

**South Livingston County Elementary School**  
**Home of the Mustangs**  
**2020-2021**  
**850 Cutoff Road**  
**Smithland, Kentucky 42081**  
**Phone (270) 928-3500 Fax (270) 928-3530**  
**Website: [www.livingston.kyschools.us](http://www.livingston.kyschools.us)**

Dr. David Meinschein      Mrs. Sarah Anthony      Mr. Josh Heisner  
Superintendent              Principal              Assistant Principal

Dear Parent, Guardians, and Students:

At SLES, we truly believe that our students are our future and their education is our greatest investment. We at SLES believe that every staff and student deserves to be treated with respect. All our rules and regulations found in this handbook are designed to provide a positive and safe learning environment. We want to provide opportunities for our students to be successful and prepared to make this world a better place.

In order for us to offer our students the best education possible, we as students, parents, and faculty must work as a team to ensure that our school expects excellence from every stakeholder. The future of Livingston County is what we make of it. I believe we have the best students and staff in Kentucky, and our future is bright because we are striving for excellence. I believe today's students will provide the answers to tomorrow's problems.

As we begin another year, let's make it the best ever!

Sincerely,  
Sarah Anthony, Principal

**\*\*Important\*\***

**Please read the handbook, complete, sign, and return the last pages.**

**Our School Mission Statement**

*We will lead students to success today so that they'll be prepared to lead us into tomorrow.*

**South's Guidelines for Success**

- S**uccess is up to me.
- O**ffer helping hands.
- U**se time wisely.
- T**reat people and property with respect.
- H**ave a positive attitude.

**Important Telephone Numbers**

Bus Garage	(270) 928-4445
Family First Center of Livingston County	(270) 928-4768 or 1-888-883-1745
Health Department	(270) 928-2193
Extension Office	(270) 928-2168
Helping Hands	(270) 928-3383
Mustang Clinic	(270) 928-3915
Preschool	(270) 928-2244
School Board Office	(270) 928-2111
Sheriff's Office	(270) 928-2122
Social Services	1-877-597-2331 or (270)388-4818
Special Education Department	(270) 928-3604

**School Based Decision Making (SBDM) Council**

The SBDM Council is comprised of two (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 South Livingston County Elementary School for the term of office may choose to become a candidate for this position. Notices will be sent through your child's homeroom teacher notifying you of upcoming elections.

Open Meetings will held once each month, and you are welcomed to attend.  
Members' names will be posted at the school.

## **Student Records/Enrolling**

All Students shall have the following records on file at the school:

**Enrollment Form**

**Birth Certificate, certified copy**

**Social Security Card**

**Physical** (on a Kentucky School Medical Examination Form)

**Current Immunization Certificate**

- **Kindergarten students** must be five (5) years of age before **August 1** of the current school year before entering Kindergarten. They must have a valid immunization certificate which includes five doses diphtheria, tetanus and pertussis immunizations, with the last ones after the age of 4, four polio vaccines with the last one after the age of 4; 4 doses of Hib (3 if over 5 years of age), two doses measles-mumps-rubella injections on or after 12 months of age, 2 doses of Hep A, 3 doses of Hep B , 4 doses of Pneumococcal (by age 4)two chicken pox immunizations or a certificate from a doctor stating that your child has had chicken pox and a complete physical exam within the last six months. They are also required to have a vision exam by an Optometrist or Ophthalmologist. They need a dental exam, too. If you need a form to take to the doctor or dentist, please contact the school.
- A dental screening or examination also shall be required for five- and six-year-old students enrolling in the District by January 1 of the first year of enrollment. Results of examinations shall be reported on the state-required form. If you need a form, please contact the school.
- Before entering 6<sup>th</sup> grade in middle school, students must have had a physical exam within the last 12 months, and an updated immunization certificate that should include a tetanus booster, a second measles-mumps-rubella injection, and 2 doses of Hepatitis A, three Hepatitis B shots, 1 dose Tdap, 1 dose Meningococcal and 2 doses of Varicella if not received previously, before the start of school.
- New Enrollees must also have the above-mentioned records.

## **School Procedures**

### **Arrival/Dismissal**

#### **Arrival**

- Buses will be able to unload at 7:15 a.m. at the rear entrance of the school.
- Students arriving by car should unload and enter at the front entrance. Please do not bring your child to school before 7:15 a.m. due to the lack of supervision before this time. Only daycare children enter before 7:15 AM.
- All students will go directly to their designated areas. The students who choose to eat breakfast will then go to the cafeteria.
- The first bell rings at 7:40 a.m. for students to go to his/her classroom.
- All adults who enter the building must sign in. Please remember our instructional time begins at 7:43a.m., and all parents, except volunteers, are asked to sign out and exit the building at that time.
- Instruction begins at 7:43 a.m. for all students. Students must be in class when the bell rings. Please be sure your child is on time for school.
- Students will be counted tardy if they arrive in their classroom after 7:43 a.m. Students who are tardy must be signed in by a parent through the office.

#### **Dismissal**

- School Dismissal is at 2:50 PM daily.
- Students who are signed out before 2:50 p.m. will be counted tardy. Please help us by not picking up your child before 2:50 p.m. unless it is absolutely necessary. If someone must pick up your child before 2:50 p.m., he/she should report to the office and present a picture ID. Your child will only be released to someone who is on the approved pick up list.
- **Dismissal Changes**  
**The arrangements you have made with the teacher for dismissal of your student(s) will be followed precisely unless he/she has a NOTE from the parent.** For example, if your child rides the bus home each day, but you need to pick them up or someone else will be picking them up; the student **will not be permitted to make the change without a written message from a parent.** The note should include the date, the name of the person who will be receiving your child, as well as the signature of a parent/guardian. **Please note that if you have multiple children in the school, then each child will need an individual note to their teacher that is separate from their planner. For safety reasons, we do not make transportation changes by phone unless it is an emergency.**

#### **Car Riders**

- Car riders will be dismissed at 2:50PM in the car rider line.
- **You must send a note for your child to be a car rider.** The note should include the date, the name of the person who will be receiving your child, as well as the signature of a parent/guardian.

- If your child will be a car rider every day, you will be asked to complete a car rider form which will be kept on file in the office.
- All students who are car riders every day will be assigned a number at the beginning of the year. These tags shall be purchased for \$1 and will be re-used every year.
- The person picking up the child should remain in his/her vehicle and display that number from the rear view mirror. (That person must be on the pick-up list.)
- There will be staff in charge of monitoring the loading students into the vehicles.
- It's the law...Please ensure your child is buckled up before leaving the school. If you are picking up your child on a motorcycle, they must have a helmet.

### Asbestos

Dear PTO President, Parents & All Concerned:

In an ongoing effort to maintain safe schools, the Livingston County Board of Education has an Operation and Maintenance Program for asbestos containing materials. It is a pleasure to report that there is no asbestos containing materials in South Livingston Elementary.

As part of AHERA regulations, the president of your PTO must be presented with this information by letter. This correspondence, as well as the letter addressed to the PTO president, should be filed annually with your asbestos documentations for future reference.

Respectfully,  
 Jeff Paris  
 Local Education Agency (LEA)  
 Designated Person

### Attendance/Absences/Tardies

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) Drivers license test          |
| (5) School activities or circumstances, approved by principal | (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 parent call to the school office may also be used to excuse an absence instead of writing a note. Call 270-928-3500.
- 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 resulting from illness as certified by a doctor, or those resulting from a genuine emergency.
- According to KRS 159.150, a child who has been absent from school or tardy without a valid excuse for three (3) or more days is a 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.
- Students in Livingston County Schools will be allowed up to five (5) days to be excused with a written parent note for the entire year. Livingston County Schools will excuse up to ten (10) days with doctor/medical excuse/note for the entire year. Any absences due to medical reason in excess of ten (10) days or medically excused tardies in excess of 5 times will require the presentation of the Livingston County Schools' Medical Excuse Form before the absence or tardy will be excused. The form will be available at each school, central office and some medical facilities upon parent request.

### Cafeteria Information

South Livingston County Elementary provides breakfast and lunch for students. Students may elect to eat in the cafeteria or may bring a lunch from home. At the time of this printing, student meals are at no cost for all students through the Community Eligibility Program (CEP). Parents/guardians are asked to complete a form for this program.

No carbonated beverages or energy drinks in cans or bottles are allowed in the lunchroom unless given as a reward. (Coca Cola, Pepsi, Red Bull, etc.). **Please do not bring in food in take-out bags or boxes in the cafeteria.**

The lunchroom cashier keeps payment records on a computerized system. Each student is assigned a four-digit account number (POS #) to use going through the serving Consider line. Parents cover costs by depositing money into that account. You may prepay by the week, month, or year by sending money in an envelope with your child's name, teacher's name, and the amount of money enclosed. You may also choose to make payments on-line through mySchoolBucks. Please visit the school's website for complete instructions on setting up payment options. Through the on-line program mySchoolBucks, you can also view your child's transaction history and set up email reminders for low balances. Please check on your child's account regularly so that he/she has enough money in their account.

Students may purchase snacks (a la carte items) if they have money in their account or bring money for the snacks provided they do not have any outstanding charges. If you do not wish for your child to purchase a la carte items, a block can be placed on their lunch account. Please call the cafeteria @ 928-3515 if you have any further questions.

Any questions relating to the cafeteria may be answered by calling (270)928-3515.

## **Livingston County Schools Meal Charge Policy (if we do not have CEP meals) Meal Charges Are For Emergency Use Only**

If a student forgets his/her money or if the funds in a student's account have run out, the student will be allowed to charge meals that day. Charges will be only for Type A Meals.

At no time will any student be allowed to charge a la carte food items or a second meal.

Elementary, middle, and high school students will be allowed to charge meals for a maximum of three (3) days.

Cashiers will remind students when/if the funds in the student's account fall below three (3) days of meal costs and will continue to remind students daily of the charges they owe. A pocket slip will be sent home with students to notify parents/guardian of the balance or charges owed.

When a student has accumulated three (3) charges, a written notice from the School Food Service Office will be sent to the parents/guardians, advising them of a charge balance and requesting payment.

After a student has accumulated three (3) charges, the student will be served an alternative meal of a sandwich and milk until the charges are paid or a student brings money for the meal.

If charges are not paid, the District Food Service Office will attempt to make contact with the parents/guardian by phone, email, or letter. If there is still no response, Livingston County Schools reserve the right to take any necessary legal action to collect charges owed.

When a child enrolls for a new school year and has an unpaid balance from the previous year, no additional charges will be allowed until all previous balances are paid. An alternative meal may be served to the student until charges are paid.

If a student withdraws or transfers from Livingston County Schools and has a balance in his/her meal account, parents/guardian may receive, upon request to the Food Service Director, a refund of that balance following the next regularly scheduled board meeting. End of year meal account balances will not be refunded to returning students; these balances will be carried over to the next school year.

### **Cancellation and Delays of School**

Should school be cancelled for any reason, the announcement will be made on WPSD -TV (News Channel 6). You may also find cancellations at [www.wpsdtv.com/snowman6nw.html](http://www.wpsdtv.com/snowman6nw.html). ***Please do not call the school for cancellation information.*** School personnel are informed of cancellations by television also and will not have any additional information before the public announcement. The same holds true for delays. **Our automated calling system may also be activated so that each phone number in the program is called. It is possible that buses will only run where possible at times.**

**Live RED at Home Days (up to 10):** Some missed days may be identified as Live RED at Home Days. Be sure to listen for that designation on all announcements. If a missed day is identified as a Live RED at Home Day, then your child/children will complete the work packet that is sent home for that purpose.

### **Classroom Fees**

**\$15.00**- Includes journal/planner, school folder, and other classroom resources.

### **Counseling Services**

Counseling by the school guidance counselor is provided for students based on individual needs. Teachers or parents may refer students. **Additional services are available through Four Rivers Behavioral Health.** Please contact the guidance counselor for more information.

## **Dress Code (bolded items were changed in 2015)**

Livingston County Board of Education policy states:

"The wearing of any attire, cosmetic, presentation of extraordinary personal appearance, or any unsanitary body condition which materially disrupts school work, interrupts scholastic endeavors, or threatens the health of other students is prohibited."

The dress code includes but is not limited to the following:

1. No crop tops or short tops that expose any part of the stomach and/or back.
2. No spaghetti strap tops of any kind. **Tops must have straps at least 4 fingers wide (of the wearer).** Sleeveless shirts (covering from base of neck to top of arm) are allowed, but the armholes should not be too big. Tops shall not expose cleavage (line from armpit to armpit).
3. **Sheer or see-through tops must have another top underneath with straps at least 4 fingers wide (of the wearer).**
4. No apparel that causes distraction or offensive language or pictures. This will include any and all cigarette/tobacco products, alcohol advertisements, suggestive wording or pictures or any apparel that promotes violence.
5. Shorts/skirts can be no shorter than your fingertips. **If tight pants or shorts (ie. leggings, jeggings, tights, yoga pants, skinny jeans, bike pants/shorts, etc.) are worn, then the top must be long enough to fully cover the bottom of the wearer all the way around (front, sides, & back). Undergarments must not show through leggings/jeggings.** Pants/shorts should have no holes above the fingertips.
6. Clothing that is associated with or identifiable as a symbol of a gang or street club are not permitted in school or on school property.
7. No shoes with wheels.
8. Pants cannot sag at the waist. Chains may not be worn on pants. No holes above the fingertips.
9. Hats/hoods may not be worn in the building without permission.
10. **If flip-flops are worn, student must bring another pair of shoes for PE and in case of shoe breakage.**
11. Any items or appearance determined to be disruptive or detrimental to the educational process.

Students determined to be in violation of the dress code must call parents to bring appropriate clothing before they can be admitted to class.

### **Emergency Information**

Each student is required to have emergency information on file. If at any time during the school year you move, change telephone numbers, change babysitters, or change jobs, you **MUST** notify the school. It is important to keep up-to-date records in case of illness or injury.

### **Emergency Drills**

Lockdown, fire, earthquake, tornado, and bus evacuation drills are conducted in accordance with state laws. During these drills, students should follow the instruction given by the teacher, principal, or supervising adult.

- Lock down drills will be conducted at least twice four times a year. The drill will be initiated over the intercom. Teachers will secure their classrooms and doors will be locked. Students and staff will take cover under desks, away from windows and doors until they are notified that all is clear.
- Fire drills are conducted at least once a month. The fire alarm will sound and all students and staff will evacuate the building. Roll will be taken and everyone will wait for the all clear signal to re-enter the building.
- Earthquake drills are held periodically throughout the year. The signal is given over the intercom and students take cover under tables or desks.
- Tornado drills are held periodically throughout the year. The signal is given over the intercom and students take cover in their designated area away from doors and windows.
- **Evacuation drills are held periodically during the year. The signal is given with instructions over the intercom and students will evacuate the building to the designated areas.**

- Shelter-In-Place drills will be conducted annually. The drill will be initiated over the intercom. All students and staff will be secured in the gym.

### **ESS Classes**

ESS (Extended School Services) will be provided for those students who require additional assistance to meet required standards. These services can be provided before, during and after school through various programs. If you feel your child is in need of additional assistance, contact your child's teacher.

### **Family Resource Youth Services Center (Family First)**

The main office for the Livingston County FRYSC is located centrally at the Burna Campus (988-4377). Two satellite offices are located at LCHS (928-4637) & South Livingston Elementary (928-4768). Services are provided by connecting families with community resources that will enhance both the family and the community. Family First provides direct services or referrals to enhance student success.

### **Field Trip Procedures**

We are proud to introduce the students to outside educational opportunities using field trips. In order to continue to be able to offer these opportunities to our students, we must establish procedures to help offset the financial strain that these trips put the school under due to the cost of pre-ordered (but unpaid) lunches, admission costs, bus driver hourly rates, and the charge for fuel that we pay for all trips.

We will offer field trips to enrich instruction. The following will be the "Field Trip Procedure" for South Livingston County Elementary School.

#### Field Trip Procedures

1. The principal reserves the right to require parent/guardian to accompany a student on a trip if prior disciplinary infractions indicate a need for this to take place.
2. Students will be chaperoned by a recommended 1:12 adult to student ratio.
3. Students who do not have ALL paperwork completed and turned in before the students leave on the trip will not be permitted to go on the trip.
4. All students will have the opportunity to **have a lunch that is provided from the school cafeteria** for any trip in which they will be away from the school during lunch.
5. Students may be asked to bring money to cover the expenses of the trip.
6. All aspects of the student handbook/code of conduct will continue to be in place during any field trip. This includes such things as dress code and behavior for students as well as all chaperones.
7. All students will be transported to and from the field trip destinations by the school unless they are signed out of school by a parent/guardian. In order to check a student out while on a field trip, approval must be prearranged through the school principal. At that point, the school relinquishes all responsibility for the well-being of the student, as they will be in the care of the parent/guardian. That student will also be counted absent or tardy if he/she was signed out before the end of the day.

### **Head Lice Policy**

When it has been determined that a student has contracted head lice, the parent/guardian of that student shall be notified and that student will be sent home.

A student who has head lice must be treated with a pediculicide agent and an effort must be made to remove all lice and eggs. This treatment is designed to prevent self-reinfestation and transmission to others.

The student must be accompanied to school the following day by a parent/guardian. If head lice are found at that time, the student will be sent home for further actions to remove the lice and eggs.

**The school nurse will only excuse each student 3 times for head lice (one day per event). After that, all events involving head lice will be unexcused.**

### **Health Problems**

Parents of students with special health problems need to meet with the principal and school nurse at the beginning of the school term or whenever problems arise. **It is recommended that students be 24 hours fever and/or vomiting/diarrhea-free before returning to school.**

### **Home / Hospital Instruction**

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.

### **Homework Policy**

South Livingston Elementary School teachers and administration believe that good study habits are essential to every child's success. The purposes of homework are:

1. To encourage development of independent study habits, skills and responsibilities.
2. To reinforce, enrich and extend learning by providing a variety of educational opportunities outside the classroom.

3. To provide an additional opportunity for family involvement in the child's education.
4. To provide an opportunity for teachers, students and parents to view homework as an extension of the student's learning and to deepen and extend their knowledge and skills.

All homework will follow 504 plans and IEPs.

#### **LATE POLICY-PRIMARY (K-2)**

If a student does not complete work in class on time, it is due the next day. (Consequence-Missed recess)

#### **LATE POLICY-INTERMEDIATE (3-5)**

The procedure for handling late work will be determined by 3<sup>rd</sup>-5<sup>th</sup> grade teachers, consistent throughout those grades and approved by the principal. Students/Parents will be informed of the policy in writing at the beginning of the year and throughout the year if changes are made.

#### **Infinite Campus**

Infinite Campus is the system we use for student record keeping. This website is accessible through the district web page: [www.livingston.kyschools.us](http://www.livingston.kyschools.us). The school will notify you of the username and password.

#### **Make-up Work**

Make up work from an excused absence will be given 1 day plus the number of days absent for completion. **Students will receive their missed work when they return to school.**

#### **Medication**

Pupils may take medicine at school with a written parental request provided the following conditions are met.

- Medication shall be brought to school by the parent in the original prescription container, which includes the physician or dentist's directions for dispensing, or in an unopened, over-the-counter medicine container with original directions.
- Parents will be required to complete and sign a form with specific information concerning their child's medication, both over-the-counter and prescribed medicine, before school personnel will administer it.
- Prescribed medication **must** have a physician's signature on file to be administered at school.
- Medication forms may be picked up at school.
- Students may bring cough drops to school as needed without a completed medication form.

**IMPORTANT NOTE: MEDICATIONS BROUGHT TO SCHOOL THAT DO NOT FOLLOW THE ABOVE POLICY WILL NOT BE ADMINISTERED. DUE TO THE SAFETY ISSUE, STUDENTS WILL NOT BE ALLOWED TO TRANSPORT MEDICATION TO AND FROM SCHOOL DUE TO THE POSSIBILITY OF LOST MEDICATION, BROKEN CONTAINERS, LOOSE LIDS, ETC. PLEASE ASSIST US WITH THIS MATTER TO INSURE THE SAFETY OF ALL STUDENTS.**

#### **Mustang Round-Up Academy**

Unfortunately, SLES did not receive funding to continue the after school program, Mustang Round-Up Academy for the 2021-2022 school year.

#### **Non-Traditional Instruction Days (NTI – Live RED at Home Days)**

**There may be times when students cannot come to school for traditional, in-class instruction (snow days, closures for illness, etc.). We are allowed to use Non-Traditional Instruction days when it is deemed necessary. Work packets and online options will be provided from your child's teacher(s). Teachers will contact you during NTI days and are available to you from 10AM-3PM on those days. Students are expected to complete the assignments and return them to school as scheduled.**

#### **Parent/Teacher Conferences**

Parents and visitors are always welcome at South Livingston County Elementary School. However, teachers at South Livingston County Elementary School are constantly instructing students and class must not be disrupted. We insist that parents plan phone conversations, conferences, and visits with the teachers before or after school hours. It is very important that learning is not disrupted even for a moment. Feel free to call and leave a message for teachers. They will return your call as soon as possible.

At least one parent/teacher conference will be scheduled during the Fall. Others may be scheduled as needed.

#### **Parent Teacher Organization (PTO)**

South Livingston County Elementary is proud to support a very active PTO. The PTO assists with school sponsored projects, holds meetings of interest to parents and teachers, and conducts special activities throughout the year. All parents are invited to join in these activities.

#### **Parties**

**There will be 3 approved classroom parties in the 2021-2022 school year. Parties are held in the classroom after 2:00 PM for Halloween, Christmas, and Valentine's Day. Students in Kindergarten and 1<sup>st</sup> grade may have an egg hunt for Easter, but there will not be Easter Parties. The principal and classroom teacher must approve all other parties.**

Please refrain from sending flowers or balloons to students while they are at school. Students are not allowed to transport flowers or balloons on the bus and bouquets can disrupt classroom instruction.

### **Report Cards**

Report cards are sent home after every 9-week grading period. Mid-term progress reports will go out approximately midway of the grading period for students in 4<sup>th</sup>-5<sup>th</sup> grades. Report cards go out to students approximately 5 school days after the nine-week period has ended. The Primary grading system is explained on each report card. Report card envelopes must be signed and returned. Parents may keep the report card.

The grading used for K-3<sup>rd</sup> grades is as follows:

M	Mastery – student has total mastery of the skill and can perform it most or all the time
P	Partial Mastery – student can perform the skill some of the time or only part of the skill
N	Non-Mastery – student rarely or never performs the skill
NI	Not Introduced – this skill has not been assessed or taught yet

The grading scale used in grades 4<sup>th</sup>-5<sup>th</sup> is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & below

### **Retention and Promotion Policy**

According to Board Policy, teachers will determine grade placement. This refers to placement in the Primary Program and retention/promotion in grades 4 - 5. The criteria are as follows:

- (1) Failing Grades
- (2) Effort
- (3) Self-Discipline
- (4) Maturity

This policy will be implemented in regards to the best interest of all students.

### **Special Classes and Clubs**

**Art** – Art instruction is provided to all children grades K – 5.

**Computer Lab**- Students will be instructed in the computer lab at least once a week.

**Library** - When students are in the library, they must conduct themselves as they do in the classroom. Our library is a place we can enjoy as we learn. Each class is assigned a library period each week. Books checked out of the library may be kept for two weeks. Books may be renewed by bringing the book in for renewal. Students are responsible for books at replacement cost. If a book is found after it has been paid for all money will be refunded.

**Music** – A music teacher is provided to teach all children grades K – 5.

**PE**-All students will be instructed in physical education classes.

**Clubs** - Various clubs are provided at South Livingston County Elementary to promote leadership qualities, and instill a sense of pride and a commitment to service to their school and community. Membership to these clubs is based on interest and meeting and maintaining academic and behavior standards. Each club may establish specific criteria to meet the objectives of that club.

#### **4-H Club**

Comprised of students in grades 4 and 5. The 4-H club has several activities throughout the year.

#### **Academic Team**

The Academic team is by invitation only for those students in grades 4<sup>th</sup>-5<sup>th</sup> who maintain a high level of achievement through academics. The team competes with students from other area schools.

#### **STLP (Student Technology Leadership Program)/Media Club**

Comprised of students in 5<sup>th</sup> grade. This club delivers the morning news.

### **Student Illness**

Students who become ill during the school day should report as soon as possible to their classroom teacher. The teacher may send him/her to the school nurse/office. The school nurse/office staff will recommend whether a student needs to go home or stay at school. If it is recommended a student goes home, the front office will make every effort to contact someone on the pick-up list. **Best practice recommends that students be fever and vomiting/diarrhea free for 24-hours before returning to school.**

### **Student Insurance**

The State of Kentucky offers a free, or low cost, insurance plan for children of Kentucky. Contact our office, or Family Resource Center, for information.

Group accident insurance is available to all students at a nominal charge. Information will be sent at the time of enrollment or upon request at anytime during the school year. These forms are to be sent directly to the company. Please do not return them to the school.

### **Student's Personal Property**

All students are responsible for his/her personal property. Each student will be assigned a space in which books and other items are to be kept. Please report any losses promptly to the classroom teacher or office.

A *Lost and Found* department is maintained in the hallway so that articles may be returned to their rightful owner. Students are encouraged to make an early effort to locate lost articles. Unclaimed items are eventually given away or discarded.

### **Telephone Calls to School**

Consistency is very important in a young child's life. This also pertains to where the child goes from school and how they are going to get there. Please try to make all of these arrangements before your child leaves for school in the mornings. In the event an emergency occurs, call the school, and your child will be notified. Please keep these phone calls to a minimum to avoid confusion for your child and limit interruptions to the classroom.

### **Telephone Use**

All telephones in the school are business phones. Telephones are to be used for emergencies only. There are phones located in every classroom. No student will be allowed to use the phone unless the teacher gives him/her permission.

**Please remember that forgetting homework, field trip notices, notes to ride bus to a friend's, or snack/lunch money is not an emergency.**

### **Textbooks and School Property**

The Livingston County School District furnishes elementary textbooks free to all students. These textbooks are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. Tax money pays for books and school buildings. Any student who damages school property, windows, books, equipment, bus seats, etc. is responsible for repairs and/or replacement.

### **Tobacco-Free Campus**

**All Livingston County School campuses are tobacco-free. For everyone's health, tobacco use is prohibited on campus, in schools and in vehicles at all times. (See KRS 438.345)**

### **Visitors**

All visitors are to use the front entrance of the building and are required to sign in and out at the office. **To preserve the safety of our students, all visitors are required to ring the bell and state their name and reason for their visit before being allowed into the building. They must present a photo ID such as a driver's license upon every visit to the school, sign in with date, time, and reason for their visit. The visitor must turn over their keys and photo ID to office staff and then receive and wear an official visitor identification lanyard/tag. All visitors must follow established school dress codes. Visitors must return the official visitor lanyard/tag to the front office, sign out, and retrieve their keys and photo ID and then exit the building.** (This includes parties and special events.) Students are not permitted to bring or visit with friends that are not in school.

### **Volunteer Program**

South Livingston County Elementary welcomes volunteers and considers them important and valuable educational partners. All volunteers are required to attend the training program, which will be held in early fall and submit information for a background check (current cost is \$10 paid by volunteer). All volunteers are required to sign in and out in the office and pick up a volunteer badge that must be worn at all times.

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## **Rules & Behavior Management System**

### **SOUTH LIVINGSTON COUNTY ELEMENTARY**

**ALL SOUTH LIVINGSTON COUNTY ELEMENTARY STUDENTS ARE SUBJECT TO THE TERMS OF THE LIVINGSTON COUNTY SCHOOLS CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE WHILE AT SCHOOL, ON THE WAY TO AND FROM SCHOOL, WHILE ON THE SCHOOL BUS OR OTHER DISTRICT VEHICLE, AND WHILE THEY ARE PARTICIPATING IN SCHOOL SPONSORED TRIPS AND ACTIVITIES.**

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### **SCHOOL RULES AND DISCIPLINE**

Logical and realistic consequences are a very important component in our school wide discipline code. Students who experience these consequences learn that they have positive control over their lives. They have choices, can make decisions, and solve problems. The purpose of the discipline cycle is to provide immediate and consistent consequences for irresponsible behavior.

Students who choose to break school rules have made a decision to accept the consequences. We respect that decision and hope the student and his/her parents can accept the natural consequences of that decision. All staff, when dealing with students who choose not to adhere to Student Expectations, will implement the Discipline Cycle and provide the student interventions through the Positive Behavior Interventions and Support (PBIS) framework.

## Discipline Cycle

Going above & beyond	Maroon – Above and beyond!	
Going above & beyond	Purple – Outstanding	
Going above & beyond	Blue – Super	
No offenses	Green – Ready to Learn	
Verbal Warning!		
Offenses	Kindergarten-3 <sup>rd</sup> Grade	4 <sup>th</sup> and 5 <sup>th</sup> Grades
First minor offense: Yellow	Loss of 5 minutes recess or Walk 5 laps	Recess - walk ½ of recess
Second minor offense: Orange	Loss of Recess or Walk recess for 10 minutes	Recess - walk for entire recess time
Third minor offense: Red	Loss of all recess (20 minutes); parent notified	Recess - walk for entire recess and additional detention time or no-talk table during lunch; parent notified
Fourth minor offense: Off the Chart	Office Referral; parent notified; consequence determined by administration	Office Referral; parent notified; consequence determined by administration

\*Consequences will be determined by grade levels.

### Minor Offenses

Faculty, staff and/or administrators will handle all minor offenses immediately in the classrooms, hallways, lunchroom, playground, or other general areas of the school. Student offenses will be reported to the homeroom teacher. Minor offenses that could initiate the discipline cycle may include, but will not be limited to:

- Failing to follow directions
- Talking out
- Disrespectful / rude to others
- Improper use of class time
- Cheating/Lying
- Being out of seat without permission
- Annoying classmates
- Running in building
- Messy desk/area
- Chewing gum (unless given special permission from the teacher)
- Failing to keep hands and feet to yourself
- **Bringing and playing with toys and sports balls during the school day**

### Major Offenses

Major offenses that are more serious in nature will result in referral to the office. These offenses may include, but are not limited to:

1. Engaging in disruptive behavior (fighting, hitting, rough-housing, and physical abuse of self or others)
2. Throwing objects such as balls, ice, rocks, books, or objects that could result in harm to another person or property.
3. Defying or disrespecting authority.
4. Smoking, tobacco, gambling, stealing, false alarms, weapons, pornographic materials, fireworks, alcohol, drugs and cutting classes are not permitted.
5. Vandalizing of school property.
6. Possessing anything related to or representing a gang.
7. Accessing computer files without permission.
8. Repeated offense of cheating
9. Using profanity, gestures or vulgarity (physical, written or verbal).
10. Bullying offenses as specified by HB91 (see district website-District Code of Conduct).
11. **Offending habitually. (3 consecutive days)**

The Principal or designee will assign appropriate consequences for referrals to the office, which could be, but not limited to the following:

- Loss of school/classroom privileges
- Office time-out
- Detentions
- Development of a behavior contract
- Administrative conference with student, parent, teacher and counselor
- **A**lternative **C**lassroom placement (for a number of days determined by the principal or designee)
- Suspension warning notification to parent of the offense with stipulation that a repeated offense could result in suspension
- Detention before/after school
- Out of school suspension
- Referral to School Board
- Police contact

## **Bullying**

HB 91, also known as the Bullying Law, has made it illegal for one student to bully another student. As stated in the Amendment to the Livingston County Schools Code of Acceptable Behavior and Discipline Code, harassing (bullying) behavior is when one person intends to **intimidate, harass, annoy** or **alarm** another person. Bullying behaviors are **deliberate actions** defined as when a person "is exposed, **repeatedly and over time**, to negative actions on the part of one or more other persons."

We take this very seriously and will investigate all reports made to staff. It is crucial that students or guardians report any bullying behaviors to staff. Any student found to be participating in bullying behaviors will receive a notice/form to be signed by his/her guardian. The discipline cycle will be initiated based on the nature of the offense.

***Bullying behaviors include but are not limited to:***

*Attempting and/or causing physical harm to another child*  
*Making threats*  
*Name Calling*  
*Spreading rumors*  
*Laughing at others*  
*Teasing or taunting others*  
*Annoying others*  
*Keeping others from a group*  
*Having someone else's things and not returning them*  
*Making others bring you things or money*  
*Assisting bullying behaviors by laughing at students when they are being bullied*  
*Participating in bullying behaviors by watching and not reporting to staff*  
*Using racial, gender, sexual, or religious slurs*

The above behaviors are considered to be bullying when the intent is harmful and the actions are repeated over time.

## **Due Process for Suspension**

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures:

\*Pupils shall be given oral or written notice of the charge(s) against them.

\*If the pupil denies the charge(s) they shall be given an explanation of the evidence against them.

\*Pupils shall be given an opportunity to present their own version of the facts concerning the charge(s)

\* Pupils with IEP/504 plans will be handled on an individual basis according to their IEP/504 plans and/or their individual behavior plan.

A school employee will witness Due Process.

## **Electronic Devices Misconduct**

Items such as radios, MP3 players, electronic games, cell phones, E-readers, and other electronic devices are to be kept in the student's backpack during school hours and not on their person or any other location unless specified by teacher. The device must be turned off. The school is not responsible for those items, but shall confiscate items if this rule is violated.

## **Lunch Room Misconduct**

All students are expected to follow lunchroom expectations. If a student consistently fails to follow the rules in the lunchroom, he/she may have lunch at the "no-talk table" or in the Alternative Classroom.

## **Alternative Classroom (AC)**

Students may be placed in AC for violation of school rules or an excessive number of missing assignments, which are adversely affecting the student's grades. Students will be placed in AC through the principal.

## **Guidelines for students in AC**

Conversation: Talk only to the adult in AC. Use respectful language when speaking.

Help: Raise your hand if you have a question or need to speak to an adult.

Activity: Complete all assigned work in a timely manner.

Movement: Stay in your seat at all times. When given permission to line up you should walk in single file, facing forward, and remain silent. Restroom and lunch breaks will be scheduled by an adult.

Participation: Keep hands, feet, and objects to yourself at all times. Stay on task and complete all work in a timely manner. While in AC, students are not eligible to attend special events, field trips, and/or holiday parties.

Violation of these rules will result in additional days being added to the originally designated time to be spent in the AC room.

## **BUS**

Riding the school bus is a privilege. Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the bus.

## **Rules**

1) Follow directions the 1st time given

- 2) Keep your hands, feet, objects, and inappropriate comments to yourself
- 3) Remain seated- this means back-to-back, bottom-to-bottom, and feet towards the floor
- 4) Be responsible with personal items and keep food and drinks in backpacks and lunch containers
- 5) Treat bus property and all other property with respect
- 6) Follow your driver's instruction for voice level
- 7) All district, school, and classroom rules apply
  - ❖ The voice levels mentioned in rule number 6 above are defined as follows: 0=silent; 1=whisper, 2=normal voice, and 3=outside voice.
  - ❖ Students should be at their stop 5 minutes prior to expected arrival time.

## **PROCEDURE FOR HANDLING BUS PROBLEMS**

1. When a student has caused a problem on the bus, the bus driver completes a bus conduct report, which is delivered to the Principal.
  2. The Principal then talks with the student about the bus conduct report. The student is given a bus conduct report to be signed by his/her parents. At any point in the process, the student and his/her parents may be asked to meet in the Principal's office.
  3. Following the third complaint, the student loses his/her riding privileges for a minimum of three (3) school days.
  4. Before a student's bus riding privilege is reinstated, a meeting may be required with the student and both parents to review the bus rules and appropriate student conduct.
  5. After a student is reinstated, any succeeding violation is treated as a third complaint with a loss of bus riding privilege, which may be for the remainder of the school year.
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### **Nondiscrimination Policy**

Students, their parents, employees, and potential employees of the Livingston County Board of Education shall not be discriminated against on the basis of an individual's race, color, national origin, age, or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA (American Disabilities Act), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding Section 504/ADA/Title VII, Title VI, or Title IX compliance may be directed to the superintendent or program coordinators at the Livingston County Board of Education.

### **Anti-harassment Policy**

Harassment is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited.

Employees who engage in harassment of another employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action including but not limited to termination of employment.

Students who engage in harassment of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension or expulsion.

### **Student Grievance Procedure**

Students who feel that they have been discriminated against, sexually harassed by students or employees, denied reasonable accommodations, and/or employment because of their race, color, national origin, sex, disability, age, religion, or marital status have the right to file an informal and/or formal complaint as follows:

#### **Conditions:**

1. All grievances are individual in nature and are processed confidentially.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

#### **Time Limits:**

1. Days referred to in the grievance initiation form shall be school days.
2. The time limits stated in various sections of these procedures may be Extended by mutual consent of the Board, its authorized agents, and the grievant.

3. If no extension occurs and the grievant does not file an appeal to the next level within ten school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.
4. Students have 180 days from the occurrence of the alleged Title IX violation to file with the OCR Eastern Division in Philadelphia, PA and 60 days from the conclusion of the local grievance procedure to file with OCR.

**Principal's/ School Council's Involvement:**

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

**Superintendent's/Designee's Involvement**

When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal.

**Grievance Reporting Procedures:**

Any student or parent/guardian who wishes to express an educational concern or grievance shall observe the following order of appeal:

Teacher  
Principal  
School  
Council, where appropriate  
Superintendent  
Board

The order of appeal shall not be construed to mean that students or employees are not free to confer with the Superintendent or Board whenever they so wish. The Livingston County School District encourages the reporting party or complainant to use the report form available, but oral reports shall be considered complaints as well.

Information on filing a formal complaint or grievance and Grievance Initiation Forms are available at each school and at the Central Office.

A recipient may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding.

Students and employees have 180 days from the occurrence of the alleged Title IX violation to file with the OCR Eastern Division in Philadelphia, PA and 60 days from the conclusion of the local grievance procedure to file with OCR.

\*\*Changes made to this Student Handbook were approved by the 2020-2021 SBDM council on April 23, 2020.

## Acknowledgement of Document

By signing this, I am acknowledging that I have received, read (or have been read to), and understand the South Livingston County Elementary School Student Handbook including the **Attendance Policy** on page 3. **Homework Policy** on page 7, and the **Rules and Behavior Management System** that can be found on pages 9-12.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Dress Code (page 5)

By signing this, I am acknowledging that I have read and understand the Dress Code on page 5.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Livingston County Schools Code of Acceptable Behavior & Discipline

(This is a separate document.)

I have received and read a copy of the Livingston County Schools Code of Acceptable Behavior and Discipline.

Parent or Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist of Items to be Returned the First Week of School

\_\_\_\_\_ Enrollment Sheet (& Pick Up Sheet)

\_\_\_\_\_ Emergency Information

\_\_\_\_\_ Health Clinic Consent Form

\_\_\_\_\_ Acknowledgement of Document Signature Page (This Page)

\_\_\_\_\_ Electronic Access/User Agreement Form

\_\_\_\_\_ Car Rider Form (if applicable)

\_\_\_\_\_ Student Fee Waiver (If you need to pay the student fee, then a letter will be sent to you later.)