

Flaherty Elementary School Parent/Student Handbook

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2022 – 2023

WELCOME TO FLAHERTY ELEMENTARY SCHOOL!!!

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On behalf of the staff of Flaherty Elementary School, we would like to welcome you to Flaherty Elementary School! We are proud to serve this community and appreciate your trust in allowing us to educate your children. Communication between home and school is essential for student success. We will make every effort to keep you informed of school activities and your child's progress. You may contact the school office between 7:30 a.m. and 3:30 p.m. to schedule conferences with your child's teacher(s). The phone number for Flaherty Elementary School, grades 4-6, is (270) 422-7565.

We look forward to working with you this year while providing positive experiences for all of our students. As always, we welcome any comments or suggestions you may have that would enhance our school. We have high expectations for a tremendous year as we educate your child. Let's work together to make it happen!

Sincerely,
The FES Family

MISSION OF OUR SCHOOL

The mission of Flaherty Elementary is to assist students in developing the skills necessary to become life-long learners. We strive for all students to reach a high level of academic performance as they prepare to become productive members of society.

ATTENDANCE

Regular attendance is essential to a student's success in school as it promotes life-long learning and positive habits. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Please, refer to the section on ATTENDANCE in the current Meade County Schools Discipline Code for specific guidelines. In order for types of absences not covered in the Discipline Code to be considered as "excused", advance notice must be made to the school Principal.

NOTE: In order for a student to be eligible for the perfect attendance awards, the student must have just that – Perfect Attendance – zero absences, zero tardies, and zero early dismissals.

TARDY- Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time for all students in that class. Any student who either arrives after 8:10 a.m., leaves prior to 2:55 p.m., or is absent from school 141 minutes or less is considered tardy.

PARTIAL-DAY ABSENCES – Anytime students are absent from school 142 to 340 minutes of the school day, it will be considered a half day's absence. An absence that is greater than 340 minutes of the school day is considered a whole day's absence.

***All students arriving late or leaving early MUST be signed in/out in the office by the accompanying adult.**

SCHOOL HOURS

School Office Hours: 7:30 a.m. - 4:00 p.m.

School Hours: 8:05 a.m. - 2:50 p.m.

VISITORS

Visitors are always welcome at FES. In order to maintain a safe environment and to keep your child safe at FES, it is required that all visitors, including parents/guardians and volunteers/chaperones, follow the visitor's policy:

- Ring the doorbell to notify office personnel of your arrival
- Present a current picture ID to the security camera
- Enter to the main office for further assistance from the office staff

BREAKFAST / LUNCH

Breakfast and/or lunch will be offered FREE to all students in Meade County, ages birth to 18 years old.

BIRTH CERTIFICATE

All students enrolling in a Kentucky Public School are required to present a certified copy of their birth certificate at the time of enrollment. Certificates issued by the hospital are NOT certified copies. Failure to present appropriate documentation may result in denial of enrollment and notification to law enforcement agencies. (See Board Policy # 09.121)

IMMUNIZATIONS

Since March of 2000, state law mandates that a valid Kentucky immunization certificate must be on file for every student (KRS156.070,156.160 Section 2 #8). This certificate must be current. A current certificate will include the hepatitis B series, MMR vaccinations, DPTs, Polio, HIB, Meningococcal and Varicella. Upon entering the sixth grade, students will need to have their Tdap vaccination if they are eleven years old. If only ten years old when enrolling into the sixth grade, they will need to receive their Tdap vaccination within one week of their eleventh birthday.

MEDICATIONS

Meade County Schools will make every effort to give medications to your child as needed during the school day. Below are the guidelines that will be followed. For safety reasons, medications may not be transported on the bus. They must be brought to school by parents. Emergency medications can be carried, if the proper forms are on file in the office.

Prescription Medications

1. A medication permission form must be completed by the parent/ legal guardian before medication will be given at school. If two or more medications are to be given, permission forms must be completed for each medicine.
2. All medications must be brought to school in the original prescription bottle.
3. Dosage, times of administration, and the name of the drug must match the information completed by the parent/legal guardian on the permission form. At any time the dosage is changed, a new permission form must be completed.
4. The initial dose of any medication must be given at home.
5. Parents will be notified when a refill is needed. Please send a one month supply of any prescription.
6. Inhalers and Epi-pens may be carried by the student if an authorization form has been completed by the prescribing physician and the parent/guardian.
7. At the end of the year, parents will be notified to pick up any unused medications. If, after two calls, the medication is not picked up, it will be destroyed by the school.
8. Refrigeration is available if needed.

Over-the-counter Medications

Over the counter medications, (ie. Tylenol, cough drops, ointments, etc.) will be given at school when they are in the original packaging and a permission form is completed by the parent/legal guardian. This form must have the child's full name, medication name, dosage instructions, specific dosage times, and any other necessary instructions. They will be given for three days and then will be returned to home unless there are special circumstances. If you have questions about the policy, please contact the school.

***Medication forms may be picked up at the school office or you can print them from the Meade County District Website.**

PHYSICAL EXAMINATION

All new, transfer, and/or sixth grade students must have a completed physical examination form on file at school upon enrollment or a physician's appointment card confirming the appointment date for the physical exam.

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete current address
3. Home phone # and work phone #
4. Emergency contact of family or friend
5. Physician's name and phone number
6. Medical alert information
7. Related information as requested on Infinite Campus Census

This information is provided to the school by the parent/guardian at the beginning of each school year, as well as any time this information changes.

TEXTBOOKS / LIBRARY BOOKS

Textbooks / library books are given to students free of charge on a loan basis. If a book, or other item belonging to the school, is lost, misused, or damaged, it is the responsibility of the parents/guardians to pay the appropriate cost of repair or replacement.

DISCIPLINE

Flaherty Elementary School will follow the Meade County Schools Discipline and Behavior Code.

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

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

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

- P** - Put forth your best effort
- R** - Respect yourself and others
- I** - "I Can" attitude
- D** - Do the right thing
- E** - Engage in learning

HARRASSMENT/DISCRIMINATION/BULLYING

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at Flaherty Elementary School the following student behaviors as defined by law will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- Intimidating
- Threatening behavior
- Verbal or physical abuse of others
- Using lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

These provisions should 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.

VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code. Students wishing to report a violation or who believe they are victims may report it to any staff member of *Flaherty Elementary School* who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION

Other students and employees shall not retaliate against a student because he/she reports violation of the Code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation. As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action. Students, Staff, Parents, and Administrations should refer to the Discipline and Attendance Code Handbook for further information on harassment, discrimination, bullying including

definitions, prohibited conduct guidelines, disciplinary action and other important guidelines. Any report/allegation should be made to the FES Administration as immediate as possible.

NOTICE TO INDIVIDUALS REGARDING TITLE IX SEXUAL HARASSMENT/DISCRIMINATION

The Meade County School District is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment. Access the link below for additional information.

[Title IX Summary Document](#)

EXTRACURRICULAR PROGRAMS

Academic Team
Cross Country
Greenhouse
Girls Who Code
Spelling Bee
KYA
Archery
Basketball
STLP
Music

FOOD BROUGHT TO SCHOOL FOR SNACKS, PARTIES, ETC.

FES is committed to ensure that foods served to children are safe, healthy, and sanitary. In order to assist with this, especially for students who require certain diets due to medical needs and allergies, foods need to have a nutritional guide. Therefore, we request that food and drink items served in the classroom be purchased, rather than homemade. We find that students really enjoy healthy snacks— fruits & vegetables, juice, cheese sticks, pretzels, etc.) While these snacks can be more costly, we cannot overemphasize the health of our students. You may also consider purchasing non-food items (pencils, erasers, stickers, etc.) for class parties, birthdays, and special occasions. Thank you for your assistance in this matter.

NON-CUSTODIAL PARENT

The Meade County School Board Policy #09.12311 states:

"The Board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student coming from a single parent or a divorced/separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of state law or court order concerning the status of a student:

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release the student under their care."

VOLUNTEERS

If you are interested in volunteering to assist with school programs, projects, field trips, or activities, please contact your child's teacher or the school office. Any person interested in volunteering must have a current background check on file at school.

DRESS CODE

All students at Flaherty Elementary School will follow a dress code. Attire that is deemed potentially disruptive to the educational process will not be permitted. Flaherty Elementary students should be neat and clean. Student dress and appearance should neither disrupt nor distract from the educational environment of the school. The faculty and staff will determine appropriate dress.

Examples of appropriate dress include:

- Shorts/pants must be at finger-tip length or longer (use best judgement)
- Skirts and/or skorts must be at finger-tip length or longer, even if accessorized with leggings/tights (use best judgement)
- Leggings worn as pants must be done so in a modest way, to include a top with a hem that is finger-tip length (or longer).
- Shoes must be worn at all times- tennis shoes are recommended (no wheelies)
- During PE classes - Tennis shoes are recommended (closed-toe, soft sole, flat bottom, back-support type of shoe required). Flip flops, high heels, and western boots are considered a safety hazard.
- Shirts with sleeves

Examples of inappropriate dress include:

- Shirts showing midriff, revealing necklines, open backs, or sleeveless
- Tank tops and spaghetti straps
- Sagging pants
- Clothing with offensive and/ or suggestive messages, logos, or pictures
- Any head coverings including; but not limited to hats, bandannas, caps, sweatbands, and sunglasses
- Long chains hanging from the pants pockets, and other improper items that disrupt the educational environment
- Ripped or torn clothing (holes in jeans must be below the knee)
- Pajamas and house slippers

When a student is informed of distractive or inappropriate dress, the student will be asked to make arrangements to change into appropriate clothing. A student may work in the office until appropriate clothing is obtained. If a student repeatedly disobeys the dress code, disciplinary actions may result.

ELECTRONIC DEVICES

The *Meade County School District*, its staff, or employees, are not liable for any device lost, stolen or damaged on school grounds. Specific rules and guidelines for appropriate use and consequences for inappropriate use can be found in the *Meade County Schools* Acceptable Use Policy. Students may bring personal technology to school if used appropriately and if they observe the following conditions:

All such devices should not be used for any reason during the school day or while attending any school sponsored activity such as field trips, bus loading times and zones, etc. They should be turned off before entering the building and remain off during the course of the school day. Any exceptions during the regular school day must be approved by an administrator or staff on duty and the device may only be used for the approved purpose. Any exceptions while at a school-sponsored activity must be approved by the coach, director, or sponsor and the device may only be used in the presence of the individual granting permission. Students are responsible for keeping up with devices if they choose to bring them to school. The district and school shall not be responsible for loss, theft, or destruction of devices brought onto school property. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.