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HANCOCK
• • • • • ELEMENTARY • • • • •

STUDENT HANDBOOK
2022-2023

North Hancock Elementary
330 Frank Luttrell
Lewisport, KY 42351

Office: 270-927-7900
Fax: 270-295-6332

Family Resource: 270-927-7900
Preschool 270-927-7950

Back to School

Greetings from the Principal!

Welcome back! We can't wait to see all of our North Hancock students on August 10th! We are so excited and hopeful about all our students will be learning this year! During the summer, ALL STAFF (assistants, teachers, custodians, and cafeteria) were trained in the 7 Habits of Highly Effective People - The Leader in Me! We know that before teaching our students, we must first learn ourselves. Our two days of training were very powerful, and we can't wait to share our enthusiasm with our students! We know our students will be AMAZING LEADERS!

In this document, you will notice our school wide expectations for all common areas of the school. We will continue teaching our students what our behaviors should look like in a proactive and positive way - teaching positive behaviors just like we would teach students to read and write. We will be sharing some fun videos and catchy tunes to help encourage good choices.

The North Hancock Handbook is a quick reference guide you will find extremely useful as questions arise throughout the school year. We encourage families to review and discuss the Hancock County Public Schools Code of Acceptable Behavior and Discipline Handbook.

We are eager to begin a new school year with each of you! Please feel free to contact me at any time with questions and/or concerns at kelly.moore@hancock.kyschools.us.

Sincerely,

Kelly Moore
Principal

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North Hancock School Pledge

Our school pledge teaches students to focus on leadership characteristics and ensure success . The school pledge is recited each morning.

*At North Hancock, we are a community of leaders.
We recognize, honor, and celebrate the leaders within us!*

We:

***L**ove learning.*

***E**xcel in all we do.*

***A**chieve goals together.*

***D**o what is right.*

Principal: Kelly Moore
Assistant Principal: Jordan Rhodes
Family Resource Director: Lacey Mosby
Secretary: Shannon Case
Bookkeeper: Christa Keller
School Counselor: Sona Miller

Student Services

Family Resource Center

North Hancock's Family Resource Center is available to all students and parents. Our director, Lacey Mosby, can be contacted at [270-927-7900](tel:270-927-7900) or you can visit her office by appointment only.

The FRC helps students and families with issues that may interfere with student learning, such as family and/or financial difficulties. The goal of the FRC is to coordinate needed services and make them available to our students and their families.

School Counseling

Our school counseling program consists of weekly classroom lessons, small group lessons and individual sessions based on need. The goal is to give students tools and strategies in the area of social emotional learning. Our school counselor is Sona Miller, and she can be reached through her email at sona.miller@hancock.kyschools.us.

SBDM Council

North Hancock has a Site-Based Decision Making Council that meets the third Thursday of each month at 3:30pm in the conference room. The mission of the North Hancock Elementary School Council is to set school policy, make decisions to improve student achievement, and enable teachers/parents to impact the educational process.

2022-2023 Council Members

Kelly Moore, Principal

Alexa Zuelly, Parent

Sarah White, Parent

Kelly Corley, Teacher

Brooke Gibson, Teacher

Anita Lamar, Teacher

Student Safety

Emergency Sign-out Cards: Every student must have a student information card on file in the office. This information is valuable not only on a day-to-day basis, but also in case of an emergency. Only people listed in Infinite Campus will be permitted to check a student out. (If for some reason you need to make a change during the year, please send an email to shannon.case@hancock.kyschools.us). All changes will be made both on the emergency card as well as in Infinite Campus. Emergency Sign-Out cards must be returned to the school **no later than the second day** of school.

Please note that **either parent/guardian may check a child out of school unless valid court and/or custody papers are on file at the school. Therefore, it is imperative to keep this information up to date. Otherwise, anyone listed on a student's card is allowed to check out.

Early Dismissal or School Cancellations Due to Weather

IC Messenger will be used in the event of severe weather that impacts our school day. Please do NOT call the school office.

Delayed Opening – In the event it is necessary to delay school due to hazardous weather conditions, all students who normally ride school busses will be picked up one to two hours later than their regularly scheduled pick-up time. All other students can enter the building based on the schedule below:

- One hour delay – school will open to receive students at 8:15 am – breakfast will be served
- Two hour delay – school will open to receive students at 9:15am – breakfast will **not** be served.

If school is on a delay due to inclement weather, preschool will be canceled.

Birthdays/Special Occasions

What if I want to celebrate my child's birthday at school?

- We want each child at North to feel special every day, especially on their birthday. Each student will be recognized for their birthday.
- We also want each child in the classroom to be able to learn as much as possible without disruptions. **For this reason, class parties or gift distributions are not permitted.**

School Deliveries

No school deliveries will be accepted.

What classroom parties are allowed at North and how can I help?

According to **HC Board Policy**, classrooms are limited to two parties per year. These parties are for Christmas and Valentine's Day.

Can I bring treats for one of the approved parties?

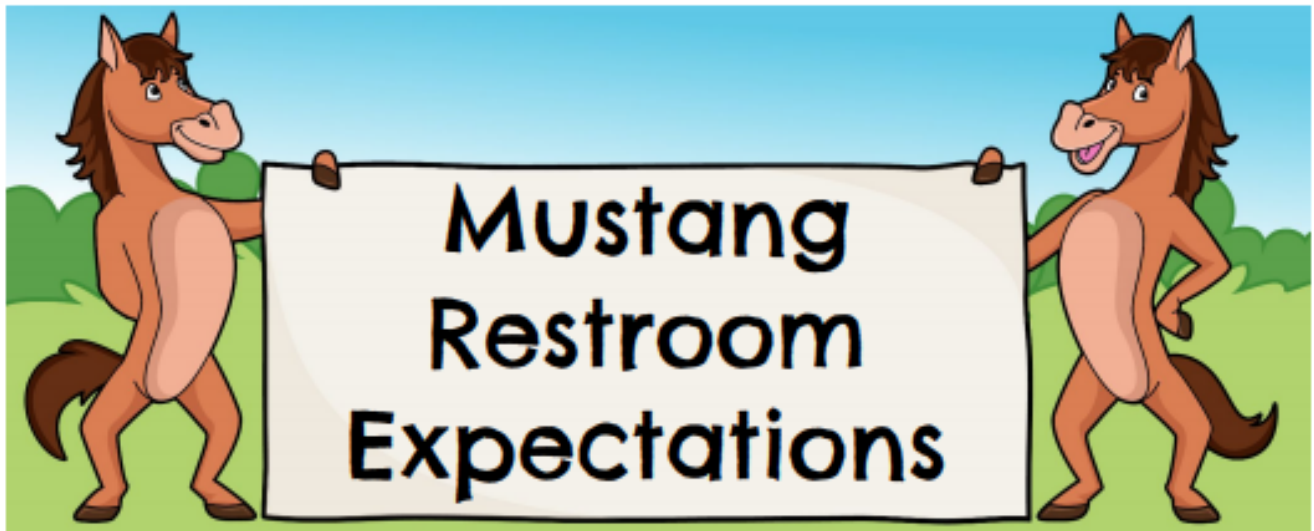
Due to allergies and other health concerns, no treats (food, drinks, snacks, candy, etc.) may be brought to school.

Behavior Expectations:

SCHOOL WIDE EXPECTATIONS

1. Respect Myself
2. Respect Others
3. Respect Our School

North Hancock Elementary is now a PBIS (Positive Behavior Intervention & Support) school. See below for expectations in common areas of our school.



Respect Myself

- Take care of your business (use restroom, flush toilet, wash hands)
- Use bathroom in a timely manner

Respect Others

- KHFOOTY
- Wait your turn patiently
- Respect the privacy of others
- Respect learning by remaining quiet
- Level 1

Respect Our School

- Keep bathroom clean (water, paper towels, and soap)
- Report concerns to an adult



Respect Myself

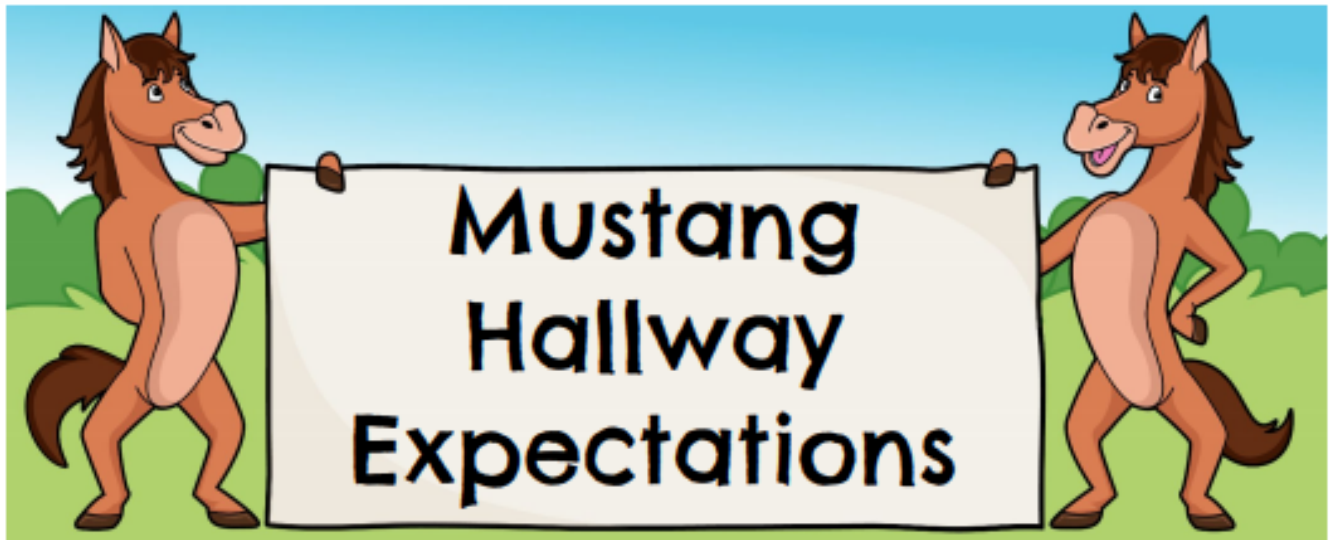
- Have all items needed (fork, napkin, straw)
- Remain in your personal space in line and at your seat
- Keep your food on your tray or in your mouth

Respect Others

- KHFOOTY
- Use your manners (please, thank you, yes ma'am)
- Follow directions of adults
- Dump your tray appropriately

Respect Our School

- Clean up after yourself (leave your area the same or better)
- Use Level 1 voice so all can enjoy their meal
- Raise your hand for assistance
- Walk when entering or exiting



Respect Myself

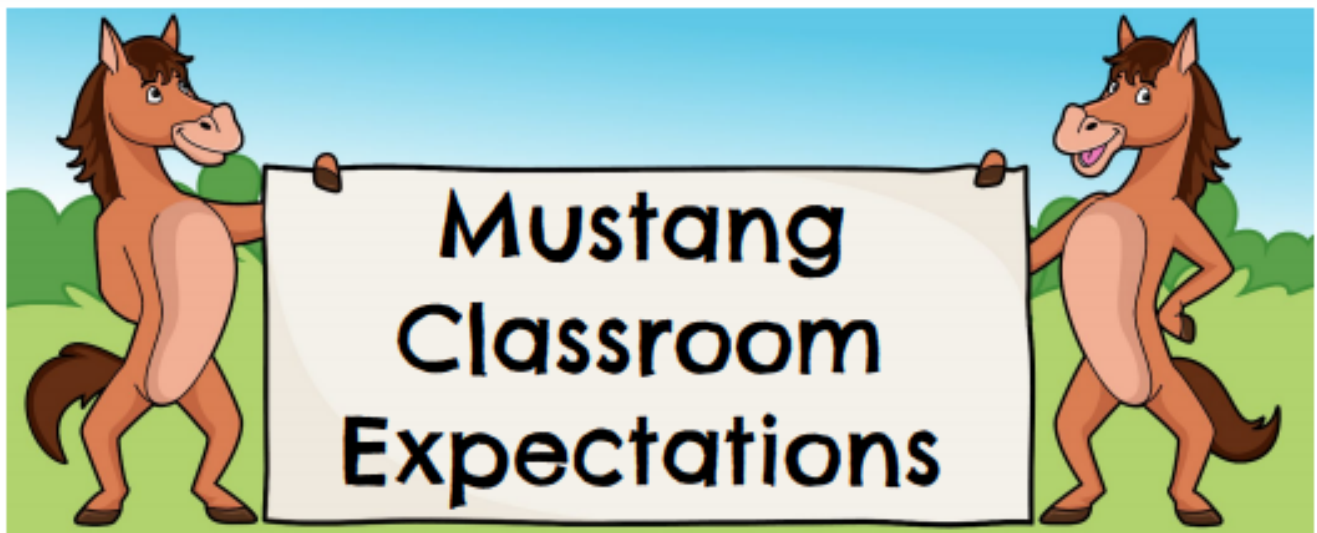
- Keep your space in line
- Keep hand and feet to yourself
- Go directly to your destination

Respect Others

- KHFOOTY
- Walk on the BLUE on the right side of the hallway with quiet feet
- Greet others with a smile and a wave
- Eyes straight ahead

Respect Our School

- Look with your eyes, not with your hands
- Silent voices and feet - Level 0
- Pick up trash and throw away



Respect Myself

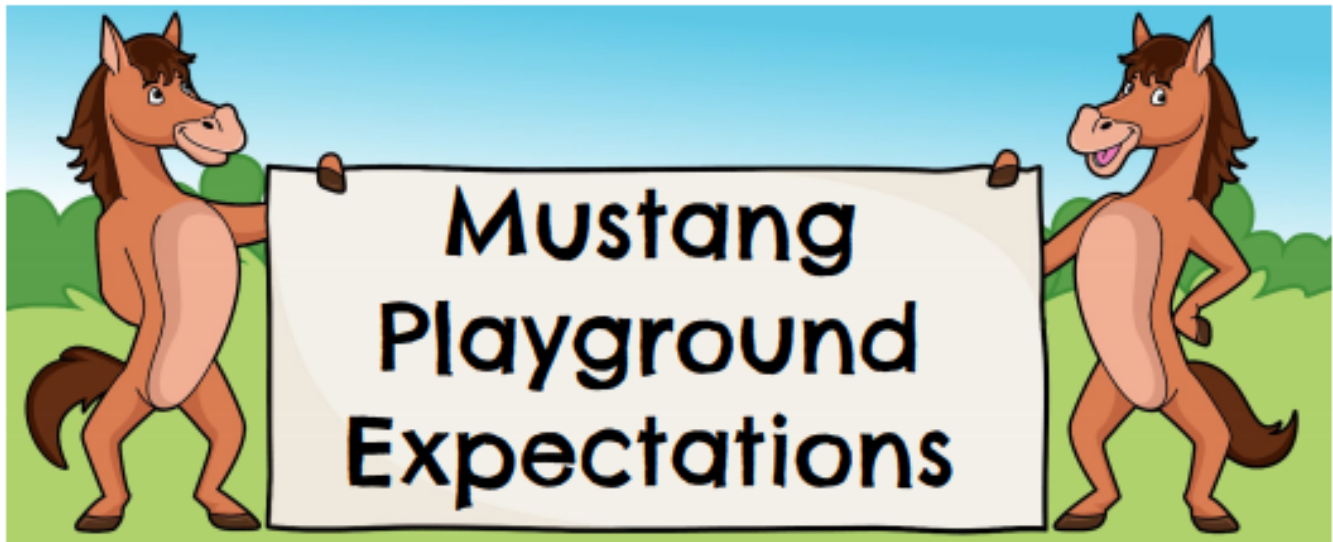
- Be prepared to learn
- Active learner (listening and doing)
- Follow directions
- Do your best

Respect Others

- KHFOOTY
- Use kind words
- Use kind actions
- Respect others' belongings and space
- Appreciate differences and listen to others

Respect Our School

- Take care of classroom materials
- Work, play, and move safely
- Clean up your area
- Keep items where they belong



Respect Myself

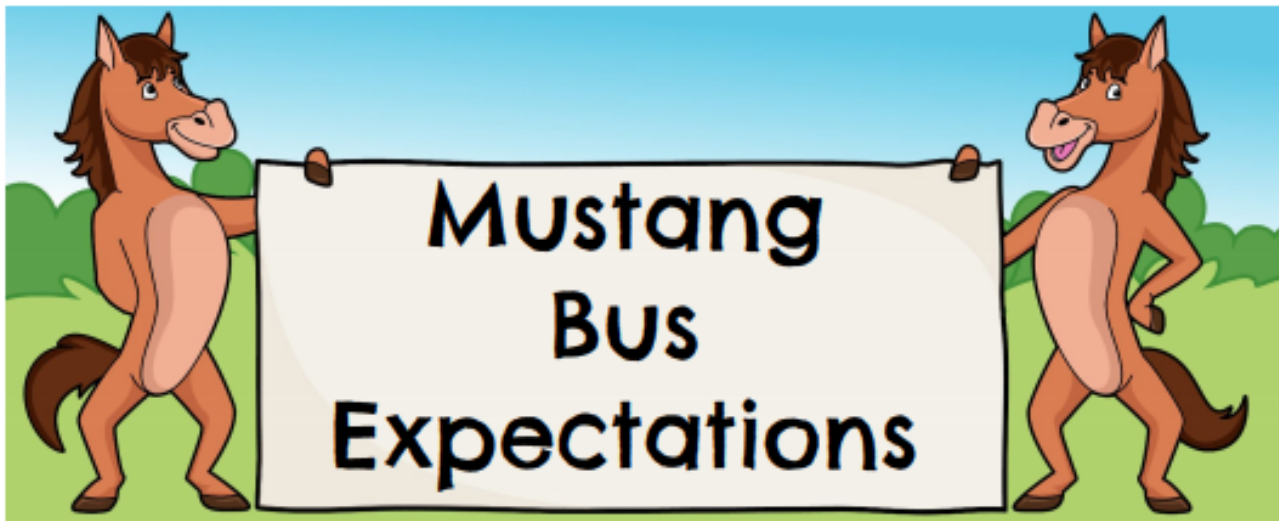
- Stay within boundaries, walk on the sidewalk
- Be alert and safe

Respect Others

- KHFOOTY
- Use kind and encouraging words
- Follow adult directions
- Include everyone
- Play fair

Respect Our School

- Help keep school grounds clean
- Rocks, stick, and dirt stay on the ground
- Use equipment properly



Respect Myself

- Follow directions
- Keep track of all belongings
- Remain seated (back to back, bottom to bottom)

Respect Others

- KHFOOTY
- Quiet talking - Level 1
- Use kind words
- Help others, if needed
- Share seat with others and stay in assigned seat

Respect Our School

- Say "hello" and "thank you" to your driver
- Keep bus clean
- Enter and exit appropriately
- Report unsafe behavior

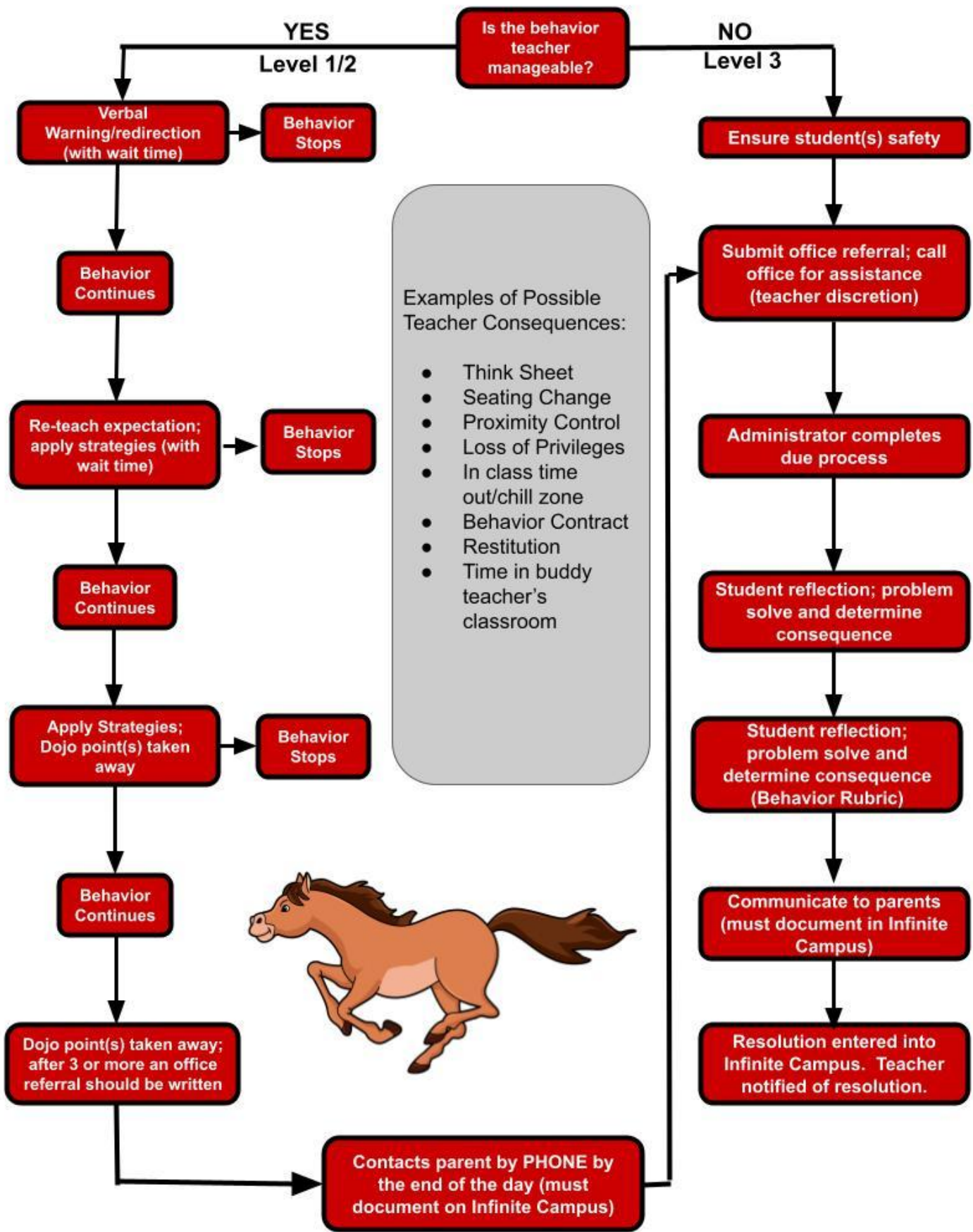
*Key: KHFOOTY= Keep Hands, Feet, and all Other Objects to Yourself!

For further definitions and more serious offenses, refer to the Hancock County Schools Code of Acceptable Behavior and Discipline Handbook.

Serious Offenses

There are some instances which require a student to be sent **to the office immediately**. These types of serious offenses are as follows:

1. Fighting
2. Acting Openly Defiant/Disrespectful
3. Vulgarities (by mouth or gesture)
4. Possession of Illegal Substances or Weapon
5. Verbal or written threats or threatening behavior



Per our PBIS Behavior Flowchart, all office visits for discipline must be accompanied with an office referral. For all office referrals, parents/guardians will be contacted. Office referral will be sent home with the student and must be signed and returned the following day.

Consequences may include but are not limited to:

- | | |
|--------------------------------------|--------------------------|
| Loss of school privilege | Conference with student |
| Lunch detention | Parent Contact |
| Morning detention | In-school suspension |
| Time in “Making Better Choices” Room | Out of school suspension |

Our goal is to help students learn from their behavior and make better decisions in the future.

****Out-of-school suspension** may be assigned for serious offenses as per Hancock County School Board policies regarding suspension of a student.

Bully Free Zone

North Hancock Elementary School is committed to providing a safe and orderly environment. We strive to make sure every child is awarded a learning opportunity free of bullying. In order to preserve this environment, we have created procedures to accomplish this goal.

What is Bullying?

Bullying is a form of repeated aggression that is directed by one or more people towards another person. It tends to occur in places that are less structured. School bullying takes four main forms.

1. **Physical bullying**, where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding them down. Physical bullying also includes taking or breaking a student’s belongings or stealing or extorting money.
2. **Verbal bullying** is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, mean notes, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye rolling and spitting.
3. **Relational bullying** occurs when students disrupt another student’s peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, excluding or scapegoating.

4. **Cyber bullying** refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages by phone and e-mail, and spreading destructive rumors.

Bullying is also harassment. Bullying is part of a continuum of student violence and may, at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic. Many forms of harassment are prohibited by federal and state laws, the most well-known being harassment based upon a student's race or sex. Students are also targeted for not belonging to the dominant race or class, because they are disabled or obese, or for being less (or more) intelligent, athletic, attractive, confident or simply because they dare to be different.

What exactly are we doing to STOP bullying?

On Going Education:

Students will receive bullying education through classroom guidance. The faculty & staff will be trained and informed of the policy and procedures during faculty meetings at the beginning of the year and throughout the year.

Teachers and staff members will demonstrate a zero tolerance for any and all bullying behavior.

How To Report:

The Hancock County School District now has an online reporting tool to report Bullying. You can go to the school or district website and find the Stop Bullying tab. Click the tab and you are able to report. The school principal and counselor are then notified of the report. There is an opportunity to report anonymously, however, school personnel will not be able to follow up with the parent/child to ensure the issue is addressed. Students and parents can report incidents to teachers, principals or our School Counselor.

Food Services

Hancock County Food Service serves nutritious, well-balanced breakfasts and lunches in all schools. A variety of lunch and breakfast items, which meet the USDA guidelines, are available daily, as well as a la carte items. You will receive a copy of the lunch menu in your beginning of the year folder.

How does my child access their lunch account and how will I know when they need more money?

- All students will be issued a security code number they will use each time they make a purchase in the cafeteria.
- Deposits to lunch accounts should be made between 7:15-8:00 am in the cafeteria.
- Parents can also make deposits via the internet. Please see information below from Nick Boling, the Food Service Coordinator.
- If a family has a loss in regular income, a new application can be filled out at any time during the school year. Applications are always available in each school's main office and at the Board of Education office. All income information is kept strictly confidential.

Can I add money to my child's lunch account electronically?

To access a student's lunch account electronically, log into Parent Portal and select the food service tab. Parents will be able to add money to the student's food account and view what transitions the student is purchasing.

For more information contact Nick Boling the District Food Service Coordinator at 270-927-6914

Students who are eligible for free or reduced price lunch are also eligible for breakfast. If you receive these services, students must accept the entire meal.

Can I eat with my child?

- To protect the safety of all students, no guests are allowed in the school building. However, we will designate special event/grade level days when families may eat with their children.

If my child decides to bring his/her lunch from home, are there any regulations I need to be aware of?

- Student's lunch brought from home should have nutritional value. A healthy lunch that is well balanced will assist your child in focusing the remainder of the day. For instance all lunches should contain a protein, fruit, vegetable, grain and dairy. Please limit the amount of sugar your child brings in their lunch.
- **No fast foods** are allowed in the lunchroom.
- **No soft drinks** are allowed in the lunchroom during breakfast or lunch.
- **Candy** of any kind is **not allowed** in the lunchroom.

Volunteer Opportunities

Volunteer opportunities will be designated by the school monthly.

DRESS CODE

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. Students' dress and grooming shall be neat and clean.

- A. For PE and outdoor play children **must** wear shoes that protect and support the feet. Participation will be limited if the proper shoes are not worn. **Students will not be allowed to borrow shoes or socks from the Family Resource Center due to not wearing appropriate shoes. If they wear flip flops and they break while at school, parents may be called to bring in a replacement pair.**
- B. No wheelies are allowed at school unless the wheels are removed.
- C. No exposed midriffs or underwear worn as clothing.
- D. No see-through garments shall be worn without proper undergarments. This includes garments with large-cut arm-holes.
- E. No tank tops, no spaghetti straps unless worn with a shirt. No halter tops or backless tops or dresses may be worn.
- F. Tank top straps should be three fingers wide to be worn to school.
- G. Appropriate shorts, skirts, and dresses may be worn. Shorts, skirts, dresses must be at fingertip length.
- H. No clothing shall be worn which displays profanity, suggestive phrases, alcohol, or drug advertisement.
- I. Clothing shall not have holes that expose skin (ex: multiple holes in jeans)
- J. Hats and sunglasses shall not be worn inside the school building during regular school hours except for special occasions as deemed by the principal.
- K. Students should wear clothing appropriate for weather, such as jackets and coats during cold weather. If the temperature or wind chill is below 40 degrees, students will not go outside to play.

Attendance
Student success in school is directly related to school attendance.
School attendance is state law.

TRUANCY DEFINED – (KRS) – Kentucky Revised Statute (Law)

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant. Absence for less than a half day shall be considered tardiness. Students who are eighteen or older are to be responsible to the court for their own attendance.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel both of whom shall take appropriate action.

How to avoid attendance issues:

1. Get your child to school on time every day. Your child must be with their teacher at 8:05am. One minute late is counted as tardy.
2. If your child is absent, **call the office by 9:00 am.** Absences are excused (up to 5 days) if the parent calls and informs us that the student is sick. You have 5 school days to submit an excuse.
3. Make doctor or dentist appointments for after school hours. If this is not possible, make certain you obtain an excuse note from the doctor or dentist each and every time your child misses due to an appointment.

EXCUSED ABSENCES

Classwork may be made up for excused absences such as:

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil (physician's verification may be required)
3. Religious holidays and practices
4. Order of the court
5. One (1) day for attendance at the Kentucky State Fair
6. Other valid reasons as determined by the Principal or the Principal's designee.
7. One day if a parent is deployed for military service and one day when the parent returns.

NOTIFICATION

The parent (guardian) shall **call** the school no later than 9:00 am on the **date of absence.** **The office staff will follow up with all parents who do not call, through IC Messenger.**

1. Parent notes will be accepted for student or family illness or injury up to **five (5) days per year**. After a student has missed five (5) days excused by parent, a **doctor or dentist statement** must be presented for the absence to be excused.
2. Doctor's excuses must be presented to the office within **five (5) days** of the child returning to school.
3. When a student has accumulated in a school year:
 - three (3) or more unexcused absences or has three (3) unexcused tardies
 - **Or** has more than five (5) excused absences and 5 doctor's excuses for a total of 10
 - **Or** has more than five (5) doctor's excuses

The attendance committee may meet. The committee will consist of the child's parents, principal, teacher, school counselor, family resource director, school nurse and attendance clerk. The purpose of the committee is to review student grades, discipline and attendance to determine how to assist the family. All absences after the attendance committee has met may warrant a home visit from the principal, family resource director, and/or Director of Pupil Personnel.

School Health

Jennifer Higdon

Health Services:

Health Issues:

- All medications are stored in a locked cabinet in the health room.
- Medication can only be administered in the health room.
- A medication authorization form must be completed and on file before medication can be given at school.
- If your child has a medical condition please set up a time to meet with the nurse to prepare a health care plan. This will further ensure the health and safety of your child.

Guidelines for Medication Administration at School North Hancock Elementary School/GRDHD

Information for Parents: Prescription Medication Guidelines

- Consent for school nurse services must be completed and signed by the parent.
- Medication must be signed in and left in the nurse's office and must be in its original container.

- The medication container must have the original typed pharmacy label with the following information: the child's name, the doctor's name, the medication name, the dosage amount, the route of administration, the frequency of medication, and a specific reason for administering the medication.
- Ex. Jane Doe, Dr. Seuss, Albuterol Sulfate Inhaler- inhale 2 puffs every 4 hours as needed for asthma symptoms.
- Any added handwriting on the prescription bottle will make the prescription void and new prescription bottles will be needed for changes in dosage of medication.
- Medications cannot be transported on the bus, unless special permission has been granted.
- If a prescription does not contain all of the required information, an existing Care Plan can serve as a more specific order, as it is also signed by the doctor.
- Over the Counter Medication- Same rules as above, but the medication label must be specific for the age or weight of your child and will be followed accordingly. The medication must be brought in by a parent or adult with a note. Even cough drops must be given to the nurse to administer.

In Case of Emergency:

Emergency personnel are called and then parents will be notified. Should your child have to be transported to the hospital by ambulance, school personnel will remain with your child at all times until you arrive at the hospital. It is imperative that you keep telephone numbers and addresses up to date in the main office. Notify the school office of any changes.

Preschool Program

Our preschool program is for children whose families qualify for participation in the school district's Federal Free Lunch Program and who will be four years old by October 1st. The program features activities that help children develop physical, mental, and social skills needed for success in primary school. Special needs children may also qualify. This includes children who have a speech delay or disability. Please contact Sarah Duncan at 270-927-7950 to obtain further information.

Kids Quest After-School Program

Each day will include snack time, social time, homework time, and a variety of fun clubs and other activities. If parents/guardians are interested in the After-School Program, please contact Marty Williams with the school at (270)-927-7900.

FREQUENTLY ASKED QUESTIONS ABOUT SCHOOL PROCEDURES

When does the instructional day officially begin?

The instructional day begins at 8:05. Students entering the building after this time will be considered tardy and must be accompanied by an adult for sign in and temperature check.

When does the school day end?

- The school day ends at 3:05. At this time first run bus riders will be dismissed. Students picked up before this time will be considered tardy or partial day absence.

When can my child enter the school building?

At 7:15 a.m. students are allowed to enter the building through the student drop off/pick up area located at the front of the building. Drop off continues until 8:05. After this time the parent/guardian must accompany the student to the office and sign them in. The student will be given a tardy slip to give to their teacher when they get to class.

What if there is not an adult in the student drop off area to greet my child?

If you arrive in the student drop off area and no one is standing outside to greet your child, do not allow them to exit your vehicle.

Can my child eat breakfast at school?

Students who want to eat breakfast should arrive between 7:15 am and 7:45 am to allow ample time to eat.

Is there a homework expectation at North?

Yes, your child is expected to complete all homework assignments by the assigned date. If the student uses his/her time wisely at school, 2-5th grade students should never have more than 30 - 60 minutes nightly, not including reading. Please encourage your child to read for 20 minutes each night.

What if my child will be going home with another child?

All transportation changes must be accompanied by a parent/guardian note. If a transportation change occurs by a phone call to the office, a note or email must be sent to Shannon Case by 12:00. A note from the parents of both students is required by the office. Only in the case of emergency will adjustments be made.

What if my child's transportation plans change during the day?

All transportation changes must be made by 12:00. This change must be made by parent note or email to shannon.case@hancock.kyschools.us.

Where do I go to pick my child up if they are a car rider?

The car rider line is located at the front of the school building. If you plan to transport your child home from school you will need a car rider tag. The tag is to be visible behind your rear view mirror each and every time you or anyone else picks up your child.

What is the purpose of the car tag?

The car tag is vital for two reasons. This ensures your child leaves the school with a custodial parent or authorized person. Secondly, it assists staff in providing a smooth and safe dismissal of students. For the safety of all students **no one** will be allowed to pick up a child in the car pick up area without a car tag.

What if I do not have a car tag?

If you do not have a car tag you can email the front office at shannon.case@hancock.kyschools.us and request one prior to 12:00. If you or another authorized person attempts to pick up your child in the car line but does not have a car tag, you will be directed to park and go to the front office to present your driver's license to verify your identity. For the safety of all students we do not allow anyone to pick a child up without a car tag.

What if I or someone else needs to pick up my child during the school day?

Students who must leave during the school day must be signed out through the office by the parent or by someone listed as an emergency contact in Infinite Campus. Authorized individuals need to come into the office with a photo identification to sign the student out.

What if I need to come into the building?

All doors are locked for the safety of our students. Guests will need to buzz the office for entry and must check-in to receive a visitor's tag. Any visitors without a tag will be directed back to the office to complete their check-in.

Do I need to sign-in before leaving the office area

Safety is our top priority. All visitors must sign-in and will not be allowed to leave the office waiting area. In the event of a parent conference or school approved meeting, visitors will be escorted from the office with a school staff member.

Where is Lost and Found

Lost and found is located inside the gym double doors. Students should check there periodically for lost items. Items remaining after the last class day in December and May will be donated to charity. **Please label all articles of clothing, backpacks, and lunch boxes with your child's first and last name.**

What is the policy on students bringing electronics to school?

All cell phones are to be turned off during the day and left in backpacks or cubbies. Due to the risk of being stolen, we strongly discourage bringing them to school. Other electronics such as iPods or game boys should never be brought to school. If a cell phone or other electronic devices are found during the daytime, it will be given to the principal and a parent will have to pick it up.

What is the AR Program?

The Accelerated Reader (AR) Program is designed to improve student reading through independent practice. Each year, all first through fifth grade students take the STAR test. This reading test determines your child's reading range (the low to high level of independent ability.) In addition, a point goal is suggested. Teachers assign a goal to your child each nine-week period. Students will be expected to read at their IRL (Independent Reading Level) or "reading zone" as indicated on the STAR report while earning their points.