



2021-2022

Woodland Elementary School Parent/Student Handbook



6000 S. Woodland Drive
Radcliff, KY 40160
270-352-5828

Woodland Elementary School

Mission Statement

We will...

Empower each other to succeed in
Succeeding our goals and becoming
Great leaders. We will encourage
Lifelong learners to value
Education, community and
Service

HARDIN COUNTY SCHOOL'S

MISSION STATEMENT

The mission of the Hardin County School District, a progressive educational system with world-class standards focusing on learners of all ages, and which places a high value on cultural diversity and family, is to produce self-sufficient, sensitive, responsible citizens committed to a life of learning, service, and environmental stewardship, and who will excel in a dynamic, global society; this will be accomplished by visionary leadership, celebration of individual differences and talents, community partnerships, state-of-the-art technologies, and comprehensive programs responsive to individual needs.



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Principal's Message

Dear Woodland Students and Families,

Welcome to Woodland Elementary!

It is with great pleasure that I welcome you and your student(s) to the 2019-2020 school year at Woodland Elementary School. The Woodland faculty and staff eagerly await welcoming our new and returning families and students. As the principal, I am looking forward to seeing all of you and forming strong and positive partnerships.

Education and safety receive the highest priority in all that we do and in our school community. We strive to implement best practices, integrating social and academic learning in every aspect of the school day. By teaching and reinforcing expectations and routines, we believe students can best focus on their most important job of learning.

Woodland is proud to be a PBIS school. PBIS stands for Positive Behavior Interventions and Supports which means that all staff recognize positive student behavior. Research has found that the more often positive behavior is acknowledged and rewarded the greater chance that it will continue and influence the actions of others.

We strongly believe that children are most successful when parents are involved in their child's/children's education. We hope that through the combined efforts of home and school, your child will thirst for knowledge, skills and learning. We welcome your support and engagement and anticipate building upon your success as the initial educator.

My office is always open to you. If you have a question or comment, please call me at school 352-5828 or email me at dawn.tarquinio@hardin.kyschools.us

On behalf of the Woodland Elementary Team,

Dawn Tarquinio, Principal

ADMINISTRATIVE PERSONNEL

Dawn Tarquinio	Principal
Ashley Brus	Assistant Principal
Veronica Keeler	Guidance Counselor
Laurie Davis	Office Manager
Cindi Cote	Attendance Clerk
Shameka Hardin	Family Resource Center Coordinator
Linda Stevens	Cafeteria Manager

CONTACT INFORMATION

Woodland Elementary Office	270/352-5828
School fax number	270/352-5835
School Website	https://www.hardin.k12.ky.us/woodland
Woodland Family Resource Center	270/352-0172
Hardin County Board of Education Office	270/769-8800
Hardin County Website	https://www.hardin.kyschools.us/

Section I – Welcome Information

School Hours

All classes begin promptly at 7:30 and end at 2:15. Students are welcomed into the building at 7:05 when supervision is available.

Tardy

Students will be counted tardy for the following reasons:

1. Student is not in his/her classroom by 7:30 a.m.
2. Student is checked out of school before dismissal at 2:15 p.m.

Where to go When Arriving at School

The faculty and staff of Woodland Elementary put your children's safety as a top priority. We want to ensure that all students arrive safely each morning, whether by bus or car. In the past, we have had several close calls in the drop-off area at the front of the building that could have ended tragically. We realize that your time is precious and many of you are on your way to work or an appointment; however, we think you will agree that all children's safety must come first. Please read these procedures carefully and share this information with anyone that may be dropping off your children at school.

7:05 A.M. School doors open, school staff will come out to assist & supervise students during morning car drop. Students who are dropped off by car or who walk to school do not need to arrive until **after 7:05 a.m.** when school personnel are on duty.

- All vehicles will stay in a single lane of traffic during morning drop-off. Do not pull around the line of traffic to exit.
- Students are to be dropped off in the designated area only – between the cones and curb.
- Vehicles should stop before the crosswalk and wait for a member of the school staff to assist students out of vehicles. Please have students exit the vehicle on the passenger side only. Due to the lane of traffic on the driver side of the vehicle, please do not have students exit on the driver's side.
- Please empty vehicles between the two covered entrances to maintain a quick drop off process.
- Please refrain from distracted driving or using cell phones (only in the case of emergency)
- Please observe the 10 mph speed limit and drive carefully at all times

Students report to their classrooms after getting breakfast from the cafeteria. All students may choose to eat **free** breakfast which ends promptly at 7:30. If your child plans to have breakfast, please have him/her arrive early enough to finish before instruction begins promptly at 7:30.

Students who arrive after 7:30 are required to sign in through the office **with an adult**. The student will receive a tardy pass before going to the classroom.

Walking Your Child to Class (NON-PANDEMIC)

If you wish to enter the building for school-related business, please park in the designated visitor parking spots. During drop off time, 7:05-7:30, visitors will be asked to sign in at the office and leave their picture identification. At 7:30, visitors are asked to sign out so that instruction may begin promptly. Please keep in mind that although the school day doesn't begin until 7:30, all teachers begin their duties at 7:00 a.m. Therefore, they are not available for conferences in the morning, unless it has been previously scheduled. You are welcomed, after the sign-in process, to walk your child to class. However, it is the responsibility of your child to prepare for the day. The student is responsible for unpacking his/her book bag and preparing the necessary supplies for completing morning work. Please note: the teacher is preparing for the day and supervising students. The teacher will not be available to talk or meet with you during this time. Feel free to leave a message at the main office if you wish to schedule a conference.

Volunteering (NON-PANDEMIC)

We love and need parent volunteers! Hardin County Schools has implemented some new procedures for district volunteers effective July 1, 2019.

Kentucky law and Hardin County Board of Education policy defines a volunteer *as* anyone who has contact with students on a *regularly scheduled or continuing basis or has supervisory responsibility for children at a school site or on school-sponsored trips*. The individuals that meet these criteria must complete a background check administered by Hardin County Schools. HCS sends the volunteer's information to the Administrative Office of the Courts in Frankfort, Kentucky. The AOC office runs the background check and sends the information back to the district. The districts has followed these protocols.

With the new procedure, Hardin County Schools is asking all NEW volunteers (new = anyone who has not had a state background check run since 2011) to fill out a background check through our district website (www.hardin.kyschools.us). The link can be found under the "Parents" tab on the website and under "Quick Links."

The background check will not be processed until the Superintendent's office has received \$10 for the background check and a copy of the receipt issued by the school. Volunteers will pay for

the background check. The Superintendent's office is responsible for sending the required information to the AOC. Volunteers will only have to pay for the checks every five years. For instance, if an adult who has never volunteered becomes a volunteer in 2019, they will not have to pay for another background check until 2024.

All volunteers will be required to complete the online background check form through the district website EACH SCHOOL YEAR (no matter when they started volunteering for the district).

Using the online form, the volunteer will be asked to choose at what schools they would like to volunteer. However, they are still district volunteers. Therefore, just because someone did not check a particular school on their form does not mean they cannot volunteer there. Any paper forms published and formerly used as volunteer background check forms will not be accepted.

Visiting Your Child's Classroom

If you plan to visit your child's classroom during instructional time, the teacher needs to be aware of the purpose of the visit in advance. During the visit, mobile phones may not be used. Please note that while you're welcome to visit, the teacher will not be available to discuss your child or other issues during this visit unless it is a scheduled conference during non-instructional time. Unfortunately, if your presence is a distraction to your child or other children, you may be asked to leave the classroom. To avoid disruptions to the class, no siblings of any age are permitted at any time.

School Closings – Weather Related

In the event of inclement weather, in which school is canceled, delayed or released early, you should expect a call from our "Send It" system. We also suggest listening to local and Louisville radio and television stations as they are often notified before the schools. Please do not call the school. If you **do not** receive a call and an announcement was made regarding school cancellation, delay or early release, please be sure to check with us to ensure we have your current contact information.

In the event of a major storm, earthquake or other incident that might close roads or delay buses, students will be kept at school until proper transportation can be arranged. If such an incident were to occur, you will be notified through our "Send It" system.

Section II – Attendance Policy

CALCULATION OF DAILY ATTENDANCE

Applicable Statutes and Regulations:

KRS 158.060

School month and school day; duty-free lunch period; Non-

	teaching time for teachers.
KRS 159.150	Definitions of truant, habitual truant and being tardy; adoption of truancy policies by local school boards.
702 KAR 7:125	Pupil Attendance

702 KAR 7:125 require elementary schools to check attendance once in the morning and maintain attendance by using an entry/exit log. Middle and high schools are required to check attendance each class period and maintain an entry/exit log.

The minimum instructional term as defined in KRS 158.070 includes one hundred seventy-five (175) six (6) hour days of actual instruction or its equivalent (1050) hours. Instruction includes those activities defined in 702 KAR 7:125. **Lunch, recess, breaks and passing time in excess of the five (5) minutes allowed between classes, and any other activities not specified in 702 KAR 7:125 are not included in the minimum instruction day.**

NOTE: Attendance is based on the regularly scheduled school day. Instructional time is the regularly scheduled school day less the amount of time used for breaks, lunch, recess, etc.

A pupil who misses sixty (60) minutes or less of the regularly scheduled school day is recorded as tardy. A pupil absent for more than sixty (60) minutes of the regularly scheduled day is recorded absent for the actual percentage of the day missed. A pupil absent for the entire regularly scheduled school day is recorded absent for 100 percent of the school day. All calculations are made based on the cumulative time missed during the regularly scheduled school day.

The criteria are applicable regardless of the length of the scheduled school day and applied to all grade levels including entry level through the twelfth grade.

Truancy

Our truancy officer may contact parents/guardians of students who have more than 6 unexcused absences and/or tardies. Parents/Guardians are permitted to use 6 parent notes to excuse absences. Please reference the 2021-2022 Hardin County Schools Code of Conduct for additional information. In order to receive an education, students must attend school.

Vacations

**Since the school year calendar is approved by the Hardin County Board of Education one year in advance, any vacation or trips taken during school time will be considered unexcused absences, UNLESS IT IS A COURT ORDERED CUSTODIAL VISITATION.

Section III – Curriculum

Curriculum

The curriculum at Woodland is varied and provides the students a well-rounded program of academics based on the Kentucky Academic Standards set for each grade level that reflects Kentucky's Curriculum Framework.

Woodland's instructional program is based on these documents and it is our intent to prepare students for the middle school level. A complete copy of the Kentucky Academic Standards for all grade levels can be found at: <https://kystandards.org/>.

Student Assessment

All students will be involved in ongoing assessment to determine whether or not they have succeeded in learning grade level standards which they are expected to master before they go from one level to another. The specific standards are located at <https://kystandards.org/>. In addition to a variety of classroom assessments, all students in Hardin County Schools will also participate in iReady. This is a computer-based diagnostic that measures what specific skills students have mastered and what improvements are needed. In Reading, we assess students in the primary grades on Phonics, Phonological Awareness, and Fluency.

Students in grades 3-5 will also be assessed in the spring according to the guidelines set by the Kentucky Legislature through Kentucky-Performance Rating for Educational Progress.

iReady My Path

This is a web-based program on which your child can gain access to a learning program. This program ties directly to their needs and ability level based upon results from the iReady Diagnostic assessment which is given three times per school year. We encourage students to spend 20-30 minutes daily on this site. The public library allows access to this site.

Homework

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to take part in cultural and creative activities and real-world applications of learning. In order to keep homework within this perspective, the SBDM Council has approved the following homework policy:

This policy is intended to guide all faculty, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments. The policy does not apply to students receiving homebound instruction or whose Individualized Education Plans require that homework be addressed in a different way.

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Assign appropriate homework on a regular basis that is designed to support instructional goals, and that does one or more of the following:

- Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.
 - Provides opportunities for curriculum enrichment and real-world applications.
4. Assign appropriate amounts of homework per week, which may vary depending on the subject matter and students' needs.
 5. Make an effort to correlate the amount of homework given with other teachers so as not to overload students on any given night.
 6. Allow student choice within homework assignments whenever possible.
 7. Return collected homework in a timely manner and provide instructional follow-up and feedback that focuses on content and performance standards.
 8. Ensure that students understand and can explain not only homework directions but also the purpose of any given homework assignment as well as how it relates to what they are learning in class.
 9. Keep accurate records of homework assignments.

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a punishment or reward.

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and materials directly to that study area.
3. Plan the best time to complete work.
4. Complete work so that it is neat and legible.

Parents will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home.
2. Providing a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
3. Prompting and offering to clarify instructions and answer questions, but not sitting with the child.
4. Assisting their child with time management.
5. Checking to see that work is complete.
6. Encouraging children to do their best work and praising a job well done including rewarding children in appropriate ways for completed work.
7. Staying in close communication with teachers.

Be sure to request a copy of your child's grade level homework standards with your child's teacher.

Rtl – Response to Intervention / MTSS - Multi-Tiered Systems of Supports

The RtI/MTSS process consists of stakeholders working together to remove the barriers to learning for all students and to assist them in achieving their highest level of success and learning potential. The team changes for each referral, but usually consists of an administrator, counselor, teacher, parents, Family Resource personnel and other resources. Strategies are implemented to address identified needs of individual students in the coordinated effort of the members of each team.

Referrals may be made by parents and/or teachers and are then filtered through the guidance office. Referrals may be made for any needs to include academic, behavioral, physical and social.

The RtI process has reinforced that each stakeholder does not have to be an expert in all areas to reach students. This process empowers us (including parents) to reach outside our own knowledge base to do what it takes to help all students succeed. Success is the prelude to learning and that is what makes the RtI process work for students at Woodland.

Extended Year in the Primary Program

Students may be asked to complete an additional year of primary if the following conditions apply:

- The student is functioning at least one year below grade level in the area of reading as indicated by the following assessment instruments: iReady, Reading diagnostic assessments, classroom assessments
- If working below grade level, the student receives a final grade of C or below in reading on the school report card OR if working on grade level, the student receives a final grade of D or F in reading on the school report card
- The student has difficulty working independently.
- The persons working with the student determine that another year of primary would benefit the student.
- The need to have an additional year of primary will intensify if the child meets all of these criteria in the area of math as well.

If the student appears in danger of needing another year of primary, the teacher will contact the parent at the end of each grading period regarding the concerns about the child's educational success. The teacher will share with the parent strategies that have been used to help the child succeed.

Between the mid-point of the fourth quarter and the last day of school, the teacher and parents will meet regarding the final recommendations for the student's placement in an additional year of primary.

These same guidelines may apply to those students in grades four and five who have not already been retained and may benefit from retention.

Progress Reports/Report Cards

Mid-term progress reports will be sent to each family at the mid-quarter point. Reports cards will be given out at the end of each nine-week grading period as stated on the district calendar. It is important that families contact teachers at any time regarding the progress of their child. Call 270-352-5828 and the office staff will have the teacher return your call. If you wish to speak directly to

the teacher, please call during his/her scheduled planning period. Conferences may be arranged by calling the office and/or emailing the teachers directly.

Arts and Humanities

Every child receives instruction in the arts and humanities from our fine arts teachers. This is an important part of their day as is any other “basic” subject.

In music, students no longer just sing. Students learn how to read music, play musical instruments, and dance as well as to develop an appreciation of many kinds of music.

Art is no longer just drawing or sketching. Students learn from the art teacher to express themselves through different media and drama. They learn how art reflects different people in different times and cultures.

Physical Education (PE) is no longer simply running and playing sports. Students learn to develop physical competence and knowledge of movement and safety. They apply this knowledge by participating in a wide range of activities associated with the development of an active and healthy lifestyle.

Students in grades 3-5 will receive letter grades in each of these areas.

Field Trips

Field trips are scheduled as part of the students’ regular curriculum. Parents will always be informed of these trips. Please be assured that these are as much a part of student assignments and learning as any other assignment they are given. Participation in these trips is an important component of our instruction. Students are expected to go on these field trips just as they are expected to complete any other assignment. We count on parent support in this regard. With this in mind, we do not recommend exclusion from a field trip as a punishment. Those students that do not participate in the field trip event will have a corresponding assignment and will continue with their work at the school. If the child is absent, the parent will need to submit a valid excuse under the “Valid Excuses of the Hardin County Code of Conduct” or it will be reflected as an unexcused absence. In order for a parent to go on a field trip, an approved background check must be on file. If teachers request chaperones on a field trip, parents are permitted to attend and chaperone as long as they have the approved background check on file. Parents may not ride the school bus on the field trips. Parents are welcome to follow us to our destination and join us there.

Again, parents who wish to chaperone must have an approved criminal background check on file before being allowed to supervise students.

School-Wide Title I Program

Title I is a nationwide program funded by the federal government to provide extra educational assistance to ensure all students are provided the opportunity to meet the national, state and local academic expectations through an improved educational program. In the Hardin County Schools, Title 1 programs are implemented utilizing the school-wide program model of service delivery. A school-wide program is built on school-wide reform and permits a school flexibility to use Title 1, Part A funds to

tailor their educational programs to fit the needs of their students. The funds for Title 1 must supplement the education program and the components of the school-wide program must include a comprehensive needs assessment, reform, a highly qualified staff, professional development, and strategies to increase parental involvement.

Parent Involvement Policy

In recognition that the parent is the child's first and most important teacher and the parents' continued involvement is essential for the success of the child, Woodland Elementary School is committed to building a strong parent-school partnership. With this in mind, the Title 1 Parent Involvement Policy will be sent home with each child at the beginning of each school year. This policy states the opportunities for parents to actively engage in their child's academic progress, as well as, the strategies our school implements to encourage parent involvement. Parent input is also encouraged as our Parent Involvement Policy is reviewed and revised by our Site Based Decision Making Council annually.

Learning Compact

In order for Woodland Elementary to be an effective school, families and school staff need to work together to ensure that all children are successful in school. A learning compact is an agreement among groups that firmly unites them. We invite you to be involved in a partnership with your child's school. That being said, the Title 1 Learning Compact will be sent home at the beginning of each school year and parents/guardians will be asked to review it with their child, sign and return it to the school. Parent input is also encouraged as our Learning Compact is reviewed and revised by our Site Based Decision Making Council annually.

Parent Survey

At the end of each school year, all parents/guardians will be asked to complete the Title 1 Parent Survey. The data collected from this survey will assist us in determining our next steps with regard to our school-wide Title 1 program.

Extended School Services (ESS)

Woodland Elementary offers extended school services to students who are at risk of falling behind. For the past five years, we have utilized a Daytime Waiver. This allows us to hire additional personnel during the school day to work with students who are not making adequate gains in the areas of reading and math. A limited amount of after school ESS support may also be offered outside of the regular school day to assist students. If you have concerns about your child's academic gains in the areas of math and reading, you may contact the school for additional information.

Section IV – School Services

Site-Based Decision Making Council (SBDM)

Our Site-Based Council is here to represent you and to do what is best for Woodland students. The Council meets once per month. Annual dates and times are posted in the SBDM cabinet in the main lobby. Minutes from each monthly meeting are posted here as well as on the school's website.

The SBDM Council sets policy in the following areas:

- curriculum,
- assigning staff time,
- assigning students to classes & programs,
- school schedule,
- use of school space,
- instructional practices,
- discipline & classroom management,
- extracurricular programs.

The Council will also determine the process for deciding if the school curriculum is aligned with state standards, how the school will use technology, and how the school will decide whether its programs work. Committees of teachers, parents and others will be created to advise the council on how to create a successful school. Additionally, the council will be consulted on how many people to employ in each job classification, the selection of a new principal (in the event of a vacancy), and by the principal before other jobs are filled. Councils do not run the school on a day-to-day basis. They cannot break state and federal laws, or risk health and safety. The council is also not permitted to break contracts, spend money a school doesn't have, or make decisions outside their area of responsibility.

Council meetings are open to the public and the dates and times of the meetings will be announced in our school newsletters, on our school website, at PTA meetings, in local newspapers, and by postings in the building.

Food Service

Our breakfast and lunch programs provide an excellent source of nutrition for our students. We are pleased to share that Woodland Elementary will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2021-2022. All enrolled students of Woodland Elementary School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2021-2022 school year. We just need for you to submit a Household Income Form (HIF) when you complete your annual enrollment form.

Hardin County Schools is trying to ensure that all students receive a nutritious start to their day. All students are offered the opportunity to select breakfast as they enter the building from the bus or car rider area. Students are expected to eat breakfast in a timely manner. We welcome students into the building beginning at 7:05 a.m.

Students may bring lunch from home but are not permitted to bring soft drinks to drink with lunch. Due to competitive food laws, we ask that food from restaurants not be brought to school for lunch. If parents bring in fast food for lunch, eating space will be provided at a table just outside the cafeteria doors. In the case of a milk allergy, students will be offered water instead.

HCS uses a computerized cash system in our cafeterias. While lunch and breakfast are free, you may still keep a balance in your child's account in case he/she would like to purchase an additional milk or juice. Unfortunately, due to federal food laws, if a child brings a lunch from home he/she will not receive a free milk but will need to purchase one for \$.40. Water is always available free of charge. With our computerized system, any amount of money can be put on your child's account and can be used for lunch, breakfast or ala carte items.

Parents and other approved visitors may come and have lunch during their child's regularly scheduled lunch time on any day. An adult lunch is \$3.40. Due to space and safety concerns, there is a special area set aside in the cafeteria for lunch guests.

Media Center

Our school media specialist is available to help students choose the best books for their interests and abilities and assist in doing research with printed material and on the Internet. The media specialist is also the Technology Coordinator. Students receive assistance with how to use the computer as a research and communication tool. Our Acceptable Use Policy in regard to the Internet and email can be found in the HCS Code of Conduct. Parents are asked to grant permission in order for their child to utilize these services by initialing the annual Certification Statement.

Guidance and Counseling

Our Guidance Counselor is available to speak with our students and parents about any problems they are having at school, at home, with friends or on the bus. In addition, the counselor visits classrooms monthly, giving suggestions for taking care of the body, planning careers, ways students learn best and character education.

Family Resource Center

Our Family Resource Coordinator is available daily from 8:30-3:30 with extended hours available upon request to assist family needs. The coordinator assists the school by helping families remove barriers that may impede a child's education. While direct assistance cannot be provided from the FRC, referrals can be given to local agencies that may be of assistance. Home visits can be made upon request. To reach the FRC, please call 270-352-0172.

School Age Child Care

There is a tuition-based after school program available to parents who need child care after school releases each day. The program runs until 5:30 pm. For information on how to register your child, please call Mrs. Amy Wood at Central Office – 270-769-8864.

Section VI – Student Behavior and Discipline

Positive Behavior Interventions and Supports (PBIS)

As a PBIS school, Woodland staff recognizes positive student behavior. Research has found that the more often positive behavior is acknowledged and rewarded the greater chance that it will continue and influence the actions of others. As a part of this, Woodland has adopted school-wide behavior anchors and expectations in all common areas as well as in the classrooms. These anchors and expectations are behaviorally specific and provide observable examples focused on expected behavior rather than misbehavior. Through consistent teaching, acknowledging, and correcting of these anchors and expectations we are setting our students up for behavioral success. Our school-wide PBIS vision consists of procedures and practices that are consistent, clear and appropriate.

School-wide PBIS Anchors:

1. Be Respectful
2. Be Responsible
3. Be Ready to Learn

Woodland School-Wide Expectations:

1. Respectful
 - a. Hands, feet, objects and property to self
 - b. Use appropriate words, volume, tone and body language
2. Responsible
 - a. Complete all assigned tasks
 - b. Raise hand for help and to leave assigned area
3. Ready
 - a. Follow directions the first time given

Harassment

Harassment, as defined by the HCS Code of Conduct, is intimidation by threats or physical violence or actual physical conduct, the creation, by whatever means, of climate of hostility, intimidation, or the use of nicknames, written materials or pictures that are lewd, vulgar or profane. Reports of harassment should be reported to the teacher or school office IMMEDIATELY. Please be aware that harassment is an ongoing act and not a single incident.

Bullying

Bullying, as defined by the HCS Code of Conduct, refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate or intimidate the other student while on school grounds, or at a school-sponsored activity, **which acts are repeated against the same student over time**. Reports of bullying should be reported to the teacher or school office IMMEDIATELY. Please be aware that bullying is an ongoing act and not a single incident.

Student Discipline

While we believe in a positive approach to behavior management, disciplinary action will be implemented when warranted by student behavior choices. Student behaviors have been classified into three levels to include Level 1 Classroom Handled, Level 2 Classroom Handled / Interventions Implemented, and Level 3 Office Handled. School personnel will utilize the Woodland Elementary Discipline Procedure Flowchart when assisting students with behavior choices.

Level 3 Offenses may include but are not limited to:

1. Fighting
2. Continuous Defiance/Disrespect
3. Vulgarities
4. Continuous disruption that impedes instruction
5. Possession of illegal substances or weapons

*Law officials may be contacted in cases of deliberate threat and/or assault.

Second Chances/Detention

Students may receive After School Detention for the following behavior choices that include, but are not limited to:

- Incomplete assignments
- Not following Woodland expectations
- Dress code violations

Detention is held once weekly from 2:15-3:30. Parents/Guardians are responsible for making arrangements to pick up their child when detention ends at 3:30 on the assigned day. Only authorized adults, on file in the office, will be permitted to pick up students from detention.

Second Chances/Detention Notice		
Dear Parent/Guardian,	Date Sent: _____	
Your child, _____, has been assigned to school detention. Detention will be held on _____ from 2:10-3:30. Please make arrangements to have your child picked up at this time. Please note that the pick-up person MUST be on your child's release form and present ID .		
Sincerely,		
_____ (Teacher name)		
_____	_____	_____
Parent/Guardian Signature	Pick-Up Person	Phone #
WHITE COPY: PARENT		YELLOW COPY: OFFICE

Buses pamphlet and asked to discuss its contents with their child. In addition, parents and guardians are asked to complete the Student/Parent Transportation Agreement to verify that their child is familiar with the bus safety expectations.

No student will be allowed to ride a bus or get off at an area other than assigned without written permission of a parent AND a bus pass signed by the principal or the designee.

Only school personnel will have access to the bus loading area. No child will be retrieved from the buses at the close of the day.

A student who usually rides a certain bus will be placed on that bus UNLESS we have a written request. If your child is to be picked up or has a transportation change, a note should be sent with the child. Students are to give notes to their teachers when they arrive at school in the morning. In a TRUE emergency, not a daily or weekly event, it may be necessary to call the school; we MUST be able to verify it is you by calling you on a number you have already listed with the school. If it is necessary to call the school to change your child's transportation, please do so no later than 1:30 pm.

Bus Suspension

The following is a copy of a Hardin County Schools Bus Incident Report. A bus driver will complete this form if and when a student does not follow the bus rules. Additional rules are found in the Hardin County Schools Code of Conduct. Depending on the reason for the bus suspension, it is possible that a student may not be able to ride a bus on a field trip. Please refer to the disciplinary options chart on the School Bus Incident report.

School Bus Incident Report

Behavior Violations	Disciplinary Options						
	Warning And/or Remedial Training	3 Days Off Bus	5 Days Off Bus	10 Days Off Bus	Handled Under Student Discipline Code	Referred For Possible Bus Expulsion	Driver Removes Student Immediately
Physical Abuse of School Personnel					X	X	X
Dangerous Weapons/Drugs/Alcohol				X	X	X	X
Fighting/Open Flame/Fireworks			X	X		X	
Sexual Behavior			X	X		X	
Use of Tobacco Products			X	X		X	
Verbal Abuse of School Personnel		X	X	X		X	
Profanity	X	X	X	X	X	X	
Vandalism (restitution to be made)	X	X	X	X			
Refusing to Sit in Assigned Seat	X	X	X	X			
Refusing to Follow Instructions	X	X	X	X			

Not Staying Seated/Pushing/Tripping	X	X	X	X			
Screaming/Hanging Out Window	X	X	X	X			
Eating/Drinking/Littering	X	X	X	X			
Excessive Mischief/Annoying	X	X	X	X			
Possession of Prohibited Items	X	X	X	X		X	
Not Riding Assigned Bus	X	X	X	X			
Other (specify)	X	X	X	X	X	X	X

Hardin County School buses may be equipped with video monitoring devices.

These cameras are in place to monitor student behavior and assist with student management.

Section VII – Other Important Information

Non School Related Items

Items that distract from learning are to be left at home (toys, games, MP3 players, radios, certain magazines, oversized jewelry, excessive bracelets, etc). If a student has an item such as these stolen, it is **NOT** the school’s responsibility to investigate. Again, these items should be left at home.

Grievance Procedures - 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, marital status, religion or age in employment, educational programs or activities in Title VI, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984. For information or to file a grievance, contact the Hardin County Board of Education at 270-769-8800.

Medication

All medications are to be kept in the office and dispensed by appropriately trained office staff/nurse. All medications must be well-labeled with precise instructions and must be in the original container. Parents/Guardians must complete a MEDICAL RELEASE FORM for the dispensing of any medication during school time. Parents/Guardians must bring the medication to school. No student is to carry with him/her any medication (including inhalers), prescription or non-prescription, unless a doctor has given those instructions.

Personal Checks

Your personal checks are welcome at our school to pay fees and purchase student items. However, CHECKS CANNOT BE CASHED AT THE SCHOOL. In the unlikely event your check is returned unpaid, you understand and agree that your check may be electronically re-deposited or if necessary, re-deposited by paper draft. You understand and agree that we may collect a returned check processing

charge of \$25.00 by the same means and as allowable by state law. If you have any questions regarding our check processing policy, please call (270) 769-8800.

Contagious Diseases and Head Lice

NO student having a contagious or infectious disease will be permitted to stay at school. This includes students having a temperature at or above 100° F or if they have vomited at school. Students will be welcomed back when they are no longer contagious.

HEAD LICE is a nuisance-type health problem that can happen to anyone. However, it is highly transferrable. In an effort to curb this potential problem, we assume a “No Live Lice” policy in all Hardin County Schools. This means that a child who has live lice will be sent home to be treated and cannot return to school until the problem is resolved. **Any child who is discovered with live lice will need to return with a parent and have his/her head checked prior to re-admittance to class.** Our Family Resource Center will be available to assist with resources for treatment.

The student’s absence is excused on the day they are sent home. Any additional days missed due to the lack of treating or eliminating live lice will be counted as an unexcused absence unless a parent note is provided. Please remember, parents are allowed up to six parent notes annually to excuse absences.

Parties and/or Classroom Treats

In August of 2016, our SBDM Council approved our Wellness Policy in an effort to better align it with our district’s wellness policy, as well as, address our concern for many of our students who have mild or severe food aversions. This policy is updated annually.

In accordance with our adopted Wellness Policy, all student birthdays will be acknowledged at school during a monthly school-wide celebration. This will take the place of individual celebrations and will occur on the last Friday of each month from 1:45-2:00. Summer birthdays will be celebrated in December, January and February. The school will provide goodies.

Section VIII – Parent Pickup Information

Leaving Early

Any student leaving before the end of the school day must be signed out through the office. After the parent or designee has signed the student out, office personnel will then call the student to the office. **NO ONE IS TO PICK UP THE STUDENT AT THE CLASSROOM DOOR.**

For the safety of all students, no student will be permitted to leave with any person who is NOT listed on the checkout list and who has not shown a picture ID.

Dismissal of students who do not ride a bus

Please note, regular pickups will be assigned a number and will be required to be dismissed from the vehicle pick up line.

1. All non-bus-riding students will report to the Media Center at the dismissal bell. A staff member will monitor these students and dismiss them through the vehicle pickup line.
2. Any parent or designee picking up students at school will be issued a numbered car tag to be displayed on the vehicle's rear view mirror. Vehicles are to pull into the pickup line in the front of the building.
3. In the event that parents/guardians do not have a numbered car tag, they are to park their vehicle in a designated parking spot and come into the school office **with ID** to sign out a student.
4. Any parent allowing his/her child to walk or ride a bike home must sign and return a permission slip allowing the child to do so, thereby accepting responsibility for the child on the way home.
5. Students should be picked up at the end of the school day (2:10). Parents who do not pick up their children in a timely manner, without prior notification, will be reported to the Department of Social Services. Please ensure that this does not happen to your child.

Arrangements for your child's transportation should be determined prior to them coming to school. Please send a signed note if there are changes to their normal routine. **We cannot accept a student's verbal communication of a transportation change.**

Section IX – Use of Technology

Electronic Resources Acceptable Use Policy

Telecommunications, electronic information sources, and networked services provide vast, diverse, and unique resources to our staff, students and parents. Woodland 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. To that end, the district is providing computers and communication services for use by our students, staff, and community members. These services include the use of Electronic mail (email) and access to the Internet. This will provide our users with global communications and access to worldwide information. The use of such resources must be consistent with district-adopted guidelines and local school policies, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and development needs of the students. While there are many opportunities for educational enrichment through this telecommunication network, the size and diversity of Internet and email telecommunications provide the opportunity for misuse. Network users should adhere to high standards of network etiquette and ethics when using the network.

Permission/Agreement Form for Students

Written parental permission shall be required prior to the students being granted independent access to electronic media involving the Woodland/Hardin County technological resources. The parent or legal guardian and the student must initial and sign the required HCS

Certification Statement. This document will be kept on file as a legal, binding document. In order to modify or rescind the agreement, the parent or legal guardian must provide the school with a written request. Teachers are not required to have all students sign a HCS Certification Statement in order to use Internet and email access as part of their classroom instruction. Students who do not have a signed HCS Certification Statement on file will be allowed to participate in classroom telecommunication's presentations, but not physically operate the equipment.

Agreement for Staff and Community Members

A written request/agreement shall be required prior to the staff and community members being granted independent access to electronic media involving the school or district technological resources. This document shall be kept on file as a legal, binding document.

Network Guidelines

Woodland Elementary will make reasonable efforts to provide a positive and enriching learning telecommunications environment for its students. However, along with the many educational opportunities available to our users, the Internet contains inaccurate, inappropriate, and illegal material. The school cannot be held responsible if a student, given parental permission for independent access, gains access to materials that their family considers objectionable. Likewise, the district makes no warranties of any kind, whether expressed or implied for the service it is providing. *iboss*, a filtering software program, is installed on the network at Woodland Elementary. Students, parents/guardians and staff must be aware that no filtering software is one hundred percent effective in filtering all inappropriate sites. Woodland Elementary maintains the right to limit access to software and/or documents found either on the Hardin County Schools Network or the Internet, via technical or human barriers. SBDM and the Technology Committee shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or electronic media.

Terms of Use

All network users must follow these guidelines:

- Users are responsible for good behavior and the use of appropriate language on computer networks as they are in the classrooms and hallways of our building. General school expectations for behavior and communications apply.
- Telecommunications should be used for instruction, research and school administration consistent with the goals of the Hardin County School District. Users may not intentionally damage the computers, computer systems, or networks.
- School access is not to be used for personal gain, private business transactions, product advertisement, or political lobbying. Transmission of any material in violation of any U.S. or state regulations is prohibited. Electronic mail is not guaranteed to be private. Central Office personnel who operate the LAN have access to all email.

- Users should not publish on/over the system any information, which violates or infringes upon the rights of any other person.
- Users should be polite on the network. Users should not send or display offensive messages or pictures, or harass, insult, or attack others. Users should not use, publish or pass-on to others any abusive, offensive or inappropriate language such as obscenities, or defamatory, sexually oriented, threatening, or racially offensive material.
- Copyrights must be respected. Copyrighted software and other instructional materials must not be copied or transferred to another except as provided under the license, agreement or copyright notice.
- Common-sense precautions should be practiced when using the Internet or email. Students should not reveal their name and personal information to establish relationships with “strangers” on the network, unless a teacher has coordinated the communication. Students are responsible for the security of their individual passwords and are responsible for any correspondence sent through their account. Students are not to share their passwords or to give others access to their email accounts.
- Students must use resources wisely. They may not engage in chat rooms and multi-user games on the Internet unless pre-approved by the teacher for educational purposes.

Disciplinary Actions and Other Consequences

Violation of the terms listed in this document may result in a loss of access to the Woodland Elementary School/Hardin County Schools Network. The faculty, principal, or SBDM Council may modify, suspend, or terminate user’s access to the network upon breach of this or any associated school or district policies. Disciplinary guidelines of Woodland Elementary and the Hardin County Code of Conduct will be followed. Serious network violations could result in other disciplinary or legal action. The use of the network will be interpreted, construed and enforced in all respects in accordance with the laws of the state of Kentucky. The district will cooperate fully with state or local agencies investigating any suspected wrongdoing over the network.

Individuals shall reimburse Woodland Elementary for repair or replacement of school/district property lost, stolen, or vandalized while under their care.

Telecommunication Devices

As per the HCS Student Code of Conduct, students are permitted to possess personal telecommunication devices; however, devices shall be turned off and operated only before the student enters the school building and after the last dismissal bell of the day. Students are solely responsible for keeping up with the devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, all phones are to be turned off until the end of the school day bell as determined by the ending times approved by the HCS Board of Education.

Student Safety Telephone Line

The safety of students is our first priority. The Hardin County School District has formed a partnership with Hardin County Crime Stoppers to provide a student safety telephone line. Students and others may now anonymously call Crime Stoppers at 1-800-597-2123 and report safety concerns. The caller's identity is strictly protected. These reports will then be given to proper officials for investigation. Those who provide information that leads to an arrest and indictment will receive a monetary reward.

Section X – Emergency Procedures

Emergency Situations

Woodland has developed an emergency plan for various situations. In the event of severe weather (tornados, fires, storms) or acts of violence, we have a specific plan for each event. Each of our staff members has been trained for these situations. We also practice these procedures with our students in order to be prepared. Our intent is not to frighten the students with the drills but rather for the purpose of preparing them for emergency situations. If you have questions, please contact the school principal or assistant principal.

Please realize that in emergency situations, it may be necessary for the school to be placed on "lock-down." In this situation, no one will be permitted to enter or leave the building. While difficult, we ask that you remain calm and respectful of the situation. We have worked with the Radcliff fire and police departments to discuss evacuation procedures and these will be followed.