

Clear Creek Elementary School

2021-2022

Home of the Colts



279 Chapel Hill Road
Shelbyville, KY 40065

Phone:(502) 633-3452

Fax: (502) 647-0232

Family Resource Center: (502) 647-0240

Welcome

Our teachers and staff would like to welcome you to Clear Creek Elementary School. Please do not hesitate to call if you have any questions or concerns.

Vision and Mission Statement

Vision -
Fostering a Community of Lifelong Learners

Mission -
The mission of Clear Creek Elementary is to foster a community of lifelong learners through a commitment to equity, nurturing our diverse community and an allegiance to academic excellence.

Student expectations:
Do the right thing! Treat people right!

SBDM council

Clear Creek elementary school operates under the concept of school-based decision-making. This process gives parents, teachers and principals at Kentucky public schools substantial control over how the school operates. A school's counsel, advised by the school staff, will make policies on curriculum, instructional practices, schedules, use of school space, discipline, classroom management, and extracurricular programs. The council meets once a month. Please contact the school principal concerning items to be placed on the agenda. SBDM policy manual (03.1323). Staff members or parents wishing to access the SBDM and policy manual should contact the school principal.

Attendance

Clear Creek Elementary School will adhere to the countywide absences excuses policy, students K-12, established by Shelby County Board of Education. A complete copy of this policy appears in the statement of rights and responsibilities and discipline code book. Every student will be provided access to this booklet. ***Please note after seven(7) nonmedical absences, all future absences will require a statement from a health professional or have principle approval to be excused.*** Tardies will be treated like absences. Coming in late or leaving early causes a tardy. Anytime your child is absent, a written note from home or medical excuse from

a physician's office is required within five(5) days of returning from the absence in order to be excused.

Medical excuse notes shall not exceed 10 notes per school year. After the 10 medical notes the parent/guardian must have a medical excuse form completed by the physician. the medical excuse for maybe picked up in the school office or sent home by request.

Arrival

Students can arrive at school beginning at 7:15 AM. Students arriving for school after 7:40 AM will be tardy and must report to the office. All cars will load and unload on the black top in the front of the cafeteria. if you bring your child to school or pick him or her up, you must follow the car rider route using car rider procedures.

Early dismissal

We encourage you to try and schedule your child's doctor and dental appointments after school hours. If this is not possible, you MUST come to the office first to sign your child out. ***For your child's safety-- Anyone,*** other than those listed by the child's legal guardian, wanting to take a child out of school must have written permission from him/her and we must be able to confirm it. ***We will ask for ID. Do not go to your child's classroom to pick up your child. Teachers will not release any student without notification from the office.***

If a student leaves early, it is counted as a tardy.

PARENTS ARE EXPECTED TO ADHERE TO BASIC SAFETY LAWS WHILE DROPPING OFF AND PICKING UP STUDENTS. CUTTING IN LINE IS DANGEROUS AND UNACCEPTABLE.

Kindergarten

Kindergarten classes are full day. Their attendance, arrival and dismissal policies are the same as the rest of the school.

Transportation Changes

Transportation changes must be in writing from the parent or guardian and sent to the school with the student. You may also send changes via email to dawn.raymond@shelby.kyschools.us or fax to 502-647-0232, however you should call the school to verify the email or fax was received. Faxes and emails must be received before 12:00 PM. If no notification is received, your child will follow his or her regular

method of getting home. If your child is going home with another child, we must have notes from both parents. There are forms attached at the end of the handbook that should be used for transportation changes.

NO TRANSPORTATION CHANGES WILL BE MADE OVER THE PHONE.

Inclement weather

During inclement weather and the possibility of the school being closed, having a delay, or as the crisis occurs, please listen to the following selections of radio and television stations for information: WHAS-840 AM, TV Channels 3,11,32 and 41 in Louisville and channels 18 and 27 in Lexington. School closings are also on the Shelby County public school website. A mass message notice will be sent for closing and delays. The message will indicate if it is a snow day or a snow go day. Please be aware of the differences. More information will be sent home prior to inclement weather months.

Cafeteria regulations

All students are permitted to get breakfast each morning and required to go to lunch with their classes. They're not to leave the cafeteria without permission. During lunchtime, monitors are on duty and students are to show them the same respect as if they are with their teacher. Students are expected to leave the eating area as clean as possible. There is to be no running. Talking is permitted in a low voice. Cafeteria accounts – students in the Shelby County system are given an ID number. We use the number to open a cafeteria account for the student. Any amount of money can be deposited into the account. As food is purchased, the balance declines. Regular deposits will assure your child of having enough money in their account.

Once again, this year, breakfast and lunch will be provided at no cost to all students. No charging is allowed by adults for breakfast, lunch, or à la carte items. À la carte – students are allowed to purchase extra items with their meals. Extra items can cost \$.50 to a dollar. If you do not want your child to buy extras, you must notify the cafeteria in writing. We will allow extra items to be charged, if you do not want this to occur please provide written notification.

Free/reduced forms– forms are available in the school office and in the cafeteria. Any student may apply any time during the year. The completion of these forms assists the school and in determining

some of our funding sources. Please complete the form for each year even though all students eat for free.

Inclement weather

one-hour delay– breakfast will be served.

Two-hour delay– no breakfast will be served.

MEAL PRICES-	LUNCH
Adults	\$4.05

Adult prices listed above are based on exactly the same meal as a student receives. Adult meal prices are subject to change. Meals are posted in the paper every Friday. Meals are subject to change according to the availability of food.

PRICES ARE SUBJECT TO CHANGE.

Eligibility for waiver of school fees

Information given on the student's application for free or reduced price meals may be used to determine his or her eligibility for other educational benefits: free school fees and or vocational educational benefits. In order to apply for these benefits they must return the completed application for free/reduced meals. Contact the food service Coordinator at 502-633-2375 if you need more information or a copy of the form.

Student Information

Your child's teacher will be sending home an information card for you to complete. Having this information returned promptly and correct, is of the utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of the person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records are kept up-to-date for emergencies.

Medication

Students who need to take prescribed or over-the-counter medication must have the appropriate form signed by a parent/guardian and physician before the medication can be brought to the school. Medication must be in its original container and the form is left in the office.

Sick Children

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep students with temperatures, those who vomit or those who may be contagious at school.

Accidents

If your child is injured at school, we will make him or her comfortable and then call you immediately if the serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the above mentioned information form.

Cell Phones

Students are not allowed to use cell phones during school hours. If they need to contact family members during that time, then they can come to the school office and use the school phone. The school is not responsible for lost or stolen cell phones.

Clear Creek Parent Association

The parent organization will be organized the first month of school. This organization encourages families to help their children, their school, and their community.

School Volunteers

If you're interested in becoming a school volunteer, please contact or write a note to your child's teacher. Any volunteer that works with children must be approved. There are special forms that must be filled out in return to the family resource Coordinator each year. Approval may take several weeks. Your interest and involvement are always appreciated. A \$10 dollars donation is encouraged to help with the processing fee.

Field Trips

All parents that are interested in accommodating students on a field trip must be an approved volunteer prior to the date of the field trip. Parents must drive separately to the field trip destination.

Fire, Tornado, Earthquake and Lockdown Drills

These drills will be held from time to time, and each room has a specific pattern of action to follow. Each student and teacher should be familiar with any room they occupy. All alarms are to be followed unless the office indicates otherwise by the public address system.

Dress Code

Students are encouraged to dress comfortably, healthy, and cleanly at all times. Girls may wear dresses, skirts, jeans, sweatpants, shorts or slacks. Boys may wear jeans, shorts, sweatpants or slacks. Please make sure that shirts and tops with "sayings" printed on them are in good taste. Shorts may be worn, as long as they are no shorter than fingertips. Halters, midriff type blouses or "spaghetti strap" tank tops are not to be worn. Shoes must be worn at all times. Flip-flops should not be worn at school for safety reasons. Toes get hurt during daily recess and flip-flops break easily. Caps and sunglasses are not to be worn in the building. Coats are required in cold weather for all students since they will be going outside.

Services to Individuals with Disabilities

The Shelby County public school ensures that any child or youth with a disability, regardless of how severe, is provided an appropriate education at no cost to parents or guardians. 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/SECTION 504 Coordinator at the Support Services Office at 502-647-0210. If you have any concerns with regard to your child's progress in school and suspect he or she may have a disability, please contact his or her classroom teacher.

Affirmative Action/Nondiscrimination Statement

Students/their parents/an employee of the Shelby County public schools are hereby notified that the Chevy County public school District does not discriminate on the basis of gender and its educational programs, vocational programs, or activities that it operates, and is required by Title IX of the programs, vocational programs or activities that it operates and is required by the Title IX of the educational and amendments of 1972 (P.L. 92-318) not to discriminate on the basis of disability, in admissions or accessed to, or employment in, its programs or activities, in compliance with the Rehabilitation Act of 1973 (P.L. 93-112), as amended, section 504; nor does the school system discriminate on the basis of gender, race, Color, National origin, age, religion or marital status, as set forth in the Title VI, Title VII, Title IX, ADA, and Section 504. The Shelby County public school district offers the following vocational education programs for students in grades 9-12; agriculture, business in

office, home economics, and industrial technology, industrial training, health services, business technology, and computer repair and machine technology, industrial training, health services, business technology, and computer repair in servicing technology. Adult education classes are offered to individuals pursuing GED certificates.

Any person having inquiries concerning the Shelby County Public schools district compliance with Title IV, Title VII, Title IX, ADA or Section 504 is directed to contact:

*MOA Coordinator
Human Resources Coordinator
Special Education/504 Coordinator
Shelby County Public Schools
P.O. Box 159
Shelbyville, KY 40066-0159
Equal Opportunity/Affirmative Action Employer*

Care of Textbooks, Library Books and Chromebooks

Students are responsible for all textbooks, library books, and chrome books issued to them during the school year. All lost or damaged books or computers must be paid for. Computer repair fees differ based on the repair needed. A lost Chromebook will result in full payment to replace the computer. If a lost book or Chromebook is found, money paid will be refunded.

Valuables at School

School personnel try to prevent losses, but they are not responsible for student's personal property. Large amounts of money or valuables should not be brought to school. Keep toys at home as well.

Fund-Raising Activities

No student shall be compelled or coerced to participate in or meet any kind of quota in fundraising activity. Door to door fundraising activities of any kind by students in grades K-8th are not permitted.

Discipline Code

Kentucky's School Law 158.50 states: all pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of another student or school personnel, the threat of

force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing a school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bag conduct on school property or at school sponsored events, constitutes calls for suspension or expulsion from school. The Shelby county code of conduct (Discipline Code) adopted by the Shelby County Board of Education is applicable for all students K-12. Every student shall be provided a copy of this discipline code. **Read it carefully.**

Harassment/Discrimination

Harassment/discrimination is defined as intimidation by threats of or actual physical violence: the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, content, or prejudiced or to have the effect of insulting or stigmatizing an individual. Procedures for investigating or reporting may be found in the Discipline Code Handbook.

Solicitations (03.1323)

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

Guidance Counseling Programs/Services

The school counselor plays an important role in the total school program. School counselors must be certified by the Department of Education. School counselors abide by the ethical standards of the profession in Kentucky law governing confidentiality (KRS 421.216 Enact Acts 1974, CH 82, S1) students may be referred to the school counselor by the student himself/herself, teachers, parents, or others. For more information concerning school counseling services in your child's school, please contact the school office.

Promotion and Retention

Students will spend 6 years at Clear Creek elementary school. Progress will be reported using state approved forms and conferences.

Parent Conferences

Parents are encouraged to contact the school anytime they want to talk about their child's education. They should call in advance so that a meeting can be planned. We cannot call a teacher

out of the classroom to take a phone call except for an extreme emergency. The school will schedule Parent/Teacher Conferences during the school year, and your attendance is encouraged.

Family Resource Center

The family resource center plays an important part in the reform of our education program. It is designed to link students and their families to community agencies, provide support services, opportunity for students to participate in afterschool and summer activities, parenting classes, emergency assistance, and referrals to childcare providers and health services. The mission of the family resource center is to enhance the education of our children by addressing the many needs and issues that face our families. If you have any questions or would like more information, please contact FRYSC at 502-647-0240. Operating hours are Monday through Friday, 7:15 AM to 3:00 PM.

Shelby County Public Schools Annual Notification to Parents/Eligible Students

*In accordance with the family education rights and privacy act, parents shall have the right to inspect and review all educational records relating to their child by making requests to the principal of each school or other designated official. This right shall be passed onto the student or other designated official. This right shall be passed on to the student at the age of 18. Written policies have been developed which describe the types and locations of these records and the specific procedures available to parents for the review of records, the amendment of or hearing concerning educational records believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and for the disclosure and destruction of records. Copies of these policies and procedures may be obtained upon request for an office of the principal or office of the superintendent.

*In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of the school district to forward educational records, upon request to a school in which a student seeks or intends to enroll.

Parents may obtain upon request copies of the records transferred. Directory information shall include the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended by the student.

Parents shall have the right to file complaints to the family education rights and privacy act, concerning any alleged failures of the district to comply with this act. U.S. Department of Education, Family Policy and Regulations Office, Washington, D.C. 20202

Parents of a student who has graduated or otherwise left the district and who was formerly enrolled in a program for exceptional students may request a destruction of any personal identifiable information in the educational record of their child, which was collected, maintained, or used for the identification, evaluation, or placement of the exceptional student. Such requests should be addressed in writing to the principal or superintendent.

*Office of the Superintendent
Shelby County Public Schools
P.O. Box 159
Shelbyville, KY 40065
502-633-2375*

Clear Creek School and Family Compact

What is a school-parent compact?

The school – parent compact is a voluntary agreement between the school and the parents of the children after school. A compact outline how parents, the school staff, and the students will share responsibility for improved student achievement.

Contacts:

- Begin to the standards
- Are a process
- Define everyone's responsibilities
- Depend on many people believing in participating

How will we support the compact?

- Back to school bash
- Parent teacher conferences
- Parent and community volunteers
- School and class newsletters

How do we know the compacts are working?

- Attendance logs from meetings, conferences, family night, as well as volunteer sign in forms.
- Students, and parent responses from evaluations

Family's responsibility

I want my child to achieve, and therefore, I will encourage my child by doing the following:

- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Make sure homework is completed and turned in on time.
- Provide a quiet, well-lighted place for study.
- Encourage my child's efforts and praise him/her daily.
- Sign up to be an approved volunteer.
- READ DAILY AND SIGN THE READING LOG.
- Empty my child's book bag and read papers daily, and talk to my child about their school day.
- Read to my child and let them see me reading regularly.
- Communicate with my child's teacher.
- Study math facts regularly.

School's responsibility

Teacher

It is important that all students achieve; therefore, I will tried to do the following:

- Get to know all of my students and appreciate their differences.
- Make school interesting to all my students.
- Provide assistance to parents so that they can help with homework.
- Encourage students and parents by communicating regularly about student progress.
- Contact parents regularly to convey something positive about students. Send home positive notes.
- Provide high quality instruction in a supportive and well-disciplined classroom.
- Hold high expectations for all students, believing that all students can learn.
- Make myself and my classroom accessible to parents, encouraging them to visit the school.

Principal

I support this compound for parent involvement; therefore, I will strive to do the following:

- Set a standard of high expectations for all staff, students and parents.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Encourage teachers to provide homework assignments that will reinforce classroom instructions.

Student

It is important that I work to the best of my abilities; therefore, I will strive to do the following:

- Go to bed early and get up on time so that I can attend school regularly.
- Be prepared for school each day with completed assignments and supplies.
- Work cooperatively with my classmates.
- Tell my parents about my day.
- Ask for help when needed.
- Follow the rules of student conduct.
- Read daily.

Effective schools are the result of families and staff working together to ensure the children are successful. A learning contract is an agreement among groups that firmly unites them. This is an invitation to be involved in a partnership with your child's school.

Please sign and return to your child's teacher tomorrow.

I have read and support the Commitment Policy for Clear Creek Elementary.

Parent's Signature: _____

Date: _____

Child's Name: _____

Teacher: _____