats, book bags, lunchboxes, etc. Please do not allow your child to bring valuables to school that need special safeguards such as jewelry, money, toys, electronic devices, or cell phones. These items are easily lost or damaged and we cannot be responsible for such items. Weapons, including simulated weapons, are strictly prohibited at school at all times.

## Phone Calls for Students

Students will NOT be called to the phone. If you should need to get a message to your child we would be glad to pass it along to the teacher for you. To limit the disruptions to classroom instruction we ask that you make all of your necessary arrangements with your child before school so that phone messages are kept to a minimum. Transportation arrangements, pictures, special classroom activities, and field trip information need to be taken care of before or after school.

## Textbooks

Textbooks are issued at no charge to all students. If textbooks are lost or damaged, each student must pay the amount of damage or loss for the materials before he/she can be issued another textbook. Prices for individual textbook replacement may be obtained from our Office Manager.

## Progress Reporting

Individual progress of a student will be reported to parents/guardians through phone contact, conferencing, weekly behavior progress reports, and quarterly report cards. Please contact your child's teacher to schedule a conference.

## Retention Policy

It is the responsibility of the teacher and principal to notify a parent/guardian if their child is in danger of failing or not performing on grade level after the first nine weeks grading period. A conference will be set up with the classroom teacher, parent/guardian and principal to discuss interventions that will help the child be successful.

If the possibility of retention should arise, parents will be notified by the teacher during the first and third nine week grading periods. The decision of retention will be discussed by the teacher, principal, and parent/guardian when:

- Emotional, social, and intellectual maturity of the student is a primary consideration.
- Extreme academic deficiencies exist with a student of average or above average ability.
- An agreement is reached that retention is the best possible predicated solution for the student.
- Written notification and personal follow-up conference with the parent/guardian occurs.
- **The final decision will be made by the school principal if all parties involved cannot agree (HCAR 08.221).**

## **Discipline/Positive Behavior Intervention & Supports**

In an effort to strengthen our Code of Conduct, a set of behavior expectations (guidelines for success) has been established. A discipline referral system works to communicate throughout the process. Students will be referred to the office for fighting, vulgarity, or defiance/disrespect. We believe that by working together, we can accomplish more than we can alone. We will help you and your child in any way deemed necessary to correct behavior problems as soon as they begin. Disciplinary measures that are assigned will be aligned and in compliance with the Hardin County Schools policies and procedures.

We strive to support all students and staff by teaching and promoting positive behavior at North Park Elementary School. Positive Behavior Intervention & Supports (PBIS) establishes school-wide and classroom behavior expectations. These expectations help to maintain an orderly and safe learning environment and to protect the rights of all students and staff members. The program is focused on acknowledging students for consistent positive behavior. Routines and language with respect to appropriate school behavior are consistent throughout the school. We have three expectations which are enforced in all areas of the school on a daily basis:

**Be Nice.**

**Be Safe.**

**Be Ready to Learn.**



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When school expectations are followed, students have an opportunity to be recognized for their efforts by receiving **Bee Tickets** and by participating in our **Monthly PBIS Assembly**. When school expectations are not followed, specific consequences result based on the behavior.



### Bus Regulations

Bus drivers render a most essential service. Parents and students should cooperate and appreciate the dedicated work performance by the bus drivers. The students should be taught the following safety rules and habits:

- Be at your bus stop 10 minutes before scheduled pick up time.
- Stay 5 giant steps away from the road.
- Wait for the driver to signal you before you cross the street.
- Always use the handrail when getting on and off the bus.
- Quickly find your seat.
- Sit seat-to-seat and back-to-back.
- Always keep your hands to yourself.
- Talk quietly on the bus.
- Keep everything in your book bag and don't get anything out on the bus.
- Wait for the bus to come to a complete stop before standing to exit the bus one seat at a time.
- Always get the attention of the bus driver before bending over to pick up something you have dropped.
- If you miss the bus do not ever chase it or follow behind in your car. Parents can drive their child to school. It is much too dangerous to run up along side the bus.
- The driver has the right to assign seats.
- Obey all directions/instructions the driver gives you.

#### ITEMS NOT ALLOWED ON THE BUS:

● Pets	● Toys
● Glass items	● Balloons
● Profanity	● Weapons/Simulated weapons
● Illegal drugs	● Any item too large to fit into seat.

For a complete list of rules, refer to the "Student Code of Conduct"

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## STUDENTS MAY BE SUSPENDED FROM THE BUS DUE TO DEFYING ANY OF THE PRIOR RULES

Any child riding a bus other than his/her assigned bus must bring in a note signed by the parent. Preschool students will be brought back to school if an authorized adult is not at the bus stop to pick them up. Kindergarten students will be brought back to school if there is not an adult at the bus stop. If this happens, an authorized adult must go to school immediately as the bus driver will bring the child back to school.

There is not staff assigned to student supervision after 2:15 p.m. each day, and most are gone by 3 p.m. If your child remains past that time, it may be necessary to call the police. If this becomes a habit, school officials may take other action.

<b>Attachment 2 Wellness Policy</b>
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Under Senate Bill 172, ALL elementary schools are expected to follow these guidelines on food served at school parties. **This law also applies to food that is brought in for student birthdays.**

### Section 4. Food Served at ANY School Party

Please note that we will **no longer be able to allow cupcakes** at school parties. As sad as this makes your child, it is important that we follow the Wellness policy (law) of the State of Kentucky and Hardin County Schools.

- School parties must be held in compliance with the competitive food rule, at least **30 minutes past the end of the last lunch period (our school will have their parties after 1:00 p.m.)**
- **To insure that all foods served to children are safe and sanitary, all items served at school parties must be purchased rather than homemade.**
- **During the school day, products sold or served to students outside the National School Breakfast and National School Lunch programs shall be limited to:**  
A school day approved beverage - milk, 100% fruit juice, or water

#### **Food items that are appropriate to serve:**

Fresh fruit

Non-fried or non flash-fried vegetables

Nuts

Baked chips

Hard pretzels, pita chips, or trail mix,

Peanut butter or cheese-filled crackers

Cereal bars/granola bars

Low-fat yogurt

Dried fruit with no sugar added

Popcorn and cereal

Crackers

Dried fruit

Animal or graham crackers

*Other food items that contain no more than:*

*Thirty (30%) calories from fat;*

*Ten (10%) calories from saturated or trans fat*

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*Fourteen (14) grams sugar per serving.*

**Carbonated beverages may not be sold or served to any student during the school day.**

We appreciate your support and understanding in helping us stay in compliance with this Wellness Policy (law). If you should have any questions about this policy or need ideas on what would be an appropriate treat to bring in for your child's party, please contact the office or your child's teacher so that we can offer suggestions.