



Memorial School

Student Handbook

This handbook also includes:

The Hart County Elementary Handbook

&

The Hart County Schools Code of
Acceptable Behavior and Discipline

2021-2022



#onehartky

*The student handbook is subject to change based on Covid-19
restrictions and/or CDC guidance.*

Student Name _____

Memorial School Vision Statement

Memorial School will be a leading education provider in Kentucky by supporting, encouraging and motivating every student to reach his/her maximum potential.

Memorial School Mission Statement

Memorial School will provide a high quality education to all learners in a safe and positive environment in order to inspire students to excel in a competitive world.

PRINCIPAL'S GREETING

Welcome to a new school year! I am so excited to be starting my 14th year as the principal here. After an unprecedented school year last year, we are looking forward to what will hopefully be a more normal school year this year. Even so, our students and staff did an amazing job navigating through the Hybrid/Virtual/In-person days that made up our school year last year. That's the wonderful thing about our school—we have the best students and the best staff!

If you were here last year—welcome back! If you are new to our Polar Bear family, welcome aboard! Please know that we are committed to making this a successful year of learning for ALL students. Memorial is a safe, student-centered place and is truly a great place to learn! Our teachers, staff and students take great pride in our learning community and we believe that we are: *Improving Tomorrow through Learning Today*. We hope that you will join us as we convey this message to all our students every day.

On behalf of our teachers and staff, let me say thank you for sharing your child with us and allowing us to educate him/her. We realize that you could take your child elsewhere to school and we appreciate that you have chosen us to meet the educational needs of your child. We are proud to work with you and commit to doing our best to make this a great year of learning for all students!

In closing, I would ask that you please carefully review this handbook, noting some changes that have occurred. This handbook is for both students and parents/guardians. All of us at Memorial look forward to this school year with great excitement and anticipation for your success. I hope all students have a rewarding and successful year.

Sincerely,

Allen Poynter, Principal

#onceapolarbearalwaysapolarbear

#polarbearpride

Administration

Allen Poynter, Principal
Heather Shields, Counselor

Faculty and Staff

Cynthia Johnson, Preschool	Wendy Johnston, Special Education
Shelly Carroll, Kindergarten	Teresa McCorkle, Special Education
Aimee Atwell, Kindergarten	Rebecca Smith, Speech Pathologist
Ronda Wilson, 1 st Grade	Angie Waddle, Media Specialist
Cheyenne Rayls, 1st Grade	Sarah Vetter, Art
Melinda Burgess, 2 nd Grade	Tylor Waddell, P.E.
Courtney Line, 3rd/4th Grade	Brittany Chase, Music/Band
Marion Josey 3rd/4th Grade	Melissa Poynter, Family Resource
Cynthia Collins 3rd/4th Grade	Kristen McDowell, Instructional Assistant
Callie Purvis, 5th Grade	Marquita Puryear, Instructional Assistant
Sheila Williams, 5th Grade	Lottie Vance, Instructional Assistant
Jodie Napier, Math	Lisa Decker, Instructional Assistant
Joey Sexton, Social Studies	Kristen Meredith, Instructional Assistant
Sherry Keown, Language Arts	Tony Tobin, Custodian
Annette Jones, Science	David Howard, Custodian
Vicki Thompson, Acceleration Teacher	Vernon White, Custodian
Lori Sexton, Reading Recovery	Stacy Sanders, Secretary
Sonya Carter, Special Education	Robin Cecil, Secretary
	Jennifer England, School Nurse

Site-Based Decision Making (SBDM) Council Members

Katie Wilder, Parent Member
Erin Lockett, Parent Member
Ronda Wilson, Teacher Member
Sarah Vetter, Teacher Member
Joey Sexton, Teacher Member
Allen Poynter, Principal

GUIDELINES FOR SUCCESS AT MEMORIAL

Be at School. Attendance is important! If you're not here, you can't learn.

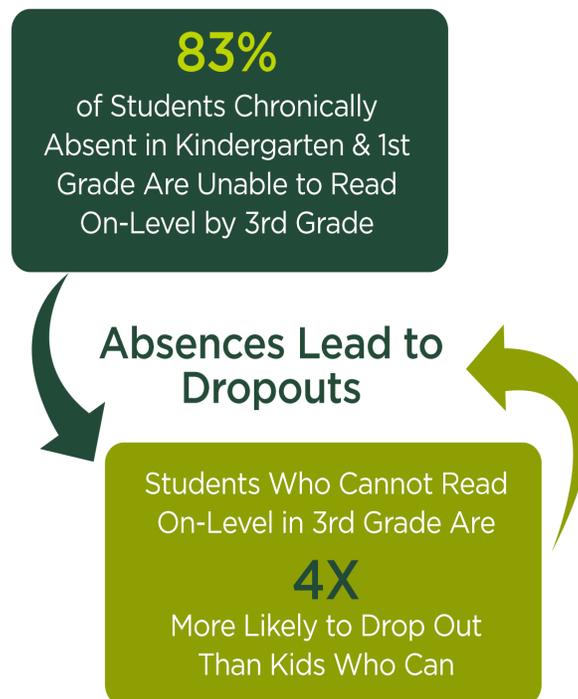
Expect the Best. We have high expectations for our students and ourselves.

Act Responsibly. Take responsibility for your own actions and don't place blame on others for your wrong-doing.

Respect Everyone--parents, teachers, other students AND ourselves. This also means the school property and the property of others.

Safety Comes First. We expect everyone to behave in an orderly manner so we are able to maintain a safe campus.

ATTENDANCE



www.attendanceworks.org

Parents should always encourage perfect attendance for their children. This includes arriving to school on time and remaining at school until the scheduled dismissal time. **The parent should contact the school office each day that the student is absent.** Please note that Early Release days are included in your child's attendance, and attendance in school is expected on these days. Instruction in the core subjects is delivered prior to the early dismissal, so absences on these days cause your child to miss instruction that all other students receive. Doctor and dentist excuses should be provided when applicable. Attendance awards will be given to students who are able to

keep a record of perfect attendance quarterly and for the entire school year. Perfect attendance at Memorial School is considered **no absences, early dismissals, or tardies.**

The classroom teacher will be informed about your child's absence and if requested by the parent, homework assignments may be picked up in the office after 2:00 P.M.

Attendance letters will be sent home on a regular basis to help parents monitor his/her child's school attendance. If necessary, parents should schedule a meeting with the classroom teacher, counselor, and/or principal to discuss reasons for absenteeism so that a plan can be established to improve school attendance. Continued absenteeism may result in a referral to proper authorities and will require a meeting with school personnel.

Memorial School wants to emphasize the importance of your child attending school every day possible. Students who have 90% or higher attendance throughout their school careers have a better chance of graduating high school on time (www.americangraduate.org).

BOX TOPS FOR EDUCATION

Memorial School participates in the Box Tops for Education Program. Watch for the Box Tops stamp on many products and send those you find to your child's teacher. General Mills will then send Memorial School money for each Box Tops collected.

DELIVERIES

Memorial School cannot accept any deliveries from any florists, flower shops, parents, etc. for holidays and birthdays. This helps the school adhere to state transportation regulations requiring bus drivers to prohibit all balloons and glassware. In addition, it also helps minimize potential disruptions to the classroom.

ELECTRONIC DEVICE POSSESSION AND CONTRABAND ITEMS

Possession of Cell Phones, Headphones, and Other Electronic Items

Memorial School respects the feelings of our parents, who want their children to have a phone for safety and other reasons, but feel strongly that cell phones or other electronic devices should not interfere with the instructional environment of the school day. The administration reserves the right to change this policy at any time.

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use electronic items as defined by law provided they observe the following conditions:

- Students are allowed to possess and use electronic items in the mornings before school (until 7:45AM). However, teachers and staff who are on duty in the mornings, reserve the right to ask students to put away the devices if they are causing a disruption (for example in the gym or cafeteria). Students may also use their device after school beginning at 3:15PM. **Students may not use electronic items during instructional time. Cellphones and electronic devices are also prohibited during class changes and at lunchtime.**
- Headphones or any other type of earbud shall not be worn at any time during the school day
- All electronic items are to be in silent mode all day even when use is allowed. Devices that "go off" during the school day are subject to being confiscated by the teacher/staff.
- Students are not to communicate with other students or persons either inside or outside the building (including parents) using any function (verbal, text message, instant messaging, camera, or video) of a cell phone or electronic item during instructional time. This includes if a child is sick and notifies the parent/guardian. Students who are ill may use the phone in the office to call home.

- Any student who is referred to the office for disciplinary reasons and contacts his/her parent prior to being seen by an administrator is in violation of this policy and will face further consequences as outlined in the discipline policy in this handbook.
- Students are not permitted to access or post to any social media sites such as Facebook or Instagram during the school day.
- School officials have the right to confiscate student cell phones or other contraband if the student is in violation of this policy.
- Students and their parents assume full responsibility for any cell phone or electronic item brought to school. Memorial School reserves the right to not investigate the theft or loss of any cell phone or other electronic device or their related parts due to time constraints. The district and school shall not be responsible for loss, theft, or destruction of such devices brought onto school property.
- The school reserves the right to allow "BYOD" (bring your own device) times as reward time for students. In such cases, students still must adhere to the Appropriate Use Policy (AUP) on their personal devices.

Reference

KRS 158.165 "Personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

MORNING AND AFTERNOON PROCEDURES

Mornings and afternoons are the most hectic times of the day here at school. Our goal is to ensure the safety of all our students and staff and it is for this reason we ask for your patient understanding and cooperation with our morning and afternoon procedures. Again, these procedures are meant to ensure the safety of our students and staff as well as maintain order during these unstructured times of the day and are not meant to keep anyone away from our school.

Morning Procedures

Students may enter the building starting at 7:20 AM each morning. Students who ride a bus to school enter the front doors of the building. Students who are dropped off at school enter the building on the south side of the building by the gym.

Breakfast- All students that wish to eat breakfast will go straight to the cafeteria upon arrival at school. They will not be allowed to leave the gym once they go in there. Breakfast seating will be one table at a time to ensure that we can move students through in a manner that will allow room for every student to have room to sit and eat. Students will not be allowed to remain in the cafeteria once they are finished eating, due to space demands.

All students should be in the gym by 7:45 for the morning meeting. Morning meeting is our time to build community in our school as well as announcements and special presentations and we want all students to participate in this.

Students are counted tardy to school after 8:00AM. Tardy students are asked to go to the cafeteria to pick up their breakfast. It may be taken to the classroom to eat.

Parents/guardians are always welcome to attend morning meetings. If attending morning meeting, please sign in at the front office and get a visitor's pass and proceed to the gym and

be seated in the bleachers. Due to fire marshal regulations, we cannot allow anyone to block the doorways into the gym.

Afternoon Procedures

Students who are parent pick up will go to the gym each afternoon at 2:50 PM and are called by name by the supervising staff to load their vehicles. Parents/guardians are asked to line up in the parent pick up area (south side by the gym) and to wait for your child to be called to your vehicle.

One hint.....We have found that parents/guardians who arrive at school at 3:00PM typically, do not have to wait as long for their child to be called to the vehicle.

Due to the high volume of hallway traffic in the afternoon, we cannot allow parents/guardians to go to the classroom to pick up students from a classroom. Parents/guardians who need to speak with a teacher concerning his/her child are asked to make an appointment with the teacher. Also, we cannot allow parents/guardians to remove students from the gym during parent pick up time. **Parents who come into the school at dismissal time will be asked to remain in the front office until all students have been dismissed.** The front exit is reserved for our bus riders exiting the building.

Students who are bus riders are called by their bus number and will exit the building through the front doors of the school.

HOMEWORK POLICY

1. Memorial Elementary School teachers and administrators believe that good study habits are essential to every child's success. Homework is the out-of-class tasks that a student is assigned as an extension of classroom work. Homework helps students, review, apply, and integrate what has been learned in class. It encourages habits of self-discipline and time management, develops initiative and the ability to learn to work independently, and helps students gain a sense of personal responsibility for learning.
2. Homework may be given at the discretion of the teacher. It is the option of the classroom teacher as to the frequency and structure of assignments made. Homework may be required of all students at all grade levels. The emphasis will be on the quality rather than quantity.
3. Below is the chart listing approximate times that students may be asked to spend on homework assignments according to grade level.

<u>Grade Level</u>	<u>Minutes</u>
K	15
1-2	20
3-4	30
5-6	40
7-8	60

4. If a student is absent, they have as many days as they were absent to complete the work. Schoolwork may be made up for all excused absences and for up to three unexcused absences. Any work made up after that time can be graded failing or not accepted.
5. Homework will usually be assigned Monday through Thursday nights. It is the student's responsibility to complete all homework and class work in accordance with the teacher's instructions. All teachers will

provide an ongoing assessment of every student assigned to them. This assessment shall be based on grades as recorded in teachers' grade book, on curriculum skills list, participation, and homework. It may be the teacher's discretion as to the weight given to homework that is averaged into a grade. Time is usually given in class for completing work, if the student cannot or will not complete the assignment, it then may become work to be completed at home.

6. After any missed assignment, the teacher will note that in the student's agenda book. Parents should regularly review and sign the agenda book. If a student fails to complete two or more assignments, the parent will be contacted by phone. The teacher may request a meeting with the parent and visa-versa. It will be at the teacher's discretion if that student will miss break to complete the assignment. It will be at the principal's discretion if that student should attend after-school detention to complete the assignment.
7. Homework will not be used as punishment. At the discretion of the classroom teacher, students may be given incentives for completing assignments. Some suggestions follow: points given when homework is complete, neat and on time; student gets to choose a low grade to take off when assignments are complete and on time; free time awarded; tokens given; or student is excused from an assignment.
8. Homework: Incentives for homework completion are encouraged and worked into the year for students who complete their work on time and keep their grades up. These incentives may include assemblies, class fun trips, field day activities, etc). If a student has low grades due to failure to complete work, he/she may be prohibited from participating in these types of activities as a consequence for non-completion of homework..

WELLNESS POLICY

All students shall participate in moderate to vigorous physical activity each day, as follows:

1. Each student shall engage in at least 15 minutes of planned physical activity each day. With input from the teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangements must fit within the limits of our building and staffing and be compatible with our school improvement plan.
2. Each student shall participate in physical education class twice a week.
3. Primary students (K-3) shall have at least 15 minutes daily of supervised recess. The school shall provide space and equipment to make that activity possible and appealing to students.
4. Teachers shall make all reasonable efforts to avoid periods of more than forty-five minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
5. Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
6. School staff cannot withhold physical activity as a punishment for behavior or unfinished school work.

School staff shall assess students' level of physical activity at least once a year. The physical education teacher will use the Presidential Fitness test and standards to determine the fitness levels of the students and report to the SBDM Council.

Our school shall encourage healthy choices among students using the following methods:

1. Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
2. Our Practical Living curriculum shall address the full Core Content, including health and physical education.
3. The rest of the curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.
4. Our school will implement the standards suggested by the Alliance for a Healthier Generation.
5. Our school will use the HECAT/PECAT to analyze and monitor the Practical Living curriculum.

Food: Any foods brought in for birthdays, or any other class event must be store bought items that are packaged by the store. Anything that has been removed from the store packaging will not be used. Foods for class parties must be approved by the teacher and/or the principal.

Drinks: Students will be allowed to have water during the day. Water must be in a clear, single-serving container and must be SEALED and unopened upon entering the building.

Student sharing of drinks at any time will be prohibited. Sodas, drink boxes/ juices will be allowed during breakfast/lunch/break times only. These drinks must also be sealed and only opened during breakfast, lunch, and/or break. Monster or energy drinks are not allowed at any time. Students having "monster" or "energy" drinks will be asked to dispose of the drink. Parents will also be notified due to the health risks associated with these drinks.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not comply with those rules, the principal shall notify the council so that the policy may be amended.

EXTRACURRICULAR ACTIVITIES POLICY

I. Implementation

Memorial School SBDM shall provide opportunities that ensure male and female participation. A certified staff member who will be present throughout the activities will sponsor each activity.

II. Criteria for Programs

We support extracurricular programs based on the following criteria:

- Contribution to students becoming self-sufficient individuals of good character exhibiting the qualities of citizenship, courtesy, honesty, human worth, justice, knowledge, respect, responsibility and self-discipline.
- Contribution to students becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
- Student interest.
- Ability to attract students currently not involved in extracurricular or service projects.
- Ability to enhance or maintain equity in our overall program.
- Ability to arrange suitable adult supervision.

III. Student Participation Eligibility

To be eligible for participation in elementary athletic programs and/or cheerleading students will:

1. Maintain a C average for each nine weeks grading period in the 4 core content subjects (Reading, Math, Social Studies, and Science).
2. Not be on suspension or probation from school.
3. Be in attendance for at least half of the day in order to practice or play in the game.
4. Provide the coach with a doctor's statement certifying doctor's approval of acceptable physical condition for participation.
5. Meet requirements set by the appropriate sponsoring or governing organization. (For example, interscholastic athletics participants must comply with rules set by the Kentucky High School Athletic Association. Beta Students must meet criteria established by the national organization).
6. Comply with the rules established by the adult coach or sponsor for the activity.

If retained in grades 4-8, student will not be eligible to play until they are promoted.

PLAYGROUND EXPECTATIONS

Remain in play area designated by the staff member in charge. Keep hands and feet to yourself. Use a quiet voice when speaking. Keep your eating area neat by cleaning up after yourself.

Most important is for each of us to treat others as we wish to be treated – with courtesy and respect.

COMMON AREA EXPECTATIONS

A list of Common Area behavior expectations can be found on the following page:

School-Wide Positive Behavior Expectations

	Respect Self	Respect Others	Respect Property
Hallways	<ul style="list-style-type: none"> ● <i>Walk in single-file line</i> 	<ul style="list-style-type: none"> ● <i>Walk on Right Side of hallway</i> ● <i>No talking so not disturbing other classes</i> 	<ul style="list-style-type: none"> ● <i>Hands and feet to self.</i> ● <i>Pick up trash if you see it.</i>
Cafeteria	<ul style="list-style-type: none"> ● Use appropriate table manners. 	<ul style="list-style-type: none"> ● Talk quietly to people across from you or beside you. ● No food/drink sharing ● Enter/exit when directed to do so. ● Follow directions of monitor. 	<ul style="list-style-type: none"> ● Hands and feet to self ● Clean up your eating area and the floor under your table. ● No throwing food ● No creating "messes" with your food.
Gym/Morning Meeting	<ul style="list-style-type: none"> ● <i>Be in gym and seated by 7:44 AM</i> ● <i>Stay seated.</i> ● <i>No moving around once seated.</i> 	<ul style="list-style-type: none"> ● <i>Talk quietly with neighbors while waiting on morning meeting to begin.</i> ● <i>Show respect for the speaker by facing the speaker.</i> 	<ul style="list-style-type: none"> ● <i>Hands and feet to self</i> ● <i>Leave your area clean.</i> ● <i>No eating/drinking in the gym.</i>
Gym/Assemblies	<ul style="list-style-type: none"> ● Enter/exit in orderly manner. ● Do not walk on the bleachers. Use walkway. 	<ul style="list-style-type: none"> ● No talking during programs. ● Keep hands/feet to self ● Face speaker 	<ul style="list-style-type: none"> ● Pick up any trash you may see. ● No swinging or jumping on or over railings
Restroom	<ul style="list-style-type: none"> ● <i>Use it, flush it, wash it, and go.</i> ● <i>No horseplaying</i> 	<ul style="list-style-type: none"> ● <i>Respect the privacy of others.</i> ● <i>No talking</i> ● <i>Hands and feet to self</i> 	<ul style="list-style-type: none"> ● <i>Conserve water</i> ● <i>Use soap/water wisely</i> ● <i>Three pulls of paper towels.</i> ● <i>Place paper towels in trash can.</i> ● <i>Pick up any trash you may see.</i>
Afternoon Dismissal	<ul style="list-style-type: none"> ● Report to assigned area on time. ● Be prepared with all materials to go home. 	<ul style="list-style-type: none"> ● Remain quiet so everyone can hear announcements being made. 	<ul style="list-style-type: none"> ● Hands/feet to self. ● Bus riders please keep bus clean. ● Do not deface bus in any way.

DISCIPLINE POLICY

School administration will follow this policy after all Positive Behavior Interventions have been attempted and exhausted. Major offenses will be handled directly by the administration. All office referrals will include a parent contact.

The grid below outlines the consequences for violations of our school rules and code of conduct/dress. Written discipline notices may be mailed home as well as sent home with the student. Parents will be given written or verbal notification of discipline decisions concerning their child in reference to office referrals. **Please note, the severe clause may be applied at any level. Any infraction beyond prescribed action is up to the Principal's discretion and board policy.** Teachers will assign interventions for students who have minor infractions; however, major violations will result in an immediate referral to the administration.

OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE
Cellular Phone Violation	Cell phone confiscated for 1 day.	Parent must pick up phone.	Cell phone confiscated for 1 week.	No phone privileges at school for remainder of school year.
Disruptive Behavior	Written warning and parent notification.	1 Day ISS	2-3 Days ISS	Suspension
<i>Defiance/Disrespect—repeated infractions of minor behaviors are considered defiant behavior and will be referred to the administration.</i>	1 Day ISS	2 Days ISS	2 Days ISS and/or detention	ISS, Detention, Suspension, Court referral
Tobacco Violation--Possession	1 Day Suspension*	1 Day Suspension* and Cessation Course	2-5 Days Suspension* Cessation Course	3-5 Days Suspension*
Tobacco Violation--Use/Distribution	1 Day Suspension* and Cessation Course	1-3 Day Suspension* and Cessation Course	3-5 Days Suspension* and Cessation Course	5 Days Suspension*
Vape possession	1 Day Suspension*	1 Day Suspension* and Cessation Course	2-5 Days Suspension* Cessation Course	3-5 Days Suspension*
Vape Usage/Distribution	1 Day Suspension* and Cessation Course	1-3 Day Suspension* and Cessation Course	3-5 Days Suspension* and Cessation Course	5 Days Suspension*
Fighting/Instigating Fight	Suspension*	Suspension*	Suspension*	Suspension*

*Suspension may be In School or Out of School.

OFFENSE	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE
Dress Code Violation	Written Warning, Parents Notified, Change Clothes using clothing provided by FRYSC. If the violation involves heavy chains, spiked or studded items, the item will be confiscated and parents will be asked to pick up the item.	Consequences of first offense PLUS .5 Day ISS	Consequences of first offense PLUS 1 day ISS	Consequences of first offense PLUS day detention
Destruction of School Property/ Vandalism	For each occurrence, Restitution, Discretion of Administrative Staff, possible court referral			
Bullying, Intimidation, or Harassment*	For each occurrence, administrator discretion, Possible Warning, Peer Mediation, Parent Conference, Referral to Counselor, Possible suspension, Possible court referral, possible referral to Alternative School, Board hearing and possible expulsion.			
Forgery	For each occurrence administrator discretion			
Disrespect with profanity or aggression toward a teacher/staff member.	For each occurrence, administrator discretion, possible suspension and/or court referral			
Possession, Sale or Transfer of Drugs and/or Alcohol	For each occurrence, suspension and/or Expulsion Hearing and/or referral to alternative school			
Stealing Possession of Stolen Property	For each occurrence, administrator discretion, Parents notified; 3 days ISS, restitution and/or possible suspension			

- Concerning Bullying/Harassment: A classroom guidance/education program will be presented to all students during the first nine weeks of school.
- After school detention will be used if in-school suspension isn't available