

GREETINGS FROM THE FACULTY AND STAFF

August 2021

Welcome to the family of Lincoln Trail Elementary in the 2021-2022 school year. This year will be a special and unique time in many ways for you and your child . We are happy to be starting school in our new building - together!

The intent for creating this handbook is to help you become familiar with the school policies, procedures, and the general school program. Take the time to read through and discuss the contents of this information with your child, particularly those parts dealing with behavior and bus expectations. We all look forward to an enjoyable and productive school year with your children and with you.

Our MISSION:

In partnership with families and communities, Lincoln Trail Elementary builds the foundation for life-long success.

CONTACT INFORMATION

LTE School Office	270/737-7227
LTE School Fax	270/769-0246
LTE Website.....	www.hardin.kyschools.us/ltes
LTE Family Resource Center	270/737-1687
Hardin County Schools Board of Education	270/769-8800
Hardin County Schools Website	http://www.hardin.k12.ky.us

ADMINISTRATIVE PERSONNEL

Terrie Morgan	Superintendent of Hardin County Schools
Billy Coffey	Interim Principal
Kelly Blair	Counselor
Kelly Miller	Assistant Principal
Stefanie Polin	Office Manager
Vicky Lewis	Registrar
Jennifer Williams	Family Resource Center Coordinator
Carrie Crocker	Cafeteria Manager

SCHOOL HOURS for Students

7:30 AM to 2:20 PM (All students in KG – 5th Grade)

BELL SCHEDULES

7:10 AM Buses unload

7:10 AM Outside doors unlocked & Breakfast Program Begins

7:10 AM Student entry to classrooms

7:30 AM Classes begin

2:20 PM School dismisses

SCHOOL OFFICE HOURS – 7:15 AM to 3:15 PM

ENROLLMENT AND ENTRANCE AGE

Children who are five (5) years old by August 1 **may** enroll in Kindergarten in the Hardin County School District but if six (6) years of age by October 1 they **MUST** be enrolled in Kindergarten or first grade. Successful completion of kindergarten, as specified in 705 KAR 5:050, Section 7, shall be a prerequisite for a child's entrance into first grade. Students attending school in Hardin County must enroll in the school serving their area of residence.

Kindergarten requirements other than age:

Valid birth certificate -upon enrollment

Preventive health care examination

Vision examination completed by an optometrist or ophthalmologist

Dental screening

Valid Kentucky Immunization Certificate – to include their second MMR, Hepatitis A (series of 2 doses) and varicella (chickenpox) vaccine

HOMEROOMS

Student class assignments will be based on the SBDM (Site Based Decision Making Council) policy. To meet the needs of all students, parents may not make personal requests for their child to be placed in a specific teacher's room.

INFINITE CAMPUS – PARENT PORTAL

Parents, please see our registrar, Vicky Lewis, for directions to the parent portal of Infinite Campus. This allows for viewing of your child's grades, attendance, and all general information. Information and steps are also available on our district web page.

FINANCIAL PROCEDURES – SCHOOL OFFICE

During the year students may be bringing money to school for field trips, lunches, etc. Your personal check is welcome at our school to make these types of payments; in fact, we prefer a check, money order, or cashiers check rather than cash.

Make checks payable to Lincoln Trail Elementary unless otherwise directed.

Occasionally checks will need to be written to another party such as Lincoln Trail PTA, but we will alert you to those specifically. We are not able to cash checks at the school

In the unlikely event your check is returned unpaid, your check may be electronically redeposited or if necessary, redeposited by paper draft. There will be a \$25 handling fee for any checks returned for insufficient funds as allowed by state law. Insufficiently funded checks deposited into food service accounts, after-school day care accounts or into any Board account will be sent by the bank to RBF Bottom-Line Services for redeposit. If you have any questions regarding our check acceptance policy, please call the Board Office at 270/769-8800.

During the 21-22 School year, **Free Lunches** will continue for **all** students in Hardin County Schools. Additionally, All students receive free breakfast.

VISITORS AT SCHOOL

As part of our Healthy at School Guidelines for re-opening schools, there will be no visitors admitted to the building without pre-approved purpose. This will ensure the safety of all students and staff.

Under our safety plan, the school's doors are locked at all times. Individuals with a valid reason to enter the school must ring the bell and discuss the purpose for arrival through the intercom system. All unvaccinated individuals must wear a mask when entering the building. Vehicles must park in one of the marked parking slots. Please do not pull up to the awning or front of the school and leave your vehicle. Also when pulling onto school property at all times. Elementary students will be outside, on our grounds during the school day.

Through our partnership with the Hardin County Sheriff's Office, there will be many times throughout the day when we will have officer presence on our grounds and in our building.

If you must pick your child up early, or need to attend a scheduled meeting with a staff member, there is a sign-in procedure which requires your valid and current driver's license.

Scheduled parent conferences and meetings can be held in-person, or through virtual and telephone meets.

Parents are required to make arrangements in advance with the Principal, Assistant Principal, Guidance Counselor, or classroom teacher before conferencing, meeting, or coming into the school. Please call or send an e-mail in advance for this request.

The Principal shall have the authority to permit or deny any individual, or group the right to go through the building or to remain on the school grounds.

For safety reasons, students that are dropped off in the morning must go through the car-rider line.

Students cannot be left to wait at the door before the arrival of staff members.

STUDENT DROP OFF IN THE MORNING

The school entrance doors will be unlocked at 7:10 a.m. to begin allowing students into the school.

Students may arrive each morning between 7:10 a.m. – 7:30 and will be assisted by staff members. Staff members will open your car door and safely assist students from the car to the sidewalk. DO NOT park and walk your child inside the building, or leave your car unattended in the traffic lanes.

PICKING UP STUDENTS AT THE END OF THE SCHOOL DAY

When authorized guardians are picking up their children in the afternoon as school dismisses they are to follow these guidelines:

IMPORTANT: In order for a student to be released through the outside pick up, we must be able to see your assigned number card from the window. If your number card cannot be seen or you do not have one in your window, you will be asked for identification to pick your child up. The identification must match the statement from the child's guardian.

Do not change transportation plans after 12:00 PM. If an emergency situation arises, please follow these simple steps:

The office staff taking the call or note, will verify and record that the caller is the guardian of the student. The caller will be informed they must have a picture ID available. The name on the picture ID of the person picking up must match the name on the note from the office.

It is very important for students to have a consistent daily transportation plan. Please do not make unnecessary changes or ask to change after 12:00 PM.

TRANSPORTATION Masks are required on all HCS school buses.

Parents, now more than ever, our district transportation plan for students who will ride the bus must be consistent every day.

Your child will have an assigned seat on the bus each day.

Knowing that some children might need to go to a care provider on certain days of the week and home on other days during that week; we want to be as flexible as we can.

If consistently planned, riding 2 different buses during the same week could be possible, however, students will not be permitted to ride the bus to an unplanned location.

If there must be a change in your child's daily transportation plan, you must send a note with your child for that day. We will not accept notes for multiple days. If there is an urgent change that you did not send a note about, you must call the office before 12:00 and speak to our records clerk. We cannot accept changes in transportation plans for a student after 12:00 pm for that same day. We will follow your transportation plan for your student if we do not have a written request from our office staff.

When parents/guardians do not provide ample time for transportation changes through our office, the likelihood of a transportation error occurring in student transportation plans increases. Best practice is to make changes only when absolutely necessary and to let the office know as early as possible.

SCHOOL CLOSINGS AND CANCELLATION

Our district uses the SENDIT system and immediate phone messages will be sent to your home or cell when decisions are made regarding cancellations and closings. Also school cancellations due to inclement weather will be announced on local radio stations starting around 6:00 AM. Early dismissals from school due to worsening weather conditions will also be announced on the local stations when the decision is made by the Hardin County Schools' Administration. Closing information will also be available through district social media platforms. Our School uses dojo for school wide messages.

PARENTS - Make plans with your child at the beginning of school as to what they are to do if school is dismissed early on a particular day.

ATTENDANCE POLICY

Because of the close relation of attendance to academic achievement, the teachers and office staff closely monitor attendance at school. When students are late, absent, or checked out early, there are many missed opportunities.

As one means of encouraging prompt and regular attendance, the school will send written notice to parents when their child has 3 days of absence without a valid excuse.

Students arriving late will be given an admittance slip to take to the teacher. Likewise, when a parent picks up their child before school dismisses, those procedures will be followed. Late arrivals and early pickups are deemed an unexcused tardy in the attendance system.

After an absence, send a note to the office stating the reason for the absence signed by the parent or guardian. A student who is absent because of illness and goes to a doctor should present the doctor's statement upon returning to school or within five school days. A parent note serves the purpose of keeping the teacher informed; however, the parent note will not validate more than six (6) absences. Even though it is understood that every illness does not merit a trip to the doctor, a written excuse from a doctor is required to be "excused".

Attendance reports will display the number of tardies, of events, and the total number of accumulated absences (the sum of all event percentages).

Students having absences must make up missed work. It is the student and/or parent/guardian's responsibility to contact the teacher concerning make-up work during the teacher's planning periods or after school hours. For every day the student misses, the student will receive the same amount of days to complete the make-up work.

Lincoln Trail Elementary follows the Hardin County Schools policy which states the nature of excused absences.

CONDUCT/DISCIPLINE

The instructional process can be greatly enhanced if the student is on his/her best behavior at all times. It is important for the students to respect school property and property of others. Failure to comply will result in disciplinary action. Willful destruction of any school property may require payment for repairs.

Discipline is primarily the responsibility and management of each teacher because they work directly with their students each day. Teachers will communicate frequently with parent/guardian should specific behavior concerns arise. In the event of an office referral for behavior, the parent/guardian will be contacted by a member of the office team.

Cell phones may be brought to school for use only in an emergency or special permission from the teaching staff. Cell phones are to remain off and in the backpack unless otherwise indicated. If a student is found using a cell phone without teacher/principal permission, the cell phone will be removed from the student's possession and turned over to the principal. The parents and student will meet with the principal in order to get the cell phone returned.

If a student's possession of a cell phone on a bus creates a disturbance, the driver may confiscate the phone and turn it into the principal along with a Bus Incident Report and the parents will have to meet with the principal to get the phone returned. Students are not permitted to carry cell phones to lunch.

CAFETERIA: Student Conduct

School personnel are assigned as the cafeteria monitor of students and have the responsibility of supervising/ providing assistance to the students during their lunch period. The cafeteria monitor, in cooperation with the homeroom teachers, will manage any cafeteria misconduct and may take appropriate disciplinary action. Continued misconduct will result in a referral to the Principal's Office and could result in a lunch period supervised in an alternate setting.

As we have many students with known and unknown allergies please make sure that your child's teacher and our school nurse are aware of concerns with specific foods. Food from restaurants is **not allowed** in the school cafeteria. Students are not permitted to share with others their lunch items brought from home.

Visitors will **not be permitted in the cafeteria** during student lunch periods and students are expected to sit in assigned seats.

The following are some basic cafeteria behavior guidelines:

- Respect and obey all adults in the cafeteria and in the serving line
- Quietly talk only with your neighbor at your table
- Use the eating utensils appropriately with your food only
- Use proper manners at the tables and in the serving line

- Always clean up your table area before leaving
- Stay in line with an appropriate distance between you and the next person both coming and going to the cafeteria (spaces will be marked for social distancing)
- Sit in designated space and raise hand/get permission before getting up from/leaving that space.

A district-wide discipline code for Hardin County Schools has been developed and this code serves as Lincoln Trail's general guidelines in administering discipline. A copy of the Hardin County Code of Conduct has been provided to each student; please acquaint yourself with this code.

The Certification Statement on the back page of the Code of conduct should be signed by the parent after discussing the Code with their child and returned to the teacher by the end of the second week of school.

IMPORTANT NOTICE: Any student, who deliberately activates a fire alarm under false pretenses, shall appear before the Hardin County Board for an expulsion hearing.

DRESS CODE FOR STUDENTS

Students will be instructed on Healthy at School Guidelines, how to socially distance and that masks are required.

General Dress Code: MASKS ARE REQUIRED

Lincoln Trail Elementary's dress code is designed to promote a positive self-concept, sense of school pride, and appropriate behavior and safety among all students. Some of the basic guidelines include:

1. Pants, shorts, and jeans should not be oversized or worn low or below the waist
2. Proper footwear should be worn to school as a safety precaution. It is recommended that shoes have a back strap. Avoid flip-flops or slides. Tennis shoes are required for physical activity, in gym and playground.
3. Shoes with wheels are not allowed
4. Shorts, dresses, and skirts should fall no more than two (2") inches above the knee.

5. No hats or hoods.

6. No see-through clothing that bares the stomach; No off the shoulder or strapless blouses, halter tops, tube tops, tops with spaghetti straps, tops with open or sagging armpit area without undershirt

7. No article of clothing that symbolizes gang-related behavior, refers to or makes derogatory statements, displays offensive language, advertises controlled or illegal substances, disrupts the instructional program, or otherwise deemed inappropriate by staff is not to be worn at school. **No representation of weapons.**

8. Make up is not allowed to be worn to school. Students may not apply make up while at school.

CURRICULUM

The curriculum at Lincoln Trail is quite varied and provides students a well-rounded program of academics based on Common Core Standards. Lincoln Trail's instructional program is designed to successfully prepare students for their next level of academics and positive work ethic practices that will build the foundation for their future goals of graduation, college and/or career readiness.

Students will have a schedule that includes Art, Music, STEM activities, and Physical Education. Students are expected to participate in Physical Education unless they have a doctor's written statement excusing them from physical activity and they are expected to wear athletic shoes. Both the Media Specialist and the regular teacher will teach students library skills, as well as technology skills.

COUNSELING PROGRAM

Lincoln Trail has a varied counseling program. Students receive large group counseling on a variety of topics related to social-emotional well-being, peer relations, and personal safety, etc. Small group counseling is also scheduled to enhance the students' social and emotional development. Individual counseling topics can be made available to students who have particular problems or concerns.

Parents are invited to contact the counselor if they feel that their child might be experiencing difficulties. However, parents also need to realize that the counselor will keep the conversations with students confidential. If the counselor determines that the information they have learned needs to be shared with the parents, they will ask permission from the student to share the information with their parents.

Our counselor works very closely with the Family Resource Center to help both our students and parents.

FAMILY RESOURCE YOUTH SERVICES CENTER (FRYSC)

FRYSC is available to assist families in locating community partners and resources.

Services offered through the FRYSC include child development and parenting classes, student and family support groups, referral services, home visits, clothes closet, job skills/life skills classes and workshops, parent involvement workshops, discipline/conflict resolution training, crisis prevention and crisis intervention strategies.

The FRYSC is able to offer services to Lincoln Trail's students and families through an annual grant from the Kentucky Department of Education. The FRC's general operation is governed by the FRC Advisory Council, which is made up of members consisting of parents, community and business leaders, and school personnel.

See also Health Services/School Nurse

HOMEWORK POLICY

Homework is defined as assignments to be completed outside the classroom to reinforce instruction, increase understanding, prepare students for class discussion, and provide curriculum application opportunities. Be aware that daily class work can become "homework" when a student does not complete their work during the allowed class time.

The school supports the philosophy that homework is a necessary part of school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and is based on the student's individual needs and abilities and supports the learning objectives of the particular curriculum area. Not all homework will be in the form of written assignments. Some homework, especially in the primary grade, will involve students reading to someone at home or taking part in cultural and creative activities.

GUIDELINES:

- Teachers will assign homework at their discretion
- Appropriate hours per week of homework to be assigned:

<u>Grades</u>	<u>Hours/Week</u>
Primary	1 - 3 hours per week
4th-5th Gr.	up to 5 hours per week

- Students may have homework beyond the above hours if they did not complete classwork during class time.
- Homework assignments are reinforcements for classroom curricular areas and are assigned to support learning as appropriate for the ability of the individual.
- Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- Teachers will review and evaluate homework assignments and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
- Teachers shall decide the degree to which homework affects student assessment.
- Teachers shall provide clear, concise directions for the completion of homework assignments.
- Parental concerns about homework should be discussed with the child's teacher.

GRADES AND PROGRESS REPORTS

A combination of grade cards, narrative notes, and parent conferences are used to report students' progress to parents.

Report cards are issued after each quarter. These reports will provide a record of academic progress, conduct, and attendance. Parents are to be notified by the teacher of a student's potential difficulty at the mid-term of a grading period.

The reporting process is designed to indicate the progress a student is making in mastering the necessary skills to be successful moving toward the next grade level. The K-2 report card uses indicators of MET or NOT MET for skills/criteria broken down on the card.

Students in grades 3rd-5th are issued letter grades based on the system below:

- A** 92-100
- B** 83-91
- C** 74-82

- D** 68-73 (Below Average)
- F** 0-67 (Failing Grade)

Communicating with your child's teacher will be most helpful in understanding the progress made by your student.

Please contact your child's teacher through e-mail or class dojo. The teacher will respond during the planning period, and before or after school hours.

Parents of students who are in need of repeating a grade (extra year in primary) will be notified for a conference with the teacher by the end of the third quarter.

The teacher, principal, and parents will collaborate on the decision for a student to repeat a grade. Should there be a division of opinion; the principal shall make the final decision.

ESS

Extended School Services (ESS) is a state funded tutorial program. The primary focus of the ESS program in Hardin County is Literacy. Lincoln Trail offers small group skills reinforcement in reading and math.

Access to ESS is based on teacher recommendation, academic performance, and developmental progress.

LTE reserves the right to offer ESS as a daytime waiver to offer services during the regular school day.

TEXTBOOKS

Textbooks/ instructional resources are provided to the students at no charge. Students are responsible to pay for any lost or damaged devices or books. Workbooks and other supplemental materials used by the student are purchased by the school/district and students are expected to replace them if rendered unusable or lost.

Students will also be responsible to pay for library books checked out by them and not returned due to being either lost or damaged beyond usability. (Lincoln Trail Students will have library check-outs after our new library opens in late fall 2020.)

COMMUNICATIONS

In an effort to keep you better informed of the happenings within our school, parent communications are distributed (at least) weekly via your email or through dojo. Please ensure that your child's teacher has correct and up-to-date contact information for you. We will also feature information on our school website as well.

Please do not text or E-mail your child's teacher and expect an immediate response. Teachers will answer questions/respond only during non-instructional times.

Telephone calls will not be put through to the classroom during the instructional day.

SCHOOL FOOD SERVICE

Breakfast is offered free of charge for all students.

Lunch prices are set by federal guidelines. Lincoln Trail students are encouraged to participate in the school food service program, and/or students may bring their lunch each day rather than purchasing a school lunch.

A nutritionally well-balanced lunch is offered daily for students.

****Please remember that due to Federal Guidelines no food made from home may be brought and shared with other students.** The student whose home it originated from can only consume food of this nature. Do not send soft drinks for your child.

No cupcakes delivered/brought to school.

If school is delayed due to weather, breakfast & lunch will be served but the menus may be altered.

BUS TRANSPORTATION - Masks Required

The Hardin County School System provides bus transportation for students to and from school. Bus transportation is **a privilege for students not a right**. While riding the bus, the driver does have authority over your child. All children are expected to follow rules of bus conduct and obey the driver. Masks are required on the school bus and students will have an assigned seat.

You can expect your child's bus to operate on a regular schedule. **The driver will not wait at a stop for your child to get ready, please have your child ready and waiting at the bus stop each morning.** Your driver will not vary from their schedule more than a few minutes each day unless there is mechanical trouble or on occasion the schedule may vary due to a substitute driver. At the beginning of school it takes a week or so for bus route pick-up times to become established.

SCHOOL-AGE CHILD CARE (SACC)

Hardin County Schools offers School Age Child-Care Programs for students attending elementary schools in our district. Enrolled students are eligible to apply for participation in this program depending upon space and program availability.

A weekly fee is charged for each child in the program. Guidelines for admission and participation in the program apply. Students will be enrolled in the program based on the number of available spots at the school. For enrollment questions, please contact School-Age Child Care Program at 769-8864.

VOLUNTEER PROGRAM- Temporarily **Suspended During 21-22 school year**

The Hardin County Schools and Lincoln Trail have successfully operated a Volunteer Program for many years. This program normally allows parents and citizens to contribute to the school in a variety of activities that enhance our students' educational experiences. The continued success of this program depends upon willingness on your part to share some of your time with the school. We look forward to adding this again in the future.

STUDENT RECORDS

Student records containing academic progress, family locator information, immunization certificates, health records, standardized test data, and placement test data, are kept on each student attending Lincoln Trail. As students transfer to other schools a copy of these permanent records are transferred to the new school upon request by that school. Teachers and other school personnel do have the authority to review these records.

Parents are allowed to view their child's records upon request. Parents can be provided a copy of the records upon written request to the Registrar and at a cost of \$.25 per page copied.

The parent shall be granted a hearing regarding the contents of the record on written request to the Superintendent. If the hearing results in finding that the record is inaccurate or misleading in whole or in part or that information in the record violates the privacy or other rights of the student, it shall be duly amended. If the hearing finds no impropriety in the record, the parent or eligible student will be informed of the right to enter in the record a comment or exception to the written record.

No individual or agency may have access to the record without the written consent of the parent or eligible student except the following as provided by law:

- Other school officials within the district;
- Officials of another district in which the student enrolls or plans to enroll
Authorized representatives of federal and state officials authorized by the law
- State and local officials to whom reports are mandated by statute;
- Organizations conducting educational studies for a legitimate purpose, provided that confidentiality will be assured;
- Accrediting organizations in carrying out their functions;
- Compliance with a judicial order or lawfully issued subpoena; and,
- Appropriate parties in a health or safety emergency as determined by the Superintendent.

A list of all individuals or agencies who request access to the record whether or not it is granted shall be maintained in the record and accessible to the parent or eligible student. The list shall include name, address, and purpose of inspection.

UPDATING STUDENT INFORMATION

Part of the student's record deals with student and parent information. It is the responsibility of the parent to provide the school with correct addresses and phone numbers.

If your family has been involved in a divorce, or has experienced a change in custody/visitation rights, the school must have a copy of the most recent legal documentation. Decisions will be based on the current documentation at the time of incident or question.

If your family changes residence, the school must have that information. Failure to report the student's residency to the principal/attendance clerk could result in a change in the student's enrollment status. Likewise if you change phone numbers or place of employment, notify the school.

IMPORTANT - Parents, please, provide the school office with emergency numbers, cell phone numbers, and work numbers so we may contact you if your child becomes sick or injured.

ELECTRONIC RESOURCES

Telecommunications, electronic information sources, and networked services provide diverse, and unique resources to our staff, students and parents. Lincoln Trail Elementary School and the Hardin County School District support access to information resources like Email and the Internet, along with the development of appropriate skills to analyze and evaluate such resources. Please refer to applicable school and district's Acceptable Use Policy. Violation of acceptable use may result in a loss of access to the Hardin County School's network. Disciplinary guidelines of the Code of Conduct will be followed. Serious network violations could result in other disciplinary or legal action. Individuals shall reimburse Lincoln Trail Elementary for repair or replacement of school/district property lost, stolen, or vandalized while under their care.

SCHOOL/FAMILY LEARNING COMPACT (TITLE I)

The staff of Lincoln Trail Elementary, being aware that students have unique needs and special characteristics, believes that each child should be afforded the opportunity to fulfill his or her potential through developmentally and academically appropriate activities.

We believe children should be taught how to live peacefully and harmoniously with classmates, family members, and fellow citizens by participating in activities that develop self-discipline and wise decision-making skills so they may become contributing members of society.

We believe students should be offered an integrated curriculum with a coordinated series of experiences that continually change according to the needs of the maturing individual. Students should be offered desirable experiences through which physical, intellectual, social, and emotional competency may be achieved.

We believe that children should be taught to respect their bodies and avoid substances that are destructive both physically and emotionally.

We believe the school community is made up of diverse backgrounds and that this diversity offers a range of possibilities that can be an asset to our students' learning environment.

We believe the school should offer a curriculum, in compliance with state and federal guidelines, which help each child develop the necessary learning skills and attitudes essential to become responsible citizens.

Staff Pledge

As a Lincoln Trail staff member, I

- Believe that each child can learn
- Respect and value the uniqueness of each child and his or her family
- Provide an environment that promotes active learning
- Address the district grade- level expectations and assist each child in mastering them
- Document on-going assessment of each child's academic progress and ensure that he or she continues to make progress in every learning area
- Maintain open lines of communication with students and parents
- Seek ways to involve parents in the school program
- Make rules and expectations clear and be consistent in implementing them
- Appropriately modify the curriculum of individual learning differences
- Respectfully and accurately inform parents of their child's progress in a timely manner

Parent/Caregiver's Pledge

As a parent/caregiver, I

- Believe my child can learn
- Show respect and support for my child, the staff, and the school
- See that my child attends school regularly, is on time, and has the needed school supplies for the day
- Provide a quiet place and a specific time for my child to study at home
- Check my child's assignment book, encourage my child to complete all homework assignments and look over homework assignments to check for understanding
- Prepare my child to have a "good day" by ensuring that he or she gets plenty of sleep, has a good breakfast, is properly dressed for each season, and is properly dressed for physical education activities of the day
- Help my child to resolve conflicts in a non-violent way
- Encourage my child to follow the rules and regulations of the school

Student Pledge

As a student, I

- Believe that I can learn
- Respect the cultural differences of other students, their families, and staff
- Always try to do my best in work and behavior
- Listen when I should listen, participate when I should participate
- Work cooperatively with students and staff
- Come to school on time and be prepared with my homework and supplies
- Discuss with my parents what I am learning in school (and making sure that I know what I am learning)
- Work to solve conflicts in a positive, non-violent way
- Discuss with my parents any social conflicts as they occur

TEACHER QUALIFICATIONS

Federal education law requires that all parents in Title I schools be notified and given the opportunity to request information about the professional qualifications of the classroom teacher instructing their child. If you are interested in this information, you may send your request to the principal who will provide a response, or you may access the information through www.kyepsb.net under Teacher Certification Inquiry.

GRIEVANCE PROCEDURE

TITLE IX/SECTION 504 TITLE VI

The Hardin County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, partial status, religion, or age in employment, educational programs or activities as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984.

For Inquiries: Contact HCS Equal Opportunity Coordinator: Chris Bauer, 769-8800

The Hardin County Board of Education grievance procedure for noncompliance for the nondiscrimination statement above is as follow:

- A. Written complaint filed with the building principal, to be followed with a written response from the building principal or supervisor.
- B. If not satisfied, a written appeal is to be directed to the E.E.O. District Hearing Committee, to be followed with a written response.
- C. If not satisfied, a written appeal is to be made to the Hardin County Board of Education.

A complete copy of the above grievance procedure, including timelines, is available with a request to each building principal's office.

The Following Information outlines Health Services at School, (not specifically for COVID-19 Procedures)

A school nurse is assigned to each school's Healthy Kids Clinic and is able to provide basic screenings as well as assess students who may be ill and administer first aid when needed. Over-the-counter medications (OTC's) may be administered by the school nurse, **if** the parent has completed appropriate authorizations. Additionally, the school nurse will collaborate with a Healthy Kids Clinic Nurse Practitioner to assess your child for a virus or other more complex medical complaint **if** your child has more severe symptoms **and** parent permission is given. For emergency situations, the school nurse, HKC Nurse Practitioner or school staff may deem it necessary to call 9-1-1 for emergency medical services to be dispatched.

More intensive health services are available, if needed, with written authorization/order from a student's **healthcare provider**. Parent/guardian should notify the school nurse of any health

concern(s) 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 **healthcare provider** & 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 **healthcare provider** and parents to complete in order for the student to have further interventions/accommodations while at school.

With parent permission, additional services which can be provided by a Healthy Kids Clinic healthcare provider include Well Child Examinations, dental services, immunizations, and behavioral health services.

Medication at School

If a student has a need for medications during the school day (either over the counter or prescription), **the child's healthcare provider must complete and sign the "Administration of Medication" form, parents must also sign this form as well as** provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school **by an adult (not the student).**

Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a **healthcare provider** 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. **No expired medication will be accepted! (add 2020-21)**

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 a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

Emergency Medication at School

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 written 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 **healthcare provider** and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) with them or in their personal belongings with an authorization to self-carry/self-administer medication from their

healthcare provider. The school nurse will provide this form to the parents/**guardians.** These completed forms should be returned to the school nurse **before** the student begins carrying the medication at school.

Illness and Injury

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

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. The 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).
- A student should not be in attendance and will be sent home when showing symptoms related to possible communicable diseases.

Lincoln Trail Elementary follows HCS Board Policy **09.213 AP.11** regarding Head Lice: Parent/guardian is required to pick student up when live lice bugs are present on the student. The student must visit school nurse when returning to school after the family has treated hair/scalp.

Please contact your school nurse when your child experiences changes in their health, or you have other concerns.

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~Thank You for reading this document in its entirety~

Together - Stronger