

# **MISSION STATEMENT**

The mission of Creekside Elementary is to provide a safe, productive learning environment where all students are encouraged to challenge themselves to reach their full potential.

**151 Horseshoe Bend Road  
Sonora, KY 42776**

Phone: 270-369-8460 Fax: 270-369-8573  
Family Resource Center: 270-369-6238  
Cafeteria: 270-949-1636

**Brooke Custis, Principal  
Laura Beth Hayes, Assistant Principal  
Mary Donna Atcher, Guidance Counselor**

## **SCHOOL HOURS AND PROCEDURES**

The school day begins at **7:30 a.m.** and ends at **2:15 p.m.** The office hours are **7:00 a.m.-3:00 p.m.** Please remember the time school is to begin and do not drop off students prior to teachers being on duty at 7:10 a.m. Bus transportation is provided and we encourage you to use this service.

### **ARRIVAL and DISMISSAL**

In order for us to have a safe morning drop-off, please enter the school parking lot from Horseshoe Bend Road. Students who are dropped off need to enter through the main front door, which is the second entrance in the front. Please continue following the arrows and leave by the same entrance. No student can be dropped off prior to 7:10 a.m.

**Any transportation changes must be communicated to the school in writing by sending in a note with your child(ren) that includes the date, child's name, teacher and address of drop off. Due to safety concerns, we are not able to accept transportation changes by phone.** All transportation changes are to be reported to the office no later than 12:00 p.m.

Afternoon pick-up takes place with a numbered car tag system. Any child who will be a regular or occasional car rider must be registered at the beginning of the school year. At that time, each car rider will be assigned a number, which will match the car tag provided to the parent/guardian. The car tag must remain visible at all times while in the car line. Students being picked up will be held in the school foyer until called out to the car line. For security reasons, the parent or guardian may be asked to show I.D. Any adult, other than a parent or guardian, who is picking up a student must be listed on a child's emergency form.

Any student picked up before 2:15 p.m. will be counted tardy or absent for part of the day.

## **SCHOOL CLOSINGS AND CANCELLATION OF ACTIVITIES**

In the event of inclement weather, school closings or NTI weather days and activity cancellations will be announced as soon as possible on the local radio stations, Louisville television stations, and HCS district-level social media pages. If school is **delayed for one (1) hour**, expect the school bus to pick your child up an hour later than the regularly scheduled time. Students who are dropped off on the morning of a one-hour delay should not arrive until 8:10 a.m. If there is a **two (2)-hour delay**, students should not be dropped off until 9:10 a.m. Breakfast will still be provided to students even if there is a one- or two-hour delay.

There is a parent notification system in place in case of school closings/delays. Please make sure that you have provided one or two working telephone numbers so you can receive notifications through the system and your child's teacher information system.

If parents/guardians have questions about whether school will be dismissed early due to weather conditions, we ask that you listen to local radio/TV stations. Please do not call the school, as we have no control over the decision to dismiss early.

### **SCHOOL VISITORS**

All school visitors shall first report to the office, provide valid photo identification, and state the nature of the visit. All visitors to the building must keep the visitor badge visible at all times and check out through the office before leaving campus. The principal shall have the authority to permit or deny any individual, or group of individuals, the right to go through the building or to remain on the school grounds.

Classroom instructional time is protected. Although parents are encouraged to visit the school and the rooms of their children, such visits should not interrupt the orderly work of the classroom. If you wish to visit your child's classroom during the instructional day, please contact the principal at least 24 hours in advance.

### **ATTENDANCE**

It is important for students to be in school every day. Research indicates that there is a high correlation between good attendance and student achievement. When the 7:30 a.m. bell sounds, students who are not in the building are considered tardy and must obtain an admit slip from the office. Admit slips are only issued after a student has been officially signed-in by a parent or guardian. Students should never be dropped off at the door after the bell rings. A parent must sign them in to the office.

If a student is absent from school, it is required that the student brings a valid excuse (doctor's excuse, written statement in situations of death in the family, etc....) immediately upon his/her return to school for the absence to qualify as excused. It should be noted that any time a student arrives late, or leaves early from school, his/her attendance is affected. *Valid Excuses are required for tardies, just as they are for absences.*

*Students in Hardin County may now submit a signed note from their parent/guardian to excuse an absence due to illness. Students may have up to six (6) days excused in this manner for the school year. These parent notes must be submitted within five (5) days of returning to school. For example, if a student misses two (2) days of school for illness and returns with a signed note from a parent/guardian, they will have used two of the six allotted days for the year. Any absence beyond the six days due to illness must be verified by a doctor's statement in order to be considered excused.*

In the event of excessive absences/tardies, Creekside Elementary School will follow the Hardin County Schools' Code of Conduct in reporting the excessive absences/tardies.

According to the Kentucky Department of Education guidelines, student attendance will be calculated as follows:

**TARDIES** – A tardy will be recorded when a student misses sixty (60) minutes or less of the school day. This includes late arrivals, midday appointments less than 60 minutes, and early checkouts.

**ABSENCES** – An absence will be calculated on an exact percentage of the day missed rather than in half-day or whole-day increments as has been done in previous years. *Events* will be assigned when a student is absent for more than sixty (60) minutes of the school day. For example, if a student misses 100 minutes of a 400-minute school day, an *event* of 25% absence will be recorded for the student.

Attendance reports will display the number of tardies, the number of *events*, and the total number of accumulated absences (the sum of all *event* percentages). For example, a student may have 5 events (recorded absences of 30%, 80%, 40%, 100% and 65%). The report would then indicate 5 Events and 3.15 days absence (the sum of all the percentages).

Students, parents and guardians should be reminded that the law regarding truancy has not changed. Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant. Any student who has been reported as truant two (2) or more times is a habitual truant.

**Once a student is absent and/or tardy six (6) days or the equivalent of six (6) days without valid excuse, this student's name may be forwarded to the Director of Student Services as a habitual truant.**

A student will be excused for one day for the military deployment of a parent/guardian and one day when a parent/guardian returns from military deployment.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, empirical, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted. The principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up schoolwork missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

#### **DRESS CODE**

Appropriate appearance and attire is expected of all students who attend Creekside Elementary. Children should dress in a manner that promotes learning, safety, and pride in self and school. Appearance that is considered a possible detriment or distraction to the normal school process will not be permitted.

1. The school dress code will begin the first day of the school year. Students that transfer to Creekside Elementary will have two weeks to be in compliance with the school dress code guidelines.
2. All school dress code attire should properly fit the student. Clothing should not be oversized (no larger than one size of the student's correct size).
3. Shirts may be with or without a collar. T-shirts are permissible, except those bearing offensive logos or designs. Shirts and dresses may be sleeveless, but no thin spaghetti-type straps are permitted. All shirts must cover the waist or beltline.
4. Pants must be worn at the waist level, and a style that is designed to fit properly. Sagging, baggy, wide-leg (floor dragging pants), low cut, too tight, or frayed hems are not acceptable. Pants with oversized multiple pockets are not allowed.
5. Shirts should be able to be tucked in. If untucked, the length of the shirt should not extend beyond the middle of the hip.
6. The length of skirts, jumpers, and shorts must be no shorter than the length of the child's fingertips down by their side.
7. Coats are not to be worn all day.
8. No bandanas, scarves, or hats are permitted to be worn in school building.
9. Shoestrings should be tied. Shoes should be usable and safe for physical activity. Therefore, tennis shoes are strongly encouraged. Tennis shoes must be worn on days that students have P.E.

If a student is not in compliance with the school dress code:

- School staff will telephone the parent/guardian and request that appropriate attire be brought to the school.
- If not resolved, appropriate clothing may be provided for the student to change into for the day.
- If a student is out of compliance with the school dress code for two consecutive days, school staff will request a conference.
- If a student is determined by school staff to be habitually out of compliance with the school dress code, the student may be sent home. This would be an unexcused absence.

Students are to adhere to Hardin County Schools Code of Conduct regarding proper appearance. Appearance that is considered a possible detriment to the normal school process and orderly operation of the school will not be allowed. Safety and pride in appearance have a positive effect on the school environment.

Special dress days may be designated throughout the school year. Information about these days will be shared in advance or through Remind messages.

The dress code shall be in effect during school hours and during school sponsored activities.

### **EXTRA-CURRICULAR ACTIVITIES**

Creekside Elementary sponsors a variety of extra-curricular activities for our students. These activities are available to provide positive experiences for the participating children of Creekside and are a privilege. Information about available activities will be sent home with students and publicized through Facebook and the school website when appropriate.

Participation in any activity can be denied by the building principal at any time. If warranted, discipline referrals may result in the loss of extra-curricular privileges.

### **ACCIDENT PROCEDURE**

In case of an accident occurring at school, school personnel will fill out an Accident Form, which will be kept on file in the office. In minor situations, parents (or guardians) will be notified in writing if an accident report is completed. In case of a head injury or an emergency, the parent will be notified immediately.

### **HEALTH SERVICES AT SCHOOL**

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.

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)

### **DAILY PROCEDURES**

- Students are expected to arrive at school on time and to be ready with books and materials when instruction begins at **7:30 a.m.**
- Students are not to be in the building outside school hours unless a teacher or authorized adult is present. ● Students must bring a written note asking permission to ride another bus and should include the physical address where the child will be dropped off. A bus note is needed **each day** a child varies from his/her normally scheduled bus. The principal or designee must sign the note. ***If a parent needs to change transportation of their child, the school must be notified in writing prior to 12:00 p.m. Changes cannot be made after 12:00 PM., unless there is an emergency.***
- Parents who need to pick up their children early must sign each child out through the office. The office will call for each child once the parent has arrived. Students cannot be called to the office in anticipation of being checked out early.
- It is the responsibility of a student who has been absent to consult with the teacher concerning make-up work and tests.
- No child shall be excused from P.E. without a note from a doctor or, in isolated cases, a parent note. ● Students should not be allowed to play in the gym without tennis shoes.
- Any items such as toys, trading cards, radios, electronics, etc., will be prohibited. If school personnel take any item from a student, it will be given to the building principal. The parent or guardian will be notified and they must make arrangements to come to school and collect the item.
- There are no student lockers. All personal property is that student's responsibility.
- All private sales and solicitation will be prohibited at school.

### **SCHOOL BREAKFAST AND LUNCH**

Lunch and breakfast are served in the school cafeteria. For the 2021-22 school year, all Creekside students will receive free breakfast and lunch. Visit the Child Nutrition website for adult and non-student child lunch prices and menus at <https://www.hardin.k12.ky.us/Administration/8>

**NOTE: The Free Student Breakfast and Lunch program and lunch prices are subject to change after the handbook goes to press.**

## **FIELD TRIP PROCEDURE**

Field trips will be scheduled throughout the school year by each grade-level team. Students must have a parent or guardian's signature on a permission form before being allowed to attend. Participation can be denied by the building principal.

- Students must ride the school bus to and from the field trip destination.
- In order for a parent to serve as a field trip chaperone, he/she must pay for and complete a required background check. More information on this process can be obtained by calling the school office.
- If the field trip overlaps with lunch time, students should request a sack lunch from the school cafeteria.

## **LIBRARY**

A comfortable and well-stocked library is provided for students to enhance their classroom instruction and for recreational reading. The library is a busy and user-friendly place. The library is open to all students. Students may visit the library with permission from their teacher and at other scheduled times. Students may check out books, magazines, and videos. **Students** are responsible for taking care of items checked out. Fines are charged only for lost or damaged items.

## **PTA**

The Creekside PTA offers opportunities for parents to be involved at the school level and support the students through a variety of activities. If you are interested in joining the Parent Teacher Association, please contact the school for information or see the PTA's Facebook page. A membership drive will be held at the beginning of the school year.

## **REPORTS TO PARENTS**

Creekside Elementary School will issue report cards on a quarterly basis (9 weeks). Additionally, a progress report for students who are doing unsatisfactory work will be sent home when the school deems necessary. All students in grades 4 and 5 will receive progress reports approximately mid-way through each quarter.

If you have any questions at any time about your child's progress or any part of the school program, feel free to contact your child's teacher to arrange a conference.

## **SCHOOL-COMMUNITY RELATIONS**

Creekside Elementary makes every effort to keep the lines of communication between home and school open. Some things we do include:

1. Newsletters sent home with information on upcoming events and opportunities.
2. The school website and Facebook page updated frequently.
3. The PTA board meets monthly and provides several opportunities for parent involvement.

## **SITE-BASED DECISION MAKING COUNCIL AND COMMITTEES**

Creekside Elementary operates under the guidance of a Site-Based Decision Making Council. The election of council members is held annually in the spring and meetings are scheduled monthly. The meetings are open to the public and you are welcome to attend. A schedule for the SBDM Council Meetings will be available on the school website.

Parents are encouraged to serve on a SBDM Committee. If you are interested in serving, please contact the principal. During the 2021-22 school year, we will have the following committees (pending SBDM approval):

Planning, Budget, and Professional Learning  
School Culture and Climate  
Curriculum, Instruction, and Assessment

## **SCHOOL CURRICULUM**

At Creekside Elementary School, we strive to offer students a broad range of learning opportunities within our AgSTREAM curriculum. Children in the primary program and in grades four and five will receive instruction in . All curriculum is aligned with the Kentucky Academic Standards. Opportunities for problem solving, critical thinking, cooperative learning, and hands-on learning will be provided. In addition, the curriculum includes instruction in the fine arts (Music, Art, Drama, and Dance), physical education, health, computer, consumer education, drug education, and environmental education. Some of the programs available at Creekside Elementary include Special Education, Gifted/Talented, Speech Therapy, Preschool, and Title I services.

## **RETENTION**

Students who are in danger of retention are those with failing grades for the year or not meeting grade-level expectations in literacy and/or mathematics.

Retention shall be based upon demonstrated emotional, social, and intellectual immaturity and/or extreme academic deficiencies. Exit Expectations may be used as an academic benchmark when determining the retention of a student. The decision to retain shall be made by the teacher, principal, and parent. Should there be a division of opinion regarding retention; the principal shall make the final decision.

## **TEXTBOOKS**

Textbooks are provided at no cost to students. A fine is assessed to cover replacement costs when books are lost, damaged, or destroyed.

## **AGENDAS**

All K-5 students will be given a homework agenda. One agenda per child will be free of charge for the 2021-22 school year. The purpose of the agenda is for notifying parents of assignments and for different forms of parent-teacher communication. Parents are asked to review these daily and provide a signature. In the event that a student damages or loses his/her agenda, the parent must purchase a new one for \$5.

## **HOMEWORK**

Homework is an important part of the learning process and all students are expected to complete their work neatly and on time. Most homework is a continuation of an assignment that students began in class. No homework will be over material not taught, unless the student is to read prior to a lesson.

## **SCHOOL BUS SAFETY**

Bus transportation is available to all students who live within the Creekside Elementary School District. It should be noted that bus service is a privilege and can be revoked in order to provide for the safety and welfare of students. Students are to obey all school rules on the bus as well as at the bus stop. Hardin County Schools has adopted a policy on bus discipline procedures, which is followed at Creekside Elementary School. Creekside bus routes/stops are planned by the Hardin County Board of Education's Department of Transportation, not the school itself. Only the HCS Dept. of Transportation can make any changes in bus routes/stops.

## **SAFETY PROCEDURES**

The safety of the students and staff of Creekside Elementary is a top priority. Throughout the year, students will practice the following drills:

**FIRE DRILLS** are necessary for the safety of the students and faculty and are practiced at least once each month. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. The route of exit is posted in each room.

**TORNADO DRILLS** are to be held during the first full month of the school year and again in January. Designated safety areas and the route are posted in all classrooms and other areas where students assemble.

**EARTHQUAKE DRILLS** will be practiced in all classrooms at least twice during the course of the school year.

A school-wide **LOCK DOWN** will be practiced twice a year to ensure following of proper procedures in case of an emergency.

## **HEALTH REGULATIONS**

### **Examination:**

State law and state regulations require a medical examination of each student first entering school, dated within a period of one year prior to initial admission to 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 the Hardin County Schools is required by law to have complied with the above regulations.

### **Immunization:**

Kentucky law requires that any student enrolled in a public school must have a valid certificate of immunization. In compliance with the law, any child enrolled in the Hardin County Schools must have a valid immunization certificate on file at the local school (required upon enrollment in school). Military families have 30 days to comply as indicated in the Interstate Commission Compact. There are five kinds of certificates: Regular, Temporary, Medical, Exemption, and Religious Exemption.

## **CREEKSIDE FAMILY RESOURCE CENTER**

The Creekside Family Resource Center services the students, families, and communities of Creekside Elementary. The goal of the Creekside Family Resource Center is to help children succeed in school by assisting them and their families at meeting some of their basic needs. This will be done by providing community services at the center or by linking families to agencies in Hardin County. **Sophie Newton**, the center director, can be contacted by calling the school at 270-369-6238.

## **VOLUNTEER PROGRAM**

Hardin County Schools has successfully operated a Volunteer Program for several years. This program makes use of parents and citizens in a variety of activities, which enhance our students' educational experience. Creekside Elementary welcomes volunteers and is looking for additional individuals willing to share some of their time. All volunteers who work directly with students will be asked to fill out an online volunteer application form and complete a background check. This is also a requirement for any parent wishing to chaperone a field trip. For information about this process, please contact the office.



## **GUIDANCE**

Creekside's school counselor, **Mary Donna Atcher**, is available to all students daily. She is here to assist with any problems or questions you may have. To make an appointment with the counselor, please leave your name and contact information with the front office staff. You will be called as soon as possible.

Throughout the year, Mrs. Atcher will be emphasizing the following activities:

- Students come 1st
- Small group counseling
- Classroom Guidance- weekly on Thursdays
- Consultation with parents, school staff and outside agencies
- ARC Chair
- Building Assessment Coordinator
- Orientation of parents and students new to school
- Sharing information about events, programs and agencies in our community.

## **ACCESS TO ELECTRONIC MEDIA**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege -- not a right. Access entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. This includes groups of onlookers who might be watching what the individual user is doing at the workstation. Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files; •  
Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

Network storage areas may be treated like school lockers. The Superintendent/designee may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers or through District provided or sponsored technology services, will always be private. All schools' web pages will be registered at the official Hardin County Schools' web address, <http://www.hardin.kyschools.us>.

## **Rules and Regulations**

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Sending or displaying offensive messages or pictures, including those that involve:
  - Profanity or obscenity; or
  - Harassing or intimidating communications.
3. Attempts to contact strangers on the network regarding non-school related issues, unless pre-approved by the teacher. (i.e. pen pals, writing projects, etc.)
4. Damaging computer systems, computer networks, or school/District websites.
5. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
6. Using another user's personal password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.

7. Trespassing in another user's folder, work, or files.
8. Intentionally wasting limited resources including downloading of freeware or shareware programs. 9. Employing the network for commercial purposes, financial gain or any illegal activity.
10. Intentionally loading viruses onto District computers, diskettes, or networks.
11. Using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.

#### **SANCTIONS**

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

#### **GRIEVANCE PROCEDURE**

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 as set forth in Title VI, Title IX, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984.

Inquiries Contact:

Hardin County Board Of Education  
65 W.A. Jenkins Road  
Elizabethtown, KY 42701  
Telephone: 769-8800

The Hardin County Board of Education grievance procedure for non-compliance for the non-discrimination statement above is as follows:

- A. 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 Title IX 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 time/lines, is available in the building principal's office.

**Creekside Elementary**  
**Title I Family & Parent Engagement Policy**  
**2021-2022**

In recognition that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the child, Creekside Elementary School is committed to building a strong parent-school partnership. To support the parent-school partnership, the following policies were designed with meaningful consultation from parents.

- I. At the beginning of each school year, a school parent compact, developed through parent and staff input, will be distributed asking parents to commit to a partnership with the school.
  
- II. An annual Title I meeting will be held at the district level to which parents of all students will be invited. The contents of the annual meetings will consist of information pertaining to the program and activities provided with Title I funds. This meeting will also serve as part of the comprehensive range of opportunities for parents to become informed, in a timely way, about how the program will be designed, operated, and evaluated, allowing opportunities for parental participation, so that parents and educators can work together to achieve the program's objectives. A school advisory council will work with all programs in the school to implement the Title I program within the total school program.
  
- III. Parent involvement activities will be provided.

The purpose and content of parent involvement activities will be:

- ◆ To make parents aware of the importance of parental involvement requirements, other relevant provisions of the program and to receive input from the parents concerning the manner in which the school and parents can work better together to achieve the program's objectives;
  - ◆ To provide accessibility for parents to teachers, Title I staff and other educational personnel;
    - ◆ To provide information regarding the school curriculum and to welcome parents to observe the total school program;
  - ◆ To provide opportunities for parent-teacher conferences to discuss the student's progress, placement, and methods the parent can use to complement the child's instruction;
  - ◆ To discuss ways the school staff can best provide information, programs, and activities in a language and form the parents can understand;
  - ◆ To provide support to parents through training and services; and
  - ◆ To provide information concerning the state mandated assessment process.
- IV. Appropriate training will be provided to all staff members to increase the effectiveness of the staff in working with all parents in the building of a partnership between home and school. The training will be in the form of workshops, professional development sessions, and conferences.
  
  - V. The Title I staff will coordinate parent activities with other groups such as Extended School and the Family Resource Center.

## **Creekside Elementary School Bullying Policy**

### **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our students. This will allow them to learn in a relaxed and secure environment. Bullying of any kind is not accepted. If bullying does occur, all students should be able to tell someone and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### **What is Bullying?**

Anyone that repeatedly uses physical, verbal (including spoken and written language), and/or cyber forces in a negative manner towards or in regard to another person that negatively affects him/her or his/her learning environment is bullying.

**Bullying is not a single event! It is an unwanted, REPEATED pattern of events. Bullying can be: physical, verbal, cyber or a combination of the 3.**

### **Physical Bullying:**

It is a repeated use of force towards a person's body or personal belongings. Ex. Hitting, punching, shoving, kicking, spitting, elbowing, tripping, shoulder checking, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property

### **Verbal Bullying:**

It is repeatedly using negative and/or damaging words (including both spoken and written) towards or in regard to another person. Ex. Negative comments, name calling, lies, rumor, racial slurs, religious/ethnic slurs, teasing, cussing, threats

### **Cyber Bullying:**

It is repeatedly using social media, electronic mail or electronic devices in a negative manner towards or in regard to another person. Ex. Posting negative comments, fake profiles, texting inappropriate or harmful photos, hate blogs, twitter fights, nasty emails, posting negative videos, hate pledges, texting rumors, etc.

### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives:**

- All teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### **Signs and Symptoms:**

A child may indicate signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Doesn't want to go on the school bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school
- Begins to be truant
- Becomes withdrawn, anxious or lacking confidence
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning repeatedly
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Asks for money or starts stealing money
- Has lunch monies continually lost

- Has unexplained cuts or bruises
- Comes home starving
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings

- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received

These signs and behaviors could indicate other problems but bullying should be considered a possibility and should be investigated.

## **Procedures**

### **Step 1-Reporting**

- Report bullying incidents to staff and record them when deemed necessary.
- Parents will be informed and in severe cases parents will be asked to meet to discuss problem.
- If necessary and appropriate, police will be consulted in extreme cases.

### **Step 2-Investigating**

- Interview the alleged bully victim
- Interview witnesses
- Interview alleged bully
- Any additional research determined necessary

### **Step 3-Results of Investigation**

- Report may be classified as bullying based on definition
  - The bully and bullied will be taken through our Bully Interventions
- Report may not be classified as bullying based on definition
  - The issue will be dealt with as determined by appropriate school policies

### **Step 4-Response**

- Student accused of bullying will be notified
- Student being bullied will be notified
- Parents of both the accused and the bully victim will be contacted to have the policy and procedure reviewed with them
- Person reporting will follow confidentiality guidelines while working through this process

### **Step 5-Resolution**

- Staff must be notified again if bullying continues to escalate
  - If there are no NEW notifications it will be understood that the intervention worked

#### **Intervention for Bully**

Due to the severity of bullying incidents some tiers may be skipped to further tier interventions

#### **Tier 1: (depending on the situation one or more of the interventions may be included)**

- Restitution/Restoration
- Temporary removal from classroom
- Loss of privilege
- Student conference
- Verbal/written warning
- Review and sign bullying policy

- Teacher notification
- Parent contact

**Tier 2: (depending on the situation one or more of the interventions may be included)**

- Mandatory parent conference
- Counseling session with school counselor
- Classroom or administrative detention
- Referral to disciplinarian
- Possible suspension

**Tier 3: (depending on the situation one or more of the interventions may be included)**

- Additional in school counseling and/or other school district interventions will be implemented as appropriate

**Interventions for the Bully Victim**

Due to the severity of bullying incidents some tiers may be skipped to further tier interventions

**Tier 1: (depending on the situation one or more of the interventions may be included)**

- Student conference
- Review and sign bullying policy
- Teacher notification
- Parent contact

**Tier 2: (depending on the situation one or more of the interventions may be included)**

- Counseling session with school counselor
- Parent conference

**Tier 3: (depending on the situation one or more of the interventions may be included)**

- Additional in school counseling and/or other school district interventions will be implemented, as appropriate

**Canprove.com**

If your student is being attacked in cyberspace (facebook, twitter, etc.) then you can use [www.canprove.com](http://www.canprove.com) to capture the evidence before the bully removes it and the evidence is gone. Simply go to the website and type or paste the exact web address into the capture box. Click Capture. You can download the screenshot and/or email it to yourself or school officials with a description attached.

## **Creekside Elementary**

### **PBIS/Discipline Policy School-wide Expectations Daily/Weekly Tracking Form**

- Teachers will keep daily points in the classroom. Students will earn 10 points each day.
- Students earn points by following procedures, completing homework and daily work, leadership and showing responsibility 5 points will be non-negotiable and 5 points will be determined by grade level
- \*Teachers will communicate points with parents on a daily or weekly basis as needed.
- \*Special Area Teachers will complete an exit slip IF NEEDED to inform teachers a point was not earned. · Teachers will keep up with Tracking forms each week. These forms will also aid in parent/teacher conferences as needed. · In the cafeteria the cafeteria monitor will record inappropriate behavior on a slip provided and return it to the teacher when class is picked up from lunch.

Club Day- At the end of each month, as a reward for positive behavior, students participate in Club Day. Classroom teachers may offer short term point rewards or consequences as part of their individual classroom expectations and management systems.

- In order to participate in Club Day a student must reach 90% of their monthly goal.
- Office referrals or bus write ups could possibly result in automatic loss of Club Day.
- Students who lose free choice club day will attend 1<sup>st</sup> Thing's 1<sup>st</sup>, parents will be notified.
- Minor and Major forms are recorded in the office through Infinite Campus.
- Major consequences are an automatic office referral and can result in suspension, extended work time or loss of privileges.

### **Office Referral Form**

- Office Discipline forms are to be completed by the teachers if students exhibit repeated minor or major behaviors.
- All office referrals require contact with parents by note or phone.
- Repeated MINOR behaviors can result in a major behavior.

## **Student Expectations:**

**P**repared to Perform

**A**ttitude is Everything

**W**ork Ethic

**S**how Respect