

Heritage Elementary School

Success for Every Child, Every Day!



Soaring to Excellence!

Student/Parent Handbook 2019 – 2020

Heritage Elementary School
8300 Frankfort Road
Waddy, KY 40076
502-829-5242
Johnna M. Black, Principal



Heritage Elementary

8300 Frankfort Road
Waddy, KY 40076
Ph: (502) 829-5242
Fax: (502) 829-9605

Johnna M. Black,
Principal

Amanda Davenport,
School Counselor

Jarrod Slone,
Assistant Principal

Kara Clark,
Instructional Coach

Hello Heritage Families!

Welcome back from summer! We are excited to begin another school year! As always, our goal is to partner with you to help your child reach his/her dreams and aspirations!

Heritage Mission Statement:

Empowering life-long leaders

Our students are gifted with such leadership potential. It is our privilege and honor to grow your child into the leader he/she is meant to be. Thank you for granting us with this awesome opportunity and responsibility. We look forward to beginning (and continuing) this journey together.

In order for our partnership to be successful, communication is key. Please feel free to come in and offer suggestions, discuss concerns, or just join in creating and implementing the map of success for your child. My door is always open. Stop in for a quick visit or stay for a while; your input is an essential component to your child's success. If a personal visit is not an option, please call or email. My goal is to return emails or calls within 24 hours. I value this important time we have together and look forward to working with you.

Let's begin a new year!

Sincerely,

J.J. Black

Johnna.black@shelby.kyschools.us

(502) 829-5242

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Hi, everyone!

My name is Jarrod Slone, and I am proud to be the new assistant principal at Heritage Elementary this year. I grew up in a small town in eastern Kentucky and made my way to the bluegrass nearly 15 years ago. I've held several roles including teaching, serving as an interventionist for reading, serving as a dean of students, and also spent time as an elementary school principal. I am very much looking forward to meeting all students, parents and community members in the coming days and weeks.

I also want our school community to know that I have an "open door" policy and believe that communication is key to the success of our school. It is also important that you and your student know that your concerns are heard and addressed in a timely and fair manner. Chief among all is the concept of family. At Heritage, we are one family, and success comes from knowing our students and families are loved and supported. Among my favorite quotes is one of President Theodore Roosevelt, "Believe you can and you're halfway there." Start the year knowing you already believe in yourself!

Allons-Y(let's go),
Jarrod S. Slone
Assistant Principal
Heritage Elementary

MEET THE STAFF

Johnna M. Black, Principal
Jarrod Slone, Assistant Principal
Kara Clark, Instructional Coach
Amanda Davenport, Counselor
Ashley Craig, Secretary
Jill Renfro, Secretary
Melanie Madison, Family Resource Center
Amanda McDowell, School Nurse



<u>KINDERGARTEN</u>	<u>1ST GRADE</u>
Beth Crain/ Beth Green	Caylin Hall
Jessica Swinford/TBA	Jennifer Morris
Dee Dee Jeffries/Beth York	TBA

<u>2ND GRADE</u>	<u>3RD GRADE</u>	<u>4TH GRADE</u>
Megan Baxter		Ambreanna Mota
Halley Rankin	Sarah Michelbrink	Grace Proffitt
Sarah Travis	Allie Peavler	Savannah Raizor
		Taylor Shaver

<u>5th GRADE</u>	<u>ESSENTIAL ARTS</u>	<u>TITLE 1/READING RECOVERY</u>
Melissa Downey	Colby Wilmoth/Librarian	Angie Allen
Mark Gordon	Denise McClain/Art	Leasa Ball
Pamela Pickens	Anna Morrelles/Music	
	TBA/P.E.	

<u>EXCEPTIONAL CHILD SERVICES</u>	<u>CAFETERIA</u>	<u>CUSTODIAL</u>
Amanda Casey	Lee Ann Franklin/Manager	Charles Gibbs, Head Custodian
Cindy Daniel	Kim Hughes	Gatton Jeffries, Day Porter
Kacey Hulker	Lori Imboden	Snake Bruns
Terri Watson	Patty Lieber	
Anita Whitworth	Heather Smith	
Faith Byrd	Cassie Smitha	<u>TECHNOLOGY</u>
Martha Fuqua	Lannie Jones, Monitor	Gi Boylan
Stephanie Pierce	Sue Newton, Monitor	
		<u>EAGLE POWER DIRECTOR</u>
<u>MENTAL HEALTH CONSULTANT</u>		Heather Emery
Jody Kendall	<u>INTERVENTION</u>	<u>INSTRUTIONAL ASSISTANT</u>
	Stephanie Harris	Michelle Clark
<u>TAG</u>		
Bekah Bastin		



HERITAGE ELEMENTARY GUIDELINES FOR SUCCESS

BE RESPONSIBLE

BE RESPECTFUL

HERITAGE HABITS

#1 Learn Every Day

#2 Be Confident

#3 Set Goals; Make Plans

#4 Spread Kindness

#5 Inspire Others

#6 Together is Better

Heritage Elementary School receives Title I funds as a school-wide program. We use these federal funds to provide a Reading Recovery teacher to work with 1st grade struggling readers on a one-to-one basis. Our Reading Recovery teacher also works with small guided reading groups in all primary grades. We also have a Title I assistant who works with struggling learners in reading and mathematics. Below is a copy of the Heritage Elementary School Title I Parent and Family Engagement Policy. We look forward to partnering with you to help your child be successful.



Heritage Elementary Parent and Family Engagement Policy

Legal Requirement of Title I, Part A

PURPOSE

Parents serve as a key shareholder in the educational processes of the students attending Heritage Elementary. The Parent and Family Engagement Policy of Heritage Elementary ensures equitable participation in the planning, reviewing, and implementing of all parent programs and activities.

PARENT DEFINITION

A parent is legally defined as a *biological parent, step-parent, or a foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides*. For the purpose of this policy, parent encompasses all family situations.

PARENT ENGAGEMENT DEFINITION

Parent involvement is best defined as *any time a parent commits to assisting his/her child in learning and achieving academically to a higher level with greater interest and motivation*.

Parent involvement can be accomplished in a variety of ways, which include the following:

- reading together at home with your children,
- developing your expectations for your child and communicating these expectations to your child, as well as communicating your support in helping your child achieve these expectations,
- communicating positive values such as respect, hard work, and responsibility,
- providing your child with positive encouragement when he/she achieves certain goals,
- speaking with your child's teacher on a regular basis and offering any assistance that the teacher may suggest,
- becoming involved in the school's PTO or SBDM council and/or committees, and
- discussing your child's assessment scores after receiving the scores and an explanation of them from the school.

PROCEDURES

Heritage Elementary, along with the district Federal Programs' Coordinator, shall convene an annual meeting at a time that is convenient for parents. All parents are invited and encouraged to attend. At this meeting, parents will be informed of the school's participation in a Title I School-wide Program, the purpose and requirements of Title I, and their

right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

Heritage Elementary shall engage parents in an organized, ongoing, and timely manner in the Title I planning, review, and improvement of programs; this includes the joint development of the school parent and family engagement policy.

SCHOOL –FAMILY COMPACT

Heritage Elementary and the parents of the students participating in the activities, services, and programs agree that improved student achievement is a shared responsibility. Heritage Elementary and its parents will build and develop a partnership that will assist students in achieving proficiency.

Heritage Elementary will ...

- provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Kentucky’s student academic achievement standards,
- communicate clear expectations,
- utilize research-based materials and methods,
- provide a safe, positive, and healthy learning environment for each student, and
- address the individual needs of each student.

Parents will ...

- ensure their child attends school regularly, is punctual, and prepared to learn,
- create an atmosphere that supports learning,
- encourage their child to demonstrate respect for school personnel, classmates, and school property,
- remain informed about their child’s education,
- model respect by going to the teacher first regarding concerns, and
- guarantee that any homework assignments are neat and complete.

Students will ...

- come to school on time and be prepared to learn,
- obey all school and classroom rules,
- pay attention to their teachers, tutors, and family members and ask for help when needed, and
- commit to learning and do their best work each day.
-

BACKGROUND CHECKS

Any parent wishing to serve as a parent volunteer in the school must complete a criminal background check and attend confidentiality training.

CONCERNS

Any comments or concerns regarding Heritage Elementary’s Parent and Family Engagement Policy shall be submitted to the Shelby County Public Schools’ Federal Programs’ Coordinator, Mrs. Rebecca Martin. She can be reached at (502) 633-2375.

POLICY EVALUATION

The effectiveness of this policy shall be evaluated through the school improvement planning process.

Date Adopted: 2019

General Information

Heritage Elementary General Information

- **Please be on time:** For the safety of our students, no student will be permitted in the building unsupervised before **7:05 a.m.**
- **Late arrivals:** Any student who arrives after 7:40 a.m. must be signed in at the office by a parent or guardian.
- **Leaving school early:** Any student who needs to be picked up before 2:25 p.m. must have a note signed by the parent/guardian and presented to the teacher stating who is to pick up the child. The person picking up the child must be listed on the student information card and have a photo ID.
- **Emergency forms:** Parents/Guardians, please list as many names and phone numbers as possible on your child's student information form (emergency form). If your child becomes sick or injured, reaching you or your designee is a priority. Your child will not be released to anyone whose name is not listed on the student information form (emergency form).
- **Messages for teachers:** **Teachers will not be disturbed during instructional time.** Messages can be taken in the office. Teachers also have a planning time each day during which they can be reached.
- **We love volunteers:** Please get involved and spend time with us! We welcome parents, grandparents, aunts, uncles, neighbors and community members. When volunteering, please sign in at the office and log your time of service. Volunteer identifications tags are on the front counter which must be worn at all times. A volunteer records check form must be filled out and approved prior to volunteering.
- **We welcome visitors:** When visiting our school or anyone in the school (even for lunch), please sign in at the office and, for security reasons, wear a visitor's identification tag. Parents/Guardians and family members can help keep interruptions to instruction at a minimum by informing their child's teacher of your visit.
- **Lost & Found:** Periodically, items in the Lost & Found area will be donated. If your child is missing something, please check with the office immediately. Thank you!
- **Transportation:** Please follow transportation expectations and guidelines when coming to and leaving school grounds. Safety for all students is our **Number One** priority. Please send a note to school with your child **daily** if there is a change in transportation plans for any school day. **No changes in transportation will be allowed over the phone.** Please fax all transportation changes to 502-829-9605 or e-mail them to both e-mail addresses listed **BEFORE 1:45** Jill.renfro@shelby.kyschools.us and Ashley.craig@shelby.kyschools.us



SCHOOL ATTENDANCE

Absences

Regular attendance is necessary for your child to obtain a good education. We ask that you, as parents, require your child to attend school every day in order that he or she may achieve the best possible education.

The school will monitor attendance of students. In some instances, a school official may contact you regarding questionable absences by your child(ren).

Students returning to school after any absence, early pick-up or tardy must bring a signed and dated note stating the reason for the absence. This is necessary to avoid unexcused absences that will accumulate to truancy. No more than seven (7) parent notes will be accepted. After seven (7) parent notes, an excuse from a health professional will be required. Medical excuses from a health professional are acceptable within 5 days of an absence and will help prevent accumulated unexcused absences and truancy. Up to ten (10) absence events with doctor's statements will be allowed. Any absence due to medical reasons in excess of the (10), shall require the presentation of a completed Medical Excuse Form (09.123 AP.2) before those absences shall be excused. Medical Excuse Forms shall be available at each school and the central office. In the case of lice, one (1) excused absence will be allowed.

For your information:

- After three (3) unexcused absences or tardies – a letter is sent from the school for being truant.
- After six (6) unexcused absences or tardies – a letter is sent from the school for being a chronic truant.
- After seven (7) unexcused absences or tardies – a letter (final notice) is sent from the district for being a habitual truant.
- Any student reported as a truant two (2) or more times is a habitual truant.

Extended Absences

Although school attendance is critical to student success, extenuating circumstances do occur. If your child has the need for an extended absence due to illness, emergency or any other situation, contact the principal, Mrs. J.J. Black, immediately. Failure to do so may result in an unexcused absence.

Tardies

If your child checks **IN** after **7:40** a.m. or checks **OUT** before **2:25** p.m., he or she will be charged with a tardy.

In cases where the student arrives at the school after **7:40** a.m. **it is imperative that the student be signed in at the school office by a parent or guardian.**

We request that the parent and student recognize the importance of this sign-in rule. It is possible that the student may be charged with a full-day absence if not signed in after **7:40** a.m.



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Jarrod Slone,
Assistant Principal

2019-20 SBDM Council Members

SBDM Chairperson/Principal:

Johnna M. Black, Principal

5340 Finchville Road
Shelbyville, KY 40065
(502) 738-9995 (home)
(502) 321-0003 (cell)
(502) 829-5242 (work)
Johnna.black@shelby.kyschools.us

SBDM Parent Representatives:

Amy Casey, Parent

2209 Frankfort Rd.
Shelbyville, KY 40065
(859) 533-7763 (cell)
piefacius@hotmail.com

Loretta Devine, Parent

6921 Vigo Rd.
Bagdad, KY 40003
(714) 422.6732 (cell)
loretta.devine08@gmail.com

SBDM Teacher Representatives:

Megan Baxter, Teacher

1154 Herndon Rd.
Lawrenceburg, KY 40342
(502) 803-5423 (cell)
(502) 829-5242 (work)
megan.baxter@shelby.kyschools.us

Taylor Shaver, Teacher

13303 Vendetta Way
Apt. 201 Mailbox #59
Louisville, KY 40245
(502) 321-5734 (cell)
(502) 829-5242 (work)
taylor.shaver@shelby.kyschools.us

Allie Peavler, Teacher

151 Pleasant Railway
Taylorsville, KY 40071
(502) 759-5878 (cell)
(502) 829-5242 (work)
allie.peavler@shelby.kyschools.us



Special People

Volunteers

All volunteers will be required to complete an application form and a successful background records check. Volunteers are asked to sign in at the office and wear an identification badge while at Heritage Elementary.

Volunteer opportunities are endless: classroom assistants, tutors

or library aides... gathering resource materials for teachers, reading stories to students, or listening to students read aloud... working in the office, helping in the computer lab, preparing bulletin boards, chaperoning dances or field trips, or speaking to classes about career awareness, personal experiences or historical events.

To receive more information about being a volunteer, please contact our Family Resource coordinator, Melanie Madison, at 829-5242.

Partners in Education

Individuals and parents are not the only people needed in the schools. Local businesses, industries and other groups can provide valuable resources to schools through the Partners in Education Program. The Partners form partnerships with their “adopted” class or school to share resources and support services. The selected school and its partner agree upon the specific terms of the partnership, including shared manpower, equipment instruction or finances.

PIE is operated through the Chamber of Commerce. For more information on how to become a partner, call Cyndi Powell Skellie, Community Relations Coordinator for the school system, 633-2375.

School Policies



Medicine

We understand that students may need to take medication during the school year.

The policy/procedures regarding the dispensing of medication are as follows:

- A form must be completed for prescription medication and must be signed by the physician and the parent/guardian.
- A form must be completed for non-prescription medication and must be signed by the parent/guardian and the physician.

All medication sent to school must be in the original container.

All prescription and non-prescription medication will be kept in the office unless a physician prescribes otherwise.

Medication forms are available in the school office.



Homework

All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. The teacher should make every effort to make sure homework assignments are clear and the due date is understood.

Homework helps to reinforce concepts and skills being taught in the classroom, so it is critical the student take homework seriously in order to be successful. Completing homework assignments in a timely fashion also teaches responsibility.

Appropriate Attire

All students should be neat in their dress and personal appearance. Dress or appearance that disturbs the educational atmosphere will not be allowed. Students should wear clothing that is comfortable and appropriate for school activities. Shoes must be worn at all times. Items such as hats or sunglasses shall not be worn without special permission. On days that students participate in Physical Education classes, they should wear play attire and shoes appropriate for activities such as running, jumping, skipping, etc. This request is for the purpose of safety, our first concern.

Please take note:

- Flip-flops and backless shoes are not allowed due to ankle, heel and toe injuries.
- Thin, spaghetti straps and backless dresses or shirts and short shorts are not allowed.
- As we work hard to maintain our instructional focus, your support will be greatly appreciated.

NOTE – Heritage has a “clothes closet” located in our Family Resource Center to assist families in financial need and to provide clothing in case of “accidents” that unexpectedly occur during school.

5thGrade Promotion Dress Standards

Boys: Dress pants, dress shirt, and dress shoes

Girls: Dress, pant suit or skirt and dress shirt, and dress shoes.

If a family is unable to provide a student with these items, please contact the Family Resource Center @ 502-829-5242.

Records

Parents have the right to examine their child's records including grades and achievement test scores, contest any records they feel inaccurate, and limit access to records by non-school personnel. This right is transferred to the child at age 18.

Principals will provide information on the process for obtaining these records. The School Board has also adopted policies guaranteeing students and parents “due process” in accordance with federal law. It is also the policy of Shelby County Public Schools not to discriminate on the basis of gender, race or religion in educational programs, activities or employment practices.



Fund-raising

No student shall be compelled or coerced to participate in or meet any kind of quota in a fund-raising activity. Door-to-door fund-raising of any kind by students in grades K-5 is not permitted. All fund-raising activities shall be in compliance with Shelby County Public Schools' Board Policy and have School Board approval.

Waiver of School Fees

Information given on the student's application for free or reduced-priced meals may be used to determine his/her eligibility for other educational benefits such as school fees and/or vocational education benefits. In order to apply for these benefits, you must mark and return a completed application for free/reduced price meals. Contact the cafeteria manager, Lee Ann Franklin, at 829-5242, Family Resource Coordinator, Melanie Madison at 829-5242 or Cindy Murphy, food service coordinator at 633-2375 if you need more information or a copy of the application. If your child qualifies for free/reduced meals, your child may also receive fee waiver provisions. Please contact the office for a fee waiver form if this is a service your child needs.

Vending Machines

No sale or serving of any food or beverage item to students in competition with the school Breakfast Program or National School Lunch Program is allowed during the school day.

Discipline

The District Discipline Code Handbook may be accessed on the district website @ www.shelby.kyschools.us. Parents are encouraged to read the handbook carefully with your child(ren).

Solicitations

Unless authorized by the Superintendent, sales representatives, agents or other solicitors shall not solicit or contact pupils, teachers or other school employees during the school day.

Harassment

Harassment/discrimination is defined as:

- Intimidation by threats or actual physical violence.
- The creation, by whatever means, of a climate of hostility or intimidation.
- The use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice.

Harassment by adults or children will not be tolerated.

Disabilities

Shelby County Public Schools ensures that any child with a disability, regardless of how severe, is provided an appropriate public education at no cost to the parents or guardian. These rights are afforded through the Individuals with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act.

If you know of a child who lives in Shelby County who may have a disability and is not receiving services, please contact the Special Education Director, Michelle Oakley, at 633-2375. If you have a concern about your child's progress please contact your child's teacher.

Programs & SERVICES

Guidance Services

The school counselor plays an important role in the total school program. Our school counselor is Amanda Davenport.

Some of the services she can provide to students, parents and staff are:

- Individual counseling
- Small group counseling (support group for children experiencing similar problems, concerns)
- Classroom guidance lessons
- Consultation with parents and educators
- Identifying and making appropriate referrals to agencies or other professionals
- Test interpretation

Students may be referred to the counselor by self-referral, teacher, or parents.

Family Resource Center

The purpose of the Family Resource Center (FRC) is to help children achieve in school by removing barriers to learning. The services listed below can be provided or accessed through the center. Our FRC coordinator, Melanie Madison, has information regarding services in the community relating to:

- Health Services
- Child Care Services
- Parent & Child Education
- New and Expectant Parents
- Basic Family Needs

Benevolence Fund

Various memos sent home with the children may include the statement: "All proceeds go to the Heritage Benevolence Fund." This fund is separate from all other school money and is used to buy food, clothing and other necessities for Heritage Elementary families in crisis.

The fund has provided groceries, shoes, clothing, eye glasses, medication, payment of heating bills, a hearing aid and dental work for Heritage Elementary children. The FRC coordinator and school principal with input from the FRC advisory council, determines the priority, and also when to provide assistance to community agencies that serve family needs.

The Benevolence Fund is the monetary heart of the school and helps our children remain safe and healthy, along with ensuring that their material needs are met. Parents and groups may make tax-deductible donations to the Benevolence Fund throughout the year, if they so desire.

Extra-Curricular Activities

Students at Heritage have the opportunity to take part in a variety of after school activities including but not limited to Band, Choir, Running Club, etc.

Essential Arts

Children attend Essential Arts Classes each day to provide a well- balanced education. We provide:

- Arts & Humanities
- Physical Education/Practical Living



LIBRARY CHECKOUT

Students are encouraged to check out a wide range of literature from our school library, both fiction and nonfiction. Our library focuses on students practicing literacy skills and fluency while exploring special interests. There may be instances where students are discouraged from checking out a book that may be too difficult for them or may contain themes that are hard for them to understand. In this situation, the library staff strives diligently to help students find more appropriate material.

Students in 1st – 5th grade will begin checking out books the first weeks of school. Students in Kindergarten will begin checking out books in September. K students will have the opportunity to learn about the library and how to care for books in August to prepare them to start checking out books.

Students in K-5 can check out books for a one-week period. Students can renew their books (check them out again) one additional week.

Library checkout will end in May. During the last weeks of school, students will return all books. If a book is damaged, please do not try to fix the book at home. The library has special materials for fixing damaged books. If a student loses a book, damages a book beyond repair, or loans a book to another student who loses the book, the student who checked out the book is expected to pay for replacing the book. If there is a reason students cannot pay for the book, parents should contact the librarian, Colby Wilmoth, at 829-5242, to make other arrangements.





Heritage Happenings

Heritage Elementary has made a name for itself by making school fun and exciting for students and their families. We have hosted many special events over the years. We believe strongly in the educational enhancement of all students.

Back to School Bash

Every year, the Back to School Bash is a great time of fellowship, activity, and information that helps the student feel more comfortable with their school and helps them learn their way around.

Other Activities

Heritage also hosts other school-wide activities throughout the school year to involve students and/or parents in after-school experiences. A weekly newsletter will be sent via E-Mail. You can also read about Heritage events through the school website. Visit www.shelby.kyschools.us



On the Bus

Privilege to Ride

Riding the bus is a privilege. For safety reasons, children must follow the Shelby County Public Schools' Board Policy for bus conduct. Students who fail to adhere to these guidelines and responsibilities will be reported to Jarrod Slone, our Assistant Principal, by the bus driver and appropriate discipline procedures will be enforced. Please see details in the Discipline Code Handbook.

Band & Orchestra Instruments:

Instruments are permitted on the bus as long as they do not infringe upon another child's seat. The band and orchestra student is responsible for maintaining his/her instrument in his/her allowable seating space.

Animals, Balloons and Glass

A county-wide policy has been made for the safety of students that no live animals, balloons or glass items of any kind will be permitted on public school buses.

Shelby County Bus Expectations

Cooperation

Student expectations: I am...

Willing to help and follow given instructions.

Looks Like: Orderly loading and unloading of bus.

Sitting in assigned seat.

Sounds Like: "Can I help?", "Yes Sir.", "No Ma'am."

Accountability

Taking ownership for my own actions and admitting when I am wrong.

Looks Like: Being in control of my behavior.

Sounds Like: "I was wrong." I'm sorry."

Respect

Having pride in myself, appreciating others dignity and their personal and property rights.

Looks Like: Keeping hands to myself, leaving others property alone.

Sounds Like: No use of threatening, profane or unkind words.

Environment

Keeping a clean, comfortable and friendly place.

Looks Like: No trash, windows up or down depending on the weather.

Sounds Like: Pleasant conversation at level 2 voice between my seat mates.

Safety

Behaving to prevent harm to myself and others.

Looks Like: Being seated at all times with my head and hands inside bus. No objects being thrown on bus. Crossing in front of bus only with driver's signal.

Sounds Like: Being quiet at rail crossings.

Regulations for Students Riding School Buses

Bus drivers are in charge of their bus and their first responsibility will be the safe transportation of their passengers. The privilege of riding a school bus is conditioned upon good behavior by the student. Any student who violates the rules or regulations for passengers on a school bus will be reported to Jarrod Slone, our Assistant Principal. Continued unacceptable behavior may cause the student to lose bus-riding privileges. If the student is behaving in such a way as to endanger other students on the bus, the drivers are authorized to order the offending student off the bus. At the first reasonable opportunity, the driver will notify Mr. Slone our AP or Mrs. Black our principal and they will notify the student's parent or legal guardian.

Walking to the Bus

1. Obey all traffic signs and signals.
2. Look left, right, and then left again when crossing the street.
3. Try to wear light clothing that motorists can see.
4. Do not accept rides or gifts from strangers.
5. Walk to your assigned bus stop; do not run
6. Walk on the left side of the road facing traffic.
7. Respect other people's property.

Items on the Bus

1. No, knives, glass containers, or other sharp objects.
2. No live, stuffed, or preserved animals.
3. No objects that cannot be held in the student's lap.
4. No items that will cause a disturbance.

Waiting for the Bus

1. Be at your bus stop at least five (5) minutes ahead of time.
2. Line up and don't push when the bus arrives.
3. Do not stand in the road.

Boarding the Bus

1. Only board the bus you are assigned to unless you have *written permission* from the school office.
2. Wait for the bus to come to a complete stop before you board.
3. If crossing the street, wait until the bus comes to a complete stop and the bus driver waves you across.
4. Use the handrail.
5. Go quietly to your assigned seat and sit down.
6. Do not stop to talk to your bus driver.

Riding the Bus

1. Sit quietly.
2. Change seats **ONLY** when the bus driver gives you permission.
3. Do not stand in the stairwell or landing, in front of the emergency door or any place that might block the driver's view.
4. Be quiet at all railroad crossings and road intersections.
5. Open windows **ONLY** when the bus driver gives you permission.
6. Keep all arms, legs, and head inside the bus.
7. Do not eat, drink, or chew gum on the bus.
8. Keep all your items in your lap.
9. Report any damages to the bus driver when you leave the bus.
10. Do not throw items on or off the bus.
12. Obey any directions given to you by the bus driver.

Leaving the Bus

1. Wait in your seat until the bus stops.
2. Do not crowd or push.
3. Use the handrail.
4. Do not jump off the steps.
5. Go directly into the school or directly home.
6. Leave the bus only at your assigned stop unless you have *written permission* from the school office.

SEE THE School Bus Incident Report to Parents FOR SPECIFIC CONSEQUENCES OF MISBEHAVIOR

Parents: If there are any questions about the penalties, call Jarrod Slone at 829-5242. If there are any questions about policies, call the Transportation Coordinator, Eddie Oakley at 633-4671.

ATTENTION CAR RIDERS

You can help keep everyone safe and traffic flowing by following these steps:

- Please do not block parking spaces for staff members when coming each morning.
- Please do not park in the traffic lanes entering or exiting the school parking lot. If cars are blocked, traffic is blocked and traffic cannot flow which causes problems for everyone.
- Please seat your child(ren) so you do not have to get out of the traffic line – we are happy to assist.
- Please pull into a vacant parking space if your child(ren) needs assistance with a belt buckle to allow traffic to keep moving.
- If you park in a space upon arrival, please accompany your child(ren) to the crosswalk at all times because it is dangerous for students to cross the traffic.
- Remember that the main line of traffic is given priority to allow children to get in the building and not wait in traffic. Be sure to yield to buses.
- For dismissal, please remain in your car in the car rider line and your child(ren) will be loaded into the car for you. In order to reduce distractions at the end of the instructional day, we ask parents to wait in the car rider line for students after school.
- All routine car riders are provided with a car rider tag. Children will only be released to the car with the tag.
- If your child is going to be a car rider temporarily, you must send in a note each day.
- Only children with a car rider tag or transportation note will be released in the car rider line. All other parents should report to the office for assistance.
- Please note that we are all working hard to keep the children safe. Patience and respect for all the procedures will help keep our children safe.

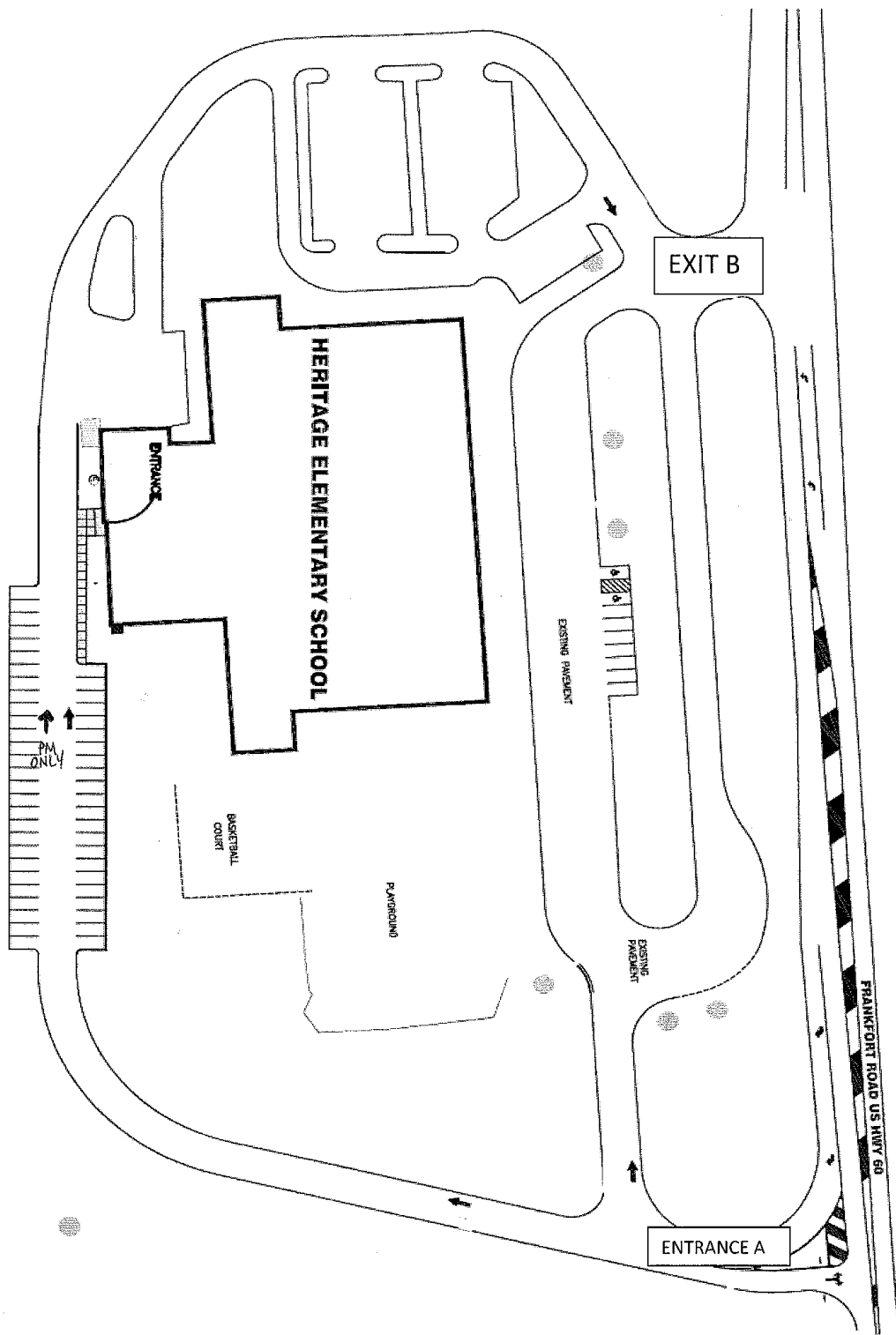
THANK YOU



Car Rider Drop Off and Pick- Up Procedures

1. Car riders will be allowed to enter the building beginning at 7:05 a.m.
2. Car riders will be dismissed at 2:25 p.m.
3. All cars will enter the school grounds using Entrance A (see map). If you live east of our campus, please use Morris-Clark Road to Elmburg Road (Highway 395) as a by-pass to loop to Highway 60. Take a left onto Highway 60 and proceed to Entrance A.
PLEASE NOTE: TURNING LEFT OFF US 60 INTO THE CAR RIDER LANE IS AN ILLEGAL TURN. THE SHERIFF'S DEPARTMENT PATROLS THIS AREA OFTEN.
4. Car riders will follow the route on the map to proceed to the back of the building. Car riders will be **dropped off** at Entrance 5 (the gym door). Car rider parents will continue to follow the car rider loop around the building and proceed to exit Exit B (see map) onto Highway 60.
Car riders will be **picked up** at Entrance 5 (the gym door). We will be using a dual car rider line system for afternoon pick-up. The dual line starts at the beginning of the back parking lot and will operate like a dual drive-through line. Car rider parents will continue to follow the car rider loop around the building and proceed to exit Exit B (see map) onto Highway 60.
5. We will have ample staff to assist your child in getting in or out of the car.
6. If you need to come into the building, proceed to the visitor's parking lot on the west side of our campus, park in a parking space, and proceed to the crosswalk and the sidewalk to enter through the front door.
7. Buses entering and exiting the parking lot will have priority over cars. Car rider parents will need to yield to buses when exiting the parking lot.







Affirmative Action

Students, their parents, employees and potential employees of the Shelby County Public Schools are hereby notified that the Shelby County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment programs, vocational programs, or activities set forth in compliance with the Office of Civil Rights, Title IV, Title VII, Title IX, ADA and Section 504.

The Shelby County School System offers the following vocational education programs for students in grades 9 – 12: Agriculture, Family Consumer Sciences and Industrial Technology. The following vocational school classes are available to students in grades 10 – 12: Auto Mechanics, Business and Office, Carpentry, Electricity, Health Services, Machine Shop and Welding. Keyboarding is offered to students in grades 9 – 11.

Adult Education classes are offered to individuals pursuing GED certificates. Adult programs are offered periodically based upon the demand for specific classes.

Any person having inquiries concerning the Shelby County Public Schools' compliance with the Office of Civil Rights Law, Title VI, Title VII, Title IX, ADA and Section 504 should contact:

Michelle Oakley, Special Education Director/504 Coordinator
Shelby County Public Schools
1155 West Main Street – P.O. Box 159
Shelbyville, KY 40066-0159
Phone number – 502-633-2375

Job Opportunities

There is always a need for teachers in any school system. Some positions are filled by those with emergency certification because of the shortage. Substitute Teachers are also in great demand. There are three levels under which people may work in a substitute position in the classroom.

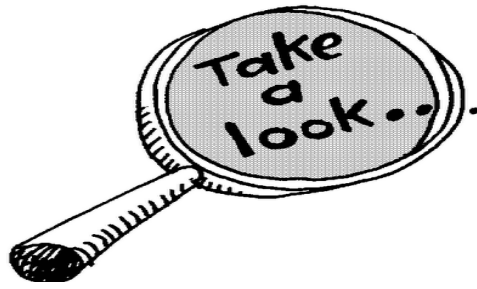
Applications for Bus Drivers are taken on a continuous basis, offering benefits permanent positions and substitute positions.

If interested in any school job, stop by Central Office, 1155 Main Street, Shelbyville, or visit the website:

www.shelby.kyschools.us

Keep Informed

- Heritage Parent Calendar and Weekly E-Newsletter
- Shelby County Public Schools' website: www.shelby.kyschools.us (Goods News about students, Headliners, Calendar, Lunch Menus, School Board Meeting Reports).



For Your Information

Head lice do not carry disease; however, to prevent further spread in the school or at home, we are asking that you follow the steps below in treating your child. Please examine all family members or others that may have had contact with your child.

Inspect: Carefully examine hair and scalp for lice and their nits (eggs). Lice are small, grayish- tan wingless insects. Their eggs are small white specks that attach firmly to hair shafts. They can also be found at the nape of the neck and behind the ears.

Treat: Use a lice-killing treatment following the directions on the manufacturer's label. These products are available in most pharmacies and grocery stores. You may obtain a prescription from your physician if you prefer. Some products suggest you reapply within 7 to 10 days. **After treatment, it is imperative you comb out all existing eggs.** Normally a special comb is included with the product.

Environment: Isolate all clothing and linens; wash in hot water. For non-washables, such as pillows and stuffed animals, dry clean or place in a plastic bag for 14 days. Spray household furniture, mattresses, and carpet with a lice control spray. Thorough vacuuming of the infested area is recommended. All combs and brushes should be cleaned.

After your child is treated for lice, he/she must be checked by the school nurse/office personnel before they will be allowed to return to school. A parent or guardian must accompany them to the office. If personnel should find lice, they will not be allowed to stay in class.

Heritage Elementary is committed to the well-being of each student. Your cooperation in this matter is most appreciated.



CAFETERIA CORNER

Heritage Elementary School is participating in the Community Eligibility Provision under the National School Lunch Program. Under CEP **all students** receive a breakfast AND lunch at **no charge** for the entire school year.

All students are required to go to the lunchroom with their class. Students are expected to adhere to the “Guidelines for Success” in the Heritage Cafeteria and the Eagles Nest Cafe.

Guests may bring food for **their children only** –and **due to the federal guidelines for the lunch program you will be asked to eat in the lobby. Due to confidentiality issues, parents/guests may eat with their child only. Friends will not join your child in the Eagle’s Nest.**

Account Balances:

All money sent to the cafeteria will be added to your child’s account. PLEASE NOTE: If your child buys extra items, the cost will be subtracted from the balance in your child’s account.

Extra Sales Items:

In addition to the regular food service program, schools offer extra individual items for sale, such as chips and ice cream, as well as extras of any item from the daily menu. Parents may send a note or call the cafeteria manager, Lee Ann Franklin, at 829-5242 to limit the amount their child(ren) may purchase or to prohibit all purchases from the extra sales program.

Students are not allowed to charge items from the extra sales program. A complete list of extra sales items is available at the school. If you have other questions, contact the cafeteria manager, Lee Ann Franklin at 829-5242.

Assault and Threats of Violence - Notice of Penalties and Provisions

In accordance to KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations), please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on security threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
 - b) Makes false statements by any means, including by electronic communication, for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity; or
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of serious bodily harm among students, parents, or school personnel;
 - c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.