

Muhlenberg South Elementary School



**Student & Parent
Handbook
2022-2023**

Muhlenberg County Schools

2022-2023 School Calendar

| | |
|-----------------------|-------------------------------------|
| August 1-2 | PD (Flex) |
| August 3-4 | Work Days (# 1 & 2) |
| August 5 | No School Day |
| August 8 | Work Day (#3) |
| August 9 | Opening Day |
| August 10 | First Day for Students |
| September 5 | Labor Day (No School) |
| October 7 | End of the First 9 Weeks |
| October 10-14 | Fall Break (No School) |
| November 8 | Election Day (No School) |
| November 24 | Thanksgiving Holiday |
| November 23 & 25 | No School |
| December 20 | End of the 2nd 9 weeks & Semester |
| December 21-January 2 | Christmas Break (No School) |
| January 2 | PD Day (Flex) |
| January 3 | Students Return for 2nd Semester |
| January 16 | MLK Jr. Day (No School) |
| February 17 | No School |
| February 20 | PD (Flex) |
| March 10 | End of 3rd 9 weeks |
| March 13 | No School |
| March 31-April 7 | Spring Break (No School) |
| May 16 | Election Day (No School) |
| May 18 | Last Day for Students |
| May 18 | End of the 4th 9 weeks and Semester |
| May 19 | Closing Day (Staff Only) |

MUHLENBERG SOUTH ELEMENTARY SCHOOL HANDBOOK FOR STUDENTS AND PARENTS

2022-23

This handbook is supplemental to the Muhlenberg County Schools Handbook.

A Letter from the Principal

It is my pleasure to welcome you to Muhlenberg South Elementary School. The beginning of the school year is the first step of a new and exciting adventure into a world full of wonderful and interesting things to do and learn. Please be assured that the teachers and staff at MSES are working diligently to make this an exciting learning experience for all.

To ensure that the learning environment is as comfortable as the physical environment, we ask that parents and community members work alongside us to develop a positive climate that is focused on ALL students learning at high levels. Our school mission statement is: Maximum Success for Every Student.

The Muhlenberg South Elementary School Handbook outlines valuable information about our school. It has been carefully prepared and reviewed in order for you and your family to know and understand the policies and practices of our school. We encourage each student and parent to also review the Muhlenberg County Schools Policies and Procedures document. Also, please keep note that, as always, we will not take ANY transportation changes over the phone. Again, this is for the safety of your children – our students.

Our staff is dedicated to the goal that all students can learn and achieve. We believe that children learn at different rates and have different needs and abilities. Our school will work to provide students with every possible learning opportunity, whether the student is attending in person or virtually.

Once again this school year, all Muhlenberg County students will participate in a county-wide free lunch program offered by the federal government. There is a form that will need to be completed in order to comply with the guidelines. The blue form that was in your enrollment packet should have been completed and returned to the school. THANK YOU for assisting with this process so we can continue to provide free breakfast and lunch for ALL students. If you have questions, please contact Kim Meadows, Family Resource Center Coordinator, at 476-0000.

We encourage parents/guardians to make attendance, punctuality, and putting forth a “best effort” a priority. When students are not in attendance, they miss learning opportunities that are available in the classroom. Students who put forth their best effort and miss little will have higher achievement and success rates in all areas of learning. In an effort to encourage students to be at their best, we will work to be our best each day. We are excited about our 2022-24 school “Cruise” theme. It will allow our students to embark on a yearlong learning activity with lessons concentrating on travels to other lands. I look forward to meeting and working with each of you throughout our school year.

Grayson Wells
Principal

Muhlenberg South Elementary Staff

SBDM Council Members

| | |
|------------------|-------------|
| Wells, Grayson | Chair |
| Brothers, Sarah | Teacher Rep |
| Fleming, Loretta | Teacher Rep |

Meeting Date and Time: 2nd Tuesday at 4:00 p.m

| | |
|------------------|-------------|
| McPherson, Mandy | Parent Rep |
| Knowles, James | Parent Rep |
| Mefford, Kasey | Teacher Rep |

Administration

| | |
|--------------------|---------------------|
| Wells, Grayson | Principal |
| Sherrod, Leigh Ann | Assistant Principal |
| Bryant, Stephanie | Counselor |

Support Staff

| | |
|--------------------|----------------------------|
| Smith, April | Secretary |
| Wells, Bridget | Aide-Receptionist |
| Heltsley, Patricia | Aide -K/Guidance (Title I) |
| Amber Harris | Aide - Kindergarten |
| Ronda Brummett | Aide-Kindergarten |
| Hambrick, Krystal | Aide-Kindergarten |
| Gaines, Lisa | SE Instructional Monitor |
| Kirtley, Donna | SE Instructional Monitor |
| Adams, Paula | SE Instructional Monitor |

Primary Teachers

| | |
|--------------------|--------------|
| Dukes, Kara | P1 |
| McPherson, Chelsi | P1 (Title) |
| Rice, Karen | P1 |
| McCarraher, Skylar | P1 (Title) |
| Barrett, Taeh | P2 |
| Pendley, Tonya | P2 |
| Mefford, Kasey | P2 |
| Meister, Emily | P2 |
| Brooks, Tosha | P3 |
| Burkett, Holly | P3 |
| Roberson, Misty | P3 (Title I) |
| Brown, Tamara | P3 |
| Bivin, Jessica | P4 |
| Whitler, Candra | P4 |
| Douglas, Cindy | P4 |
| Ashley, Elizabeth | P4 |
| Morgan, Tifani | P4 |
| Jamison, Tracy | RTI |
| Garrett, Kim | RTI |

| | |
|-----------------|-----------------------|
| Naron, Whitney | SE Monitor HS/PS |
| McLevain, Wendy | Instructional Monitor |
| Tilley, Vickie | DHH Interpreter |
| Ryan, Edie | DHH Interpreter |

Cafeteria

| | |
|--------------------|-------------------|
| Pentecost, Dana | Cafeteria Manager |
| Carver, Jannifer | Cook/Baker |
| Porter, Andrea | Cook/Baker |
| Mallory, Angeletta | Cook/Baker |
| Lindsey, Kim | Cook/Baker |
| Pierpoint, Amanda | Cook/Baker |
| Page, Virginia | Cook/Baker |

Family Resource Center

| | |
|--------------|-------------|
| Meadows, Kim | Coordinator |
|--------------|-------------|

Upper Elementary Teachers

| | |
|------------------|-----|
| Drenon, Rebekah | 4th |
| Jackson, Marsha | 4th |
| Brothers, Sarah | 4th |
| Harvey, Emily | 4th |
| Groves, Mikaela | 5th |
| Haslett, Kerra | 5th |
| Fleming, Loretta | 5th |
| Duvall, Marinda | RTI |

School Nurse

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|-------------------|
| Casebier, Jelesaa |
|-------------------|

Custodians

| | |
|----------------|----------------|
| Knight, Melody | Head Custodian |
| Phelps, Adam | Custodian |
| Wilson-Chaplic | Custodian |

Special Teachers

| | |
|-------------------|------------------|
| Charbonneau, Tara | Music |
| Gates, Penney | Computer Science |
| McDonald, Tammy | Librarian |
| Hagan, Tom | PE |
| Lear, Melissa | Art Teacher |

Resource Teachers

| | |
|--------------------|-----------------------------|
| Petrie, Amy | Speech Language Pathologist |
| Hart, Katelyn | Speech Language Pathologist |
| Rager, Amy | Resource/Collaboration |
| Brown, Kathryn | Resource/Collaboration |
| Schwallier, Teresa | Resource/Collaboration |
| Gann, Kelly | DHH Teacher |

Extra Services

| | |
|--------------------|------------------------|
| Kasey Mefford | Academic Team Coach |
| Brothers, Sarah | Writing Cluster Leader |
| Owens, Sarah | ESS |
| Osborne, Marty | School Psychologist |
| Fleming, Loretta | SBDM Secretary |
| Sherrod, Leigh Ann | ESS Coordinator |
| Gufy, Brooke | Occupational Therapy |

Day Care

| | |
|------------------|-------------------|
| Amanda Camp | Center Supervisor |
| | Center Assistant |
| | Center Assistant |
| Brewer, Diane | |
| Elliott, Shelli | |
| Walters, Kaitlin | |
| Morgan, Ashley | |

Head Start/Preschool

| | |
|---------------------|-------------------------|
| Chrisman, C. Kelly | Teacher |
| | Teacher |
| Likens, Candida | Family Advocate |
| Dacy, Danielle | Instructional Assistant |
| Grubbs, Mollie | Instructional Assistant |
| Pentecost, Brittany | Head Start Meal Monitor |

School Hours and Morning Access

7:25 a.m. – 2:20 p.m.

Students will need to arrive at school between 6:55 - 7:15 a.m. if planning to eat breakfast. Supervision for students will not be available until 6:55 a.m. Please do not drop students at the front of the building unattended. The school will not accept responsibility for students who arrive before 6:55 a.m. If there is an emergency, please contact the front office at 270-476-2204.

Dismissal has changed to 2:20 p.m. Students riding the bus will board the buses starting at 2:20 p.m. Children picked up by parents will be dismissed at the front of the school at 2:20. To ensure a smooth dismissal, parents are asked to wait in their cars as faculty and staff escort students to vehicles. Drivers are asked to not be on phones for the safety of students and staff. Students will be dismissed as parents pull up to the pickup point. Parents who would like to speak to a child's teacher or go to a classroom should do so after signing into the office after 2:45 p.m.

To ensure a smooth start and end to our school day and for school safety, we ask parents and guests follow these procedures:

All morning car riders will be delivered to school in the car rider lane on the north side of the building (the same place as buses). The first car rider in line will wait at the sign to start the line. If you are in the car rider line early, watch for buses coming around in the left lane to drop off students at the building. Buses will unload first. **Note: If parents need to talk with school personnel, they are asked to drop their student off in the car rider lane, proceed to the front parking lot, and call the school to confirm an appointment.**

In the afternoons, car riders are picked up at the front of the building in the pickup loop. Please watch for directions and signals from school workers helping with traffic in the afternoon. If you are new to car rider pickup in the afternoon, follow the flow of traffic and look for the line that wraps around and through our front parking lot.

The side parking lots of the school are for faculty/staff parking. Visitor parking is in the front of the school. **Note: If your child has already boarded the bus for afternoon dismissal, and you arrive to pick him/her up, YOU MUST CALL THE OFFICE at 270-476-2204. The child will then be sent to the front office to be picked up there. For safety reasons, CHILDREN WILL NOT BE DISMISSED FROM THE BUS DIRECTLY TO ANYONE OTHER THAN FACULTY.** If you are checking your student out in the afternoon, please do not enter the pickup lane at the front of the building. Park in the parking lots. If you get in line for car riders, you will be stuck there until students are loaded into cars.

Breakfast and Lunch

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students. Our school qualifies for this service. All students will be given the opportunity to take and eat a school breakfast and lunch.

Procedure for Signing Students Out of School Early

Students who must leave school during the school day must be signed out through the office. ANYONE PICKING UP STUDENTS EARLY IS REQUIRED TO SHOW A VALID ID WHEN SIGNING OUT STUDENTS and MUST BE LISTED ON THE STUDENT ENROLLMENT FORM. All students signing out early must be signed out by the parent or parent's designee in the front office. The student will then be called to the front office for dismissal. No student is ever dismissed from the classroom unless office personnel notify the teacher.

We ask parents/guardians to please follow this procedure if a student must leave school before 2:20 p.m.:

1. Parent/designee enters the school with appropriate identification.
2. Parent/designee signs the student out and waits in the designated area for their child.
3. Office staff calls student to the office.
4. Student leaves with parent/guardian or designee.

Note: For safety reasons, if the parent/guardian is sending someone else to pick up their child, we ask the parent/guardian to send a note to the school. The note needs to be dated and signed.

Transportation Changes

Students needing to make a transportation change MUST HAVE A HANDWRITTEN NOTE signed and dated by the parent/guardian to school to request the change.

TRANSPORTATION CHANGES WILL NOT BE ACCEPTED BY TELEPHONE; however, we will accept faxed notes to 476-1411 no later than 1:30 p.m. This procedure is in place for the safety of our students. If

See an EXAMPLE of a Bus/Car Rider Note Change:

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|---|
| <p>BUS RIDER NOTE</p> <p>Date _____</p> <p>Phone# _____</p> <p>STUDENT _____</p> <p>TEACHER _____ BUS SLOT _____</p> <p>ADDRESS _____</p> <p>SIGNATURE _____</p> |
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| |
|---|
| <p>CAR RIDER NOTE</p> <p>Date _____</p> <p>Phone# _____</p> <p>STUDENT _____</p> <p>TEACHER _____</p> <p>TO BE PICKED UP BY _____</p> <p>SIGNATURE _____</p> |
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Attendance Policy

It is important for students to maintain good attendance to be successful in school. Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardiness shall be made in compliance with the requirements of [702 KAR 007:125](#).

The Muhlenberg County Board of Education policy on absences is as follows: Seven (7) absences for the following valid reasons may be excused (any time during the year) provided they are verified in writing by the pupil's parent or guardian within five (5) days of the student returning to school:

Excused Absences:

1. Death or severe illness in the pupil's immediate family
2. Illness of the pupil
3. Mandated court appearances
4. Religious holidays and practices with prior approval of the Principal
5. Documented military leave
6. One (1) day prior to departure of parent/guardian called to active military duty
7. One (1) day upon the return of parent/guardian from active military duty
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
9. One (1) day for attendance at the Kentucky State Fair
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
11. Participation in performances at Martin Hall or the Muhlenberg Community Theater, Inc. (MCTI) , or
12. Extenuating circumstances approved by the school Principal

Any absence after the seventh (7th) parent note must be verified. On the 8th absence the school must have in writing a verifiable and valid reason for the student to be absent from school. Examples of excused absences after the 7th absence are as follows:

- (1) Written doctor or medical personnel excuse in case of sickness
- (2) Death notice or funeral home card in case of death in the immediate family
- (3) Court excuse in cases of mandatory court appearances
- (4) School nurse note, in case the nurse deems a student sick and excused to go home

Unexcused absences include the following, but are not limited to:

| | |
|---------------------------|---|
| Babysitting issues | Out of town trips or family vacations |
| Hair or nail appointments | Hunting or fishing |
| Personal business | Missed bus |
| Job hunting | Failure of parent to notify school of absence or failure to send a note |
| Vehicle breakdown | |
| Oversleeping | |

If a child is absent from school:

1. Parents should telephone the school the day of the child's absence. This is for the safety of your child. If, for some reason, the parent/guardian has not contacted the school after several absences, office personnel will attempt to make contact with the parent/guardian and will continue down the child's call list until we have spoken with someone.
2. The day the child returns to school, either a note from the parent or a doctor's excuse should be sent. Please remember that while it is your responsibility to phone the school the day the student is absent, this DOES NOT take the place of the written excuse from either a doctor or guardian. Any student who does not have a note or doctor's excuse will be given an UNEXCUSED absence. We have included definitions of excused and unexcused absences above.

Poor Attendance or Truancy

It is the policy of the Muhlenberg County School system that a student is considered truant with three unexcused events. Note: an event is being absent from school, or being tardy. **The following procedure will apply to poor attendance or truancy:**

1. After **2 unexcused events**, the parent/guardian will be contacted by the school (usually a letter) as a reminder of the importance of good attendance and what our attendance policy is.
2. After **4 Unexcused events**, further action may be taken such as a home visit by the Family Resource Center staff or a referral to the Director of Pupil Personnel (DPP) at the Board of Education.
3. After **6 or more unexcused events**, the student is considered a habitual truant and further action from the Director of Pupil Personnel (DPP) must be taken.

Tardy to School

IF YOUR CHILD IS TARDY TO SCHOOL, you must call the school front office and wait for instructions. Please park in the front parking lot. Note: Do not use the car rider lane located at the front of the building to drop off students as this is a fire and emergency lane.

Make-Up Work

Make-up work shall be permitted for excused absences only. The student will be allowed the number of days for make-up work equal to the number of days EXCUSED absent. PLEASE DO NOT CALL OR COME BY THE SCHOOL TO PICK UP MISSED WORK. If a student is too sick to come to school, he/she is probably too sick to do homework. It is the student/parent's responsibility to contact the teacher for make-up work. If your doctor sends a note that the student can do make-up work at home, you may contact the school.

Educational Enhancement Opportunities

The State Board of Education allows for Educational Enhancement Opportunities. If you have questions about Educational Enhancement, please contact the school. For any EHO approval, the major intent of the activity must be educational and the proposed activity must have significant educational value and composed of an intensive program related to core content areas within the school. Family trips and vacations are not EHO eligible.

School Nurse

Muhlenberg South Elementary School has a full-time registered nurse available to assess students' health and to distribute medications. Our nurse's hours are 7:00 a.m. – 2:40 p.m. Monday – Friday. If you are concerned about your child's health but he/she does not have fever or vomiting, send your student to school and the school nurse can determine whether the child can attend classes or needs to be sent home. The nurse will make the decision that is best for the student's health. In addition, students sent home by the nurse will be excused.

School Closing

In the event of school being closed due to severe weather or any other emergency, please listen to local radio stations, monitor school and district social media outlets, or watch Bowling Green, Nashville, or Evansville television stations to receive school closing information. Please refrain from calling the school to inquire about school closings. School phone lines will need to stay open for calls pertaining to student transportation needs.

Classroom Parties/Celebrations

We recognize the importance of allowing students to celebrate certain days during the year. We have set aside time on the calendar for these celebrations; however, classes choose to celebrate differently. Please consult with your child's teacher concerning classroom parties and celebrations.

Bus Transportation and Regulations

The Muhlenberg County School System provides transportation to and from school for a large number of students. Those students who ride the bus are expected to follow the necessary safety regulations upon entering and leaving the bus. At all times his/her behavior should be the same as that required during the school day. The bus driver has the full responsibility and authority to see that no student misbehaves on the bus.

WHEN RIDING THE BUS:

1. Students shall observe quiet conduct on the bus, not interfering with the driver's ability to hear or give instructions.
2. Students shall stay in seats facing forward, while the bus is in motion.
3. Students shall not throw trash on the floor.
4. Students shall not throw anything out of the bus windows.
5. Students shall not have food or drinks on the bus unless in lunchbox or backpack. (All packages must be properly sealed to prevent leakage.)
6. Students shall not chew gum.
7. Students must not stick any body part through the bus window.
8. Students must be silent while the bus is stopped for railway crossings or at any other time the overhead lights are on.
9. Students must keep hands, feet and objects to self.
10. First year (Kindergarten) students shall have a person at home, seen visibly by the driver, before being dropped off. If not, the student will be brought back to school. This is a state law.
11. Students shall have a note from the parent and signed and approved by office personnel to get off the bus at a different location other than the normal stop.
12. Students shall not bring ANY animals on the bus (dead or alive).
13. Students shall follow all Muhlenberg County Bus Policies.

Prohibited Bus Items

Passengers shall not bring any item on the school bus that might block the center aisle, step well, emergency door, entrance door, or any windows as items would be dangerous in case of a collision, present an additional fire hazard, or take up needed pupil seating space.

- The following items are prohibited on all Muhlenberg County school buses:
- Firearms or weapons, either operative or ceremonial
- Fireworks or any other explosive materials of any type
- Any animals, fowls or reptiles
- Preserved specimens that would likely frighten any pupil or cause a commotion on the bus (including dead animals)
- Glass objects or helium balloons
- Illegal Drugs

Car Riders & Visitor Parking

All morning car riders are asked to be dropped off in the morning arrival lane on the north side of the school. If entering through the front of the building, students are to be accompanied by an adult. Vehicles are to be parked in the front parking lots. Vehicles are not to be left unattended in the lanes in front of the building for safety reasons.

Cell Phones, Toys, Collectible Cards, Fidget Spinners, Valuables, Etc.

Students are to leave CELL PHONES, toys, games, laser pointers, electronic devices, collectible cards, valuables, etc. at home unless asked by a teacher to do otherwise for instructional purposes. If a student brings a Cell Phone, it should be left in his/her backpack and turned off. It is not to be used on the bus or at the school unless there is an EMERGENCY and is deemed allowable by school personnel. Items lost or stolen are not the responsibility of the school. Items brought causing any interruption to the educational process will be taken up immediately. Items confiscated by school personnel will be cataloged with the student's name, the date, and turned over to the principal. A parent will be required to pick up the item at school (items and devices will not be given back to the student). MSES is not responsible for any lost or stolen items that are brought on the bus or to school.

Complaint or Concern

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible.

1. Contact the person with whom you have a complaint to discuss both sides of the story.
2. If the problem still exists, contact the principal.

Damaged Property

Students are not to willfully cut, injure, or deface in any way a portion of the school building, furniture, bus, textbooks, library books, or any other school property. Students are responsible for the textbooks that they are assigned. If these books are lost, the student and his/her parent or guardian shall be responsible for the full amount of the textbook (including library books) or other material. The student and parent/guardian shall be responsible for the full amount of the damages, and the pupil shall be subject to punitive action by the principal or teacher. An example of charges for textbooks is: the new social studies books just purchased this year will have to be replaced at a cost of \$55 per book. Our textbook costs range from \$20 up to \$55 each. This year, we are providing Chromebooks for students to connect to their virtual classroom and lessons. Each parent/guardian will be asked to complete our "1:1" agreement with a list of costs associated with repairing or replacing the Chromebook.

Dress Code

All students are expected to wear attire appropriate for school. We recognize the importance of encouraging high standards in dress and personal grooming. Students must dress in a manner conducive to good behavior and to the creation of a good educational atmosphere in the school. The dress code shall be followed when students participate or attend any event at school.

Any staff member may refer to the office a student not considered appropriately dressed. We will attempt to notify parents; however, if parent contact cannot be made, the Family Resource Center will assist the students in obtaining appropriate clothing.

Students should not wear clothing with pictures, prints or language that may be deemed unsuitable for school or that may be disruptive.

The Following Are Not Allowed:

- Bare Midriff
- Halter Tops
- NO spaghetti straps (unless a t-shirt is worn underneath). Tank tops with a wide shoulder strap that fits up under the arm, so that it does not reveal midriff or chest area, will be allowed.
- See-through tops/fishnet tops/other tops with revealing holes in them.
- Shorts, skirts, or dresses that are deemed too short (see note below)
- Items that convey obscene or suggestive language, obscene gestures, obscene or suggestive pictures, illegal substances, or racially derogatory messages.
- Gang symbols or drawings
- Slacks or jeans which are so loosely fitted that undergarments show
- Slacks or jeans with cuts/holes that show undergarments or do not cover past fingertips (see below).
- Slacks or jeans which are so long that a student walks on them
- Hats or any other apparel that covers the head (both girls and boys), including scarves and “do rags”.

Note: Shorts, skirts, jeans with holes, and dresses must be of sufficient length for students, standing up with arms at their sides, to have the bottom of the clothing below the fingertips.

The principal will make decisions concerning items not covered, using the best information available at the time. All other issues of student appearance are subject to principal discretion in an effort to reflect community values and create a positive educational environment.

Family Resource Center

The “U.N.I.T.Y.” Family Resource Center, which stands for “Understanding Needs In Today’s Youth”, serves children and families of Muhlenberg South Elementary School. The purpose of the Family Resource Center (FRC) is to bridge gaps between the school, families and the communities, while at the same time provide support for families and students who attend the school. Kim Meadows, Coordinator, is available to answer questions and assist with needs you or your family may have.

The FRC provides many activities and services for the students, staff, parents and community. We are thrilled to offer many After School Clubs that are both fun and educational, as well as planning Family Nights, Community Education Classes, resources and referrals. If there is a specific subject you are interested in, please contact the Family Resource Center at 476-0000.

Family Resource Center Advisory Council

The U.N.I.T.Y. Family Resource Center has an Advisory Council that consists of parents, school staff and community members. The Advisory Council meets every other month. These meetings are open to the public and will be advertised in advance.

Parent Volunteers

The parent volunteer program will be coordinated through the Family Resource Center. All parents/guardians and other interested people in our community are encouraged to become a school volunteer. Training and a criminal background check are required prior to volunteering or serving as a chaperone on a school field trip. We also have an EXCELLENT mentoring program in our school. If you are interested in becoming a volunteer or mentor, please contact the Family Resource Center at 476 - 0000. We require Volunteers/Mentors to sign in at the front desk and also in the Family Resource Center in our Volunteer Folder. This allows us to record the number of hours for each volunteer. We celebrate our volunteers at the end of the school year with a meal and awards. The most outstanding volunteer of the year will receive the Neil Litton Volunteer of the Year Award.

Parent/Volunteer Parking

We ask that any person who is working in the school as a volunteer please use the parking lots directly in front of the building. This will provide you easy access to the building. Due to fire codes and emergencies, we ask that you DO NOT park in the two lanes directly in front of the building which are used for car rider "pick-up". These have to be left open in the event of an emergency. We appreciate your willingness to cooperate with us on this matter.

We very rarely utilize volunteers IN the classroom. Many times there are projects that volunteers can work on in the Commons Area of each pod or in the workroom. Volunteers are a VALUED ASSET to our school; therefore, we will continue to utilize volunteers on an as-needed basis (i.e. class trips, parties, field trips and other special events).

Food and Beverages at School

There is pride in Muhlenberg South Elementary School. Everyone must work together to keep our school attractive and clean. Normally, no food or drink is allowed in the classroom unless authorized by the teacher. School snacks and water are allowed. We encourage ALL STUDENTS to bring a water bottle. All pods and classrooms have access to water filling stations. No gum is allowed.

Insurance

The Muhlenberg County Board of Education carries an accident insurance policy on each student enrolled. Call the school at 476-2204 for more information.

School Pictures

Individual and group colored pictures are made during each school year. Parents and students will be notified as to the date in advance. Purchase of these pictures is optional.

Medication Policy

If a student is required to take medication and/or over the counter medication (this INCLUDES Tylenol, Ibuprofen, Aspirin, etc.) during the school day, the following procedure is required:

1. The PARENT must bring the medication in its original container and the required form for dispensing medication (signed) to the nurse's office. The official form must be completed and signed by the parent/guardian.
2. The student will be released from class at the designated time to take the medication.

***** Students who do not follow this procedure will be in violation of the school code.**

Parent Involvement Opportunities

PTO President: Becky Young

Parent Teacher Organization (PTO)— All parents are encouraged to participate – some of our grandparents are very active in this organization! Meetings are held the second Tuesday of the month (but not every month) at 5:30 p.m. and notices are sent home in advance.

Committees- Parents are frequently asked to serve on school committees. This is a good way for parents to stay informed of school activities.

Parent/Teacher Conferences-Parent/Teacher conferences are scheduled immediately following the completion of the first nine weeks. Additional conferences may be planned as needed. Please make every effort to attend. If you wish to meet with teachers at other times during the year to discuss your child's work or any other matter concerning your child, please call the school to set up a meeting with your child's teacher(s).

Progress Reports- Every nine weeks, students receive progress reports. A mid-term progress report will be sent home as needed. Parents will receive grade cards using the Infinite Campus Parent Portal. If you have questions pertaining to getting signed up with the IC Parent Portal, please contact the school at 270-476-2204.

Telephone Use

The school telephone is for school business and emergencies. Students should not ask to use the phone for things that should be taken care of at home prior to arriving at school. (For example: permission to spend the night with another child or homework that has been forgotten). No child or staff member will be called to the telephone except in the case of emergency. The school phone number is: 476-2204. The school fax number is: 476-1411.

Textbooks

Textbooks are furnished to all students at no charge; however, there will be a financial charge to students who abuse or destroy any textbook during the school year. An example of charges for textbooks is: the new social studies books just purchased this year will have to be replaced at a cost of \$55 per book. Our textbook costs range from \$20 up to \$55 each.

Safety Drills

Fire, tornado, earthquake, and bus drills are required by law at regular intervals and are important safety precautions. Crisis Plan drills, including building lockdowns and bomb threats, are also conducted. Students are to follow the teacher's instructions and observe all drills as though they were real. Our school is equipped with a weather radio receiver, which immediately informs the school of any severe weather information.

Search and Seizure

Lockers and cubbies are the property of the school and are subject to the board's regulation and supervision. Inspection or searches are not carried out as a harassment technique, but as a duty when the health, safety, or welfare of students is involved.

Smoking and Tobacco

MSES IS A TOBACCO FREE CAMPUS – any type of smoking or tobacco is not allowed on any campus in the Muhlenberg District.

Visitors

Parents are encouraged to visit our school whenever possible; however, if parents plan to talk with a teacher, a conference time must be made in advance by calling the school. Teachers will make special arrangements to meet with parents/guardians during planning time or after school.

All visitors are required to sign in at the office with a valid id before entering past the front office. Visitors will be issued badges to wear while in the building. School personnel will deliver items such as books, lunches, homework assignments, etc. to prevent disruptions in classroom instruction. Parents are not allowed in the classroom or pod while instruction is taking place during the school day.

Homework Guidelines

It is recognized that learning can be accomplished and reinforced with activities and practice at home. Homework may be assigned to students at Muhlenberg South Elementary School.

The amount, length, and type of homework will vary according to the individual needs of the student and the subject and grade level. The amount of homework will be minimal in the primary grades and may increase as students' progress through the intermediate grades.

School personnel, parents, and students working together equal a more successful school.

The Purposes for Homework for Students are:

1. to produce a self-sufficient learner.
2. to reinforce concepts and skills learned in class.
3. to provide skill practice and enrichment.
4. to teach effective use of time.
5. to help draw from home and community resources.
6. to provide time for make-up work missed from excused absences.
7. to review materials learned in preparing for tests.

Teacher's Obligations Are:

1. to plan meaningful assignments.
2. to make sure homework is evaluated and returned to students as soon as possible.
3. to motivate students to excel.
4. to encourage good study habits.

Student's Obligations Are:

1. to attend class regularly.
2. to use classroom guided practice time effectively.
3. to use Homework Folder as teachers ask.
4. to complete assignments and return them on time.
5. to obtain and make up missed assignments for excused absences.
6. to ask for help when needed.
7. to make sure distractions do not interfere with assignments being completed.

Parent's/Guardian's Obligations Are:

1. to provide a quiet place to study with necessary supplies.
2. to set aside time for homework.
3. to limit distractions (Example: television, gaming, sports, etc.)
4. to plan with teacher(s) when necessary.
5. to check that homework is complete and sign sheet in Homework Folder or Agenda.

Extended Project Guidelines

When an assignment or project requires extended time, it should be assigned at least one to four weeks prior to the due date. Parents should read the grade level newsletters that are sent home each Friday to be aware of such projects.

Late Work

Grades of zero (0) may be assigned to late work. In the event of an EXCUSED absence, the student should have the same number of days to return the make-up work as they were absent. If work is late, students may receive consequences as outlined in individual classroom rules and procedures. If the problem is recurring, students may be sent to the principal's office.

Solicitation

Students at Muhlenberg South Elementary School are not to engage in any type of buying, selling, trading, or distributing of articles to one another on school property unless they have the written permission of the principal.

Field Trips

MSES will communicate with parents and guardians regarding plans for field trips. All parents/guardians attending field trips must have a background check on file with the school.

If your child has had his/her bus-riding privileges suspended or revoked, he or she WILL NOT BE ALLOWED to ride the bus for a field trip. Either the parent/guardian will have to transport the student or he/she will not be allowed to attend the field trip. This will be at the principal's discretion.

Students who are leaving school early or missing school to attend an activity with an extra or co-curricular organization (such as Girl Scouts, Boy Scouts, 4-H) WILL NOT BE EXCUSED unless prior approval is given by the principal.

Attendance on a sibling's field trip is considered an **UNEXCUSED ABSENCE**. For example, if you have a child in 1st grade and a child in 4th grade and the 1st grade is taking a field trip, the 4th grade child should attend school that day. He or she **WILL NOT BE EXCUSED** to attend another class' field trip. If the absence is

unexcused, the child will take a zero (0) on any work or tests that were done that day. There will be NO EXCEPTIONS to this policy.

Good Behavior is not only expected while ON field trips, but is NECESSARY to PARTICIPATE in field trips. Teachers may not allow students to attend planned field trips if the student's behavior has been unsatisfactory.

In addition, students are ENCOURAGED to return to school after all field trips. Any student who leaves/signs out at the conclusion of a field trip is considered as either an unexcused tardy or unexcused absence, depending on the time of day the student is signed out.

Code of Conduct

Students should refer to the Muhlenberg County Schools District Code of Acceptable Behavior and Discipline adopted by the Muhlenberg County Board of Education for discipline. All students are provided with a copy of this. It is also posted on the front bulletin board near the lobby entrance.

The entire staff at Muhlenberg South Elementary School has the goal of establishing an atmosphere throughout the school in which children feel safe, secure and happy, thereby giving each child the maximum opportunity to learn.

In an effort to accomplish this goal, each grade level has developed a discipline plan. Each student will receive a copy of this plan at the beginning of the school year. Below are guidelines for students to follow: (We also require students to follow these guidelines when they are in the school building for any extra or co-curricular activities or school-sponsored events after school hours.)

Expected Behavior of Students at Muhlenberg South Elementary

Throughout the school, the student should:

1. act in a safe way.
2. respect the needs of students and staff at all times.
3. treat all property with care.
4. use proper language.
5. not chew gum.
6. follow the dress code outlined on page 10 of this handbook.
7. take responsibility for learning and learning tools.
8. keep hands, feet and objects to self.

In the hallways, the student will:

1. follow directions of all staff the first time.
2. walk on his/her right side of the hall.
3. walk through the halls in a quiet and orderly manner – single file.
4. keep hands, feet and objects by your side not touching others or walls
5. clean his/her messes.

In the lunchroom, the student must:

1. follow directions of all staff.
2. get all needed items as you go through the line.
3. always practice good table manners.
4. clean his/her space after eating.
5. clean his/her messes.

6. walk through the cafeteria in a quiet and orderly manner at all times.
7. talk only to immediate neighbors at your table with level 1 (whisper) voice.
8. raise hand for help.

On the playground, the student should:

1. follow directions of all staff the first time.
2. follow all equipment rules.
3. not fight or scuffle.
4. put trash in proper container
5. clean his/her messes.
6. not go to the playground without supervisor opening the outside door.
7. not have food on playground equipment.
8. run only in designated places.
9. stop playing when the bell rings and line up immediately.

On the bus, the student should:

1. follow all Muhlenberg County bus policies.
2. clean his/her messes.
3. follow HALL RULES while going to the buses.

In the classroom, the student will:

1. follow rules and procedures of the classroom management system.
2. clean his/her messes.
3. be rewarded for positive behavior according to the discretion of the teacher.

Good behavior is rewarded by individual teachers and the school in various ways.

At Muhlenberg South Elementary, we will make every effort to keep parents informed early of potential problems to ensure all children get the best education possible. At the beginning of the school year, teachers will inform parents of grade level/classroom behavior standards and consequences of violating these standards.

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.

Bullying Defined

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event:
or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

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.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

For more information, please review the District Code of Acceptable Behavior and Discipline. You can also find information pertaining to definitions and examples of bullying at the following website: www.stopbullying.gov

INSTRUCTIONAL PROGRAMS

REGULAR PROGRAM: The Primary Program is offered for students from the ages of 5 through 9 or 10. This program encompasses what was traditionally known as Kindergarten through Grade 3. We now call them P1 through P4 or P5. Grades 4 and 5 comprise the intermediate portion of the regular program.

GIFTED AND TALENTED PROGRAM: This program is designed to meet the needs of students who are capable of moving at an accelerated rate. Special testing is required.

EXCEPTIONAL EDUCATION PROGRAMS: The needs of children who require special individualized instruction are served through these programs.

SPEECH: This branch of Exceptional Education addresses the needs of students who require speech therapy.

TITLE I PROGRAM: Our school is committed to providing a quality instructional program for your child. This information is just one of the ways of keeping you informed of the educational commitment of our schools and our district. Our district receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
 4. Whether your child is provided services by paraeducators, and if so, their qualifications.
- If you would like to request this information, please contact the school or district office.

PRESCHOOL HEAD START: Audubon Area Services offers Head Start to district students ages 3 through 5. Additional information may be obtained by calling Audubon Area Head Start at 754-2418 or Muhlenberg County Board of Education at 338 – 2871. You may also contact Candie Likens, MSES Family Advocate, at 476-9841.

MUSIC, LIBRARY, ART, COMPUTER LAB & PHYSICAL EDUCATION: Students receive instruction in the areas of arts and humanities, as well as visual art. In addition, reading and physical education are both taught and encouraged through Muhlenberg South Elementary School.

COUNSELING: Muhlenberg South Elementary Students will be receiving counseling classes, including instruction in character education and leadership, on a regular basis. In addition, our counselor is available to assist students with issues they may need to discuss.

EXTRA- AND CO-CURRICULAR ACTIVITIES

SCHOOL CLUBS: MSES has a very successful After School Club program. Some clubs that may be offered include Art, Science, Dance, Tinickling, Speed Stacking, Lego and Robotics, and Archery (and many more). Each of these clubs will have a limit to the number of students who can sign-up and students will be accepted on a first-come, first-serve basis. If you know someone who has a talent or skill that could be shared as an After School Club, please contact the Family Resource Center to make the suggestion and/or volunteer as an After School Club sponsor. Most of our clubs are geared to a SPECIFIC GRADE LEVEL. We will send more information home regarding clubs after school begins.

4-H CLUB: Students in Grades 4 through 5 may join 4-H Club activities, which are brought to the school by 4-H Leaders Mackenzie Whitaker Pogue and Judy McGhee.

SUN NEWS: We are proud to present the SUN News each weekday morning at 7:35 a.m. Mr. Wells and several staff members produce our very own newscast where MSES students are featured daily for a variety of reasons that may include various awards, talents and especially, Student Leaders of the Week!

ACADEMIC TEAM: Students in Grades 4 through 5 are encouraged to participate on these teams, which are sanctioned by the Kentucky Academic Association. A Future Problem Solving Team and a Quick Recall Team are two areas of competition. Students participate in competition in the following subject areas: General Knowledge, English Composition, Language Arts, Science, Math, and Social Studies.

MCTI: Many of our students have participated in plays at the Muhlenberg Community Theater, Inc. We encourage students to audition and participate in these as it supports the educational process.

There are a variety of other extra-curricular activities offered through MSES and through the community, including, but not limited to: Girl Scouts, Boy Scouts, Jr. Pro Basketball, Cheerleading, Softball, Little League, Soccer, Football, etc. For more information on these and other programs, contact the school. These activities are considered an enhancement to the educational process. Any event connected with these organizations

that the student must attend during the school day is approved as a school event and the student WILL NOT be counted absent. Participation in these programs is encouraged.

EXCEPTIONS TO THE POLICIES AND PROCEDURES IN THIS HANDBOOK MAY BE MADE DUE TO MEDICAL REASONS

SIGNATURE PAGE

The Student & Parent Handbook can be reviewed on our school website:

<https://www.muhenberg.kyschools.us/o/mSES>

This Muhlenberg County District Code of Conduct can be found here on the district website:

<https://www.muhenberg.kyschools.us/>

MSES will provide a paper copy of the Student & Parent Handbook at your request. If you would like a paper copy, please indicate below by checking the box, and by providing your signature and the date.

I would like to request a paper copy.

Signature: _____ Date: _____

After reading the handbook, please complete the information below and return it to your teacher(s):

I have read and understand the Student/Parent Handbook. I understand that my child and I will be responsible for following the policies and procedures outlined in this book.

Student's Name: _____

Teacher's Name: _____

Parent/Guardian

Student

Date