

New Highland Elementary School 2017-2018 Handbook



Every child. Every day. Whatever it takes.

Mission Statement

New Highland Elementary School is committed to involving parents, staff, and community in educating our students to their highest possible level, while fostering positive attitudes and behaviors.

P means you should have a positive attitude.

Be nice to your friends; don't be mean or rude.

A stands for achieving success.

You've got to work hard so you can do your best.

W means you should always work together.

This is a skill that you will use forever.

S stands for safe and in control.

It will keep you from getting hurt wherever you go.

NEW HIGHLAND EXPECTATIONS

As a school, we embrace and adhere to positive behavior interventions and procedures. Below are basic guidelines that students are expected to follow:

1. Obey classroom rules and respect the rights and properties of fellow classmates, teachers, other school personnel and school property.
2. Act in a respectful manner to everyone.
3. Report to class on time and with all necessary books and materials.
4. Report to homeroom as soon as they arrive at school or after they pick up breakfast in the cafeteria. This can be done at any time after 7:10 a.m. They should remain in the classroom to eat breakfast, study or complete morning activity.
5. Practice good manners at all times and behave in such a manner as to promote a positive learning environment.
6. Fighting, pushing, horseplay, shoving, and profane language are strictly prohibited anywhere on school grounds.
7. Move quickly and quietly throughout the hallway on the painted paw prints at all times. Running and talking in the hallways is not permitted at any time. Yield to younger students. Enter/Exit through the correct doors.
8. Loitering in the restrooms or hallways is not permitted.
9. No radios, tape recorders, or CD players should be brought to school unless the teacher requests them.
10. No chewing gum is allowed at school!
11. Students may expect fair treatment from every member of the staff at New Highland.

STUDENT DRESS CODE

In accordance with Pupil Conduct Code X addressing appearance, found in the Code of Conduct for Hardin County Handbook: "Proper appearance has been shown to have a relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student's appearance is considered a possible detriment to the normal school process and orderly operation of the school."

New Highland Elementary School Site-Base Council has adopted the following dress code for our school in order to promote a good self-concept among students, school pride, appropriate behavior, and safety:

1. Slacks, shorts, and jeans should not be oversized or worn low on or below the waist.
2. Proper footwear should be worn to school as a safety precaution (for example sneakers for gym instead of sandals, flip flops, or boots.)
3. Shoes with wheels will not be allowed.
4. Shorts, dresses, and skirts will fall two (2") inches above or below the centerline of the knee.
5. No head coverings (to include hats, sweatbands, or handkerchiefs) are to be worn inside school except on special designated days. The Principal may make exceptions to this rule on an individual basis.
6. No see-through clothing that bares the stomach, off the shoulder blouses, halter-tops, tube tops, tops with spaghetti straps, tank tops, or jerseys with open or sagging armpits may be worn as an outer garment unless students wear a t-shirt with sleeves underneath.
7. Any article of clothing that symbolizes gang-related behavior refers to or makes derogatory statements, displays offensive language, advertises controlled or illegal substances, and or disrupts the instructional program is not to be worn at school.
8. No make-up, purses, or hair products are allowed at school.

*If this dress code is not adhered to, the SBDM council may enforce a school-wide uniform policy.

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 insuring 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 Title 1 Parent Survey will be used to evaluate the program. Pre-planning the next school year will be discussed and designed.

SCHOOL/PARENT 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 skill 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.

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:

- Planning and Professional Development
- Curriculum and Instruction
- School Culture and Resources
- Positive Behavior Intervention and Support
- Program Review

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.

HEALTH SERVICES AT SCHOOL

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, assessments, first aid, over the counter medications (for no more than 3 consecutive days) and other health services on a limited basis with a completed a School Health Consent for the current school year. This consent form should be completed at time of enrollment.

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

MEDICATION AT SCHOOL

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed.

EMERGENCY MEDICATION AT SCHOOL

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

SELF-ADMINISTRATION OF MEDICATION AT SCHOOL

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

ILLNESS AND INJURY

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

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

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.

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 7:35 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 parent 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.

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. 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.

CAFETERIA RULES

We believe the following rules will help us to operate a healthy, happy, and effective cafeteria. All students must follow these rules. If you have any questions, please call the school.

1. Talk softly and only to classmates seated at your table.
2. No running or scuffling while in the cafeteria.
3. Once seated, students cannot return to the condiment table or serving line without permission from the monitor.
4. Only one side of the table leaves at a time when dismissed from lunch.
5. Students should use most of their time for eating not talking.
6. Students are not allowed to cut line.
7. Students are not to eat from their tray after leaving the table.
8. Students are not to swap food.

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.

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 redeposited 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: Teresa Edlin 270-765-2007

The Family Resource Center is located in a mobile unit on the west end of New Highland Elementary School. Basic hours for the Family Resource Center are Monday – Friday 8:30 a.m. to 4:00 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

Parent 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. If you have a concern about something that has occurred in the classroom or on school grounds, please contact the teacher. The Principal will gladly accept your call and address your concern only after you have discussed it with the teacher/staff member involved.

TEXTBOOKS

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 will be confiscated for parent pickup.

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.

SCHOOL HOURS

Our instructional day is from 7:35 – 2:15 (students should be in their homeroom before 7:35). Doors will open for student admittance at 7:10 a.m. If you drop your child off before this time, your child will not be supervised or admitted into the building. 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 or leave them at the front door or inside the front lobby. 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 will cost \$2.00. 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

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.

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.

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.