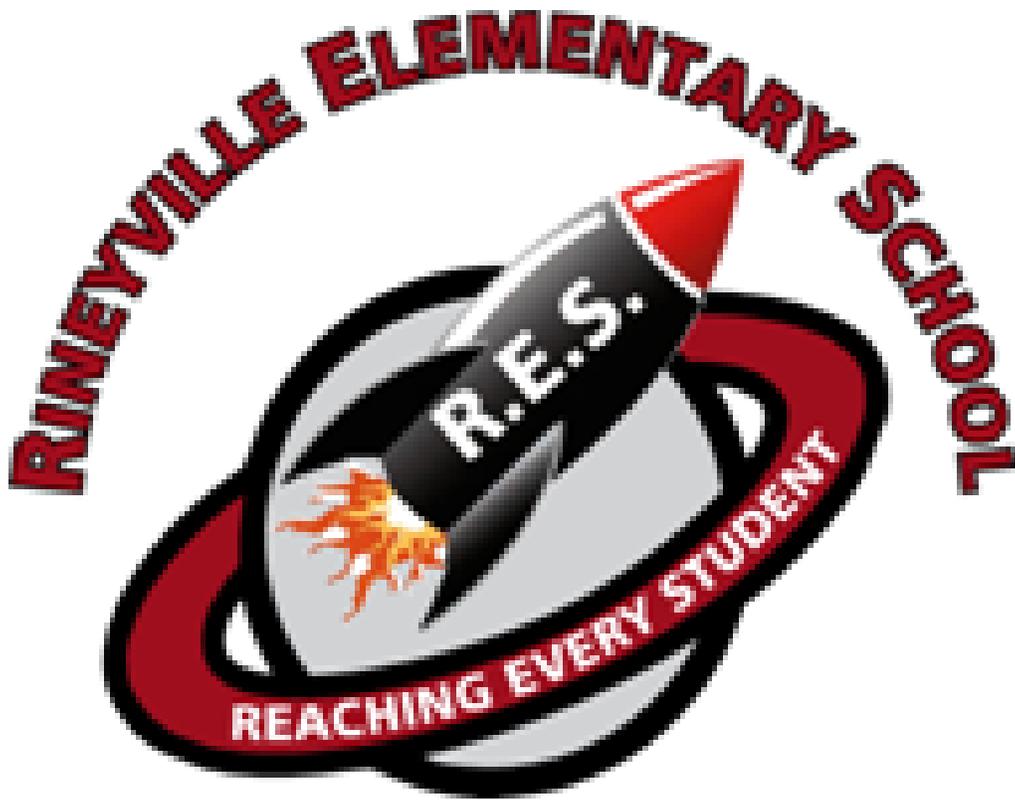


Rineyville Elementary School Student/Parent Handbook 2021-22



Dear Parents,

I want to welcome you to Rineyville Elementary School for a new school year. I hope your family has had a wonderful summer and is looking forward to getting back into a routine with school beginning. I always look forward to seeing students come back and see the excitement on their faces as they meet their new teachers and see familiar faces of friends.

As your principal, I believe it is important for you to get to know me on a personal level where you can feel comfortable working with me. I want to share a few things about myself. I have been at Rineyville Elementary for 23 years in different positions: classroom teacher, Title I, guidance counselor, and assistant principal. I am also a former student of Rineyville. I attended Rineyville for K-5th grades. My mother retired as a teacher from Rineyville in 1994. I participated in softball for many years here in our community. Rineyville is my home and there is no other place I would rather be.

As we begin this school year, I want you to know I am here to support, nurture and love your children. My number one priority is the safety of your children and to assure they are receiving a quality education that will help them become successful in the future and in life. My door is always open if you have questions or concerns about your child. I want you to feel confident that I will work with you and help resolve any issues that may come about. Call me or come by if you need anything at all.

Thank you in advance for giving Rineyville your full support. There is not another school in our area where parents and the community are more involved and invested. This is what sets Rineyville apart from everyone else. I look forward to the months and years ahead as we continue this tradition. Rineyville will continue to be a school of excellence with your support!

Sincerely,
Stephanie Lucas Breeding
Principal

“The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don’t play together, the club won’t be worth a dime.”
~ Babe Ruth (Baseball)

TABLE OF CONTENTS

Office Hours/Contacting the Office	4
School Mission and Philosophy	5
General School Guidelines/Transportation Changes	6
Discipline Policy	7-10
Bullying/Hazing Policy	11
Items Inappropriate for School	12
Wellness Policy	12
Homework Policy	13-14
Student Dress Code Policy	15-16
Attendance Policy	17-18
Enrollment Requirements	19-20
School Bus Safety	21
Emergency Information/Cancellations	22
Report Cards/Promotion and Retention/Other Information	23-24
School Based Decision Making Council (SBDM)	25
Volunteer Program	25
Title I School-Wide Program	26
Extended School Services (ESS)	26
Title I Parent Involvement Policy	27
Kentucky System of Interventions (KSI/RTI)	28
Acceptable Use Policy for Telecommunications and Networked Services	29
Health Services at School	30
Grievance Procedures	31

RINEYVILLE ELEMENTARY SCHOOL

Office Hours: 7:00 AM -3:30 PM

School Hours: 7:30 AM-2:15 PM

Phone: (270)737-7371

Fax: (270) 737-0916

Stephanie Breeding, Principal: stephanie.breeding@hardin.kyschools.us

Michaela Priddy: Assistant Principal: michaela.priddy@hardin.kyschools.us

Amy Chancellor: School Counselor: amy.chancellor@hardin.kyschools.us

Rebecca Moore: Office Manager: rebecca.moore2@hardin.kyschools.us

LaKeena Clifford: Attendance/Registrar: lakeena.clifford@hardin.kyschools.us

Sarah Haynes: Office Assistant: sarah.haynes@hardin.kyschools.us

Tiffany Garrett: Family Resource Coordinator: tiffany.garrett@hardin.kyschools.us

Hannah Bristol: Intervention Teacher: hannah.bristol@hardin.kyschools.us

Natalie Read: Nurse: natalie.read@hardin.kyschools.us

Transportation Changes: rves-trans@hardin.kyschool.us



Other District Services:

Edna Powell: Northern Hardin County Bus Coordinator: (270) 769-8964

Chris Corder: Director of Transportation: (270) 769-8825

Amy Wood: Director of SACC (after school childcare): (270) 769-8864



RINEYVILLE ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Rineyville Elementary School is to recognize that all children can learn and to ensure a lifelong love of learning, a grounding in basic academic skills, and positive mental, social, and physical health standards through a diverse educational program provided in a stable environment by positive community involvement and caring staff.

RINEYVILLE ELEMENTARY PHILOSOPHY

The school is organized for the purpose of educating students according to their specific needs and abilities. The school further seeks to provide the environmental climate necessary to support children in their drive toward self-realization and to prepare them for life in this changing world, realizing that all students have the right to achieve the highest level of personal fulfillment of which they are capable.

Children are offered skill-building practices through problem solving methods in group and personalized activities. Students are encouraged to make their own choices and to enjoy choices within the framework of responsibility.

Realizing the community is composed of persons of diverse backgrounds--racial, ethnic, religious, social, economic, and political--we believe that the blending of these backgrounds in the school contributes to the richness of educational programs.

The program is a democratic plan to advance children of all achievement levels without degrading any individual student. An attempt is made to place children in activities where they can succeed. Assessment is an individual on-going process and is a constructive cooperation between the teacher and the students.

GENERAL SCHOOL GUIDELINES

1. If visiting our building, you will be required to show your picture ID. We will scan the ID to do a quick background check. If clear, then you will receive a visitors tag.
2. Visitors will not be allowed in our school cafeteria during student lunch periods. We will welcome visitors and guests **ONLY** on scheduled dates such as grandparents day, mother and father breakfast days, etc. This will ensure the safety of all students and dedicate our staff's full focus on the students during their lunch period.
3. A parent note or doctor's excuse explaining a child's absence should be sent when a child returns to school.
4. Parents **MUST** sign in tardy children at the office.
5. **Transportation Changes:**
A written request signed by parent/guardian, is required for permission to ride a different bus or for any change to normal transportation. This request should be turned in to the office in the morning. Emails and faxed requests will also be accepted each day no later than 1:00 PM. Calls will not be accepted *unless there is an emergency*. The email for transportation changes is:
rves-trans@hardin.kyschools.us
6. Persons who take a child from the school must provide identification in the school office or the car pick up line. No afternoon pickups will be allowed in the office unless you are signing your child out early.
7. Students must pay for damage purposely or carelessly done to school property.
8. Clothing should be appropriate and suitable for school. (See Dress Code pg. 15-16)
9. A child will be permitted to use the telephone if the request is reasonable or necessary (i.e illness).

DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY



DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

A. DISTRIBUTION TO STUDENTS

Rineyville Elementary will follow the Hardin County Schools Code of Acceptable Behavior and Discipline.

During the first week of school, the principal (or principal's designee) will:

1. Provide each student with a copy of the District Code of Conduct.
2. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
3. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so.

The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

B. COMMUNICATION WITH STAKEHOLDERS

By the end of the first week of school, the Hardin County Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year.

Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees, when necessary, in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

SCHOOL SAFETY PLAN

Our school will maintain a School Safety Plan addressing procedures to provide a supportive, safe, healthy, orderly, and equitable learning environment for both students and staff. This plan will also address any issues identified by our stakeholders and issues required by state law. A copy of our current Safety Plan is attached.

SCHOOL SAFETY PLAN REVIEW

Our School Safety Plan will be reviewed every odd numbered school year by the PBIS Committee using the following procedures:

1. A data review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by gender, race, disability, and participation in free and reduced price lunch.
2. An analysis of the implementation and impact of the activities in the plan.
3. A full report to the council including, but not limited to:
 - An overview of the trends in the disciplinary referrals and consequences data.
 - A report of the status of each activity that should be started or completed.
 - Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
4. The council will be responsible for approving and adopting any changes to the School Safety Plan.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS (“BLAST” PLAN)

In addition to the District Code of Conduct and our School Safety Plan, we have adopted the following school-wide expectations:

1. Be Responsible
2. Love Learning
3. Awesome Attitude
4. Show Respect
5. Try Your Best

BULLYING

The following is excerpted from the District Policy on Bullying:

STUDENTS 09.422

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all students language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.4281.

RESPONSIBILITIES

Principals and assistant principals are responsible for:

1. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
2. Ensuring that all staff and students adhere to the District Code of Conduct.
3. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
4. Working with parents and guardians when issues arise that involve behavior and/or discipline of a student.

Teachers are responsible for:

1. Clearly establishing classroom standards of conduct that:
 - include clearly defined consequences when standards are not met,
 - are communicated to parents,
 - are posted in plain view of the students in the classroom, and
 - are taught to students during the first two weeks of school and explained to students who join the class during the year.
2. Ensuring that:
 - Teacher-student interactions demonstrate general caring and respect.
 - Interactions among students are generally polite and respectful.
 - Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.
 - Students are engaged during small-group work.
 - Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities.
 - Students are held to the classroom standards and appropriate consequences are issued when the standards are not met.
3. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior, in accordance with the School-wide Clip Up/Clip Down System:
 - Consistent Positive behaviors are rewarded *daily* by clipping the student up a color coded Behavior Chart.
 - A “Clip Off the Chart” is a result of outstanding and consistent behavior during a particular day that results in the student visiting the office to “Clip On” to an Administrator and receiving a reward.
 - “BLAST Bucks” are awarded once a week to a student at Faculty discretion. “BLAST Bucks” may be given at any time of the day or week and are received for an example, or examples, or exemplary behavior. This practice is intended to be

conducted in the close aftermath of the positive event. It is possible for “BLAST Buck” recipients to be further rewarded by the Administration for their example(s) of extraordinary behavior.

4. Making sure the classroom is safe, that all students can see and hear, and that the room is arranged to support learning/instructional goals and activities.

Counselors are responsible for:

1. Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

1. Following Directions
2. Staying on Task
3. Showing Respect for School Property
4. Walking at All Times in a Calm, Orderly Manner
5. Talking Politely to Teachers, Other Staff, and Students
6. Listening when Others are Talking
7. Keeping Hands to Oneself
8. Accepting One Another’s Differences
9. Expending Effort to Complete Work of High Quality
10. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
11. Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

Students not following the above or the behaviors listed in the “BLAST” Plan will be subject to the subsequent Levels of Intervention:

1. Students are informed of unacceptable behavior.
2. Students receive Teacher consequences appropriate to behavior (in the classroom).
3. Telephone Calls/Behavior Reports issued to parents as needed.
4. Administration Referral (with possible online intervention).
5. Interventions (School and Community), Suspension and Detention
6. Expulsion (pending Hardin County Board of Education approval) as per KRS 158.150 and Hardin County School’s policies 9.434; 9.435)

Parents and Guardians are asked to:

1. Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.
2. Work with the school when issues arise involving their child’s behavior or consequences given to their child by the school or teacher.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

BULLYING/HAZING POLICY
(Primary to Grade 5)

The Rineyville Elementary School Site-Based Decision Making Council affirms the policy of the Hardin County School Board on the subject of bullying/hazing. The district policy is:

STUDENTS 09.422

Bullying/Hazing:

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

Actions Not Tolerated:

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Reports:

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to district personnel for appropriate action.

Other Claims:

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/Discrimination allegations shall be governed by Policy 09.42811

ITEMS INAPPROPRIATE FOR SCHOOL

Students may not bring the following items to school as they create a disturbance during instruction:

- *Weapons (toy or real) including knives, guns, box cutters, etc...
- *Communication devices (if a cell phone is brought to school, it must remain turned off & be in the child's backpack)
- *Electronic devices of any kind (includes Smart watches) and/or any kind of recording device
- *Fidget spinners; Fidget Cubes; Pop Its
- *Any toy that can be deemed distracting to students or the learning environment
- *Collectible cards/toys (includes but not limited to Pokemon cards, baseball cards, etc)
- *Non-prescription fashion glasses

WELLNESS POLICY

CLASS CELEBRATIONS AND PARTIES

If your child has a birthday and you wish to provide snacks, you may arrange this with your child's teacher. Due to updates in our School Wellness Policy, **NO CUPCAKES** will be allowed. All snacks must be store bought, nothing homemade. If you need suggestions, please contact your child's teacher. Below is a list of healthy alternatives:

Baked Lays (any flavor)
Mixed Fruit in 100% Juice (other fruit cups)
Danimals Smoothies
Fiber One 90 Calorie Brownie
Frigo String Cheese (low-fat cheese)
Mott's Applesauce
PopChips Brands
GoGurt
NutriGrain Bars
Annie's Frozen Yogurt (various flavors)
Cool Daze Crunch Bars
Cool Daze Mine Ice Cream
Otis Spunkmeyer Cookies (with whole grain flour)
Rice Krispie Treats (whole grain)
Kettle Corn
Whole grain crackers
Whole grain pretzels
Low-fat popcorn
Low-fat pudding

HOMEWORK POLICY



DEFINITION

Homework will be used to increase students' opportunities to learn. It is completed outside the classroom and is intended to provide added opportunity to practice skills, engage information, and explore topics using varied learning styles and interests. Homework assignments will include not only written assignments but also opportunities to take part in cultural and creative activities, online assignments, and real-world applications of learning.

PURPOSE

This policy is intended to guide all faculty, parents, and students and to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments.

The policy does not apply to students receiving homebound instruction. Students with Individualized Education Plans will be given modified homework according to individual goals.

TEACHER RESPONSIBILITIES

All teachers will:

1. In an age-appropriate manner, make sure that students understand this policy.
2. Make sure that students understand any individual classroom homework standards that a teacher may have.
3. Assign appropriate homework on a regular basis that is designed to support instructional goals, and that does one or more of the following:
 - Reinforces class instruction and skills that have been taught by transferring and extending classroom instruction.
 - Increases understanding and retention.
 - Prepares for class discussion.
 - Provides opportunities for curriculum enrichment and real-world applications.

PRINCIPAL RESPONSIBILITIES

The principal will ensure that:

1. All teachers, parents, and students receive a copy of this policy at the beginning of each year.
2. Ensure that homework is not used as a punishment or reward.

STUDENT RESPONSIBILITIES

Students are responsible for completing and turning in their homework and, with support from their parents, will be encouraged to:

1. Write down assignments and due dates, ask questions, and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and materials directly to that study area.
3. Plan the best time to complete work.
4. Complete work to the best of their ability so that it is neat and legible.

PARENTAL/GUARDIAN SUPPORT

Parents/guardians will be urged to actively involve themselves with their children's schoolwork by doing the following:

1. Showing interest with questions about and comments on the schoolwork children bring home. Providing a suitable place to study that is free from disturbances and by supplying needed materials for completing homework.
2. Prompting and offering to clarify instructions and answer questions. Homework should be a product of the student's efforts rather than the adult's.
3. Assisting their child with time management including monitoring TV/computer/video game use.
4. Checking to see that work is complete.
5. Encouraging children to do their best work and praising a job well done.
6. Staying in close communication with teachers.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

STUDENT DRESS CODE POLICY



DEFINITION

Student dress code will be used as guidelines for appropriate student dress. According to the Hardin County Schools Code of Conduct,

“Proper appearance has been shown to have high relationship to behavior. Students and parents must accept the responsibility concerning this matter. Parents may be contacted when a student’s appearance is considered a possible detriment to the normal school process and orderly operation of the school.”

PURPOSE

This policy is intended to guide all faculty, parents, and students and to establish appropriate dress and appearance that is not a distraction to the education process as determined by the principal or principal designee.

INAPPROPRIATE DRESS INCLUDES THE FOLLOWING:

Hair

- No unnaturally colored hair (including but not limited to the following colors: yellow, red, orange, green, purple, blue, two colors at once, or neon colors) or haircut (i.e. mohawk)
- No designs shaved in hair

Shoes

- No flip flops or slides due to safety reasons
- All shoes must have a back strap
- Students may not wear the following: high heels/ stilettos, shoes with wheels, shoes that make noise, shoes with lights
- Tennis shoes or form fitting shoes are recommended for the school day
- Tennis shoes are strongly recommended on days students have PE

Shirts

- Clothing may not advertise or promote inappropriate brands such as but not limited to alcohol, tobacco, illegal products, or vulgar artwork and/ or language
- Students may not wear spaghetti strap or halter top clothing such as dresses and/ or tank tops
- Students’ clothing may not expose midriff, torso, undergarments, or display inappropriate necklines

Pants- Shorts- Skirts- Dresses

- Must fit snugly at the waist (student's pants may not sag and expose undergarments) and be free of holes and tears that expose the skin
- Shorts, skirts, and dresses must be within fingertip length of the student

Face/ Body

- Make-up, face paintings or stickers, artificial nails, and tattoos are deemed inappropriate for elementary school students and should not be worn

Accessories

- Students may only have piercings in ears
- Students' earrings must be an appropriate length
- Students may be asked to remove earrings, necklaces, bracelets, and/ or other accessories if they are a distraction or a danger to students' safety (ex: student may be asked to removed dangling earrings during PE or recess)
- Students must remove gloves, hats, earmuffs, head gear, and hoods once entering building
- Students may not wear headbands that resemble animal ears (ex: cat/rabbit ears, etc...)
- Facial coverings may not have designs or features that are distracting to the learning environment, or that advertise or promote inappropriate brands such as but not limited to alcohol, tobacco, illegal products, or vulgar artwork and/or language



Attendance Policy

702KAR 7:125 requires elementary schools to check attendance once in the morning and maintain attendance by using an entry/exit log. Middle and high schools are required to check attendance each class period and maintain an entry/exit log.

The minimum instructional term as defined in KRS 158.070 includes one hundred seventy-five (175) six (6) hour days of actual instruction or its equivalent (1050) hours. Instruction includes those activities defined in 702 KAR 7:125.

Lunch, recess, breaks and passing time in excess of the five (5) minutes allowed between classes, and any other activities not specified in 702 KAR 7:125 are not included in the minimum instruction day.

A pupil who misses sixty (60) minutes or less of the regularly scheduled school day is recorded as tardy. A pupil absent for more than sixty (60) minutes of the regularly scheduled day is recorded absent for the actual percentage of the day missed. A pupil absent for the entire regularly scheduled school day is recorded absent for 100 percent of the school day. All calculations are made based on the cumulative time missed during the regularly scheduled school day.



STUDENT ABSENCES/TARDIES

KRS 159.010 states that the parent or guardian is responsible for keeping his/her child in regular school attendance.

*School policy states that you must call the school by 9am to report your student's absence and/or tardy. **A phone call does not count as an excuse for the student's absence.**

*Please turn in any parent or doctor notes, with student first and last name along with an absent date, to the office within 5 days of the student's absence.

*The prior approval of the Principal or designee shall be required when the scheduling of co-curricular activities and school-related student trips will cause students to be absent from class. Approval shall be granted only when such activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction. An Educational Enhancement form can be obtained in the office.

TRUANCY DEFINED

TRUANCY POLICY KRS 159.150 states, "any child who has been absent from school without a valid excuse for three (3) days or more, or tardy on three (3) days or more is truant. Any child who has been reported as a truant two (2) or more times is a habitual truant. Once a student under twenty-one (21) years of age is absent and/or tardy six (6) days or more without a valid excuse, this student's name will be forwarded to the Director of Student Services, as a habitual truant."

EXCUSED ABSENCES

An absence **is counted but is excused** for the following reasons:

1. Death or a severe illness requiring hospitalization in the pupil's Immediate family
2. Illness of the pupil, verified by a doctor's note, or when school nurse calls parent/guardian to come to school and check out sick child
3. Participation in school-related activities approved by the Principal
4. One (1) day for attendance at the Kentucky State Fair
5. Other valid reasons as determined by the Principal
6. Parent note is accepted for up to six (6) absences
7. One day for military deployment of parent/guardian and one day when a parent/guardian returns from military deployment

School Matters!



Enrollment Requirements

Kindergarten

1. Proof of age – Upon enrollment for the first time in any elementary or secondary school, a student or student’s parent shall provide either a **certified copy of the student’s birth certificate** or other reliable proof of the student’s identity and age and an affidavit of the inability to produce a copy of the birth certificate (HC Policy 09.121).
2. A **current Kentucky immunization certification** form required by 702 KAR 1:160 shall be on file within (2) two weeks of a student’s enrollment in school. Military families have 30 days to comply as indicated in the Interstate Commission Compact.
3. The **preventive health care exam** (702 KAR 1:160) dated within 1 year prior initial admission to school and must be on the Preventive Health Care Form.
4. Social Security Number is required before entering high school for KEES funding.
5. KRS 156.160 (1)(i) states all children entering at 3, 4, 5, or 6 years of age public preschool and Head Start or public school for the first time to have an **eye examination by an optometrist or ophthalmologist** no later than January 1 of the school year.
6. **Must be 5 years of age on or before August 1** of the given school year.
7. Effective with the 2010-2011 school year, a **dental screening or examination** shall be required no later than January 1 of the school year for five (5) and six (6) year-olds enrolling in the school district per KRS 156.160 (j).

First Time Enrollment in Kentucky Schools

1. Proof of age – Upon enrollment for the first time in any elementary or secondary school, a student or student’s parent shall provide either a **certified copy of the student’s birth certificate** or other reliable proof of the student’s identity and age and an affidavit of the inability to produce a copy of the birth certificate (HC Policy 09.121).
2. A **current Kentucky immunization certification** form required by 702 KAR 1:160 shall be on file within (2) two weeks of a student’s enrollment in school. Military families have 30 days to comply as indicated in the Interstate Commission Compact.
3. The **preventive health care exam** (702 KAR 1:160) dated within 1 year prior to initial admission to school and must be on the Preventive Health Care Form.
4. Child’s social security number is required before entering high school for Kentucky Educational Excellence Scholarship (KEES) funding.
5. KRS 156.160 (1)(i) states all children entering at 3, 4, 5, or 6 years of age public preschool and Head Start or public school for the first time to have an **eye examination by an optometrist or ophthalmologist** no later than January 1 of the school year.
6. Effective with the 2010-2011 school year, a **dental screening or examination** shall be required no later than January 1 of the school year for five (5) and six (6) year-olds enrolling in the school district per KRS 156.160 (j).

Student Records

Permanent student records are sent to a new school location upon request by the next enrolling school. Teachers and other personnel have the authority to review student records. Parents may review a child’s records upon request.

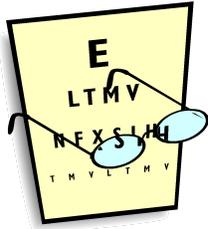
Also, please access you child's grades and attendance records regularly through the use of the Infinite Campus Parent Portal; just call the office for log- in information (usernames/passwords).

HEALTH REGULATIONS

State law and regulations require medical examinations for students first entering school. Exams must be no more than six months prior to, or one month following initial admission to school. A health certificate from a licensed physician must be presented to the school by October 1 on the official State Department of Education form.

VISION EXAM REQUIRED

According to House Bill 706 **ALL** students entering **public preschool or kindergarten** for the first time shall be required to have proof of an eye examination (completed by an optometrist or ophthalmologist) and also the chicken pox vaccine. **This includes all children entering public school for the first time.** This is a part of the Early Childhood Initiative recently signed into law.



IMMUNIZATIONS

158.035 Certificate of Immunization.

Except as provided in KRS 214.036, **no child shall be eligible to enroll** as a student in any public or private elementary or secondary school without first presenting a certificate from a medical physician, osteopathic physician, or advanced practice registered nurse licensed in any state. The certificate shall state that the child has been immunized against diphtheria, tetanus, poliomyelitis, rubella, and rubella in accordance with the provisions of this section and KRS 214.010, 214.020, 214.032 to 214.036, and 214.990 and the administrative regulations of the secretary for health and family services. The governing body of private and public schools shall enforce the provisions of this section. Religious and medical exemptions are still allowed.

DENTAL EXAM REQUIRED

All students entering public preschool or kindergarten for the first time shall be required to have proof of a dental examination.



SCHOOL BUS SAFETY

- A. For the safety of all students, parents should spend a reasonable amount of time on these rules and practices during the first part of the school year. They should be reviewed periodically during the school year.
- B. Students should be taught the following safety rules and practices:
1. Students will obey and respect the requests of the driver.
 2. No part of the body is to be extended outside the bus at any time.
 3. Students shall always cross the road ten feet in front of the bus and look both ways before crossing.
 4. Students shall help the driver to keep the bus neat and clean.
 5. Students shall conduct themselves properly at all times and not do anything that would distract the driver.
 6. No pets or animals are allowed on the bus.
 7. Students shall be allowed to carry on a bus only those items which they can securely hold and contain in their laps without using additional seating space.
 8. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.
 9. Students shall be ready to get on the bus when it arrives at their particular stop. They shall not cross the highway until the bus stops, and the driver has signaled to cross.
 10. Students are not to change their regular pattern of riding and stops without a request from home and approval of the school principal.
 11. Students are never to leave the bus by the emergency door(s) except in case of emergency or during drills.
- C. The following acts of serious misconduct on the bus or violations of safety rules and practices listed in section B may result in bus suspensions:
1. damage to bus property
 2. fighting
 3. use of real or imitation tobacco products
 4. profanity
 5. use of open fire or open flame
 6. use of drugs (including alcohol)
- D. Hardin County School buses are equipped with video camera securement boxes. Video cameras are moved from bus to bus, monitoring behavior and student management procedures.

PRESCHOOL AND KINDERGARTEN BUS SAFETY

Buses transporting preschoolers also employ monitors to help ensure the safety of our smaller students while they are riding to and from school. Monitors also assist them on and off the bus. **Preschoolers** must be brought to the bus and taken from the bus by a responsible, designated person whose name is written on a release/permission form by parent/guardian at the time of enrollment. **Kindergartners** must have an adult visible in the home before they will be dropped off.

Kindergartners and preschoolers will be returned to school and parents called if no one is at home.



Emergency Information



Bus Safety

Parents of Rineyville students involved in bus accidents will be notified by the office staff of Rineyville Elementary School. You will be called based on the information provided in Infinite Campus. Please know that district personnel will arrive on site, as well as to the local hospital. Students involved in a bus accident ARE REQUIRED per district policy to go to the hospital for possible treatment, regardless of the severity of injury, or lack thereof. Your child will be released to the appropriate parent/ guardian from the hospital with proper identification.

Fire/Tornado Drills

Fire drills are practiced once each calendar month while school is in session, except for the first two weeks of school. Evacuation routes are posted in each room. Teachers know what action to take in the event of a tornado. Shelter locations are posted in classrooms. **Attention!!! During the regular Board meeting on June 19, 1997, the Hardin County Board took the following action: Any student who deliberately activates a fire alarm under false pretenses shall appear before the board for an expulsion hearing.**

Evacuation Procedures

In the event that students would have to be evacuated from the school site, the principal will make a *One Call* to parents as to the situation and where their child can be picked up. **It is very important that all parent contact numbers and emergency pick- up release information is kept up-to-date.** Students will only be released to those people who have been designated on the emergency pick- up list. In the case of such an emergency, those picking up students must bring the proper identification.

School Closings/Cancellations

In the event of inclement weather, the district's *Send It* program will contact parents of school closings/cancellations and it will be announced as early as possible. Local stations will also broadcast these announcements. The Hardin County website and Facebook pages will also post closings and early dismissals.

Other Student Information

REPORT CARDS

Progress reports/report cards will be sent home at the completion of each nine-week period. Additionally, parents of children who need help will be notified at mid-term of each quarter. Reports may be written or verbal. Grades are based on several criteria including class participation, test performance, and assignment completion. Students and parents are encouraged to ask the teacher for specific grading information.

PROMOTION AND RETENTION

Promotion of our students from one grade to the next will be based on the student's demonstrated emotional, social, intellectual, and academic growth during the school year. In the event a student does not show evidence of meeting the minimum expected progress, parents will be notified early in the school year. The final decision to promote or retain a student shall be by the principal after discussion and involvement with the parents and the teacher.

PARENT CONFERENCES

Parents are encouraged to call/email the school to schedule a conference with the teacher, counselor, or principal as needed. Good communication is the key to successful school experiences. Conferences will be scheduled as conveniently as possible--before or after school. Because all elementary teachers have a full day of instructional activities, it is suggested that parents call for an appointment. Children are not to be left in the room unsupervised during a conference. When scheduling conferences, parents help teachers follow the established guidelines.

STUDENT PICK UP/DROP OFF

The drop-offs and pick-ups are at the back of school only. No afternoon pickups in the office unless signing out early. The entrance is marked as you enter the parking lot. Please use only the entrance at the bottom of the hill behind the school in the morning and afternoon. **For the first 2 days of school, parents may walk their child to their classroom. For the safety of students and staff, after that, students need to be dropped off at the back door.**

SCHOOL FOOD SERVICE

Breakfast and lunch are free for all children. Children are encouraged to participate in the program. **Students may not consume carbonated beverages in the cafeteria.** Also, due to limited time for lunch, please do not send any meals or food that must be heated.

HELPFUL HINTS

Every day of school is important. A good night's sleep, a healthy breakfast, and on-time arrival are the best preparation. **Remember** to prepare your child:

- * get plenty of sleep
- * eat a healthy breakfast
- * arrive early
- * be ready to work

BE ON TIME EACH DAY

Be on time. It is important. *Do not drop off a child until 7:05 AM.* Our school building opens at 7:05 am for breakfast. Teachers are not on duty until 7:10 a.m. to supervise children. *School starts at 7:35 a.m.* If your child is late, please sign them in at the office where they are given a "Back to Class" pass to give to the teacher.

REMEMBER TO BE INVOLVED

- * Attend programs and teacher conferences
- * Volunteer in the classroom
- * Communicate concerns to the teacher/principal
- * Talk about the day's discoveries. Discuss activities, papers, and your child's feelings

PREPARE FOR THE WEATHER

Choose appropriate clothing and outerwear. Layers of clothing are a good way to deal with weather changes.

CHOOSE COMFORTABLE CLOTHING

Clothing should be simple, durable, and loose enough for movement and comfort. Coats and jackets should be easy to put on. **All clothing should be labeled with your child's first and last name on the inside.** If you lose an item, please check the lost and found.



KEEP YOUR SICK CHILD AT HOME

If your child has a fever, cold, sore throat, diarrhea, chills, nausea, headache, earache, or swollen glands, keep him/her at home. Call the school to report the absence and send a parent note or doctor's excuse to the office when your child returns.

- **If your child is sick with flu-like illness (fever, vomiting, aches),** it is recommended that your child stay home for at least 24 hours after his/her fever is gone. (The fever should be gone for 24 hours **without** the use of a fever-reducing medicine.)

SCHOOL BASED DECISION MAKING (SBDM)

Rineyville is a SBDM school. Two parents, three teachers, and the principal comprise the council.

The School Based Council meetings will be posted in the school newsletter and notifications sent home by students. The meetings are open to the public. Parents are encouraged to attend meetings. Call the school office for additional information.



VOLUNTEER PROGRAM

The volunteer program involves parents and citizens in a variety of activities, which enhance student experiences. Continued success of the volunteer effort depends upon parents/friends who will share time and talents in the school setting. If you are interested, contact the school volunteer coordinator at 270 737-7371.

Anyone wishing to volunteer – new or returning – will need to apply on the Hardin County Schools website www.hardin.kyschools.us under the Parent tab at the top of the page.



Title I School-Wide Program

Title I is a federally funded program, which provides extra educational assistance to underachieving students. The goal of Title I is to bring these students' skills up to grade level and to improve student achievement on the statewide assessment. To receive Title I services a school must have a free and reduced lunch count of at least 35%.

The Rineyville Elementary Title I program operates as a School wide Program. That means that Title I staff members may work with any child in the school experiencing academic difficulties. The goal is to assist all students to achieve high test scores on the statewide assessment.



Extended School Services

Extended School Services (ESS) provides special funds to every Kentucky school district to provide instructional support services for students who need additional time to achieve expected academic goals. If your child is having difficulty with school work you can talk with his/her teacher about ESS.

The school district and each school describe major instructional goals for the school's ESS program. Students who exhibit the most severe needs for these services are identified to be served first. Teachers will document specific areas and/or skills in which the student needs assistance and a goal for improvement.

In most cases, classroom teachers refer students. Referrals may also be made by other school staff, parents, or by students themselves. Requests for placement in ESS are given to the ESS building coordinator or school counselor, who will then determine if the ESS offerings would be appropriate and helpful to the needs.

Classes are offered in identified core content areas of greatest academic need determined by the district test results, individual school results, and individual student classroom performance needs.

This program is a continuation of the regular class program. The program is free and available to eligible students. Daytime services will be offered daily during the regular school hours. Assistants will be scheduled to work with students during small groups, centers, or seatwork. The students will not miss direct instruction from the teacher.

Contact the counselor or ESS coordinator at your child's school for more information.

Rineyville Elementary 2021-22 Title I Parent Involvement Policy

The Rineyville Elementary staff believes open lines of communication between parents and staff will provide a solid foundation on which to build a strong partnership. This united effort ensures the most effective educational program for all students. Furthermore, it is through close cooperation between school and home that a student's academic success is nurtured and enhanced. Of all the adults who teach and care for children, parents are the most important. The opportunities they provide, as well as the interactions they have with children, have the greatest potential to influence children's learning and development. To ensure a strong parent involvement partnership in the school and classroom, the staff will listen and make every attempt to understand the parent's goals for their children. School staff and parents have developed the following policy.

- ❖ The Rineyville Elementary Parent Involvement Policy and Title I School Learning Compact will be sent home at the beginning of the school year. Common Core Content Standards and Educational Goals can be viewed on the Hardin County Schools website.
- ❖ Prior to the first day of school, the staff will hold an open house for parents and students to prepare for the upcoming year.
- ❖ Parents will be invited to attend open houses, family nights, and other parent involvement activities at the school throughout the year.
- ❖ Parents and Staff are encouraged to communicate on a regular basis and to conference multiple times a year to keep families informed.
- ❖ Communication will provide ideas and/or suggestions for home reinforcement of skills and concepts taught at school.
- ❖ Parents will receive timely information about their child's state test assessment results and have the opportunity to have the results explained to them as needed.
- ❖ Parents are encouraged to volunteer at Rineyville Elementary School. Many opportunities are available including working with individuals in the classroom, working with a small group, preparing materials at home or at school, working at a special event, participating on a Site-Based Decision Making Council Committee, Family Resource Advisory Council, and other volunteer opportunities.
- ❖ Parents will have the opportunity to assist in planning, reviewing and offering suggestions on school progress, parent involvement, Comprehensive School Planning, and other aspects of the Rineyville Elementary School experience that will benefit our students.
- ❖ The school's responsibility is to provide high-quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations

KSI/KENTUCKY SYSTEM OF INTERVENTIONS

Dear Parents/Guardians of Rineyville Elementary Students,

Rineyville Elementary School provides an effective education for ALL students. Reading, Writing, Math, and Behavior are essential parts of everyday life. Some students' learning styles and processes require different strategies and materials in addition to what they already used. Everyone learns differently and at different rates.

Kentucky State Guidelines have mandated each school in the state implement an Intervention Program that is responsive to the individual needs of all students. In order to provide the most effective education for ALL students we must start by meeting the individual needs of each student. Kentucky System of Interventions (KSI) is Kentucky's response and interpretation of RTI (Response to Intervention). Rineyville Elementary School's Kentucky System of Interventions program will provide this.

In this program we will utilize a three-tiered approach with varying levels of assistance to support regular Core Instruction. Students who are struggling to perform at grade level will be identified by an assessment given such as MAP and/or Literacy 1st, along with district and state assessment scores.

In Tier 1 (otherwise known as Core), the classroom teacher will use different strategies and may use additional materials so that your child is successful. In Tier 2 (Supplemental), we employ an intervention team approach where school staff meet to review a student's progress and to individualize a plan that provides additional support for the student in their area of need. Those supports will be monitored for effectiveness. The Supplemental Interventions are applied for a minimum of 6 weeks in order that we give your child additional instruction, using scientifically based materials and strategies to allow your child to achieve the goals set. Many students respond well to Core and Supplemental interventions and are successful in meeting the standards with the additional help. Throughout this process, parents will be contacted once interventions have started and notified on the progress of their child.

Once Supplemental Interventions are started and monitoring data has been collected, we will meet to review the progress of the students. If a student is receiving Supplemental Interventions and not meeting goals, we will then move to Tier 3 (Intensive Interventions), a more intensive support system for your child. Once a student is assigned to Intensive Interventions, there will be additional small group or one-on-one assistance and strategies implemented in order to move the child forward. If and when a child is receiving Intensive Interventions, the parent will continue to be notified of the child's progress.

Rineyville Elementary School is excited to have this extra opportunity to assist your child in improving his/her skills. We believe a solid education is essential to opening a world of limitless opportunities for your child's future. As always we appreciate your support as we continue "Reaching Every Student".

Sincerely,

Stephanie Lucas Breeding
Principal

ACCEPTABLE USE POLICY FOR TELECOMMUNICATIONS AND NETWORKED SERVICES

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. All schools' web pages will be registered at the official Hardin County Schools' web address, <http://www.hardin.k12.ky.us>.

Within reason, freedom of speech and access to information will be honored. In an effort to reduce the possibility of inappropriate material being accessed through the district network, a filtering software has been purchased and installed within the district. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Attempts to access information regarding firearms and/or explosive devices
- Accessing information deemed inappropriate by teachers or administrators
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Attempts to contact strangers on the network regarding non-school related issues, unless pre-approved by the teacher (i.e. penpals, writing projects, etc.)
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's personal password
- Revealing one's login name or password to anyone
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Intentionally loading viruses onto district computers, diskettes, or networks

C. SANCTIONS

1. Violations may result in a loss of access
2. Additional disciplinary action may be determined in line with Rineyville SBDM discipline policy.
3. When applicable, law enforcement agencies may be involved.

Health Services at School

A registered nurse is assigned to each school. The school nurse is able to provide basic screenings such as vision, scoliosis and dental screens, assessments, first aid, over the counter medications (for no more than 3 consecutive days) and other health services on a limited basis with a completed School Health Consent for the current school year. This consent form should be completed at time of enrollment.

More intensive health services are available, if needed, with written authorization/order from a student's physicians. Parent/guardian should notify the school nurse of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day. Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must ensure an authorization form provided by the school nurse is completed by the student's medical provider & signed by the parents stating the need for such accommodations each school year. Examples of this include catheterization, blood sugar checking, seizure precautions, and other medical needs. The school nurse will provide specific forms for the physician and parents to complete in order for the student to have further interventions/accommodations while at school.

Medication at School

If a student has need for medications during the school day (either over the counter or prescription), parents must sign a written authorization form and provide the medication in its original container and make arrangements for the medication to be delivered to/picked up from school. Students are not allowed to transport medication to or from school, unless emergency medications are specifically ordered by a physician to be available during bus transport. All prescription medication requires the label from the pharmacy to be written in English and be on the container/box. In the school nurse's absence, only students with specific forms (Authorization to Give Medication) on file will be able to receive medication from trained school staff. All medicine must be picked up by a parent/guardian at the end of the school year. Medicine not picked up will be disposed of.

Emergency Medication at School

Students with known health conditions which require emergency medication may have their medications brought to school to be stored in the nurse's office for administration as needed. The medication must be provided by the parent and must include the label written from the pharmacy written in English and on the box/container. Parents will need to speak with the school nurse to ensure that the correct authorization forms are completed by the student's physician and returned to the school nurse.

Self-Administration of Medication at School

Students will only be permitted to carry medication (emergency or otherwise) on their person with an authorization to self-administer medication from his/her physician. The school nurse will provide this form to the parents. These completed forms should be returned to the school nurse before the student begins carrying the medication at school.

Illness and Injury

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.0 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice

GRIEVANCE PROCEDURES

Title IX/Section 504/Title VI

The Hardin County Board of Education does not discriminate on the basis of race, color, national origin, sex, handicap, marital status, religion, or age in employment, educational programs or activities set forth in Title VI, Section 504, Age Discrimination Act of 1975 and Civil Rights Act of 1984.

For Information Contact:

Equal Opportunity Coordinator
 Hardin County Board of Education
 110 South Main Street
 Elizabethtown, KY 42701
 502-769-8800

The Hardin County Board of Education grievance procedure for noncompliance for the nondiscrimination statement above is as follows:

- A. A written complaint filed with the building principal, to be followed with a written response from the building principal or supervisor.
- B. If not satisfied, a written appeal is to be directed to the E.E.O. District Hearing Committee, to be followed with a written response.
- C. If not satisfied, a written appeal is to be made to the Hardin County Board of Education.

A complete copy of the above grievance procedure, including timelines, is available in the building principal's office.

NOTES:



