

HAZEL GREEN ELEMENTARY SCHOOL



Student and Parent Handbook 2011-2012

MISSION STATEMENT

Hazel Green Elementary will assist ALL students in reaching their potential, becoming responsible citizens, and remaining lifelong learners.

*Approved by the Site-Based Decision Making Council
July 2011*

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Dear Parents, Guardians, and Students,

Welcome to Hazel Green Elementary School. To receive full benefit you should be knowledgeable about our school and its curriculum, services, procedures, and opportunities. *This handbook will give you some important information about Hazel Green Elementary and will be reviewed with students at the beginning of school; however, parents and students need to read this handbook together and keep it as a reference.*

Please sign, date, and return the “Parent/Student Handbook Acknowledgement” form located in the Appendix to your child’s teacher after reading the Handbook.

Please address all questions to our school office and we will do our utmost to help you. We want you to feel your child is in a safe environment where he/she can learn at his/her developmentally appropriate level.

Mr. Hacker
Principal

Welcome to Hazel Green Elementary

2011-2012 is going to be a great
year to learn and grow.

Let’s have a fabulous year together!!!!

INTRODUCTION

Students in the Laurel County School District are provided the right to an opportunity for an education funded with public funds. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an opportunity for an education.

The *Laurel County Student Code of Acceptable Conduct and Discipline* shall be enforced in a fair and equitable manner without regard to race, gender, or disability in the Laurel County Public Schools, at all school-related events, in all phases of pupil transportation to and from school, and for school-related trips.

The *Laurel County Student Code of Acceptable Conduct and Discipline*, as adopted by the Laurel County Board of Education, shall be made available to all students, teachers, and administrators in the school system through student handbooks. Additionally, copies shall be given to parents and others desiring copies. It shall be the responsibility of all students to be familiar with the Code. Parents should read the Code of Conduct carefully and be familiar with rules and consequences.

PHILOSOPHY OF HAZEL GREEN ELEMENTARY SCHOOL

We believe that the child grows in these areas: intellectually, physically, emotionally, and socially. We strive to give every child an opportunity to engage in a variety of experiences within these areas to prepare him/her to be productive citizens and lifelong learners.

Students are required to maintain a level of attendance which enables them to meet their responsibilities as learners. Students and their parents hold the main responsibility for school attendance and for following the attendance policy (see the Attendance Policy outlined in the Student Code of Acceptable Conduct and Discipline).

We believe in the personal worth and dignity of every individual regardless of race, creed, color, sex or religion.

RULES AND REGULATIONS

All teachers in the Laurel County School System have disciplinary jurisdiction over all students enrolled in Hazel Green Elementary School. When you are at another school, riding a bus, attending any school sponsored activity (day or night), you are accountable to any Laurel County School personnel who might be present. All students at Hazel Green Elementary are to respect all teachers and staff and each other. The *Laurel County Student Code of Acceptable Conduct and Discipline* and *Board Policy* are the primary sources of all rules and regulations.

SCHOOL ORGANIZATION

Hazel Green Elementary School is composed of Preschool through 5th grade.

The Primary Program, mandated by the Kentucky Educational Reform Act KRS 156.160 consists of P1 (Entry Level), P2, P3 and P4. The Primary Program is built around the Seven Critical Attributes. A brief description of each attribute follows.

- I. **Continuous Progress** -- This is the core concept of the Primary Program where students progress at their own rate without comparison to the rate of others. Retention and Promotion are NOT part of the Primary Program/Continuous Progress.
 - a. Non-Exiting, or fifth year in the Primary Program, is decided at the end of the fourth year or P4 Primary level. A fifth year in the Primary Program is an extension and reinforcement and ensures mastery of unlearned or partially learned concepts. Completion of the Primary in four years is based on Kentucky's Six Learning Goals.
- II. **Developmentally Appropriate Practices** -- These ensure Continuous Progress and address social, physical, intellectual, emotional, aesthetic, and artistic needs of each child.
- III. **Multi-Age/Multi-Ability Grouping and Regrouping** -- Multi-Age is flexible grouping/regrouping of different ages, sex, and abilities that may be assigned to a teacher/teachers for more than one year.
 - a. Multi-Ability grouping/regrouping is where students may have multiple classrooms or teachers throughout the day to address individual needs, abilities, and interests.
- IV. **Authentic Assessments** -- This occurs continuously and is documented through daily observations, anecdotal records, journals, logs, work samples, conferences and/or performance tasks.
- V. **Qualitative Reporting** -- This is the method of reporting student's progress to parents or the student.
 - a. It indicates progress toward mastery of Kentucky's Learning Goals.
 - b. Interim Reports indicating areas of concern at Mid-Point of each 9 Week Period.
 - c. Teacher/parent conversations and conferences.
 - d. Kentucky Early Learning Profile which depicts Continuous Progress.
 - e. Each Primary student will progress through Beginning (B), Developing (D), or Competent (C) into Expanded (E). Most will exit to 4th grade somewhere near or in the Competent Range. The Expanded Area is not attainable for all Primary students and should not be demanded of them.
- VI. **Professional Teamwork** -- This is collaboration of all Professional staff.
- VII. **Positive Parent Involvement** -- The goal is to enhance communication and understanding between school and home.

Please be aware that while in the Primary Program, students are in the following levels: P1, P2, P3, P4, P5 (P5 is a Non-Exiting student).

KERA Terminology

P1 -- 1st year in Primary
 P2 -- 2nd year in Primary
 P3 -- 3rd year in Primary
 P4 -- 4th year in Primary
 (P5 -- 5th year in Primary)

Traditional Terminology

Kindergarten
 1st grade
 2nd grade
 3rd grade
 Non-Exiting Student –
 spending an extra year
 in primary to
 strengthen/master
 identified skills

Since retention in Primary is not an option, your child will continue in Primary each year as a P1, P2, P3, P4 or P5 student, and the Critical Attributes of Developmentally Appropriate Practice and Multi-Age/Multi-ability Grouping/Regrouping will be urgent.

Your child will have a homeroom teacher and possibly one to two more for regrouping, according to the needs of the student. The regrouping can occur at any point during the school year.

EXITING/NON-EXITING PRIMARY

A fifth year in the Primary is designed to help students make a smooth transition to the 4th grade. The principal, teacher, and parents collaborate in this process. Again, there is NO promotion or retention (Pass/Fail) in the Primary.

P4 (3rd grade), 4th and 5th grades share in the Kentucky assessment for Hazel Green's accountability score.

Open communication between home and the classroom teacher is critical in ensuring your child is on track.

ENROLLMENT

All children entering first year in Primary (Kindergarten) must be five (5) years of age by October 1.

The following records must be presented when registering your child.

1. Official Birth Certificate (not hospital record)
2. State of Kentucky Immunization Certificate
3. Physical Examination
4. T. B. Skin Test Certificate (optional)
5. Social Security Card
6. Eye Examination
7. Dental Exam
8. Proof of residence may be requested

GUIDANCE

Guidance services are offered to all students. Students are encouraged to use this service. Arrangements will be made by the teacher, principal, parent, and/or counselor.

FAMILY RESOURCE CENTER

Quentin Floyd, Director
Carol Floyd, Parent Educator
Rachel Broughton, Family Resource Secretary/Assistant
 864-4650

The primary function of the center is to be a focal point for assistance to both students and their families. The center staff can assist in a variety of ways addressing a number of problems both at school and home.

As well as linking families with appropriate agencies, the center will be providing certain services on its own. Additionally, the center provides various programs and activities throughout the year for both students and families. **FRC staff will assist in completing required crime checks and conducting the required volunteer training for all those wishing to volunteer.**

Other services include:

- Parents as Teachers: An early learning program for children ages birth-5
- Parenting workshops
- Recreational activities
- Health services
- Clothing and food banks

Our goal is to help children achieve maximum success both at school and at home by helping to find solutions to various obstacles that stand in the way of that success. All services are confidential, and we are here to help ALL students. For more information phone **862-4650** or stop by the center during school hours.

SCHOOL PROGRAMS

In addition to the Basic curriculum, the following special programs/activities are available:

- Title I School Wide Program
- Extended School Services
- Gifted and Talented Services
- Speech Therapy
- Guidance Program
- Accelerated Reader Program
- Student Technology Leadership Program (STLP)
- Outdoor Classroom
- Family Resource Center
- Choir
- Academic Team
- Rewards for Attendance
- End of Year Awards Program
- Book Fairs
- 4H (4th and 5th grade)
- Conservation (5th grade)
- Various enrichment programs throughout the year.
- D.A.R.E. (5th)
- PTO Activities
- Field Trips
- Library/Media Center
- Computer Lab

ACCELERATED READING PROGRAM

This program is a motivational, self-paced and individualized reading program. The computerized multiple-choice test provides an instant score and immediate reinforcement. Benefits include motivation, improved reading ability, continuous assessment, strengthening higher order thinking skills, providing for developmentally appropriate needs, and fostering a life-long love of reading.

LAUREL COUNTY Gifted and Talented Program

The Laurel County Gifted and Talented Program will serve students in grades P-12. Gifted and talented students represent a group of students who have been identified as possessing, demonstrating, or having the potential ability of performing at exceptionally high levels in:

- General intellectual ability
- Specific academic aptitude
- Creative or divergent thinking
- Leadership skills
- Visual or performing arts

Nominations will be taken in the Spring from certified personnel. A systematic collection of data will provide the targeted population of candidates for services the following Fall.

Parents may nominate their child for possible inclusion in the program by completing the questionnaire located in the Appendix. Please return this Parent Nomination Questionnaire to your child's teacher within the first two weeks of school.

GT students are served continuously through classroom differentiation in all areas. GT services at Hazel Green Elementary will be coordinated by the Laurel County GT Coordinator.

EXTENDED SCHOOL SERVICES (E.S.S)

Extended School Service is instructional support provided by Laurel County for students who need additional time to achieve expected academic outcomes.

Students may be served in E.S.S. from late Primary through grade 5 at Hazel Green. Any student performing at the Novice or Apprentice level as measured by the KCCT (Kentucky Core Content Test) is eligible. As an interim measure, students who (a) have been retained or at risk for retention, (b) are in danger of falling behind or (c) are performing at low levels or below that which is developmentally appropriate for their age range may be referred.

The following will be used to determine the eligibility and priority of students to be served:

1. Students who need a credit to graduate (high school only).
2. Students who need a credit to be promoted.
3. Students in danger of failing a subject.
4. Students working below age and/or grade level.
5. Students who are in need of additional time to prevent regression in skills.

Students referred to the E.S.S. program by parents, teachers, and counselors will be placed in the program according to their priority of need.

VISITORS/CONFERENCES

Since the principal is responsible for the safety of all students and staff, *ALL VISITORS, GUESTS, AND PARENTS MUST ENTER THROUGH THE FRONT ENTRANCE AND REGISTER IN THE OFFICE UPON ARRIVING AT THE SCHOOL.* Proper registration will take place. This is not for any purpose other than the **SAFETY** of all persons in the building, and this procedure will be enforced.

Parents who wish to confer with teachers should call the teacher or the office (862-4647) to schedule a conference. Conferences are strongly encouraged to ensure the best education possible.

School-wide Parent/Teacher Conferences are held each school semester. These dates will be announced when scheduled.

No conference will occur during the instructional day unless scheduled with teacher and principal.

VOLUNTEERS / CRIME CHECKS / CONFIDENTIALITY TRAINING

All parents who volunteer in the classroom or in any other capacity at Hazel Green Elementary must have an approved crime check and confidentiality training for the current school year. Volunteers must be scheduled by the teacher and approved by the principal. The Laurel County Board of Education Office and Family Resource Center at Hazel Green can complete the crime check. This is in accordance with Laurel County Board Policy and **no exceptions** will be made. It takes 6 - 9 weeks for the crime check to return. **The Crime Check is required to be redone each year.**

All parents who volunteer in any capacity must participate in a Volunteer Training conducted by the school. Notification of times for these trainings will be posted and sent home. Call 862-4650 for further information.

SCHOOL HOURS / NLMS & NLHS TRANSFER BUSES

School begins at 8:15 a.m. and ends at 3:15 p.m. Doors will be open at 7:30 a.m. for students arriving in the morning. Buses will arrive and unload at 7:35 a.m.. Students are asked not to arrive before 7:30 a.m. ***Transfer buses to NLMS and NLHS will leave campus after buses unload at 7:35 a.m. All students will load buses at approximately 3:20 p.m. in the afternoon for dismissal.

All students are to be at school and in their assigned rooms by 8:15 a.m. If a student arrives after 8:15 a.m., he/she must report immediately to the office to sign in with the Attendance Clerk. The student will be issued a "Tardy Slip" to be admitted to the classroom and will be counted either tardy or absent according to Board Attendance Policies. Parents, please accompany your child when he/she signs in. If a student is picked up for dismissal before 3:15 p.m., the student will be counted either tardy or absent according to Board Attendance Policy.

ATTENTION

In a further attempt to ensure the SAFEST environment possible for each child, the following morning procedure will be followed at Hazel Green Elementary by parents/guardians, visitors, and guests. Much consideration and discussion has gone into this procedure and sincere, preventive procedures must be in place at school for the safety of our students.

NO PERSONS, OTHER THAN SCHOOL PERSONNEL, WILL BE ADMITTED BEYOND THE FRONT LOBBY WITHOUT PRIOR SCHEDULING OF APPOINTMENTS AND REGISTERING IN THE OFFICE. (AUGUST 10 EXCEPTIONS WILL BE MADE TO ALLOW FOR STUDENTS' ADJUSTMENTS TO A NEW SCHOOL YEAR).

ALSO, ALL PARENTS AND/OR STUDENTS ARRIVING AT SCHOOL MUST ENTER THE BUILDING THROUGH THE FRONT ENTRANCE NEXT TO THE OFFICE. PARENTS AND/OR STUDENTS WILL NOT BE ALLOWED TO ENTER THE BUILDING THROUGH THE BACK ENTRANCES.

CHECK-OUT OF STUDENTS

Students are not to leave school except at the end of the school day or when being picked up by parents or guardians for early dismissal. At no time will any student be permitted to leave school without permission from the principal's office. Teachers will not release any child without an "authorization slip" from the office. We ask your cooperation in this matter. Please list all persons on the emergency card that you would ever anticipate needing to pick up your child along with all required information.

ONLY PERSONS LISTED ON YOUR CHILD'S EMERGENCY CARD SHALL BE ALLOWED TO PICK UP YOUR CHILD FROM SCHOOL. UNDER NO CIRCUMSTANCES SHALL A STUDENT BE RELEASED TO ANYONE NOT LISTED ON THE EMERGENCY CARD SIGNED BY THE PARENT!! PHOTO IDENTIFICATION (A VALID DRIVER'S LICENSE) SHALL BE REQUIRED FOR VERIFICATION EACH TIME A CHILD IS PICKED UP EARLY!! ALWAYS BRING PROPER IDENTIFICATION WITH YOU EACH TIME YOU SIGN YOUR CHILD OUT. YOU WILL BE REQUIRED TO SHOW THESE. THIS IS FOR THE SAFETY OF EACH CHILD.

3:15 Pick-Up Dismissal

All 3:15 pick-up dismissal of non-transported students will be conducted in the gym. Parents / guardians or those picking up students will be required to sign the student(s) out at a designated station in the gym. A permission slip will be issued, and it must be presented to the teacher/assistant on duty when the 3:15 bell rings. **Teachers/assistants will not release any child without an “authorization slip”.** Parents should not enter the gym before 2:50 p.m. as Art, Music, and/or P.E. will still be conducting class. With cooperation from all, this can be a smooth and **safe** process.

The release of any student before 3:15 must be done through the office. Signing a student out before 3:15 will result in either a tardy or an absence according to Board Attendance Policy.

We ask your cooperation in observing that the **parking lot in the front of the building and the rear parking area designated by orange cones during check-out time is for parent parking and student pick-up. PLEASE STAY IN THE BOUNDARY MARKED BY THE ORANGE CONES.** This is for every child's safety.

ATTENDANCE POLICY / KY STATE LAW

*The Attendance Policy at Hazel Green Elementary is governed by the Kentucky State Attendance Laws and Laurel County District Attendance Policy. **The Attendance Policy is outlined in the Student Code of Acceptable Conduct and Discipline.** Please refer to this document regarding attendance issues. If you have any questions or concerns about attendance, please contact the school.*

AREAS ADDRESSED IN ATTENDANCE POLICY

1. Student-Parent/Guardian Responsibilities
2. Use and limitations of Parent Notes and Doctor Excuses
3. Kentucky Compulsory Attendance Laws / Age Limits for Compulsory Attendance
4. Truancy / What Constitutes Truancy
5. Attendance Calculations / Tardy and Absent
6. Students Quitting School
7. Excused Absences / Absences that will be considered for excused absences
8. Unexcused Absences
9. Absenteeism Limits / Number of accumulated unexcused absences or tardies that require a letter of notification to parents
10. Appeals Provision

PLEASE READ THE “ATTENDANCE AND ABSENCES” SECTION OF THE “STUDENT CODE OF ACCEPTABLE CONDUCT AND DISCIPLINE” CAREFULLY SO YOU WILL BE INFORMED REGARDING THE POLICIES AND PROCEDURES GOVERNING ATTENDANCE.

STUDENT RESPONSIBILITIES

Individual teachers may initiate various additional student responsibilities or rules; however, the following responsibilities will be expected of all students:

1. Report to class on time.
2. Bring to class pencils, paper, textbooks, and other items necessary for class.
3. Behave in such a manner as to not disturb or disrupt the class or harm others.
4. Follow the Laurel County Student Code of Acceptable Conduct and Discipline Handbook.
5. Observe all rules for the classroom and common areas of the school (i.e. hallway, cafeteria, restroom, playground, etc).
6. Accept the consequences for offenses and correct the behavior.

VALUABLE ITEMS

The school is not responsible for valuable items (i.e. jewelry, money, expensive coats, shoes and, clothing) left unattended anywhere at school. Students should keep valuable items in their possession at all times or leave them at home. Also, students should not “loan” valuable items to other students. **In most cases, valuable items should not be brought to school.** Should an item be found missing, the student should inform the teacher at that time so she/he can help locate the item.

CAFETERIA

Our school cafeteria provides each student with a place to enjoy a nutritious meal. **The cafeteria is part of the school learning environment and instructional day.** Acceptable behavior, courtesy, and good manners are required of every student who uses this facility. Courtesy to teachers, students, and lunchroom personnel must be shown at all times. We ask parents’ assistance in stressing correct behavior. Teachers or assistants will supervise students to cafeteria and back to classroom.

Breakfast and lunch will be available each day. Students wishing to eat breakfast should be at school no later than 7:55 a.m. There will be free or reduced priced meals for those who qualify. **Free/reduced lunch applications will be sent home on the first day of school. Please return these promptly. Extra applications will be on file in office if one is needed.**

ALL students who bring their lunches to school must eat in the cafeteria along with the other members of their class. No soft drinks are to be brought into the cafeteria. Keep in mind that refrigerated storage will not be provided for students who bring sandwiches or other perishable food.

Parents, if you come to school to eat lunch with your child, please be prepared to eat from the cafeteria menu and not bring restaurant food.

Each student will clean up all food items and properly dispose of eating utensils before leaving the cafeteria. Any behavior that disrupts or interferes with the lunch program will be dealt with. No food, straws, milk cartons or silverware will be taken out of the cafeteria.

RESTAURANT FOOD

No restaurant food will be allowed to be brought in during the day for students’ lunch. This causes other children to wish they had “special” or different food brought in to them. If your child doesn’t wish to eat the cafeteria food, he/she should bring their own lunch each morning. In this lunch, you are free to send what your

child likes to eat. If your child has special dietary needs, allergies, or is diabetic, the cafeteria staff will prepare foods for those specific needs with proper paperwork/instructions from a physician.

LAUREL COUNTY BOARD OF EDUCATION FOOD SERVICE PROGRAM

MEAL PRICES

ELEMENTARY SCHOOLS:

Lunch	\$1.25 (NEW)
Reduced Lunch	\$0.40
Breakfast	\$0.85 (NEW)
Reduced Breakfast	\$0.30

ADULTS:

Lunch	\$3.00
Breakfast	\$2.25

MIDDLE & HIGH SCHOOLS:

Lunch	\$1.50 (NEW)
Reduced Lunch	\$0.40
Breakfast	\$0.85 (NEW)
Reduced Breakfast	\$0.30

EXTRA FOOD:

Milk	\$0.30	Fruit	\$0.60
Juice	\$0.30	Dessert	\$0.60
Vegetable	\$0.60	Bread	\$0.30
Meat/Meat Alt.	\$1.00		

A MESSAGE TO PARENTS FROM YOUR SCHOOL CAFETERIA

The goal of the school & community nutrition program is to provide high quality nutritious meals to all students in our schools. Eligible students receive meals free or at a reduced cost. An additional goal is to keep the price low for paying students.

The menus are planned by a certified program director, Mrs. Tammy Hammock. These menus must meet school lunch meal pattern requirements. Meals are planned with a goal of providing students with one third of their Recommended Dietary Allowances for key nutrients and calories.

Nutrition standards of the school meal programs have recently been updated to reflect the Dietary Guidelines for Americans and the Food Guide Pyramid. This will help children to expand the variety of foods in their diet, add more fruits, vegetables and grains to the food they already eat and have a diet lower in fat. Students will be offered an additional one half cup of fruit/vegetables and 12 bread servings per week. They will be offered more choices at lunch than previously offered.

“Offer versus Serve” will continue to be implemented. This means that the complete lunch of five food items will be offered, and the student must take at least three of the five items offered.

Of course, only when the child eats the entire lunch does he or she receive the full nutritional value that the lunch is designed to provide. Please go over the menu with your child and help them decide what they will eat each day. This may encourage them to take more of the items. A good education is dependent upon a healthy body.

Should you choose to send your child’s lunch, your child will eat this lunch with the other students in the cafeteria.

HAZEL GREEN ELEMENTARY SCHOOL DISCIPLINE PLAN

In order to maintain an effective school-wide system of discipline, the formal discipline procedures for Hazel Green Elementary School will utilize the principles, philosophy, and practices outlined in the Kentucky Center for Instructional Discipline (KYCID). The discipline plan will establish rules for the classroom as well as all “common areas” (i.e. cafeteria, restroom, hallway, playground, computer lab, bus loading/exiting, student pick-up, safety drill procedures, etc).

- STUDENT CODE OF ACCEPTABLE CONDUCT -

The Laurel County Student Code of Acceptable Conduct and Discipline Handbook is given to each student and explained at the beginning of the school year. Parents may pick up a copy in the office upon request. The Code of Student Conduct is the set of policies adopted by the Laurel County Board of Education to maintain a safe and orderly school. All students are expected to follow the rules and policies contained in the Code of Student Conduct.

CLASSROOM RULES

Each classroom teacher will instruct students regarding classroom rules as well as rules for all common areas. Rules *may* include, but are not limited to, the following:

1. Follow the directions the first time given.
2. Raise hand and wait for permission to speak during whole group instruction.
3. Keep hands, feet, and objects to self.
4. Bring needed materials to class.
5. Stay in seat unless permission is given to move during whole group instruction.

CONSEQUENCES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Warning
2. Loss of free choice at recess
3. In-room isolation for a specific time (time out).
4. Contact parents (note, phone, etc.) Phone whenever possible!
5. Parent conference
6. Counseling
7. Out of room isolation (teacher gets a partner and sends the student to that room for a set period of time).
8. Severe clause (sends the student to the principal, or send for the principal).
9. Before school detention (see detention policy)
10. In-school detention in the principal’s office or other designated place.
11. Work assignment
12. Suspension

DETENTION POLICY

Hazel Green Elementary may implement a detention program if deemed necessary. Before school detention will be supervised by certified or classified personnel from the time the buses arrive until the first bell rings in the morning. Students in detention will report to a designated room and will eat breakfast in that room. Detention will be served on the day assigned or additional consequences will be added (an exception may be made if a student has an excused absence).

CAFETERIA RULES

Students shall:

1. enter the cafeteria quietly, in single file, and have money ready.
2. get all needed materials (milk, napkin, fork, spoon, straw, etc.) as they go through the line. (Students will not be allowed to get back up so they are to make sure they get everything that is needed.)
3. politely tell the cooks what choice of food they want (when a choice is offered).
4. remain seated until time to empty tray and return directly to their seat after emptying it.
5. remain seated until monitor signals dismissal.
6. use manners when eating and respect peers and adults.
7. talk in a soft voice to neighbors on either side and in front of them.
8. not play with or throw food.
9. not take food, straws, or milk from the cafeteria.
10. not bring soft drinks to the cafeteria.
11. raise hand for assistance from monitor.
12. keep hands, feet, and objects to themselves.

If these rules are followed, students will enjoy a nice, pleasant lunch in our Cafeteria.

REWARDS FOR APPROPRIATE BEHAVIOR

1. Classes with good behavior in the cafeteria may be rewarded by the cafeteria staff, school, or teacher.
 - A. The teacher may provide positive consequences.
 - B. The students and teacher may decide on the positive rewards to a class.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

1. Isolation from the group for the remainder of lunch period or longer (sitting at another table).
2. The lunchroom monitor may refer student(s) to the classroom teacher who may take appropriate steps according to the classroom discipline plan.
3. Conference with the teacher/principal.
4. Isolation from the cafeteria for a day(s) – (eating in a separate designated location).

HALLWAY RULES

1. As a class, walk in single file in the hallway.
2. Do not talk in the hallways.
3. As a class, stop at each designated stopping point. The stopping points are: all outside doors, back lunchroom door, corner at the end of the intermediate hall, computer room door, the ramp at gymnasium door. When going to the library, stop at the outside door and at the library door.
4. Keep your hands and feet to yourself.

STUDENT CONDUCT ON SCHOOL BUSES

No student will be allowed to ride a different bus or get off at a different stop unless they have a written note from the parent/guardian. The note must be signed by the parent/guardian and must have the

date and a phone number where the parents can be reached so the note can be verified. The note must be brought to the office and given to the secretary (not the teacher) in the morning.

The bus driver shall have the responsibility to maintain orderly behavior of students on school buses and shall report misconduct to the student's principal. Upon receiving the official Bus Conduct "Write-up", the principal must act upon it following the Board Policy for Bus Riding/Code of Conduct.

The school principal shall have the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endanger the health, safety, and welfare of other riders shall be notified that their children face the loss of school bus riding privileges.

Any student who defaces a bus shall be required to pay for the damages in addition to disciplinary action as prescribed by Board Policy. North Middle and North High School students are under the direct supervision of the principal and personnel at Hazel Green Elementary School while changing buses at Hazel Green Elementary School.

Again, parents should be very familiar with the Board Policy for Bus riding, which is found in the Laurel County Student Code of Acceptable Conduct and Discipline Handbook each child will receive. The parent/guardian must sign and return documentation that they have read this handbook.

The Laurel County Student Code of Acceptable Conduct and Discipline Handbook has the Board Policies and minimum punishments for each offense. Please refer to this section and go over it with your child. Bus rules and regulations will be followed as stated in the Laurel County Discipline Handbook. Again, parents should be sure they have discussed the rules and consequences with their children.

FIELD TRIP INFORMATION

1. School personnel will chaperone ALL field trips.
2. Field trips will be limited to students attending Hazel Green Elementary School – No Siblings.
3. Students on field trips are expected to obey all county/school policies and procedures set forth in the **Laurel County Code of Acceptable Conduct and Discipline.**
4. Students are required to ride the bus to and from field trips.
5. Students are required to return the permission form on/before the date of the field trip. **Permission to attend a field trip will not be accepted by telephone.**
6. Permission forms, emergency contact information, and a list of students with seating chart will be in the possession of the teacher(s). A list of students and seating chart will also be provided to the bus driver.
7. Students not attending a field trip will be expected to attend school on the field trip date with appropriate instruction provided in another classroom setting.
8. Buses will return from field trips on/before 2:30 P.M. so that the student may ride his/her regular bus home at the end of the school day unless the field trip requires other arrangements.

HAZEL GREEN ELEMENTARY HOMEWORK POLICY

In order to fully meet the academic expectations that students should achieve, the teacher may assign additional practice which will be completed outside of the classroom. Homework is a vital part of the learning process and will help students grow into responsible workers in the future job market.

Achievement of the academic expectations is a joint effort between the teacher, parent/ guardian, and student. Homework will be discussed in the classroom where the teacher is responsible for instruction; however, responsibility for completing the homework lies with the student and ultimately the parent/guardian.

HOMEWORK SHOULD FIT ONE OF THESE CATEGORIES:

1. REMEDIAL REINFORCEMENT

This is an extension of work that has been introduced in class. This homework is an individualized drill activity designed to help strengthen the child's weak areas.

2. RESEARCH

This is work which may involve the use of reference materials, surveys, interviews, community resources, etc. It is often given on an extended time basis.

3. REVIEW

This is work spent at home reviewing concepts and studying and preparing for tests.

4. PROJECTS

This is an activity which involves the production of a product by the student to further the understanding of a concept being taught.

5. ENRICHMENT

This is an activity that connects and extends learning that has taken place in the classroom.

GUIDELINES:

1. All homework is meaningful and provides reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure the homework assignments are clear and the due date understood.
2. All assignments will be due on a date established by the teacher and must be ready to be presented to the teacher when the school day begins or at a time designated by the teacher.
3. Teachers will keep a record of incomplete homework for assessment purposes.
4. All homework will be reviewed and evaluated. The teacher may make suggestions for improvement.
5. Unfinished daily class assignments, though not assigned as homework, are expected to be completed.

Parents/Guardians should:

1. show a positive attitude toward the schoolwork their children bring home
2. provide a suitable place to study, free from disturbances
3. supply needed materials for completing homework
4. offer to clarify instructions and answer questions
5. check to see that work is complete and understood
6. encourage their child to do their best work
7. assist in use of time
8. stay in close communication with their child's teacher
9. monitor the child's study habits

Teachers shall:

Provide instruction to each student so that mastery of the subject matter may occur. The assignment of homework is an outgrowth of classroom instruction. Understanding the nature of the subject matter being taught lends itself to different types of homework. The following are examples of homework assignments:

1. independent practice of newly learned skills
2. expansion activities beyond the subject matter presented in class
3. introduction of new materials
4. classroom assignments not completed by the student during the instructional day can be required homework

Incomplete homework assignments may result in detention and/or the child's loss of certain privileges (loss of free choice at recess, etc.), as long as the consequence is reasonable. The consequence will be determined by the student's teacher.

Students shall:

1. complete work so that it is neat and legible
2. return completed homework to the teacher in a timely manner

Make-up Work Policy

Any student who misses school for any reason will be expected to make up all work missed during the time away from school. However, students who have UNEXCUSED absences cannot receive credit for the work.

1. **As per Laurel County Schools Code of Conduct:** If a student receives an excused absence, it shall be the student's responsibility to ask for makeup work from the teacher. **The student will have one day to make up missed work for each day of school missed.** However, if any assignment has been made in advance, or if the due date has been long-standing, the student will be expected to turn in work at once upon returning to school from an absence.
2. If a student misses a scheduled test, the student will be expected to make arrangements for make up immediately upon returning to school.
3. Days when students are counted present, even if they are away from their classes, are to be treated the same as regular absences as far as make up work is concerned. The student is responsible for arranging a makeup schedule with his/her teacher.

GRADING PERIOD AND PROGRESS REPORTS

The length of the grading period will be nine (9) weeks. All students will receive an interim report or mid-term at the middle of the grading period. Progress reports are to be taken home to the parent or guardian and parents must sign and return the folder to the teacher.

Parents should address any questions they may have regarding the progress reports to the teacher and/or principal.

Grading Scale for Fourth and Fifth Grades

(Traditional letter grades {A, B, C, D, F} will be given to 4th and 5th grade students)

100	A+	89-91	B+	80-82	C+	71-73	D+	
96-99	A	86-88	B	77-79	C	68-70	D	
92-95	A-	83-85	B-	74-76	C-	64-67	D-	
							Below 64	F

Principal's List and Honor Roll

Fourth and fifth grade students who receive all A's for a 9-week grading period will be recognized and listed as members of the Principal's List. Those who receive all A's and B's for a 9-week grading period will be recognized and listed as members of the Honor Roll. Those who remain on the Principal's List and/or Honor Roll for all four 9-week grading periods for the year will be eligible for awards and honors on Awards Day at the end of school.

Grading Scale for Primary

See "Qualitative Reporting" Section for the Primary Program (Page 4).

Hazel Green Elementary recognizes the need to celebrate all students, and as soon as criteria are established, a recognition program for primary students who excel in the Primary Program will be established. This will be implemented in conjunction with the Principal's List and Honor Roll for the intermediate grades.

SCHOOL CLOSINGS

School closings will be announced via the One Call Now Communication System and on local radio and television stations beginning at 6:00 a.m. In certain circumstances, school may be open on a one hour delay. On these days, no breakfast will be served. Please do not call the teacher, principal, superintendent or radio stations – listen for the One Call Now and radio/television announcements to avoid overloading communication systems.

SNOW PLAN DAYS

When "Snow Plan" is announced, our buses will travel only certain roads. For further information, contact your child's bus driver or the school.

PARTIES

Students may have three (3) parties per year: Halloween, Christmas, and Valentine's Day. This will be at the discretion of the teacher. There will be no school sponsored parties at any time other than the above mentioned. Birthdays or surprise parties are not permitted for Students and Staff. If any party is missed due to school being dismissed because of weather, etc., it will not be held at a later date. Gifts or cards will be exchanged on the next day school is in session.

If a parent wishes to send "snacks" for the entire class, this is acceptable and the snacks can be eaten during snack time.

EXTRA CURRICULAR ACTIVITIES

There will be assemblies and programs throughout the school year. Any student that wishes not to participate in any extracurricular activities such as assembly programs or parties because of religious reasons should make the teacher aware of this so provisions can be made for the students to be supervised in another location.

DATES FOR NEWSLETTER TO BE SENT HOME

AUGUST 31, SEPTEMBER 30, OCTOBER 28, NOVEMBER 23, DECEMBER 20, JANUARY 27, FEBRUARY 29, MARCH 30, APRIL 27, and MAY 11

SOCK HOP DATES

HALLOWEEN:	OCTOBER 28
VALENTINE'S DAY:	FEBRUARY 10
END OF SCHOOL:	MAY 4

SOCK HOP RULES

Sock Hops begin at 6:00 P.M. and end at 7:30 P.M. Admission is \$2.00 and only students enrolled at Hazel Green are allowed to participate. Students should arrive no earlier than 5:45 and must be picked up by 7:30. If you are dropping off your child, please come inside with your child. A tag with your child's/children's name(s) will be given to you to bring back when you pick up your child. You must come inside and present the tag in order to pick up your child. No student will be permitted outside the gym without an adult.

Rules:

1. No running on gym floor.
2. Bleacher area is for sitting (no eating, playing, running, or dancing).
3. Food is to be kept in the refreshment area.
4. No students allowed on the stage.
5. Balcony area is off limits.
6. Students are to remain in the gym from the beginning to the end of the Sock Hop. Students will not be allowed outside at the end of the Sock Hop unless accompanied by the adult responsible for picking her/him up.
7. If older siblings (not enrolled at Hazel Green) attend the Sock Hop, they must remain in the bleacher area. They are not allowed on the dance floor.
8. Preschool children must be accompanied and supervised by an adult.

PTO MEETINGS **6:00 P.M.**

TUESDAY, AUGUST 9
TUESDAY, SEPTEMBER 13
TUESDAY, OCTOBER 11
TUESDAY, NOVEMBER 8

TUESDAY, DECEMBER 13
TUESDAY, FEBRUARY 14
TUESDAY, MARCH 13
TUESDAY, MAY 15

-SITE BASED COUNCIL MEETING DATES-

Regular Sessions of the SBDM Council are scheduled for 4:00 P.M. on the third Monday of each month unless this day coincides with a holiday or snow day (subject to change). In the event of this situation occurring, the meeting will be rescheduled for another date. Meetings will take place in the School Conference Room.

For information regarding the Hazel Green Elementary SBDM Council, see the SBDM Council Bulletin Board located in the main hallway.

HAZEL GREEN AWARDS DAY

PURPOSE

Recognition promotes achievement; therefore, it is our aim to award students in all areas of our school program.

GOALS

It is our goal:

1. To promote participation, attendance, cooperation, character, citizenship and behavior, sportsmanship, achievement, and the desire to excel.
2. To encourage school attendance, effort, conduct, and achievement within the classroom
3. To promote participation, cooperation, good citizenship and behavior, sportsmanship, etc. within the school in all programs and extracurricular activities
4. To build good character, understanding of and appreciation for others' rights and opinions, respect for authority and for personal and school property
5. To produce responsible citizens for the future

RECOGNITION

1. A Special Recognition Day will be scheduled each year
2. It will be the responsibility of each teacher to see that their noted students are posted for inclusion in the recognition
3. In case of question or doubt, a teacher will discuss their concerns and recommendations with the principal.
4. Each classroom and special program will be included and will follow stated guidelines:
 - (1) Citizenship and Conduct - Classroom
 - (2) Special Honors - Received during school year
 - (3) Perfect Attendance Certificates, etc.
5. Extra-curricular Activities are encouraged and winners will be recognized in the awards program.

Examples:

- (1) Essay Contest Winners
- (2) Students who win county-wide recognition for 4-H achievements
- (3) Others: Recommended by teachers and approved

STUDENT DRESS CODE

The responsibility of dress is an individual affair; however, we feel that proper dress by students and staff should be expected at all times. We also feel there is a time and place for all things, which includes manner of dress. Wording on apparel inappropriate for school wear is prohibited for both boys and girls. Halter tops, short shorts (shorts should be slightly above knee), bare feet, sunglasses, and hats will not be permissible

at school. **The Laurel County Student Code of Conduct/ Discipline Violations will be followed regarding clothing (See Appearance/Dress Code in Code of Conduct).**

The administration reserves the right to judge all questionable cases of extremity and vulgarity. Parents will be contacted by the Principal to discuss concerns.

EMERGENCY PROCEDURES

Should an emergency occur, parents will be notified as soon as possible. **It is vital that each child's EMERGENCY CARDS be completed front and back and returned to school at once. Two (2) emergency cards are required. Please list doctor's name and phone number and at least three different phone numbers of persons who have your permission to sign your child out of school.**

EMERGENCY EVACUATION – FIRE, TORNADO, EARTHQUAKE and LOCKDOWN DRILLS

Emergency evacuation drills, fire drills, tornado drills, lock-down drills, and earthquake drills will be conducted according to board policy. An evacuation plan will be posted in each classroom. Procedures will be explained by each teacher. Each room has phone access to call 911 in case of an emergency.

All students and school personnel shall assist in the orderly and safe conduct of all drills. Student behavior should be, and will be expected to be, excellent in these situations.

OTHER RULES AND REGULATIONS

1. Students are responsible for all school property that is lost, destroyed, defaced or misplaced. The respect for public property is an individual responsibility. Any willful destruction of public property will result in payment for the damage done and possible suspension from school. (See Laurel County Code of Conduct Book – Vandalism.)
2. No student will be allowed to chew gum at school anytime during the day. Absolutely NO GUM allowed on premises. This will be enforced!
3. A note will be required to enable a student to be excused from participating in Physical Education/gym class. The note will be given to the Physical Education teacher.

AGAIN, THE LAUREL COUNTY STUDENT CODE OF ACCEPTABLE CONDUCT AND DISCIPLINE HANDBOOK SHOULD BE THE PARENTS' AND STUDENTS' GUIDE TO CORRECT BEHAVIOR AND CONSEQUENCES OF IMPROPER BEHAVIOR. WE STRESS AGAIN THAT PARENTS SHOULD GO OVER THE HANDBOOKS WITH THEIR CHILD AND DISCUSS THE EXPECTATIONS AND RULES. (MANY TIMES STUDENTS AND PARENTS ARE NOT AWARE OF THE STATED CONSEQUENCES FOR BEHAVIORS WHEN THE CONSEQUENCES ARE ASSIGNED, THUS CAUSING CONCERN.)

LAUREL COUNTY VIDEO POLICY

The Laurel County Video Policy must be followed. Read the following Policy carefully and sign the permission slip for your child to be photographed or videotaped for school purposes, along with the “release of education records to media”, and return to your child’s teacher. (These are found on the back cover of the “Code of Conduct Handbook”)

Any questions pertaining to this policy should be directed to the school office.

**LAUREL COUNTY BOARD OF EDUCATION
POLICY REGARDING PHOTOGRAPHING OR VIDEOTAPING OF STUDENTS IN SCHOOLS WITHIN THE
LAUREL COUNTY SCHOOLS**

It is the policy of the Laurel County Board of Education that no person shall photograph or record by videotape means any student in any classroom in the Laurel County Schools.

Exceptions to the policy are as follows:

1. Any sporting event to which the general public is allowed admittance.
2. Any photography event in which a commercial photographer is invited to the school for the express purpose of taking photographs of all students (annual school pictures, etc.).
3. Any photography necessary by any school yearbook or school newspaper or journalism staff for use or prospective use in an official publication of the school.
4. Any other public event to which the public is invited or may attend.
5. Any photography or videotaping that is made by school personnel for the purpose of maintaining student discipline or to insure the safety of students, or to enable the school district to supervise personnel or other activities in which school personnel are involved in which students are incidentally photographed or videotaped.

Parents may not photograph/video students in the classroom during activities. Only during Public Events may photographs be taken. (Awards day or performances to which the general public may attend.)

LAUREL COUNTY INTERNET POLICY

**NOTICE TO PARENTS
INTERNET AND ELECTRONIC MAIL ACCESS**

We are pleased to offer students of the Laurel County School System access to the district computer network for electronic mail (e-mail) and the Internet. **To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the appropriate form (located on the back cover of the “Code of Conduct Handbook”) to the school.** Students age 18 and over may sign their own names.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. This network access will support student achievements by fostering appropriate exploration and learning. Network access will be utilized in the classroom as an instructional teaching tool, in library media centers for extended research projects, and in the computer labs for group activity sessions. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Laurel County Schools will support and respect each family’s right to decide whether or not to allow access.

Rules and Regulations: see the Acceptable Use Policy located in the Appendix (students and parents/guardians must sign the “Student User Agreement and Parental Permission Form” found on the last page of the “Code of Conduct Handbook” and return it to school in order to access this learning tool).

MEDICINE

All medicines which are taken by order of a doctor, must be registered in the office **immediately** upon arriving at school each day. All prescriptive medicine **must** be in the container showing the prescriptive label. **Bring only the amount required for one day**, -- the exception being those students who receive medication on a daily basis. Only necessary medicine should be administered at school. **If the medicine can be given before school and after, please do so. No medicine of any type is to be kept by the student while at school.**

It will be necessary to have the **“Permission Form for Prescribed Medication, Including Asthma” (located in the Appendix)** from the parent or guardian notifying the school that the student is taking **prescription medication** and the time for each administration of the medicine which will be given in the office. This should be on a day to day basis unless other arrangements are made for a long term prescription. Occasionally students do require daily administration of medications.

Hazel Green School will not furnish any medicine (aspirin, Bufferin, Advil, etc.) to any student. **Non-prescriptive medicine** such as aspirin, Bufferin, Advil, Children’s’ Tylenol, and others of this nature **must** also be registered in the office and accompanied by the **“Authorization to Administer Medication” form located in the Appendix.** Handwritten notes from parents will not be accepted.

Any medicine that is not registered in the office may be considered an illegal drug at school. **No medicine will be administered by teachers at any time and no medicine will be administered by the office unless the proper form has been completed and is on file at Hazel Green.** Upon administering the medicine, the student’s name, dosage, time, date and the person who administered will be recorded in the office and in the Laurel County Computer System.

AUTHORIZATION TO GIVE MEDICATION

Dear Parent or Guardian:

In order for school personnel to administer any type of medicine to your child at school, we must have on file a signed affidavit giving your permission for us to do so. The medicine should be sent to school with complete instructions and in its original container which must have the prescription label attached. Please be sure to complete all information that is listed on the forms **located in the Appendix** before returning them to school. We also have copies of the appropriate forms in the office if one is needed.

Sincerely,
Mr. Hacker
Principal



APPENDIX

1. Acceptable Use Policy Governing Use of Internet and Electronic Mail

2. **FORMS TO BE COMPLETED AND RETURNED TO SCHOOL:**

- ✓ Laurel County Gifted and Talented Program “Parent Nomination Questionnaire” (**Optional** – only to be completed if you wish to nominate your child for the GT Program)
- ✓ Hazel Green Elementary School “Parent and Student Handbook Acknowledgement”
- ✓ “Authorization to Administer Medication”. (This form is for over-the-counter types of medicines – children’s Tylenol, Advil, etc. This form can be completed by you and sent to school, or it can be completed when you bring the medicine to school.)
- ✓ **“Permission Form for ‘Prescribed’ Medication, Including Asthma”** (**A section of this form must be completed by your physician, so make sure you take this form with you when you take your child to the doctor. This form only needs to be completed when you have medicine prescribed by a doctor.**)

NOTE: The following forms also need to be returned to school. **These are located on the back cover of the “Laurel County Public Schools: Student Code of Acceptable Conduct”.**

- ✓ **Photo Release Agreement**
- ✓ **Release of Educational Records to Media**
- ✓ **Student “Access to Electronic Media Acceptable Use Policy” User Agreement and Parental Permission Form**
- ✓ **Acknowledgement Statement on the bottom of the back cover stating you have received a copy of the Student Code of Acceptable Conduct and Discipline**

Access to Electronic Media Acceptable Use Policy

Introduction:

The Laurel County School System (LCSS) provides staff and students a telecommunication network and other new technologies in order to carry out the educational business of LCSS in conducting and accessing research, and in communicating with others in regard to instructional or job related functions.

Kentucky Senate Bill 230 requires that each school district adopt and implement an acceptable use policy. The purposes of the policy are to educate, to provide protection against violations of privacy, to prevent misuse of public resources, to protect against inappropriate or destructive behaviors, and to ensure that technology resources are dedicated to improving student achievement and school administration.

The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

The LCSS' electronic communications system has a purpose limited to educational usage. The LCSS Acceptable Use Policy will govern all use of the LCSS Electronic Communication Network. Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students. Student use of the system will also be governed by school disciplinary codes.

Students and Staff are responsible for legal, ethical, and appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others for instructional enhancement. Only students who submit signed permission and agreement forms by parents and students will be permitted network access. Permission forms must be submitted on a yearly basis. This signature sheet shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent/designee with a written request. Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems of other computing and telecommunications technologies.

Internet

The LCSS makes every attempt to keep our students and Staff safe while on the Internet. Internet access is monitored through a proxy server; software is in place to filter unacceptable or offensive sites. Although we make every effort to block inappropriate material, families should be aware that users may unexpectedly come across sites that contain sites with offensive or inappropriate material. If this happens they should report this to the proper officials immediately. Users who are found deliberately searching for this type of material and or repeatedly visiting these sites will have their Internet privilege revoked. All users must authenticate to the LCSS network and will be assigned a designated user-id login and password. This login to the Domain will authenticate each user that logs into the Laurel County Domain.

Electronic Messaging

LCSS realizes that personal email is an acceptable form of communication but this type of communication should be limited. Employees shall use electronic media in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Staff will employ electronic email on a daily basis at work as a primary tool for communications. Staff will be responsible for checking and reading messages daily. The LCSS provided email system is the only email system that is to be used on the LCSS System network. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees. In discussing students or confidential information, Staff should be aware that email generated or stored by the LCSS is subject to Open Records. Network and school administrators may review files and communications to maintain system integrity and to ensure that staff members and students are using the system responsibly.

The Live@edu email system includes Instant Messaging capabilities. However, it is the position of the LCSS that this function not be utilized in the Laurel County School District. Use of the Instant Messaging is a direct violation of the LCSS AUP and will result in disciplinary action and or loss of network privileges.

If the Connection feature in Live@edu system is utilized to connect with private accounts ie...gmail, hotmail, or yahoo mail, or any other account not affiliated with Live@edu, the private email account becomes .org owned account, meaning it is owned by the LCSS, and therefore is subject to all LCBOE policies as well as the LCSS AUP.

Telephones

Telephones are a part of the telecommunications network and are considered as part of the system resources. The same procedures and regulations therefore apply, as govern other electronic media.

Privacy

Users of the LCSS network should be aware that information accessed, created, sent, received, or stored on the network is not private and is subject to be reviewed by network and school administrators. The District reserves the right to access and monitor all messages and files on the LCSS network.

The Outlook Live e-mail provided to you by the district is a part of the Live@edu service from Microsoft. By signing this form, you accept and agree that your rights to use the Outlook Live email service, and other Live@edu services as the Kentucky Department of Education may provide, over a period of time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored , including Outlook Live email, are managed by the district. You also understand that the Windows Live ID can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use and are managed pursuant to the Windows Live Service Agreement and Microsoft Online Privacy Statement. Before you can use those Microsoft services, you must accept the Windows Live Service Agreement.

The following behaviors are NOT permitted on the district network or machines:

Staff & Students

- Hotmail and other e-mail clients and accounts shall not be accessed from the Laurel County network. If accessed via the LIVE@edu connection capabilities, those accounts become owned by the LCSS and are privy to all LCBOE policies and the LCBOE AUP.
- Sending or displaying offensive messages or pictures (this includes profanity, nudity, pornography, vulgarity, racism)or harassing or insulting messages. Depending on the nature or content, disciplinary action may be taken, and these may also be reported to Law Enforcement.

- Engaging in practices that threaten the network (ie...loading files that may introduce a virus, or File Sharing software such as Swaptor, Direct Connect WinMX Napster, eDonkey 2000, Filetopia, etc..) The preceding list is by no means exhaustive or complete.
- Violating copyright laws
- Trespassing in others folders, documents, or files or using others' passwords
- Intentionally wasting limited resources
- Using the network for commercial purposes, ie... advertising a product or selling a product to make money such as a jewelry party, Avon orders, Mary Kay parties, food parties, etc... anything that generates income for an individual is prohibited. The purchasing of goods for personal use is also prohibited.
- Promoting or campaigning for individuals or political parties or soliciting contributions to a political campaign, party or issue
- Shall not violate any Federal or State regulations
- Purposely bypassing the proxy server
- General audio and visual streaming/ download/rip any music to store on computers network
- Stream music or radio
- Accessing sites to online chat rooms or software that enables online posting and receiving of real-time messages i.e....Yahoo Instant Messenger. Although the LIVE@edu email client has instant messaging capabilities, instant messaging is PROHIBITED by the LCSS and its AUP.
- sending electronic messages anonymously
- sending electronic messages using another person's name or account
- accessing/playing MUD (multi-user games) via the network or any non-educational computer game whether online CD, flash drive, etc...
- sending mass emails (districtwide emails) for non school related purposes
- accessing online communities such as MySpace, Facebook, etc...
- access gambling sites
- cyberbullying is bullying
- text messaging is prohibited; cell phones, and PDAs, shall follow AUP for Electronic Devices
- PDAs, Blackberries, or Laptops that are brought into the LCSS with a LAN card shall not be used during the school day to access the Internet. Only computers accessing the LCCS network shall be used for accessing the Internet.

Laurel County Gifted and Talented Program

Parent Nomination Questionnaire

I hereby nominate _____ for the Gifted and Talented Program in the
(complete name)
following area(s) of giftedness:

- _____ General Intellectual Ability
- _____ Specific Academic Aptitude area(s) _____
- _____ Creativity
- _____ Leadership Ability
- _____ Visual and Performing Arts specific area(s) _____

Please complete the following information concerning your nomination:

1. Student Progress Data (report card/test data) _____

2. Describe child's interests/hobbies/clubs _____

3. List child's performances/awards/offices held _____

4. Describe child's skills, interests, or needs that seem exceptional or unusual _____

5. Other relevant information _____

School _____ Current Grade _____ Race _____ Sex _____

Parent/Guardian _____ Home Phone _____

Address _____ Work Phone _____

Signature of person(s) making nomination:

_____ relationship to nominee _____

_____ relationship to nominee _____

PERMISSION FORM FOR PRESCRIBED MEDICATION, INCLUDING ASTHMA

School _____

Date form received by the school: _____

Student: _____ Date of birth, or age: _____

Grade: _____ Teacher/Classroom: _____

Medication must be in original container when presented to school.

To be completed by the physician or authorized prescriber:

Reason for medication: _____

Name of medication: _____

Prescribed dosage: _____

Time of day for dosage: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other: _____

Possible reactions or side effects of medicine: _____

Start: date form received

Other date: _____

Stop: end of school year

Other date/duration: _____

For episodic/emergency events only

Restrictions and/or important effects: None anticipated Yes Please describe: _____

Special Storage requirements: None Refrigerate

Other: _____

This student is both capable and responsible for self-administering this medication: (to be completed for asthmatic, diabetic, or severe allergic reaction (anaphylaxis ONLY).

No Yes – Supervised Yes – Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back side of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____ Address: _____ Phone Number: _____
--

Student has asthma and has been instructed in Self-administration of asthma medications

_____ Yes _____ No

To the school: Please report concerns about medications or disease to the above physician.

To be completed by parent/guardian:

I give permission for (*student name*) _____ to receive the above medication at school according to standard school policy.

Signing this form shall release the Laurel County School System and staff members and the Laurel County Health Department registered nurses from any liability of any nature that might result from the administration of medication to the student.

Date: _____ Signature of parent/guardian: _____ Relationship to student: _____

Telephone numbers: Home _____ Work _____ Emergency _____

SCHOOL COUNCIL POLICY

District Laurel

School Hazel Green Elementary

COUNCIL POLICY TYPE (Check One)	

_____	By-Laws (Council Operational Policies)

POLICY NUMBER		

<u>19</u>	•	<u>00</u>

POLICY TOPIC DESCRIPTION

Title I Parent Involvement Policy

POLICY STATEMENT

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to parents of students participating in the Title I program. It is the intent of Hazel Green Elementary School that parents of participating students will be provided with frequent and convenient opportunities for full and on-going participation in the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools. All comments, including those indicating parents' dissatisfaction with the Title I plan, will be collected and submitted along with the plan to the Laurel County School District.

The Title I program will be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Laurel County Board of Education. These goals and standards will be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

Hazel Green Elementary will plan and implement effective parent involvement activities. These measures may include, but will not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his or her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.

4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I Programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy and the plan designed to implement it. The process will focus on the following questions:
 - a. Does this policy increase parent participation?
 - b. What barriers to parent participation still exist, and how can they be reduced or removed?

The findings produced by the annual evaluation will be utilized to design strategies for school improvement and for revising this policy, if necessary.

6. In the design of activities and materials designed for parents, particular attention will be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.
7. Parents will be invited to participate in committees to improve the school.
8. Elections for parent members for SBDM Council to represent parents in school improvement decisions will be conducted.
9. An effort will be made to inform parents of school events, using One-Call Now, newsletters, e-mail and/or the school web-site.

First Reading: 2.10.08

Signature: *Danny M. Hacker*

Second Reading / Adoption: 3.31.08

Council Chairperson

Date of Last Review: 9.08.11

HAZEL GREEN ELEMENTARY 2011-2012 Home/School Compact

Hazel Green Elementary School, through the Title I Program, would like to suggest the following criterion for students, teachers, and parents/guardians to ensure the success and learning for all.

This compact is an agreement by ALL parties – staff, students, and parents – to help our students achieve high academic standards, reach their potential, become responsible citizens, and remain lifelong learners.

TITLE I COMPACT

As a student, I will:

- have high expectations for myself.
- believe in myself, that I can learn, and that I will learn.
- always try to do my best in my work and in my behavior.
- attend school regularly.
- ask for help when I feel that I do not understand what is being asked of me.
- report to an adult, any problems that I may have at school or at home.
- help keep my school a safe place for learning.
- have respect for myself, for those around me, and for my school.
- resolve conflicts in positive ways.
- obey ALL rules.
- report any activities that might endanger myself or others.
- come to school prepared with supplies.
- complete my homework.
- be proud of my school.
- work cooperatively with everyone.
- seek opportunities to learn outside the school.

Student Signature

Date

As a parent/guardian, I will:

- have high expectations for my child.
- require that my child attend school regularly and be on time.
- provide a home environment that encourages my child to learn.
- help my child to resolve conflicts in positive ways.
- communicate and work with teachers and school staff to support and challenge my child.
- teach my child to respect staff and to respect the cultural and social differences of others.
- volunteer time at my child’s school or as a personal tutor for my child after school.
- communicate regularly with my child’s teachers.
- attend parent conferences.
- become a full partner in my child’s education.
- participate in the decision making as it relates to the education of my child.
- provide educational experiences outside of school.

Parent Signature

Date

As a teacher, I will:

- have high expectations for myself, my students, and other staff members.
- demonstrate professional behavior and a positive attitude – uphold the dignity and integrity of my profession
- come to class prepared to teach.
- show that I care about and respect ALL students.
- help each child to grow to his or her fullest potential.
- communicate and work with families to support student’s learning.
- encourage parents to participate in school programs.
- respect the cultural and social differences of my students and their families.
- encourage my students to learn to resolve conflicts in positive ways.
- provide meaningful and appropriate homework activities.
- provide a safe environment conducive to learning.
- enforce school and classroom rules fairly and consistently.
- keep parents informed of my students’ progress.
- continue to learn
- attend PD to stay current on educational issues
- address the needs of all students
- encourage and develop community partnerships in my school

Teacher Signature

Date

School Responsibilities

Hazel Green Elementary will:

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Kentucky’s student academic achievement standards.
- hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child’s achievement.
- provide parents with frequent reports on their children’s progress.
- provide parents reasonable access to staff for consultation about his or her child and their progress.
- provide parents opportunities to volunteer and participate in their child’s school.

“Parent and Student Handbook Acknowledgement”

**I have read the 2011-2012 Hazel Green Elementary School
Parent and Student Handbook.**

If I need further clarification, I will contact the school office at 862-4647.

Date: _____

Student Name: _____

Parent Signature: _____