Huntertown Elementary
Student Handbook
2012-13

Principal: Elaine Kaiser
School Phone: 859-879-4680
School Address: 120 Woodburn Hall Drive, Versailles, KY 40383
School Hours: 7:40 – 2:45
Enrollment: approximately 500
School Colors: Blue and White
Mascot: Wildcat
Mission Statement
The mission of Huntertown Elementary is to facilitate the development of each student’s intellect, character, physical and mental health. We aspire to help each student to become a responsible citizen.

Welcome
Welcome to the 2012-13 school year at Huntertown. We are excited to get the new year started. Please read this handbook with your child so you will be informed on school policies and procedures. We look forward to a great school year together.

Daily Schedule
7:15 a.m. Students are permitted to enter the building. Breakfast-Students eating breakfast may go to the cafeteria. Breakfast eaters will stay in the cafeteria until they are dismissed by the cafeteria monitors. Students choosing not to eat breakfast at school will go to the gym until dismissed to their classrooms at 7:35 a.m.

7:35 a.m. All students depart the gym or cafeteria and go to their classroom.
7:40 a.m. Tardy Bell
2:45 p.m. Bus riders are dismissed.
2:47 p.m. Walkers and car riders are dismissed.

Drop-Off/Pick-Up Procedures
We are concerned about the safety of our children at all times. Please help us by observing the guideline of the pick-up/drop-off line.
❖ Please use the pick-up line instead of parking. This helps the drop-off line move quicker.
❖ Please pay close attention while in the pick-up line.
❖ If you must park and drop off your child please observe the following:
  1. Please do not park in the handicapped spaces unless you have a handicapped tag. We do have parents and students who are handicapped and those spots are reserved for those individuals.
  2. Please do not stop at the stop sign and let your child out of the car or park at the stop sign and get out with your child.
  3. Please walk your child across the crosswalk. Students are not allowed to cross the crosswalk alone. We value their safety.
  4. Please do not leave other children unattended in a vehicle while you enter the building to drop off a child.
**Safety Procedures**
If your child is going to ride a different bus home or with someone other than you, a note must be signed by you and the principal. The note should be brought to the office first thing in the morning. The office staff will verify the note. A bus pass will be issued once the note is received. Please include a phone number where you can be reached. The student may pick up the note after lunch. NO STUDENT will be released to anyone other than the parent/guardian without prior notification or proper identification. It is imperative that you inform the office of anyone who may NOT pick up your child, especially in legal matters. Court documentation should be provided as verification.

**Morning Procedures**
Please assist us in allowing the school day to begin as smoothly and efficiently as possible. Students have two areas they may report to in the mornings: the gym or cafeteria. Students who wish to eat breakfast should report to the cafeteria and students not eating breakfast should report to the gym. Students who eat breakfast should report immediately to the cafeteria upon arrival and remain in the cafeteria until dismissed by the cafeteria monitors. **Students who arrive after 7:40 (the tardy bell) are marked tardy.**

Parents are asked to not escort children to their classes in the morning. If parents escort the child into the building, please give a brief and upbeat good-bye in the foyer. After that, the teacher, guidance counselor, or principal will provide the child the support needed to help him/her have a happy and productive school day.

Teachers supervise students in the morning so they are not available for conferences. Parents needing to talk with teachers should schedule appointments in advance. Appointments may be scheduled by e-mailing teachers or calling the school. Teachers may receive phone calls before or after school, or during their planning times. Teachers will not be interrupted during instruction to accept phone calls.

**Pick-Up Cards**
In order to ensure the safety and security of our students, we will be using a numbered “Pick-Up Card” as an extra measure to match students to approved pick-ups. The Pick-Up Card will be sent home with students. The number on your card matches the numbered card that will be attached to the child’s backpack. Siblings have been assigned the same number.

The Pick-Up Card should be displayed in the front windshield of your vehicle or carried in hand for those that walk up. **Please keep your cards for the next year.** Your number will remain the same. Anyone without a card picking up a student will be asked to check out the student in the front office. We realize that many of you are regulars and many staff members already know you, but it is important that everyone follow the procedures to allow this system to work properly.
**Absences and Excuses**

Students are required to attend school regularly and punctually. When students return to school after any absence, they should bring notes signed and dated by the parents/legal guardian/professional to the attendance office.

**Parent/legal guardian notes for seven (7) absences or tardies for elementary, middle and high school students will be accepted as excused during the school year. Seven (7) medical notes from a Physician, Registered Nurse Practitioner, Dentist, or mental health professional may be used for medical absences.**

Notes shall include phone numbers to assist attendance personnel in verifying information. All notes of excuse shall be turned into the attendance office within three (3) school days of the student's return to school. If a note is not received within three (3) days after a student returns to school, the absence or tardy is unexcused. The principal or his/her designee shall determine whether the absence is excused. Please refer to the Woodford County Schools 2012-2013 Code of Acceptable Behavior and Discipline for more information.

**Volunteers**

We value our volunteers at Huntertown. All volunteers must have a criminal background check in order to volunteer in any capacity at Huntertown. If you would like to volunteer, stop by the main office with your social security card and driver’s licenses and the secretary can help you complete the form. A background check is also necessary to participate in school or class parties. However, you do not have to have a background check to eat lunch with your child.

**P.T.O. (Parent Teacher Organization)**

PTO is very active at Huntertown. They coordinate many educational and fun events for the students and some that the whole family can enjoy. Some events include: Back to School Ice Cream Social, Teacher Appreciation, 5th Grade Celebration, Walk A Thon, Family Fun Nights, and much more. PTO also provides for many school assemblies and field trips as well. PTO is instrumental in providing extra needed funding for further educational needs that are not always available through school funds. PTO also encourages recycling through their “Green Team”. PTO meets every month at a designated time and day. PTO encourages every parent to be actively involved in his/her son or daughter’s educational life at home and through participation of school and classroom activities.

**Lunch**

Parents may come and eat with their child; however, outside food from fast food restaurants cannot be brought into the cafeteria. Students must either bring their lunch or purchase a school lunch.

The Woodford County Schools Child Nutrition Program provides nutritionally balanced low cost or free meals to our students at each school every day.
Our meals provide on an average no more than 30 percent calories from fat and no more than 10 percent from saturated fat. They include a variety of fresh fruits, vegetables, low-fat milk and whole grain products. Low sugar and low sodium foods are also offered daily.

Eating healthy helps children grow, develop and do well in school. Healthy eating habits also prevent childhood and adolescent problems such as obesity.

<table>
<thead>
<tr>
<th>Lunch prices</th>
<th>Breakfast prices</th>
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<tbody>
<tr>
<td>$2.15 for Elementary</td>
<td>$1.40 for Elementary</td>
</tr>
<tr>
<td>.50 Reduced</td>
<td>.40 Reduced</td>
</tr>
<tr>
<td>$3.65 for Adults</td>
<td>$1.90 for Adults</td>
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**Medication**
Medication is administered in the office. There is a special form to be completed before any medication can be administered. Please bring medicine and refills to the office personally. DO NOT SEND IT WITH YOUR CHILD. The medicine must be in the original prescription bottle.

**Communication**
Communication is vital to a successful school year. The school communicates through newsletters and emails, media, phone, Facebook, One Call, our web page at [http://ilearn.woodfordschools.org/public/course/view.php?id=14](http://ilearn.woodfordschools.org/public/course/view.php?id=14) and most important, in person. “Community Connection” is an informative school newsletter sent home periodically by the administrative team. PTO also sends home a newsletter to better enhance communication between home and school. With the help of SBDM and PTO, we are always exploring new ways to open up communication between the school and home.

**Bus Safety/Conduct**
Students are to follow all bus rules and regulations. Appropriate student behavior is expected at all times. Bus drivers may refer students to the office if their behavior is inappropriate. Refer to the Student Code of Conduct. Students will not be permitted to carry large or unsafe objects on the bus. There will be a shuttle for GATE students to go to Simmons Elementary. There must be an adult at the bus stop in order for Kindergarten and/or first grade to be allowed off the bus. Students in grades 2-5 will be allowed off the bus if an adult is seen or if a waiver has been completed at the school. If there is not an adult to release the children to, the children will be brought back to Huntertown and will need to be picked up here.

**Parties/Invitations**
The school has three parties per year. Please contact your child’s teacher if you wish to volunteer. Birthday parties are not permitted at school. Treats may be sent for a snack or at recess. Snacks must be store bought and brought in in the original container including the list of ingredients. Personal party invitations may only be handed out at school if each child in the class is to be invited. Gifts sent to school will be held in the office until the end of the day. Balloons or flower vases may not be carried home on the bus.
**Cell Phones / Toys**
Students can have cell phones at school, but they must be kept in their backpacks. If they have the phone out during the day or if the phone rings, it will be taken by the teacher and kept until the end of the day. Toys are not allowed to be brought to school except on special occasions as determined by the teacher.

**Explorer Time Company (E.T.C.)**
The Woodford County Board of Education offers an after school enrichment program for all elementary schools in the county. The after school enrichment program will operate from the dismissal of school until 6:00 p.m., Monday through Friday. For a special all day fee, the E.T.C. will be available on days school is not in session, including vacation days in the school calendar and snow days. The program will include snack and study time every day as well as a wide variety of enrichment classes on a rotating basis. Students from kindergarten through fifth grade may participate. Parents/guardian may choose the number of days a child will participate.

**Family Resource Center**
The intent of the center is to enhance students’ abilities to succeed in school by assisting children and their families in meeting their basic needs. This is done by providing community services at the center and by linking families to agencies in the community. The Family Resource Center focuses on preventing an array of childhood problems by strengthening effective family management practices and establishing much-needed family support services. This is an opportunity to work with families to help remove barriers so they can build the relationships and environments within their own families to provide their children with those positive experiences on which successful lives are built.
For further information and/or access to programs, contact Torie Hundley at 859-879-4687.

**Special items**
Heelies may not be worn at school. They can cause serious injuries and also leave marks on the floor.
Backpacks with rolling wheels are also not allowed at schools. During dismissal students may trip on the backpacks again causing injuries. If a backpack has wheels the students must carry it inside the building.

**Policy of Non-discrimination**
The Woodford County School District insures equal employment/educational opportunities/affirmative action, regardless of race, color, national origin, age, religion, marital status, genetic information, sex or handicap and provides equal access to the Boy Scouts and other designated youth groups in compliance with Title IX, Title VI and section 504 of the Rehabilitation Act of 1973. (EDGAR 76.500)