

New Highland Elementary School

Student – Parent Handbook

2021-2022

Mission Statement

Excellence in Education



Phone: (270) 737-6612

Fax: (270)769-0183

Family Resource Center: (270) 765-2007

Dear New Highland families,

Welcome to another **AWESOME** school year!

Our desire is for all children to succeed and show exceptional **GROWTH**. Working together we can maximize our efforts by providing high expectations and preparing our children for the 21st Century. We recognize that every child is unique and learns in his/her own way. For that reason, we pledge "**Excellence Through Education.**" New Highland Elementary is destined for greatness and we are appreciative of your support and joint efforts in leading our students to be their best.

Yours in Education,

Mrs. Chalis Packer

Principal



How can I help YOU!

chalis.packer@hardin.kyschools.us 1.270.737.6612

STAY CONNECTED WITH NHES ON SOCIAL MEDIA

Like us on FACEBOOK at New **Highland Elementary**

Visit our Website at <http://www.hardin.kyschools.us/newhighland>

Twitter <https://twitter.com/NHESpacker>



CHANGE OF TRANSPORTATION FROM SCHOOL:

Will only be approved with a signed note from the parent or guardian and then a bus note will be filled out by office staff.

Absolutely no transportation change request will be taken by phone or via email — No Exceptions.

Per Kentucky law, all children must be enrolled in and attend school between the ages of 6 and 18. Children can enter primary school at age 5, but only if their 5th birthday is on or before October 1 of the current school year.

A child who is 5 years old or who turns 5 by August 1st may attend school. A child who is 6 years old or who turns 6 by August 1, must attend school.

Preschool programs are available for eligible 3- and 4-year-old children as well.

Power Up Bullpup

New Highland Elementary School has been awarded a 21st Century Community Learning Center grant from the Kentucky Department of Education. This grant serves the purpose of establishing before-school, after-school and summer learning opportunities for students. The program includes opportunities for both academic support and enrichment that comprises a variety of clubs and activities targeted to the interests of the students.

The 21st Century Community Learning Center grant will allow New Highland Elementary to continue the positive trends it has been experiencing in academics and social/emotional development. The funds will accelerate student learning specifically in the following areas:

- creative processes
- meaningful collaboration
- critical thinking
- problem solving
- hands-on learning experiences
- exploration of STEAM (science, technology, engineering, arts and math) fields, particularly for female students
- unique ways to value the arts.

COMMITTEE MEMBERSHIP

Parents are encouraged to participate in and be involved with one of the standing SBDM Committees. Committees meet monthly for the purpose of policy review, Consolidated School Improvement Planning, and to discuss initiatives and work assigned to the committee.

Committees are:

- Curriculum and Instruction
- School Culture and Climate
- Positive Behavior Intervention and Support

All committee meetings are open to the public. The first meeting for each committee will be announced and advertised in the fall. At that meeting, the dates and times for the remainder of meetings for the year will be set.

SITE BASE COUNCIL MEETINGS

- A. Council meetings are held monthly with the schedule being set at the regular July Council meeting. Meetings last approximately one hour. Remaining items on the agenda at the end of the meeting shall be moved to the top of the next regularly scheduled meeting.
- B. Special-called meetings may be requested by any member of the council at any time.
- C. All meetings are open to the public and are to be announced in the *News Enterprise* and/or posted in the school.
- D. An agenda for the meeting will be posted in the office. Parents or teachers may place an item on the agenda by putting it in writing on the proposed agenda one week prior to the regular meeting date. Agenda items cannot be added to a special-called meeting agenda.
- E. New items brought before the council by parents, teachers, or students will normally be considered and acted upon at the next meeting.

SCHOOL POLICIES

Entry age of Students: Kentucky state law requires that children entering school be five (5) years of age by October 1 of the year in which he or she enters kindergarten. Kindergarten is mandatory and students must successfully complete this class before entering first grade.

KINDERGARTEN REQUIREMENTS

- Certified copy of student birth certificate or other reliable proof of the student's identity and age and an affidavit of the inability to produce a copy of the birth certificate.
- Current Kentucky immunization certification form shall be on file within two weeks of the student's enrollment in school (Military families have 30 days to comply as indicated in the Interstate Commission Compact.)
- Physical form dated within one year prior to initial admission into school and must be on the *Preventive Health Care Form*.

- All children entering kindergarten must have an eye exam by an optometrist or ophthalmologist no later than January 1 of the school year; this also applies to a Dental Exam.

HEALTH REGULATIONS

Examination: State law and regulations require a medical examination of each student first entering school, within a period of one year prior to, or one month following initial admission of school. A health certificate from a licensed physician shall be presented to the school on the specified form distributed by the State Department of Education. Any student transferring into Hardin County Schools is required by law to have complied with the above regulations. Students entering late will be given 30 days to obtain an examination.

CONTAGIOUS DISEASES

Students with any contagious or infectious disease shall not be permitted in the schools. If any student is known to have such diseases, that student MUST be sent home just as soon as arrangements can be made with the parent or guardian. The student shall remain away from school until satisfactory evidence is presented from a physician or county health officer that the student is free of the disease.

IMMUNIZATIONS

Kentucky law requires that any student who is enrolled in a public school must have a valid Kentucky certificate of immunization. In compliance with the law, a child seeking admission into the Hardin County School System must have a Kentucky certificate in hand. These certificates may be obtained from your family physician, Ireland Army Hospital, or the Hardin County Health Department upon proper documentation from other states, cities, districts, etc.

It is not our intention to create hardships or frustrations for you. This is a necessity in order to comply with Kentucky law and the Hardin County Board of Education policy.

ATTENDANCE AND WITHDRAWAL

Students residing within the boundaries of the New Highland district must attend our school unless other provisions are made by the Board of Education policy. If you are moving, please let the school know your new address and phone number.

TARDIES

Tardy students must report to the school office before going to the classroom. Parents or guardians should accompany their child to the office to sign in. Any student who is not in the classroom at 7:25 a.m. is considered tardy. Consistent tardiness will be reported to the Director of Student Services as truancy.

ABSENCES

Valid excuses will include:

1. Illness that is verified by a doctor or medical agency. (Parent note will be accepted for up to six (6) absences excused for only one (1) day per note.)
2. Orders of the court, this applies to summonses and subpoenas.

3. Death or severe illness in the immediate family as verified by a written statement. Immediate family shall mean: father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof of the student.
4. School activities or certain other circumstances if approved by the Principal or his/her designee.

Hardin County Schools does not recognize "Take Your Son/Daughter to Work Days." Absences/tardies resulting from students attending work with their parents will be unexcused.

SCHOOL BREAKFAST AND LUNCH PROGRAMS

All students are expected to eat lunch in the cafeteria. Breakfast is offered to students (**Free**) in the mornings before school from 7:10 to 7:35 a.m. Students should be in their classroom by 7:35 a.m.

New Highland qualifies for **FREE** lunch for every child under the Community Eligibility Provision.

Breakfast and lunch are FREE at New Highland so please encourage your child to eat every day.

SCHOOL DELAY

On a one hour delay, breakfast will be served as usual. On a two hour delay, breakfast will not be served.

We invite parents/grandparents to eat lunch with students. A special area has been set aside on the stage for dining with your child. For safety reasons, only your child is permitted to join you.

INCLEMENT WEATHER

Closing schools: The superintendent or her designee has the authority to close school when emergency conditions would make operating the school bus fleet unsafe.

EMERGENCY DISMISSAL

In event of severely inclement weather or mechanical breakdown, the school may be closed, delayed or dismissed early. Any such circumstances will be announced over local and Louisville radio and television stations, as well as through the One-Call System. **Please keep your phone number up-to-date** with our school so you will be able to receive these calls. If no report is heard, assume that school will be open and running on schedule.

Please do not call the school or school officials, as we receive our information from the radio and TV also. Our school has two phone lines which must be open for emergency calls.

SYSTEM OF NOTIFICATION

When weather conditions are such that cancellation of school might be necessary, parents, students, teachers, and other employees are to listen to the local radio station WIEL, WQXE, WKMO, or WAKY. You can also check the district website at www.hardin.k12.ky.us. Television stations WHAS, WAVE, and WLKY in Louisville will also make these announcements about school closings. Also, we will notify you through either DoJo, One call now, or classtag. Information will be forthcoming at the beginning of school

concerning this program. School extra-curricular activities may or may not be held depending on the weather at the time the activity is scheduled. If inclement weather forces the closing of schools, the Board of Education will amend the calendar.

Health Services at School



Our nurse is Ms Darlene; she is assigned here at New Highland. 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. Parents/guardians 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.

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 of.

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. Students may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- **Live lice bugs (not nits per HCS Board Policy 09.213 AP.11)**

PERSONAL CHECKS

Your personal check is welcome at our school to pay fees and purchase items. Checks cannot be cashed at 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, redeposited by paper draft. You understand and agree that we may collect a return check processing charge of \$25.00 by the same means as allowable by state law. If you have any questions regarding our check acceptance policy, please call (270) 769-8800.

NEW HIGHLAND FAMILY RESOURCE CENTER

Program Coordinator: Brittany Smith 270-765-2007

The Family Resource Center is located in Room 2 of New Highland Elementary School. Basic hours for the Family Resource Center are Monday – Friday 7:30 a.m. to 2:30 p.m. Due to limited staff, someone may not be available at the Center at all times. The staff visits homes and participates in a variety of activities to build bridges between school, families, and the community. An answering machine is available 24 hours a day.



CONFERENCES AND CLASSROOM VISITS

Parents or guardians are encouraged to confer with any teacher concerning their child's school progress. Parents and guardians are requested to call (270-737-6612) or write the teacher to schedule an appointment concerning conferences or classroom visits.

TEXTBOOKS/Chromebooks

Textbooks are the property of the Hardin County Board of Education. A fine is assessed to cover replacement costs when the books are lost, stolen, damaged, or destroyed.

SCHOOL TELEPHONE AND CELL PHONE USE

School telephone lines must be kept open for school business. No student or staff member will be called to the phone except in cases of emergency. Cell phone use by students at school or seen in student's possession can be utilized outside regular instructional hours



EDUCATIONAL FIELD TRIPS

The Board of Education allows field trips of an educational nature. Parental permission for student participation is required for all field trips. If appropriate funding is not available, students may be charged an amount to cover the costs. Students are required to ride the school bus transportation provided to and from the field trip destination. Parents are not to pick up students from the field trip site. Only those parents who have completed the volunteer background check process will be allowed to serve as chaperones on field trips.

LIBRARY

The library is open for student use from 7:10 each morning until 2:00 each afternoon.

SCHOOL HOURS

Our instructional day is from 7:25 – 2:15 (students should be in their homeroom before 7:25). Doors will open for student admittance at 7:10 a.m. For the safety of the students, we ask that they not be dropped off before 7:10 a.m.

MORNING DROP OFF

All parents who drop off their children at school in the morning are asked to drive through the car line in the back of the building, **only preschool drop off will be in the front of school.** Parents are not allowed past this point unless you need to go to the office, cafeteria, or have an appointment with your child's teacher. We welcome and invite parents into the school; however, for the safety of all children we must try and keep our morning hallway traffic to a minimum. Thank you for your cooperation. Please call the school office in advance if you require a parent/teacher conference.

VISITORS

For security reasons, visitors to New Highland must buzz the front office from the speaker outside the main doors. Office staff will obtain a visual and ask the reason for the visit. Upon entering the school, visitors must report to the front office to show identification and sign in.

AFTERNOON PICK-UP PROCEDURE

Parents that will be picking up their children on a regular basis will fill out a form at the beginning of the year and be assigned a number. Cards are Free. **Students will also have a coordinating number attached to their backpacks.**

1. Pull into the school parking lot & get in the line of cars in the rear of the building.
2. Display your student number(s) **VISIBLY** in your windshield or passenger side window.
3. Pull to the back of the school when directed, make sure you stay in the line as your number has already been called.

**** Please do not get out of your car, as this will stop traffic flow.** If you need to get out of your car and come into the building, pull into one of the parking spaces.

***If you do not have your student number, you will need to park in a parking spot and come into the office with your ID.

STUDENTS LEAVING SCHOOL GROUNDS

If students are to leave the school before 2:15 p.m., the parent or guardian or their designee with proper credentials must report to the school office, show picture I.D., and sign the student out of school. This will count against the child's attendance.

TO MAINTAIN SECURITY AT OUR SCHOOL, THE FOLLOWING GUIDELINES ARE IN EFFECT:

1. Any student, who is picked up at school, must be signed out at the office.
2. The person who picks up the student must be the parent or guardian or their designee with proof of identification. Parents must pick up their child at the main office only. Please do not attempt to pick up your children at the classroom door, the school bus area, or any other location. The office is the only location at which to meet your student. OUR OBJECTIVE IS TO MAINTAIN A SAFE AND SECURE SCHOOL FOR ALL STUDENTS AND STAFF OF NEW HIGHLAND. WE APPRECIATE YOUR SUPPORT AND WELCOME YOU TO OUR SCHOOL AT ANY TIME.

CHANGE OF TRANSPORTATION FROM SCHOOL:

Will only be approved with a signed note from the parent or guardian and then a bus note will be filled out by office staff.

Absolutely no transportation change request will be taken by phone or via email — No Exceptions.

MISSING AND EXPLOITED CHILDREN'S UNIT

Every student is required to have a **certified** birth certificate on file. (A copy from the hospital is not acceptable!) If a copy of the child's certified birth certificate is not on file the child and parent's name will be submitted to the Missing and Exploited Children's Unit.

SCHOOL PICTURES

Individual pictures will be taken in September and in the spring. Kindergarten pictures are taken in February and group pictures in March. You will receive communication concerning dates, times, and price list. If pictures are taken before they are paid for, when they are sent home to be previewed, they need to either be paid for or returned to school.

VOLUNTEER PROGRAM

The Hardin County Schools have successfully operated a volunteer program for several years. This utilizes the services of parents and citizens in a variety of activities, which enhance our students' educational experience. The continued success of this program depends on a willingness on your part to share some time with your school. We actively encourage interested parents to volunteer their services for a few hours a week to assist teachers in the classroom. Call 737-6612 if you are interested in being a volunteer.



Please sign and return just this page to school Thank you!

SCHOOL/PARENT TITLE I COMPACT: A COMPACT FOR LEARNING

New Highland Elementary School/Parent/Compact:

Aware that students have unique needs and special characteristics the staff of New Highland 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 love peacefully and harmoniously with classmates, family members, and fellow citizens by participating in activities, which develop self-discipline and wise decision-making skills, so they welcome contributing members to society.

We believe students should be offered an integrated curriculum with a coordinated series of experiences continually changing according to the needs of the maturing individual. Student 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, which can be an asset to our student-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 becoming responsible citizens.

WHAT IS A COMPACT?

A compact is a written commitment indicating how all members of a school community (parents, teachers, principals, students and concerned community members), agree to share responsibilities for student learning. The New Highland School/Parent Compact is a “working” document which constantly needs input from all those involved in our goal of ensuring that each and every child not only

IX. Title 1 staff will meet and plan with classroom teachers. Planning will include content skill strategies and methods of instruction, assignments and activities, and evaluation of student performance or achievement.

X At the end of each school year, the Title 1 staff will meet with the District Advisory Council to assess and discuss the effectiveness of the parent involvement program. Results of the Title 1 Parent Survey will be used to evaluate the program. Pre-planning the next school year will be discussed and designed.

Parent name _____

Parent Signature _____