

North Livingston Elementary School

Home of the North Stars

2021-2022

www.livingston.kyschools.us

“You just can’t hide that North Star pride!”

Dear Families:

Welcome to the 2021-2022 school year!

We are so proud to be NORTH STARS, and we look forward to the year that lies ahead. We believe that our scholars of today will be our leaders of tomorrow, and we are pleased to be able to play a part in preparing them for their future. We look forward to partnering with our families and community as we make this a year of success.

This Student Handbook is designed to provide a resource of some of the basic information that you and your child will need during the school year. Both students and parents/guardians must be familiar with the Livingston County School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is posted online at www.livingston.kyschools.us, or you may request a copy from the principal’s office.

The Student Handbook is aligned with Board Policy and the Student Code of Conduct. Please be aware the handbook is updated yearly, while the policy adoption and revision may occur throughout the year. The district’s Policy Manual is available in the school office or online at www.livingston.kyschools.us. In case of conflict between Board Policy, including the Student Code of Conduct and any provisions of student handbooks, the current provisions of Board Policy and the Student Code of Conduct are to be followed.

After reading through the entire handbook with your child, use it as a reference during this school year, and keep in mind that more detailed policies and procedures are available on campus. If you or your child has questions about any of the material in this handbook, please contact a teacher or the principal. Please complete and return the handbook acknowledgment form so that we have a receipt that you have received this information. We welcome your participation and support during the school year and solicit your membership in the PTO and our volunteer program. Working together, we will be able to reach our goals. Our goal of student success is achieved because of our dedicated staff and supportive parents.

Thursdays at NLES are college and career days! All students are encouraged to wear apparel that reflects their favorite college or career. Fridays at NLES will be Live RED days. Let’s build a strong, healthy, spirited team by proudly wearing our school colors on Fridays. Each Friday morning, we will also celebrate the weekly success of our scholars. You are welcome to attend that at 7:38 am.

We sincerely hope everyone has an enjoyable and successful year. Please let us know how we can help you! We look forward to celebrating with you the achievements of our scholars and creating some wonderful memories together. This is going to be a great year!

Sincerely,

NLES Faculty and Staff

OUR MISSION STATEMENT:

District mission: In Livingston County Schools, our mission is to Live Red-Reach Excellence Daily.

NLES Mission: Striving Together to Achieve Respect and Success

District Vision: In Livingston County Schools, our vision is to provide a culture of Rigorous, Engaging, and Differentiated learning for every student every day.

NLES Vision: Each student will reach proficiency in a rigorous, engaging and differentiated learning environment.

SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

The SBDM Council is comprised of (2) parent members, three (3) teacher members and the school administrator. The SBDM Council governs many aspects of the school. SBDM elections are held in the spring of each year and terms of service are from July 1 to June 30 of each year. Any parent who will have a child enrolled at NLES for the term of the office may choose to become a candidate for this position. Notices will be sent through your child’s homeroom teacher notifying you of the upcoming elections.

IMPORTANT PHONE NUMBERS **NLES 270-988-4000**

Bus Garage	270-928-4445
Family First Center of Liv.Co.	270-988-4377 or 928-4768
Health Department	270-928-2193
Extension Office	270-928-2168
Helping Hands	270-928-3383
Cardinal Clinic	270-988-2394
Preschool	270-928-2244
School Board Office	270-928-2111
Sheriff’s Office	270-928-2122
Social Services	270-388-4818
Special Services	270-928-3604

ENROLLMENT/RECORDS:

All students should have the following records on file at school:

- Enrollment Form
- Birth Certificate, certified copy
- Social Security Card
- Physical (on a Kentucky School Medical Examination Form)
- Current Immunization Certificate
- Vision exam by and optometrist or ophthalmologist
- Dental screening

Kindergarten students must be five (5) years of age before August 1 of the current school year before entering kindergarten, or parents may apply for early entrance if they believe their child is ready to start kindergarten but not yet 5 years old.

ARRIVAL AT SCHOOL:

- Doors will open and buses will unload at 7:15 a.m. at the front entrance to the school.

- Students arriving by car should unload at parent pick up, where someone will be on duty from 7:15 to 7:38 to greet your child. Students wishing to eat breakfast at school must be here by 7:25 a.m. to ensure plenty of time to eat. Please do not bring your child to school and drop him/her off before 7:15. There is no one to supervise at that time.
- All students should go directly to the gym upon arrival. Students eating breakfast may leave their belongings in the gym and then proceed to the cafeteria. Students shall return directly to the gym after eating breakfast unless special permission to be elsewhere in the building has been granted.
- Backpacks are scanned with a hand-held wand metal detector each morning.
- Should you need to park and enter the building in the morning, parking is permitted in front of the building only after the buses leave (approx. 7:25), or in the designated visitor parking areas. Please be watchful of other children when you enter and exit the parking area.
- For safety, visitors or volunteers are not allowed to be in the front office until 8:00 AM. We ask that all students who are not bus riders be dropped off in our car rider line. Please don't bring your children in the building in the mornings. Of course, if you have an appointment with the teacher or have business to conduct in the office, you are welcome to come in the front door in the mornings. We just ask that you don't make a routine of walking your children in the building. This not only secures the safety of our building, but it also teaches our students to be independent.

LATE ARRIVAL:

Students who arrive after the tardy bell at 7:43 AM shall be brought to the office and signed in by their parent/guardian. According to KAR 702, Section 6, "the student entry and exit log SHALL include the date, student name, grade, time of late arrival, time of early departure, and the parent or legal guardian signature." It is never acceptable to send your children into the school building alone if they are late.

EARLY CHECKOUT:

If you need to pick up your child before the end of the school day, please come to the office. We will call your child to the office for you. The law states that we must have the date, time of departure, student name and grade, in addition to your signature or the signature of a person designate you when a child is picked up from school before the end of the day. Please note that if your child checks out before the last bell, he/she will be considered tardy. A driver's license will be required to check out any child.

DEPARTURE FROM SCHOOL/BUS NOTES:

- Children who will be picked up in the parent pick-up circle will be dismissed by the teacher at the closing bell at 2:50 PM. Students who are regular car riders should obtain a pick-up number from the office. When forming a pick-up line, please leave an "opening" in the road for the buses to pass through.
- Due to safety reasons, no student shall be released to the lobby for parent pick-up until AFTER ALL BUSES HAVE LEFT (approximately 3:10 PM) You are welcome to pick-up your child in the pick-up line (these students will be dismissed at 2:50), but if you wish to enter the building to pick up your child, he/she will not be released until after buses have left. There will be no exceptions to this policy. Any staff member has the right to ask the person picking up your child for a valid photo ID. If your child isn't normally a car rider, you must send a note for your child to be one. Bus notes are required when a change in busing occurs. Parents are required to send a signed note to school that states the date, child's name, the name and address of the alternate location, and the school bus number/color, if known. A note from a parent/guardian is also required when a child is being picked up instead of not taking their regular bus home. Due to safety concerns, we will not accept transportation changes over the telephone.
- Kentucky law (702 KAR 5:080-Section 12) states that 1) A bus driver shall transport only those pupils assigned to a particular bus route unless an unassigned pupil presents the driver with written permission to ride the bus that has been signed by the school principal or a designee; 2) A driver shall not permit an assigned pupil to leave the bus at a stop other than where the pupil regularly leaves the bus unless presented with written permission signed by the principal or designee. In short, if your child needs to ride the bus to a different stop or location, please make sure they have a note to do so (regardless if the different stop is on the same bus route). Please send the note to school with your child the morning of the anticipated change. All bus drivers will be enforcing the "no note, no ride" rule.

ATTENDANCES AND ABSENCES:

Attendance and promptness are vital to education and are a part of learning a sense of responsibility. State law and the Livingston County Board of Education Policy require all students to attend school every day it is in session. Six (6) reasons for an excused absence are authorized by the Board of Education. They are: (1) Illness of Student, (2) Death in the immediate family, (3) Doctor or Dentist appointments, (4) Driver's license test, (5) School activities or circumstances, approved by principal, and (6) Kentucky State Fair (1 Day).

- Upon returning to school, the student should present their classroom teacher with a note stating the reason for their absence, or have an excuse faxed by the doctor/dentist office. We do not accept Dr.'s excuses faxed from home. The excuse/note must be presented within 3 days or the absence will be considered unexcused.
- A maximum of five (5) absences excused by legitimate request of parents or guardians will be accepted. All additional absences will be unexcused, except those prearranged with the principal, those with a doctor's excuse, or those resulting from a genuine emergency.
- According to KRS 159.150, a child who has been absent from school/tardy without a valid excuse for three (3) or more days is truant.
- Any child who has been reported as being truant two (2) or more times is considered a habitual truant. Kentucky's compulsory attendance law holds the parent/guardian responsible for school attendance. If parents do not comply with the school attendance laws, they can be reported to the Court Designated Worker and may have to appear before the Livingston County District Court.

HOME/HOSPITAL:

Students who are not able to attend or be transported to school for medical reasons shall be provided instruction at home or the hospital. The instruction will be a minimum of two (2) visits per week with one (1) hour of instruction per visit. This will be counted as the equivalent to the attendance of five (5) days in school. A parent or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present. If your child requires this type of instruction, please contact the school as soon as possible to make arrangements.

CANCELLATIONS/DELAYS OF SCHOOL/LIVE RED AT HOME DAYS:

Should school be canceled for any reason, the announcement will be made on WPSD-TV (Channel 6) and One Call. Please do not call the school for cancellation information. School personnel are informed of cancellations by radio and television just as the public is. We will not have any additional information before the public announcements. The same holds true for delays. If school is cancelled, an announcement will be made to inform you if it is a Live RED at Home Day (LRaHD). If it is a LRaHD, it will state the day's assignments to complete. The assignment should be returned with the student when school is back in session.

VOLUNTEERS AND VISITORS:

NLES welcomes volunteers and visitors and considers them important and valuable educational partners. We encourage you to participate in our volunteer program. If you would like to be a volunteer, you may call the school office or contact your child's teacher. All new volunteers are required to attend the training program and have a background check. Please remember that all volunteers and visitors are required to sign in and out in the office and pick up a visitor badge which must be worn at all times in the building. Please speak to the office staff about having a background check. In an effort to protect instructional time, visitors to classrooms who are not part of the volunteer program must have principal approval to enter a classroom for any reason. Visitors to our school will be required to submit their driver's license and car keys in order to receive a visitor's badge.

STUDENT PROGRESS:

Students will receive a report card every nine weeks to keep you informed of your child's progress. Fourth and fifth grade students will also receive a mid-term progress report. Parents are invited to the school for a conference at least once during the year, scheduled during the day or at a time that is convenient for both teacher and parents. Additional conferences may be scheduled on an as needed basis, at the request of the teacher or the parent. If at any time you would like to schedule a conference with your child's teacher, please send a note with your child or call the school office @ 988-4000. We will be happy to schedule an appointment for you.

STUDENT FEES:

North Livingston Elementary School assesses a \$20.00 per child school fee. This fee is required of all students and will be collected at the beginning of school by school personnel. Full payment is needed; however, arrangements can be made to accommodate your needs. This money is used for expenditures such as student activities and special programs not covered by the SBDM Instructional Fund (i.e. school folders, planners, art room supplies, and copy paper). The superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Refund of Fees: Students who pay fees in full at the beginning of the school year, but then qualify for free and reduced price meals at a later date may receive a prorated refund at your request and based upon the following schedule: October 01, last day to request a full refund; January 01, last day to request a 50% refund; After January 01, no refunds will be issued. Other fees may be assessed for the misuse or destruction of textbooks or other public property.

STUDENT APPEARANCE:

We ask for your assistance in guiding your child to dress in a manner that promotes an appropriate educational atmosphere as well as creating a positive attitude of self-discipline. Students shall observe modesty, neatness, and appropriateness in clothing.

- All clothes must be appropriately sized. Belts need to be worn, if necessary, to secure trousers/slacks in place.
- Clothing should be clean, physically presentable, and appropriate for weather conditions.
- Shoes must be worn at all times. It is not recommended for students to wear elevated and/or platform shoes, open-toed shoes or high heels. Students must wear appropriate shoes for P.E.

Students may not wear the following:

- Distracting hair coloring or styles, face paint or tattoos.
- Jewelry or other accessories that pose a threat to their safety or the safety of other students.
- Sagging, baggy clothes or clothing which can be construed to be "gang like," attire that advertises any type of alcohol, drugs, tobacco, violence or are obscene, or suggests violent and aggressive acts or behavior, slogans, suggestive pictures, or crude language; attire that depicts violence is never appropriate for school.
- Attire that is too revealing (midriff tops, halters, muscle shirts, spaghetti straps, etc.). (Follow the 3 finger rule) Shorts and skirts must be at least as long as the longest fingertip when arms/hands are held in a relaxed position while standing.
- Hats/Caps are not to be worn in the building, except on designated days.
- The principal will have the final authority on what clothing is acceptable or not.
- The consequences for inappropriate attire are as follows: (1) Call home for appropriate clothing, (2) If parents are unavailable, students may use clothing from our inventory (3) Students may not return to class until appropriately dressed.

LOST AND FOUND:

Please label your child's jackets, sweaters, book bags, coats--anything that can be misplaced. We will make every effort to return items to the owner if they are labeled. Otherwise, items left over one month in the LOST and FOUND will be given to charity.