



PAINTSVILLE ELEMENTARY SCHOOL  
2016-2017 STUDENT HANDBOOK

MISSION STATEMENT

The mission of Paintsville Independent Schools is to assure that all students acquire knowledge and skills enabling them to become productive members of a global society. Visionary leadership, sound fiscal management, high expectations, and individualized instruction in a safe, orderly, and positive school climate involving parents and community we will accomplish the mission.

GENERAL SCHOOL INFORMATION

SCHOOL TELEPHONE NUMBERS

Office ----- 789-2651  
FRC ----- 789-2651  
Headstart ----- 789-2651

SCHOOL ADMINISTRATION

Principal ----- Katie Webb  
Assistant Principal----- John Brown  
Secretary ----- Kim Mills  
Office Staff ----- Susie Bass  
Guidance Counselor ----- Margy Rapier  
Family Resource Center ----- Elizabeth Bruner

## MAJOR PRIORITIES

As part of Paintsville Elementary we commit ourselves to:

Improving Student Achievement and School Effectiveness  
Addressing Growth  
Ensuring Student/Employee Safety and Security  
Ensuring Student and Staff Accountability  
Attracting, Retaining and Training the Best Teachers, Principals, and Support Personnel  
Developing and Expanding Partnerships  
Effective Utilization of Technology

## ENROLLMENT REQUIREMENTS

Parents must provide the following prior to student's enrollment:

- \*Copy of Certified Birth Certificate
- \*Medical Examination
- \*Vision Examination
- \*Dental Examination
- \*Immunization Certificate
- \*Hepatitis B
- \*Social Security Number

## ATTENDANCE

Attendance for all students in the state will be calculated based on the actual percentage of time the student is absent from school. A student will be considered tardy if they miss up to 60 minutes of the day by arriving late, leaving early, or a combination of the two. If a student misses more than 60 minutes of the school day, then the entire amount of time will be counted as absent and recorded as a percentage missed of the day. Reports will show a "T" for tardy if it falls within the 60 minutes or as a percentage of the day missed. Parents will need to send a signed note to school anytime a child is absent including tardies within two days of the student returning to school after an absence. If a valid note is not received within the two-day limit, the absence will be recorded as unexcused. A note is required, even if the parent noted the reason on the sign-in/out log at the time of check in or check out. We will be using a cumulative figure. For example, missing 30% of one day unexcused and 70% of another day unexcused would equal one (1) full day unexcused absence. Regular attendance is most imperative to ensure successful and positive growth in school. All children should be in attendance each day that they are not ill. The district's pupil director will contact parents of student with 2 or more unexplained absences. When a student is absent, the parent may call the school office between 8:00 and 9:00 a.m. to arrange to pick up missed schoolwork assignments. Assignments may be picked up in the office after 3:00.

## TRUANCY

Any pupil, who has been absent from school without a valid excuse for two (2) days or more, or tardy without valid excuse on three (3) days or more, is considered truant by state law/regulation.

## DISMISSALS

Our school day is from 8:00 AM – 2:55 for Kindergarten – 6<sup>th</sup> Grade. Emergency dismissal or snow schedule will be announced on WKLW and WSIP radio stations.

## EARLY DISMISSAL

Parents must go to the office to sign their child out of school. The office will then call for the student while you wait. If you do not want a particular person to leave with your child (as in custody disputes), you must give the school a copy of the court order showing that restriction.

## CONFERENCES

You may request a conference at any time you have questions or concerns. Please contact the office.

## BUS TRANSPORTATION

Transportation by school bus is a privilege provided by the Paintsville Board of Education. In order to assure the safety of students being transported, the bus driver is charged with the responsibility for maintaining proper order on the bus. Along with this responsibility, the driver has the authority to enforce the “Rider Rules”, which is distributed to all bus riders at the beginning of the school year. Failure to obey these rules may result in immediate removal from the bus, and suspension of riding privileges. The child could be suspended for the whole year according to the severity of the rule that has been broken. In the past we have taken calls from parents during the day to put the children on the bus or for them to stay at school. We must have in writing, where they are to go and given to the teacher. We must know of any change in drop off or pick up of student. Otherwise, student will be taken to regular bus stop. In the case that you are not at home, your child will be returned back to the school.

## DRESS CODE

Attire for all students should be reasonable, modest, and in such style as will not cause distraction and will be appropriate at all times. Students should dress appropriately for the weather.

## CAFETERIA

The breakfast program will be available to interested students from 7:30 a.m. – 7:55 a.m. Students should enter the cafeteria for breakfast at the designated entrance. A hot lunch is available for purchase each day. Lunch will cost \$2.70 and breakfast is \$1.50. Applications for free and reduced lunch will be sent home at the beginning of the school year. They are also available through the front office at any time. All families will need to fill out Free/Reduced lunch forms even they do not qualify (top portion only). In accordance with the Paintsville Board of Education Health and Wellness Policy, the following is established to promote good nutrition. If a lunch is brought to school, all lunches must be placed in an appropriate lunch box or paper bag for such purposed. Restaurant items in commercial containers are not permitted, restaurant items need to be placed in a lunchbox. Students should bring lunch to school when they arrive in the mornings. In the event that lunch is forgotten, it should be brought to the office. No soft drink or energy drink bottles or cans are permitted and may be confiscated if brought to school. These policies are established to promote good health practices as recommended by the KY State Department of Education.

## CHANGE OF ADDRESS/PHONE NUMBERS

The importance of maintaining updated information cannot be overemphasized. Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency, we must be able to reach parents. During the course of the school year if your contact information (address/phone number/etc.) changes please contact our front office to inform them of the change so your contact information can be updated in our records.

## LIBRARY BOOK POLICY

If a child loses or abuses a library book, he must pay for replacing that book or buy a comparable book to give to the library. Children are allowed to check out a library book for two weeks. They must return that book before checking out another book. Students will not get a final report card unless library fees are cleared.

## HEADSTART HOURS

Hours for the Headstart program are from 8:00 a.m. to 2:45 p.m. Monday through Friday. When dropping your children off in the cafeteria, there must be staff personal present.

## VOLUNTEERS

We encourage parents, senior citizens, students and others to assist teachers or staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. A criminal records check is required.

## MEDICATION

We have a policy allowing the school nurse or trained office staff to give prescribed medications when needed. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. Please fill out and sign all paper work and return to the school nurse. No medications will be administered without the appropriate forms signed and on file in the office. These forms will be sent home for you to go over.

## VISITORS – SAFETY PROCEDURES

These rules are for your child's safety.

1. All visitors are required to check into the office to receive a nametag before visiting any classroom or any area of the building. Visiting the building without checking in is considered trespassing and violators will be prosecuted.
2. Student visitors must have prior approval from the principal and teacher.
3. Paintsville Elementary is a tobacco free campus.
4. Student drop offs by car should be done in the designated drop off lanes on Second Street and Third Street only. To keep students as safe as possible from moving vehicles we ask that no one use the parking lots as pull-in/drop off spots in either the morning or afternoon. We also ask that cars not stop on the street to let students enter/exit vehicles.
5. Drop off time starts at 7:25. Students may go to the gym or cafeteria. Students are not permitted to go to classrooms until the 7:45 bell.
6. Do not park in the fire lane.
7. All parking spaces are assigned to the staff. If you see one empty please do not park there as staff may be temporarily off school grounds.
8. Possession of a weapon on school property is illegal.

## PROGRESS REPORTS

Progress reports are issued at the end of every nine weeks of school. In addition, midterm reports will be issued to students at the midpoint of each grading period.

## FAMILY RESOURCE CENTER

Director ----- Elizabeth Bruner

The Family Resource Center serves all Paintsville Elementary School students and their families. The center provides the following programs:

Parent and Child Education Programs

Health Services and Referral to Health Care Providers  
Information and referral to Child Care Services  
Summer Programs (June Camp, Kindergarten University)  
Families in Training  
Adult Education (GED, Continuing Education)  
Assistance to Families in Need (School supplies, clothes, etc.)

#### DISCIPLINE POLICY

We believe that positive discipline measures are the best means of encouraging children to meet their responsibilities as students. The Paintsville Elementary Site-Based Council has adopted a set of Student Behavior Guidelines. Acknowledgment and acceptance of these guidelines is mandatory for enrollment at Paintsville Elementary School.

#### STUDENT CELL PHONES

If a student brings a cell phone to school they must keep it turned off and out of sight throughout the school day. We ask that no one text/call a student's cell phone during the school day. If you need to get an important message to a student please call our office and we will relay the message to the student.