

CLEAR CREEK ELEMENTARY SCHOOL
2017 - 2018



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

Kim Willhoite, Principal

Nancy Page, Assistant Principal

Mardee Overstreet, Guidance Counselor

Kelly McNew, Family Resource Coordinator



**Fostering a Community
of Lifelong Learners**

WELCOME

Our teachers and staff would like to welcome you to Clear Creek Elementary School. The information contained in this planner will answer many of your questions. Please do not hesitate to call if you have questions or concerns.

VISION & MISSION STATEMENT

VISION:

Fostering a community of lifelong learners.

MISSION:

We are a motivated community of learners,
Eager to show the world what we see.
We know who we are and respect one
another for the leaders we know we can be.

We are reflective, productive, and happy,
With integrity, goals, and respect.
Our strengths and experience guide us.
And lift Clear Creek above the rest.

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 that school operates. A school council, advised by the school's staff, will make policies on curriculum, instructional practices, schedules, uses 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 Policy Manual should contact the school principal.

ATTENDANCE

Clear Creek Elementary School will adhere to the countywide absences and excuses policy, students K-12, established by the Shelby County Board Of Education. A complete copy of this policy appears in the Statement on 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 PRINCIPAL APPROVAL TO BE EXCUSED. Tardies will be treated like absences. Coming in late or leaving early causes a tardy. Any time your child is absent, a written note from home or medical excuse from the physician's office is required within 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 10th medical note the parent/guardian must have a medical excuse form completed by the physician. The medical excuse forms may be picked up in the school office or sent home upon request.

ARRIVAL

Students, who arrive at school before 7:15 a.m., must be supervised by parents/guardians until the doors are opened and supervised by school staff. Students arriving for school after 7:40 a.m. will be tardy and must report to the office. All buses will load and unload on the blacktop in the front of the school. If you bring your child to school or pick him/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 around school hours. (If a student leaves early, it is counted as a tardy.) 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 I.D. DO NOT GO TO YOUR CHILD'S CLASSROOM TO PICK UP YOUR CHILD. TEACHERS WILL NOT RELEASE ANY STUDENT WITHOUT NOTIFICATION FROM THE OFFICE.

***PARENTS ARE EXPECTED TO ADHERE TO BASIC SAFTY 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 or fax, 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/her regular method of getting home. If your child is to go 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 if a 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 Schools WEB page. A One-Call Now message will be sent for closings and delays.

CAFETERIA REGULATIONS

All students are permitted to go to breakfast each morning and required to go to lunch with their classes. They are not to leave the cafeteria without permission. During lunchtime, monitors are on duty and students are to show the same respect to them as they would their teacher. Students

are expected to leave their eating area as clean as possible. Students emptying their trays are to stay in line and wait their turn. There is to be no running. Talking is permitted in a low voice. Cafeteria Account - 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 for meals. You may also access your child's lunch account through e-funds. Directions are on the district website. You must know your child's state ID# which you can receive through the school office.

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 a la carte items. A La Carte - Students are allowed to purchase extra items with their meals. Extra items can cost \$.50. If you do not want your child to buy extra, 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 the cafeteria. Any student may apply any time during the year. The completion of these forms assists the school in determining some of our funding sources. Please complete the form 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**	Breakfast	Lunch
Adults	\$1.40	\$3.50

Adult prices listed above are based on exactly the same meal a student receives; our adult price will be \$3.50 lunch and \$1.40 breakfast. Adult meal prices are subject to change. Menus are posted in the

paper every Friday. Menus 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/her eligibility for other educational benefits such as: free school fees and/or vocational educational benefits. In order to apply for these benefits, you must return a completed application for free/reduced meals. Contact the Food Service Coordinator at 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 correctly 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 a 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.

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. The medication in its original container and the form must be left in the office.

ILL 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/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we 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 Morning Round-Up or during school hours. If they need to contact family members during that time, they may 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 are interested in becoming a school volunteer, please contact the office or send 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 and returned to the Family Resource Coordinator each year. Approval may take several weeks. Your interest and involvement are always appreciated. A \$10 donation is encouraged to help with the processing fees.

FIRE, TORNADO, EARTHQUAKE AND LOCK DOWN 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 or slacks. Boys may wear jeans 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. Halter, midriff type blouses or 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 on 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 or youth 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/she may have a disability, please contact his/her classroom teacher.

AFFIRMATIVE ACTION/NON- DISCRIMINATION STATEMENT

Students, their parents, and employees of the Shelby County Public Schools are hereby notified that the Shelby County Public School District does not discriminate on the basis of gender in 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 Title IX of the Educational amendments of 1972 (P.L. 92-318) not to discriminate on the basis of disability, in admission or access 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 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 and office, home economics, and industrial technology, industrial training, health services, business technology, and computer repair and servicing technology. Adult education classes are offered to individuals pursuing GED certificates.

Any person having inquiries concerning the Shelby County Public School District's 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 AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

VALUABLES AT SCHOOL

School personnel try to prevent losses, but they are not responsible for students' 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 a fund-raising activity. Door-to-door fund-raising activities of any kind by students in grade K-8 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 governance 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 other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property or at school sponsored activities, constitutes cause 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, contempt, or prejudice 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 PROGRAM/SERVICES

The school counselor plays an important role in the total school program. School counselors must be certified by the Kentucky Department of Education. School counselors abide by the ethical standards of the profession and 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 six 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 any time they want to talk about their child's schoolwork. 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 any extreme emergency. The school will schedule parent conferences during the school year, and your attendance is encouraged.

**CLEAR CREEK ELEMENTARY FAMILY
RESOURCE CENTER**

The Family Resource Center plays an important part in the reform of our educational program. It is designed to link students and their families to community agencies, provide support services, opportunity for students to participate in after-school and summer activities, parenting classes, emergency assistance, and referrals to child care providers and health services. The Family Resource Center also has a Parent Library with books and videos for parents to check out. 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 Kelly McNew at (502) 647-0240. Operating hours are Monday through Friday, 7:15 a.m. to 2:45 p.m., with evening appointments available.

**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 request to the principal of each school or other designated official. This right shall be passed on to the student or other designated official. This right shall be passed on to the student at age 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 believed 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 from the 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 this School District to forward educational records, on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for a hearing. Directory information shall include the student's 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 the destruction of any personally 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

Transportation Change Form

Date _____ Teacher _____

_____ will be a Car Rider/Bus Rider on _____

(Student's Name) (Circle One) (Date of Change)

Address riding the bus to _____

OR

Person picking up student as a car rider _____

How many days will this change take place? _____

Other important information _____

Transportation Change Form

Date _____ Teacher _____

_____ will be a Car Rider/Bus Rider on _____

(Student's Name) (Circle One) (Date of Change)

Address riding the bus to _____

OR

Person picking up student as a car rider _____

How many days will this change take place? _____

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Transportation Change Form

Date _____ Teacher _____

_____ will be a Car Rider/Bus Rider on _____

(Student's Name) (Circle One) (Date of Change)

Address riding the bus to _____

OR

Person picking up student as a car rider _____

How many days will this change take place? _____

Other important information _____

Clear Creek School & 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 at the school. A compact outlines how parents, the school staff, and students will share responsibility for improved student achievement.

Compacts:

- Begin with standards
- Are a process
- Define everyone's responsibilities
- Depend on many people believing and 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 Compact is Working?

- Attendance logs from meetings, conferences, family nights, as well as volunteer sign-in forms.
- Student, staff, 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's completed and turned in on time.
- Provide a quiet, well-lighted place for study.
- Encourage my child's efforts and praise him / her daily.
- Attend Parent/Teacher Conferences.
- Sign up to be an Approved Volunteer.
- READ DAILY and SIGN THE READING LOG.
- Empty child's backpack, read papers daily, and talk to my child about their school day.
- Read with 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 strive to do the following:

- Get to know all of my students and appreciate their differences.
- Make school interesting to all 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 children can learn.
- Make myself and my classrooms accessible to parents, encouraging them to visit the school.

Principal

I support this compact 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 ability; 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.
- Make good choices and respect myself, my school, and other people.
- 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 that children are successful. A Learning Compact 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

Together we can
make a difference!