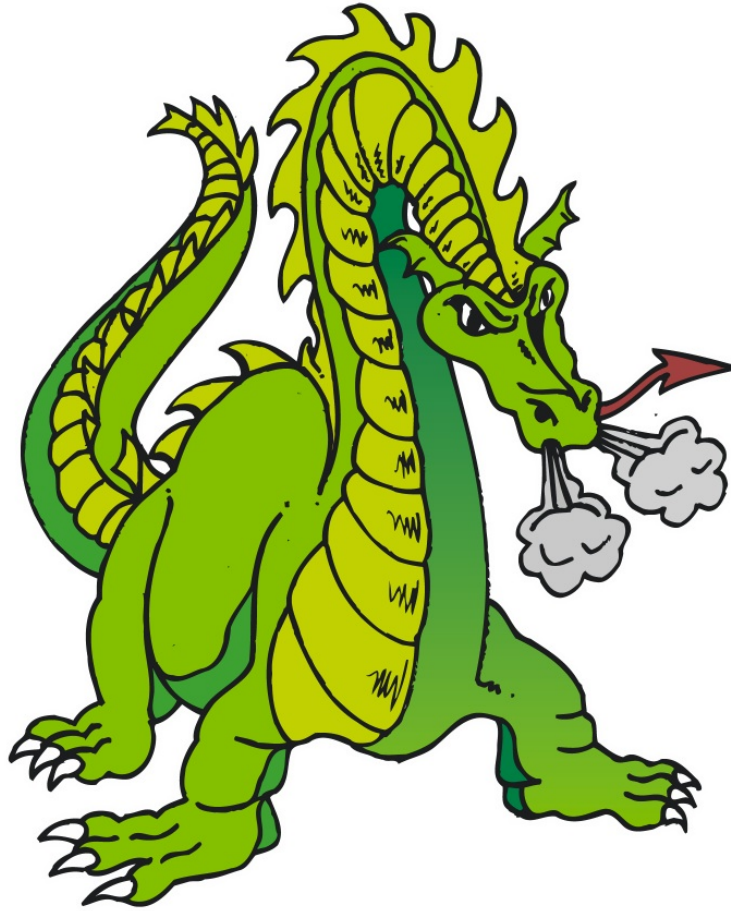


*Harlan Elementary School
Student Handbook*



2016-2017

606-573-8715

www.harlan-ind.k12.ky.us

Harlan Elementary School

Where Children Come First

ADMINISTRATION

Vickie Anderson, Principal Cathy Estep, Guidance Counselor
Amanda Brock, Receptionist

SITE BASED DECISION MAKING COUNCIL MEMBERS (SBDM)

Vickie Anderson – Chairperson Heather Benson
Adele Cornett Georges Damaa
Leslie Goss Cindy Wilson

ELEMENTARY FACULTY

Heather Benson Tracy Gilbert
Jessica Bolton Leslie Goss
Lisa Dixon Angel Fannin
Ashley Lemarr Barbra Ledford
Michelle Doss Brent Roy
LeAnn Chasteen Sierra Crow
Jennifer Morton Lisa Nelson
Reba Sexton Cindy Wilson

Kathy Cochran

BOARD OF EDUCATION

Joe Meadors, Chairman
Will Miller Dr. Matt Nunez
Kathleen Stacey Cindy Allison
Superintendent, Charles Morton

PTO OFFICERS

Scott Lisenbee • President Tammy Myers • Treasurer
Adele Cornett * Secretary

Arrival and Dismissal

School begins each day at 7:50 a.m. and is dismissed at 2:50 p.m. Kindergarten, 1st & 2nd grades are dismissed through the front entrance of the school. 3rd & 4th grades are dismissed at the back of the school (through the gym doors).

GOING TO AND FROM SCHOOL

Students who walk to school or who are transported by parents should arrive no earlier than 7:25 a.m. Bus students will be supervised upon their arrival at school. Parents should make sure that their child knows how they are getting home after school every day. These arrangements should be made **BEFORE** child leaves home each day. **PLEASE REFRAIN FROM CALLING THE SCHOOL REQUESTING MESSAGES BE DELIVERED TO STUDENTS, AS THIS PRACTICE DISRUPTS CLASS AND IT IS OFTEN CONFUSING FOR THE STUDENT.**

It is most important that elementary students should not wait on older students after school on the high school campus. High school is not dismissed until 3:15 and students waiting in or around the high school are left unsupervised.

DISMISSAL FROM SCHOOL

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian.

Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

RELEASE PROCESS

If the student is to be picked up early or arrives late, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release or admission to class.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individual's (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.

REFERENCE: 702 KAR 7:125 RELATED POLICIES: 09.12311; 09.432, 019.434; 10.5

EARLY DISMISSAL

For the safety of the children in our school system, please check your child out in the elementary office. A sign out sheet will be kept at the front desk. Students who check out early in the afternoon are counted tardy for the day.

EMERGENCY CLOSING

Delay Schedule: School begins one hour later.

Listen to Radio Stations WHLN and WFSR, along with WYMT-TV Channel 57 for information regarding school delays and closings. Automated phone system will also be used to provide timely information.

Our school uses a call system that automatically sends messages to the phone number on file for the student. Please remember to keep your phone number up to date in the school office.

DRAGON DAYS /NON TRADITIONAL INSTRUCTION DAYS/ NTI

Harlan Independent School has adopted Dragon Days (non traditional school day) in the event of weather or emergency. Students will receive packets of schoolwork to be completed at home. If your child does not have a packet, you may contact the school. Students have two days to complete work. Days will be announced if needed.

ATTENDANCE POLICY

CALL 573-8700 OPTION 2 BY 8:00 A.M.

TO REPORT YOUR CHILD'S ABSENCE

ABSENCES AND EXCUSES

Pupils are required to attend regularly and punctually the school in which they are enrolled.

TRUANCY DEFINED

Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. A pupil who has been reported as a truant two (2) or more times is a habitual truant.

Excused Absences

The Principal or Assistant Principal shall determine if the absence is excused. An excused absence is one for which work may be made up such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil with verification;
3. Medical/dental appointments that cannot be made after school hours- verification by a doctor confirming date and time shall be required;
4. Order of a court;
5. Natural disaster beyond the control of the students such as, but not limited to, fire, flood, etc.;
6. Interviews for college or vocational school pre-approved by school officials- verification of interview shall be required;
7. Tests administered by school counselors or college personnel-verification of attendance shall be required;
8. One (1) day for attendance at the Kentucky State Fair;
9. Driver's license/permit- not to be taken during a class test;
10. Religious holidays and practices;
11. School-sponsored trips;
12. Educational trips that satisfy criteria proposed by the Superintendent and approved by the Board, or other valid reasons as determined by the Principal.

Absences for reasons other than those listed in this policy shall be unexcused.

Verification

Telephone or written verification from a student's parent/guardian (parent note) will be accepted for up to **five (5) days of absence per school year**. These absences must be excused by a doctor or other health official.

Habitual truants will be referred by the Principal to the Director of Pupil Personnel.

EARLY DISMISSAL

Students leaving school early shall have their absences excused only for reasons designated as excused in this policy.

MAKE-UP WORK

Students shall have the opportunity to make-up work missed during the time of absence. It shall be the student's responsibility to make arrangements with each teacher to make up work missed during the absence. A student shall have one (1) day to make up work for each day of school missed.

SUSPENSION

Suspension shall be considered an unexcused absence; however projects or homework assigned prior to the suspension and due during the time of suspension shall be accepted for credit. Students shall be responsible for submitting such assignments on their

first day of return to school from the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted on the date due.

Work assigned and due during suspension shall not be accepted.

EXTENDED ABSENCES

When an extended absence is anticipated, parents shall notify the school and make arrangements through the Principal for obtaining schoolwork assignments. Parents of chronically ill students or students with disabilities should notify the school in writing in order for these students to receive special consideration.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES

KRS 159.035 (2)

A student may be allowed up to ten (10) days per school year to participate in an educational enhancement opportunity that the principal determines to be of significant educational value. Participation in an educational foreign exchange program or an intensive instructional program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts could be considered an educational enhancement opportunity.

To request an absence to attend or participate in an educational activity, please complete an application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by a signed application and approved by the school principal will be considered an excused absence. The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all schoolwork. Student grades cannot be affected lack of attendance or participation in classes for approved days. **This type of absence cannot occur during the school's state assessment or District-wide assessments or semester exams unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

STUDENTS WITH DISABILITIES

In cases involving students with disabilities the procedures mandated by federal and state law for students with disabilities shall be followed.

REFERENCES:

KRS36.396, KRS40.366, KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294, KRS 159.150, KRS 159.051, KRS 159.180, 702 KAR 7:125, 704 KAR 3:390, 704 KAR 7:100, OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28 **RELATED POLICIES:** 08.22, 08.221, 09.122, Adopted/Amended: 04/22/03, Order #: 12149

DISCIPLINE INFORMATION

HARLAN INDEPENDENT SCHOOL DISTRICT

STUDENT CODE OF CONDUCT

In our democratic society, laws are designed to protect the rights and freedoms of citizens. In the Harlan Independent School District, rules and policies are adopted to provide a safe learning environment and to ensure the right of students to learn and teachers to teach. The Harlan Independent Board of Education requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the policies and administrative procedures of the school district and the laws of the community and state. The following code of conduct is required of all students.

- All students will obey the directions of the teachers, be diligent in study, and be respectful to teachers and schoolmates.
- Pupils shall be held responsible for damage to school property.
- Pupils shall refrain from hazing, bullying, menacing or abuse of students or staff members.
- No pupil shall possess, use, be under the influence of, sell, or transfer alcoholic beverages, controlled drug substances and drug paraphernalia, and/or substances that “look like” a controlled substance.
- Students shall refrain from the use of tobacco products on school property.
- Pupils shall not carry on their person or cause to be brought to school a firearm or other deadly weapon, destructive device, or booby trap device.
- Pupils shall refrain from assaulting or verbally abusing another pupil or school personnel.
- Behavior that is disruptive of the educational process shall not be tolerated.
- Students shall not wear any attire, cosmetics, make presentation of extraordinary personal appearance or an unsanitary body condition which significantly disrupts schoolwork, interrupt scholastic endeavors, or threaten the health of others.
- Students shall refrain from harassing/discriminating behavior toward pupils, school personnel and/or visitors.

The Student Code of Conduct shall apply to all students while on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity to include transportation provided by the district. Exceptional students shall meet standards as prescribed on their personal I.E.P.

DISCIPLINE OPTIONS

Violation of the Student Code of Conduct shall result in disciplinary action. According to Harlan Independent Board of Education policies, violating students shall be expelled for a period of not less than one (1) year for the following violations:

- Possession, use, being under the influence of, selling, or transferring alcohol, drugs, and other controlled substances. (Policy 09.423)

- Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. (Policy 05.48)
- Physically assaulting, battering, or abusing educational personnel or other students at a school or school function under the Board's jurisdiction. (Policy 09.425) (The Board may modify the expulsion requirement for students on a case-by-case basis.)
- According to KRS 158.150, pupils may be suspended or expelled for willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, other incorrigible bad conduct, assault or battery or abuse of school personnel, stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities.
- Conduct violations, including behavior in a violent/threatening manner, that occur on a school bus may result in immediate removal from the bus and/or suspension of transportation privileges. Discipline of exceptional students shall comply with all federal and state laws and regulations as well as Board policy and the individual's I.E.P.

DISCIPLINE RULES AND CONSEQUENCES DISCIPLINARY CODE RULES

The Harlan Elementary School Disciplinary Code is in compliance with the Harlan School District Code of Acceptable Behavior. Please refer to the District Code for more information.

Harlan Elementary School Disciplinary Code

At HES we believe every teacher has the right to teach and every student has the right to learn. It is our goal to teach all students to be respectful and functional members of our community. It is also our goal to create a safe and orderly environment that promotes optimum learning. Below are the rules and consequences developed for the students at Harlan Elementary School.

Classroom Rules

1. Follow directions. Stay in or around your seat.
2. Keep hands, feet, and other objects to yourself.
3. Raise your hand for permission before you speak.
4. Show respect for your teachers and friends.

Consequences

1. 1st time – Warning
2. 2nd time- 5 minute focus area in classroom (specific area)
3. 3rd time- Lose free play time

1. 4th time- Teacher makes parent contact, and sends to time out room
2. 5th time- Send to office.

Hallway Rules

1. Follow directions
2. Stay in line with your classmates.
3. Keep your hands, feet, and other objects to yourself.
4. Stay quiet and respect the other classrooms as you travel to and from activities.

Consequences

If you are called down in the hallway, your teacher will apply this to discipline chart in the classroom.

Playground Rules

1. Be safe as you play.
2. Take turns.
3. Show respect for others.

Consequences

1. 1st time- warning
2. 2nd time- time-out area (no talking) during free play time
3. 3rd time- if a student continues to misbehave they will lose the remainder of their free-play time.

Rules For the Bus

1. Follow the drivers' directions.
2. Stay in your seat.
3. Keep your hands, feet, and other objects to yourself.
4. Use your "conversation" voice. Outside voices are distracting to your driver.

Consequences

1. 1st time- warning
2. 2nd time- additional call down –move to front of bus.
3. 3rd time- assigned seating for the week or loss of bus riding privileges.
4. 4th time- go to Principal's Office.

Cafeteria Rules

1. Use your inside voice when speaking to your neighbor.
2. Clean up your area when you finish.
3. Raise your hand if you need assistance.
4. Stay in your seat.
5. Show respect for the lunchroom monitors and your friends.

Consequences

1. 1st time- warning
2. 2nd time- quiet table (no talking) for the remainder of the lunch period.

3. 3rd time- students that break the rules while sitting at the quiet table will be reported to the principal, be isolated and receive lunch detention with the principal.

SEVERE BEHAVIOR CLAUSE: Serious disruptions of the instructional process, which affects the well being of others, can result in suspension.

SPECIAL CLASSES: (same classroom rules apply) It is the responsibility of the special class teacher to notify the regular classroom teacher, in writing, of any disciplinary actions that have or need to be taken.

FIELD TRIP CLAUSE: Any student who has been a continuous discipline problem, or has broken the Severe Behavior Clause will lose **all** field trip privileges for that nine-week term.

PARENTAL RESPONSIBILITY: If a parent does not respond, the child will be sent home and suspended.

SUSPENSION

Who May Suspend

In accordance with KRS 158.150, the Principal or Assistant Principal may suspend a pupil up to a maximum of five (5) days per incident.

The Superintendent may suspend a pupil up to a maximum of ten (10) days per incident.

Length of Suspension

A pupil may not be suspended for more than a total of ten (10) days per incident.

Prior Due Process Required

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

Imminent Danger

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

Written Reports Required

The Principal or Assistant Principal shall report any suspension in writing immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

Restrictions

A student on suspension shall not be allowed to participate in school-related activities or come onto school property, without permission of school personnel.

Students With Disabilities

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.

References

KRS 158.150, P.L. 101-476; 707 KAR 1:180; Honig v. Doe, 108 S. Ct. 592 (1988), OAG 77-427; OAG 77-547, OAG 78-392; OAG 78-673, Goss v. Lopen, 419 US 565 (1975)

Related Policies

09.43, 09.431, Adopted/Amended: 10/17/96 Order #: 10216

PROPERTY DAMAGE

Students are expected to take care of all school property. If school property is lost or damaged, the student is expected to pay for the repairs or replacements.

DISCIPLINE IN A POSITIVE WAY

DRAGON CHIP PROGRAM

Good behavior is rewarded at Harlan Elementary School!!! When a staff member catches a student “being good”, the student is given a dragon chip. Each classroom collectively accumulates dragon chips. After a goal is met, the classroom is rewarded.

GOALS/REWARDS

1000 Dragon Chips	Picnic and Play Time at Huff Park
900 Dragon Chips	Piñata Party
800 Dragon Chips	45 Minutes Extra Playtime
700 Dragon Chips	Popcorn & Movie @ School
500 Dragon Chips	Sundae Party
400 Dragon Chips	Mega Cookie Party
200 Dragon Chips	Popsicles
100 Dragon Chips	30 Minutes of Extra Playtime

DRESS CODE -DRESS

As schools are primarily educational institutions, no extreme form of personal appearance will be allowed to interfere with the educational process. Attention should be given to neatness, cleanliness, and modesty. Students, faculty, and employees are expected to wear appropriate dress, not only at school, but also at all school-sponsored activities.

The principal may take steps as outlined for a student who does not utilize these requirements. Appropriate dress may be loaned to the student from the school or the parent may be contacted.

1. Clothes should have no decal-type patch or emblem that is obscene, suggestive, disrespectful, or which contains slogans, words or in any way depicts alcohol, drugs or any other illegal or immoral implication is prohibited.
2. Appropriate shorts may be worn and must be at least fingertip length when held to the sides. No short shorts allowed. Jeans and pants must not droop and expose the undergarments. Undergarments must not be exposed through holes, rips, or tears.
3. Dresses and skirts should be modest length with undergarments covered adequately.
4. Full-length pants, crop pants and culottes are acceptable.
5. Midriff blouses, halter-tops and shirts that do not extend completely to the lower garment are not allowed. Also, spaghetti straps or sleeveless undershirts may not be worn unless worn under or over another acceptable shirt.
6. Undergarments must not be visible.
7. Hats and sunglasses may not be worn in the school building.
8. Shirts and shoes must be worn at all times. Safe and comfortable shoes are required. No shoes should be worn with a heel over two inches. Cleats or other shoes that may damage floors will not be allowed. Tennis shoes, lace-up loafer style and sandals with backs across heel are preferred.

FIRE AND TORNADO DRILLS

Fire and tornado drills are used for your protection in case of a fire or tornado. Drills must be taken seriously by everyone.

FOLLOW THESE REGULATIONS:

1. Absolutely no talking during the drill. This makes it possible to hear directions.
2. Follow your teacher's directions about which exit to use.
3. Stay with your class. Teachers must account for all of their students during the drill. If a drill occurs while you are not with your assigned class, quietly leave the building by the nearest exit and join your class immediately at the assigned drill area.
4. If it is a tornado drill, windows and doors are left open and lights are turned off.
5. If it is a fire drill, school personnel will be assigned to close the windows, close the door and turn off the lights.
6. Everyone must go to their assigned areas during these drills and remain there until dismissed by the person in charge.
7. If a tornado is sighted in the area, parents are expected to leave the children in the control of school authorities. There is greater danger if parents try to remove their children from the building, than if they would leave them in the building.

FORMAL ASSESSMENT

Each spring, students in grades 3 and 4 will participate in the state testing program. The testing is called the K-PREP. The Kentucky Performance Rating for Educational

Progress (K-PREP) is a combined CRT and NRT assessment with Reading and Mathematics based upon Common Core Standards. This testing is required to be scheduled the last 14 instructional days of the school calendar.

All students entering kindergarten in the state of Kentucky will be assessed with the Brigance Kindergarten Screener to determine kindergarten readiness.

All fourth grade students will be assessed with the CAGOT test to determine eligibility for the gifted and talented program. This test is administered by the school counselor.

GIFTED PROGRAM

The Gifted Education Program serves students in Grades 4-12 who have been identified as gifted in general intellectual ability, math, language arts, social studies, science, leadership, creative and divergent thinking, or visual and performing arts. Information about the program is available on-line at <http://www.harlan-ind.k12.us/administrativeDepartment.aspx?aid=2> or by requesting a brochure from the counselor. Parents and students may nominate a student using a form available on-line or from the counselor. Admission to the gifted program is by formal identification and includes review of test scores.

Primary students who have been identified as having “high potential” are served through the Primary Talent Pool. Admission to the Talent Pool is by informal identification and includes use of at least three forms of evidence.

GRIEVANCE PROCEDURE

If any person believes that the Harlan Independent School District or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, Title VI, or Section 504 or is in some way discriminatory on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in an educational, employment, or activities program, she/he may bring forward a complaint(s) which shall be referred to as a grievance to the local Title IX, Title VI, Section 504 Coordinator as listed below:

- 1: Sex discrimination
- 2: Civil Rights Act of 1964
- 3: Rehabilitation Act of 1973

**Director of Grievance Procedure
Harlan Independent School System
Superintendent's Office
420 East Central Street
Harlan, Kentucky 40831
Phone: (606)573-8700**

Guidance Service

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

INSTRUCTIONAL PROGRAM

Harlan Elementary School serves students from the Primary Program (K-3) through the Fourth Grade. Our curriculum is based on the Kentucky Academic Expectations and the program of Studies for Kentucky Schools, which reflect the six learning goals of the Kentucky Education Reform Act. These goals state that students will be able to:

1. Use basic communication and math skills for purposes and situations similar to what they will encounter in real life.
2. Apply core concepts and principles from mathematics, the sciences, arts and humanities, social studies, practical living studies, and vocational studies to what they will encounter in life.
3. Become self-sufficient individuals.
4. Become responsible members of a family, work group, or community.
5. Think and solve problems both in school situations and in variety of other situations similar to what they will encounter in life.
6. Connect and integrate experiences and new knowledge from all subject matter fields into their existing knowledge base.

The primary program was established by the Kentucky Education Reform Act (KERA) and is one of the most noticeable changes in Kentucky schools in this decade. Based on research into how young children grow and learn, its purpose is to provide an instructional program that respects differences in children and minimizes failure. As stated in the Philosophy of Kentucky's Primary Program: *"The Primary Program recognizes that children grow and develop as a whole, not one dimension at a time or at the same rate in each dimension. It reflects an understanding that children learn through active involvement using teaching practices that address the social, emotional, physical, aesthetic, and cognitive needs of children. It provides a classroom climate which is non-competitive and encourages children to learn from each other as well as from their teachers."*

While primary programs in Kentucky vary from school to school, there are seven characteristics which all must have. They include:

1. Developmentally appropriate practices. Teachers design learning experiences which build on students' strengths and interests in natural or authentic situations. Activities reflect what we know about how young children best learn and grow. For example, young children learn better through hands-on experiences than through sitting at a desk all day listening to a teacher lecture. At Harlan Elementary, units focus on topics that appeal to children.

2. Multi-age, multi-ability classrooms. Children are grouped to meet individual learning needs rather than by age or grade level. Children may be in several different groups during the day. Some groups are formed to meet the students' interest; others for teaching skills or new information or for providing additional practice.

3. Continuous progress. Students progress through the program at their own rate, without comparison to the rates of others or consideration of the number of years in school. The primary program is ungraded. Students can stay in it until they are ready developmentally for Fourth Grade.

4. Authentic assessment. Teachers assess student progress using a variety of means and in the context of real life situations. Emphasis is on what students can do with what they have learned. At Harlan Elementary methods teachers use to check progress include observation, work samples, student self-assessment, student self-reflection, common assessments, logs, conversations with the students or parents, and skills checklists.

5. Qualitative reporting. Information communicated between school and home goes beyond traditional letter grades to give parents a fuller picture of what their children can do and focuses on the development of the whole child. At Harlan Elementary, conferences are held with parents twice a year to review in depth how students are doing.

6. Professional teamwork. Groups of teachers work together to share information, plan, and deliver the instructional program.

7. Positive parent involvement. Parents are recognized and valued as important teachers of their children. Schools provide opportunities for parents to become involved as partners in their child's education. Parents and teachers have regular communication throughout the year, not just when there is a problem. Parent workshops are offered on topics such as study skills and reading with your child.

The amount of time a student spends in the Primary Program is linked to development. A few students may develop academic skills rapidly and complete the program in three years. Most students will need at least four years. Some may need five or six. What is important is not the amount of time needed but whether the student leaves the primary program with a sound developmental foundation for future learning.

EXIT CRITERIA

To measure student progress from level to level, our school has established exit criteria. This shows what students know and can do when they move from level to level, skills needed to finish the Primary Program, and when they are promoted to Fifth Grade.

PROGRESS REPORTS

Midterms/progress reports will be sent home every four and one-half weeks. Report cards will be completed every nine weeks for all students at Harlan Elementary.

Evaluations will be given to all primary students in the subject areas of Math Computation, Spelling, English, Reading, Social Studies and Science. Teachers will focus on specific skills each nine weeks. All students will receive a (S) satisfactory or a (U) Unsatisfactory in the subject of Humanities, Digital Learning and Science Lab.

TITLE 1 SCHOOL-WIDE PROJECT

Our school operates as a Title 1 school-wide project. This means that federal funds from the improving America's Schools Act of 1994 are used to support a number of activities to improve the quality of our school program. These funds are used to benefit all students in the school.

CONFERENCES

Individual conferences will be conducted whenever the teacher or parents feel that one is necessary. Parents may set up Parent-Teacher conferences by calling the principal's office at 573-8715. These conferences will be held after school or at a time suitable to both the parents and teachers.

INSURANCE

The school is not responsible for student injuries that occur at school. Parents may choose to get insurance for school injuries. Students will be given insurance enrollment forms at the beginning of each year. These forms should be returned to the child's teacher the first week of school. However, the school does provide basic student insurance that provides a minimal level of coverage. School insurance is provided to supplement existing insurance plans held by parents or guardians.

MEDICAL RECORDS

Medical records are required for all students entering school. These include: birth certificate, immunization certificate, social security card and physical form. Also an eye exam and dental screen is required for entering kindergarten.

Please contact the nurse or Mrs. Emily Clem, Director of Student Services if you have questions about health records.

NIT POLICY

If a student is found with lice or nits, parents will be notified. The school nurse or health department can give you cleaning tips on how to get rid of the problem and prevent you and your children from becoming re-infected. The child and home (bedding, clothing, furnishings, etc.) must be treated with special lice products that are available at any pharmacy. The Board Policy states that when personnel identify live lice, they shall confirm with the student and/or parent/guardian that the following have occurred:

1. The parent/guardian has combed the student's hair with an actual lice/nit comb or applied special lice killing shampoo on the same or next day.
2. B. When the student returns to school after treatment, designated school personnel recheck the student before he/she returns to the classroom. If live lice remain, steps are reestablished.

BEFORE SCHOOL/AFTER SCHOOL INSTRUCTIONAL PROGRAM

Through the Kentucky Education Reform Act, the school provides additional instruction after school for low-achieving students in grade primary through grade four. Those students with the greatest need will be served first. Students must be referred by their teacher and must qualify on a point system based on indicators of academic success.

HARLAN ELEMENTARY SCHOOL DISTINGUISHED DRAGONS

Distinguished Dragons are students who are performing at a Proficient/Distinguished level, academically, in a nine-week reporting period. The Distinguished Dragon criteria for each grade level is as follows:

- Kindergarten- All satisfactory (S) and Outstanding (O)
- 1st Grade- All Satisfactory (S) and Outstanding (O)
- 2nd Grade- All Satisfactory (S) and Outstanding (O)
- 3rd Grade- A's and B's
- 4th Grade- A's and B's

Distinguished Dragons will be recognized every nine (9) weeks during Morning Meeting where they will receive a Distinguished Dragon Certificate. The Harlan Elementary Distinguished Dragon list will be published in the local newspaper each nine weeks throughout the school year.

HARLAN ELEMENTARY DRAGON WALL OF FAME

Harlan Elementary Dragon Wall of Fame is located on the first floor in the hallway outside the Harlan Elementary School Office. Harlan Elementary 3rd and 4th grade students who score Proficient/Distinguished on the Kentucky Evaluation (KPREP) will have a photograph with the test score information listed on the picture and placed on the Dragon Wall of Fame for the next year. Pictures will be awarded to each Dragon Wall of Fame Student.

DEPENDABLE DRAGON

Dependable Dragons are students who have not missed a school day or had any tardies in a nine-week reporting period. Dependable Dragons will be recognized every nine weeks during Morning Meeting where they will receive a Dependable Dragon Certificate. The Harlan Elementary Dependable Dragon List will be published in the local newspaper each nine weeks throughout the school year.

NOTICE TO PARENTS AND ELIGIBLE STUDENTS ON EDUCATION RECORDS

As provided by the Family Educational Rights and Privacy Act and amended by the Education of the Handicapped Act, parents have the right to inspect and review their child's education records, to request the amendment of these records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, and to give prior consent in writing to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and its implementing regulations authorize disclosure without consent.

Written policies have been developed which describe the types and locations of education records and the specific procedures available to parents for the review of the records, for the amendment of records, for hearing concerning records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, and for the disclosure and destruction of records. Copies of the policies may be obtained upon request from the principal or from the superintendent.

In accordance with federal regulations concerning the disclosure of education records, it is the policy of this school district to routinely forward education records upon request to another educational agency in which the student seeks or intends to enroll or from which he/she is concurrently receiving services. Parents may obtain, upon request, a copy of the records disclosed and may request a hearing to correct information believed to be inaccurate, misleading, or otherwise in violation of the child's rights. Directory

information for students in attendance may be released without prior consent unless written instructions not to do so are presented to the principal or the superintendent on or before September 30th of each year. Directory information includes the students name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the name of the most recent educational institution attended by the student.

Parents have the right to file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202, concerning alleged failures of the district to comply with the Act and its regulations.

PARTIES

Elementary students are permitted to have parties on the following holidays: Halloween, Christmas, and Valentine’s Day (or a total of three parties). These parties are optional and are left up to the individual teacher to determine if and when a party is to be scheduled. Teachers will send noticed to parents when a party is scheduled.

DRAGON ACADEMY

The Dragon Academy is to promote student academic excellence in the classroom by focusing on Kentucky Academic Standards, along with student recognition for their academic success and accomplishments.

Students will be inducted into the Dragon Academy when they score a Proficient/Distinguished on a specific performance event, which will be rigorous and aligned with Kentucky State Standards in the area of Reading, Mathematics, Language Arts and Science. Students will be given specific criteria and a scoring rubric for each event. Students will be inducted into the Dragon Academy weekly. Weekly inductees will be recognized during Morning Meeting and awarded a Dragon Necklace (4th Graders) or a Dragon Pin (3rd Graders) to wear throughout the week during school day. Students who are inducted for two weeks of a four-week month will also be given a treat (ice cream, cupcakes etc.) three weeks of four will be awarded extra play time. Students who are inducted for all four weeks of a month will be taken to a local restaurant (Pizza Hut, Mexican etc.) for lunch. We will have a Dragon Academy Recognition Board (bulletin board) where student’s names will be added and tracked weekly as they are inducted into the Academy.

Students who score Proficient/Distinguished on a performance event.

Areas of Distinction

Reading Mathematics Language Arts Science

Recognition of Achievement

1. Induction into Dragon Academy (public recognition)
2. Awarded Dragon Pin or Dragon Necklace
3. Name listed on Dragon Academy Recognition Board
4. Incentives
 - a. A. Special food treats
 - b. Trips to local restaurants

PARENT INVOLVEMENT

Our School operates as a School-Wide Project under Title 1, Part A, of the Elementary and Secondary Education Act. Each year the school will hold an annual parent meeting to inform parents about curriculum, testing, Title I requirements, and other useful information. The school has adopted a parent involvement policy and a learning compact which are available on-line at our district website (<http://www.harlan-ind.k12.ky.us/index.aspx>) under Forms and Links. A paper copy may be requested from the school office.

HARLAN ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

(Adopted by the Harlan Elementary School Council)

Expectations for Parent Involvement

The Harlan Elementary School has adopted the following parent involvement policy and plan. This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, the parents of students participating in the Title I program.

All comments indicating parents' dissatisfaction with the district Title I plan shall be collected and submitted along with the plan to the Kentucky Department of Education.

The Harlan elementary school shall convene an annual meeting, at a time that is convenient for parents, to which all parents of students participating in the Title I program are invited and encouraged to attend. At this meeting parents will be informed of their child's participation in Title I, the purpose and requirements of the Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. Harlan Elementary School shall offer a flexible number of meetings (a.m. and p.m.) to parents, and may provide transportation, childcare, and home visits.

The Harlan Elementary School shall involve parents in an organized, on-going, and timely manner, in the Title I planning, review, and improvement of programs, including the joint development of the school parent involvement policy and the school plan.

Parents of students participating in Title I shall be provided:

- Opportunities to volunteer and become involved at school.
- School progress reports and their child's individual assessment results, including and interpretation of results.
- A description and explanation of the school curriculum, assessment, and proficiency levels.
- A timely response to any parent suggestions.
- Receive a school handbook, which includes Title I information.

Shared Responsibility for High Student Performance

The Harlan elementary School has jointly developed with parents, or all students participating in the Title 1 program, parent-school learning compact that describes:

- The school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet the state's academic expectations;
- Ways in which each parent will be responsible for supporting his/her child's learning;
- The ongoing communication between parents and teachers through; parent/teacher conferences at which time the learning compact will be discussed; progress reports to parents; and reasonable access to staff, observation of classroom activities, and opportunities to volunteer and participate in their child's class.

Building Capacity for Involvement

The Harlan Elementary School shall strive to build the capacity for strong parent involvement by:

- Communication and working with parents as equal partners
- Providing assistance to participating parents in understanding national, state, and local goals, standards, and assessments, Title I, Part A requirements, and how to monitor their child's performance as well as information on how parents can participate in the education of their child
- Providing referral for training to parents such as needed literacy training not otherwise available to help parents improve their child's achievement;
- Educating all school staff, with assistance of parents, on how to reach out to, communicate with, and work with parents.
- Coordinating and integrating, as appropriate, parent involvement programs/activities with public preschool and other district programs
- Ensuring, to the extent possible information sent home is in a language and form parents can understand (for parents whose English is a second language, provide information in their primary language. For parents who are visually impaired, provide information in Braille or in large print.)
- Provides other assistance, as appropriate, such as parent resource centers where parents can learn about child development and rearing from birth, designed to help parents become full partners in the education of their child;
- Developing appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and secondary schools.

PARTNERS IN LEARNING COMPACTS

It is our mission to work together as partners with parents and students so that students will receive the maximum benefit from their school experience. The Harlan Elementary School Council adopted these "compacts" which outline the responsibilities of each partner:

PARENTS TO CHILD/SCHOOL COMPACT

As a parent/guardian, I will strive to:

- ~ See that my child attends school every day on time.
- ~ Support my child by having a positive attitude towards his/her education.
- ~ Encourage my child to complete the assigned homework and provide help if he/she needs it.
- ~ Provide a scheduled time and quiet place for my child to study.
- ~ Encourage my child's curiosity about learning.
- ~ Become more involved in my child's education.
- ~ Establish good communication with my child's teacher, principal, and other school personnel.
- ~ Attend parent/teacher conferences.
- ~ Talk with my child about his/her school activities each day.
- ~ Encourage my child to apply at home what he/she is learning at school.

I, _____, agree to try to do my best to accomplish these important measures this _____ day of _____, 20____.

SCHOOL TO PARENT/CHILD COMPACT

We the faculty of Harlan Elementary School agree that as parents/guardians are the most important educators of their children, a quality educational program must work in partnership with parents to ensure that children get the most from their school experience and environment. We believe that parent involvement is the single most important factor in a child's success and must be actively cultivated. With these basic understandings and appreciations we will strive to do the following:

- We will hold high expectations for all students.
- We will show the respect to students and parents that we would like them to show us
- We will provide a challenging curriculum and high quality instruction using varied teaching methods to meet the needs of all students.
- We will be accessible to parents.
- We will provide opportunities to confer with teachers, to visit their child's classroom, and to serve as a school volunteer.
- We will provide the necessary assistance to parents so that they can insure their child does his/her assigned homework.
- We will communicate regularly with parents for a true student progress.

The staff of Harlan Elementary School hereby joins in this proclamation to enhance and support parent involvement for a true partnership to benefit the children of our school.

I, _____. Declare my support this _____ day of _____, 20____.

CHILD TO PARENT/SCHOOL COMPACT As a Harlan Elementary School student, I will try to be the best student I can be. I will work hard every day to learn new things. I will show respect to my teachers and fellow students.

_____, Signed this _____ day of _____, 20____.

SCHOOL FOOD SERVICE

CAFETERIA

National School Lunch Program/School Breakfast Program:

The Harlan Independent School District takes part in the National School Lunch Program/National School Breakfast Program. Meals are served every day at school.

Cafeteria Information:

Harlan Independent School operates under the Community Eligibility Provision (CEP), which provides nutritious meals at no charge to all students enrolled in this school. The CEP program is directed toward schools in economically disadvantaged areas. The United States Department of Agriculture administers the program under the National School Lunch Program.

ALL MEALS ARE FREE

Your school will ask you to complete a (HIF) household and income form to determine your eligibility to receive additional benefits and determine school funding levels through both state and federal programs. Completing the form will only take a few minutes and will benefit you and your school. Return this form, along with our other registration materials, to your school district contact.

Household and Information Form—5 things to remember:

1. Use **one** form for all students in your household. Even if every child brings one home, you only need to fill out one.
2. We are unable to process a form that is not **signed and dated**, so be sure to complete all information.
3. Be sure to include **all** family members living with you (including grandparents, etc.)
4. Return the form as soon as possible.
5. Be sure to call if you need assistance. 573-8700 Ext. 6 Emily Clem

The lunchroom management and your fellow students will appreciate your cooperation in the following:

1. Depositing all lunch litter in the waste cans.
2. Returning your tray and utensils to the dishwashing area.
3. Leaving the table and floor around you clean.

Charge Policy: NO CHARGES WILL BE ALLOWED!

Students will not be allowed to charge extras. Student may prepay their accounts to buy extras.

Closed Lunch: Students must eat lunch in the cafeteria. Students may bring their lunch to be eaten in the cafeteria. NO FOOD OR DRINK MAY BE TAKEN FROM THE CAFETERIA!

SBDM SCHOOL COUNCIL

Harlan elementary School is operating under the school-based decision making (SBDM) provisions of the Kentucky Education Reform Act. In SBDM schools, authority to make many key decisions is shifted from the Board of Education to the School council. The council makes policy concerning curriculum and instruction, assignment of students and scheduling of classes, use of school space, discipline and classroom managements, extracurricular activities. The council makes a budget for the school and advises the principal in selection of staff. The council, by law, is composed of the principle, three teachers, and two parents. The parent members of the council are elected in the spring by those parents who are members of the PTO. For this reason, it is important to join the PTO even if you can't attend all the meetings. Our council holds regular monthly meeting in the elementary library and special meetings with twenty-four hour advance notice through the news media. All meetings are open to the public. Copies of council minutes and policies are available for review in the principal's office.

SPECIAL EDUCATION

Special Education Services are available to all students who qualify. Our students are served by teacher collaboration and in a resource room setting. Presently we have 2 MMD/LD resource rooms and speech services. Services provided are those stipulated by the students' Individual Education Plan (IEP) any parent who feels their child needs to be considered for special education services should contact the school counselor or Shannon Lawson, Special Education Director.

SPEECH THERAPIST

Services are available to elementary students with speech problems. The speech therapists conduct screenings of all first year primary students. Parents will be notified if their child needs further testing.

TUITION PAYMENTS POLICY

Tuition fee for out of district students or families is set by the Board of Education. In order to enroll, the central office must be contacted and the appropriate forms obtained for approval of each school.

VISITORS

Visitors to our school are welcome. Because of possible disruption of school from unauthorized visitors, each visitor is asked to schedule visits in advance with the principal of the school he/she wants to visit. The principal should contact the teacher prior to visits. A time for the visit should be suitable for the visitor and the teacher. This also applies to law enforcement officials. **ALL VISITORS MUST REGISTER** in the principal's office before making contact with the teachers. **ANY PERSON VISITING THE SCHOOL MUST HAVE A VISITOR PASS.**

PARENT TEACHER ORGANIZATION (PTO)

The Harlan Elementary School System utilizes this organization in which parents and teachers join together to serve and unify forces to better meet the needs and wants of the school and community. The Harlan Elementary PTO meets every month in the Harlan Elementary School Library.

Harlan Independent Schools

Transportation 2016/2017

ELEMENTARY MORNING ROUTE

Bus #11	Bus #09	Bus #13
Richie Carmichael	Frank Shope	Brian Toll
Elementary	Elementary	Elementary
Route Begins at 7:15	Route Begins at 7:15	Route Begins at 7:10
Sunshine	Baxter	South Main/HARH

MIDDLE/HIGH SCHOOL MORNING ROUTES

Bus #11	Bus #09	Bus #13
Richie Carmichael	Frank Shope	Brian Toll
Middle/High School	Middle/High School	Middle/High School
High Route begins 7:15	Route begins at 7:15	Route begins at 7:10
Sunshine	Baxter	South Main/HARH

ELEMENTARY AFTERNOON ROUTES

Bus #11	Bus #09	Bus #13
Richie Carmichael	Frank Shope	Brian Toll
Elementary	Elementary	Elementary
Route begins at 2:50	Route begins at 2:50	Route begins at 2:50
Sunshine	Baxter	South Main/HARH

MIDDLE/HIGH SCHOOL AFTERNOON ROUTES

Bus #11	Bus #09	Bus #13
Richie Carmichael	Frank Shope	Brian Toll
Middle/High School	Middle/High School	Middle/High School
High Route begins 3:15	Route begins at 3:15	Route begins at 3:15
Sunshine	Baxter	South Main/HARH

Riding a School Bus is *Serious Business!*

The Harlan Independent School District has adopted new discipline policies and procedures to ensure the safety of your child while riding on the school bus.

Each day the Transportation Department safely transports over 200 students in and around Harlan County. The bus drivers go to great lengths to ensure that each student is picked up and delivered in a manner that is both safe and timely.

In an effort to raise the standard even higher, we have established this document to help clearly define the expectations of everyone riding the bus.

Also, we have outlined the consequences for those students who do not follow the rules and regulations.

Riding a School Bus is **SERIOUS BUSINESS** and requires everyone involved being keenly aware of the rules and regulations.

I urge every parent/guardian to go over the rules and regulations with their child.

Clearly explain to them the consequences for their behavior. It is important to know that **riding a bus is a privilege that can be revoked for the entire school year.**

With your help your child will experience a safe, Enjoyable bus ride every time they board the bus.

If you have questions, please feel free to contact my office at (606) 573-8700. I look forward to a successful and exciting school year with your child.

Video Surveillance On All Buses

The buses of the Harlan Independent School District have been equipped with video monitoring devices.

The cameras record both video and audio whenever the bus is running.

These cameras are in place to monitor student behavior and assist in student management. Tapes may be reviewed to aid the principal/designee in reviewing events that have taken place on the bus.

Please share with your child that all activity on the bus is being recorded and can be used in the discipline process.

Although Video Surveillance does not stop student misbehavior it has proven as strong deterrent so far.

In addition to student management, the district also uses the tapes to make improvements in efficiency and effectiveness of the drivers.

Regulations For Pupils Riding School Buses

Bus drivers are in charge of their buses and their first responsibility will be the safe transportation of their passengers. The privilege of riding a school bus is conditional, based upon continued good behavior by the pupil. Any pupil who violates the rules or regulations for passengers on a school bus will be reported to the pupil's principal. Continued unacceptable behavior may cause the pupil to lose bus-riding privileges. If one or more pupils are behaving in such a way as to endanger other

pupils on the bus, the drivers are authorized to order the offending pupils off the bus. In that event, drivers will make every effort to drop the pupil near a house or open business establishment. At the first reasonable opportunity, the driver will notify the principal of the school, where the pupil attends, or the superintendent, and the pupil's parent or legal guardian.

Rules for Riding a School Bus

Walking to the Bus:

1. Obey all traffic signs and signals.
2. Look left, then left again when crossing the street
3. Try to wear light clothing that motorist can see.
4. Do not accept rides or gifts from strangers.
5. WALK to your assigned bus stop; do not run.
6. Walk on the left side of the road facing traffic.
7. Respect other people's property.

Items on the Bus:

1. No knives, glass containers, or other sharp objects.
2. No live, stuffed, or preserved animals.
3. No objects that cannot be held in the pupil's lap.
4. No items that will cause a disturbance (electronic games.).

Waiting for the Bus:

1. Be at your stop at least five (5) minutes ahead of time.
2. Line up and do not push when the bus arrives.
3. So not stand in the road.

Boarding the Bus:

1. Only board the bus if you are assigned to unless you have written permission from your principal.
2. Wait for the bus to come to a complete stop before boarding.
3. If crossing the street, wait until the bus comes to a complete stop and bus driver waves you across.
4. Use the handrail.

5. Go quietly to your assigned seat and sit down.
6. Do not stop to talk to your driver.

Riding the Bus:

1. Sit quietly.
2. Change seat ONLY when the bus driver or bus monitor gives you permission.
3. Do not stand in the step-well or landing, in front of the emergency door or any place that might block the driver.
4. Be quiet at all railroad crossings and road intersections.
5. Open windows ONLY when the bus driver or bus monitor gives you permission.
6. Keep your arms, legs and head inside the bus.
7. Do not eat, drink, and chew gum or smoke on the bus.
8. Keep all your items in your lap.
9. Report any damage of the bus to the driver or bus monitor when you load the bus.
10. Do not throw items on or off the bus.
11. Do not say anything that might distract the driver's attention.
12. Obey and directions given to you by the bus driver or bus monitor.

Leaving the Bus:

1. Wait in your seat until the bus comes to a complete stop.
2. Do not crowd or push.
3. Use the handrail.
4. Do not jump off the steps.
5. Go directly into the school or directly home.
6. Leave the bus only at your assigned stop unless you have a written permission slip from the principal.
7. When crossing the street, wait for the driver to signal you to across.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Behavior Violation Action	Disciplinary				
•Indicated the disciplinary actions available to a principal for that particular behavior violation. Principal may choose more than one action. 702 KAR 5:080 define how and why a driver may remove a student from the bus during a route.	Warning	3 School Days Off Bus	5 School Days off Bus	10 School Days Off Bus	Possible Expulsion from bus
Physical Abuse of School Personnel				•	•
Dangerous Weapon (Gun/Knife)/ Drug Possession				•	•
Fighting /Use of Tobacco Products			•	•	•
Igniting fireworks/Exposing open Flame			•	•	•
Sexual Behavior/Abuse (Displays of affection)		•	•	•	•
Threatening Behavior/ Intimidation		•	•	•	•
Verbal Abuse of School Personnel and/or Students		•	•	•	•
Vandalism (Must pay damage)		•	•	•	•
Refusing to sit in assigned seat or follow directions		•	•	•	•
Profanity/Vulgarity	•	•	•	•	•
Harassment/Discrimination	•	•	•	•	•
Seat hopping/Not staying in seat/Excessive Mischief	•	•	•	•	•
Screaming/Yelling/Head and/or Hand out of the window	•	•	•	•	•
Eating/Drinking/Littering/Chewing Gum/Candy	•	•	•	•	•
Possession of Prohibited Items (glass, specimen, etc.)	•	•	•	•	•
Other (specify)	•	•	•	•	•

Students receiving more than one Bus Infraction during the course of the school year shall be handled in the following manner:

Grades K-4

- 1st Offense: Disciplinary Action chosen by the Principal/Assistant Principal.
- 2nd Offense: Whichever is greater of 3 days off bus or disciplinary action chosen by Principal.
- 3rd Offense: Whichever is greater of 5 days off bus or disciplinary action chosen by Principal.
- 4th Offense: Whichever is greater of 10 days off bus or disciplinary action chosen by Principal.
- 5th Offense: Ten days off bus and possible Expulsion from Bus.

Harlan Independent School

AHERA Annual Notice

TO: Parents, Guardians, Teachers and School Employees

FROM: Charles Morton, LEA Designee

SUBJECT: Asbestos Management Plan for Harlan Independent Schools

2016-2017 Academic School Year

July 1, 2016

This notice informs you that Harlan Independent Schools complies with the Asbestos Hazard Emergency Response Act (AHERA- EPA 40 CFR Part 763). AHERA requires school systems to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

An Asbestos Management Plan for the school district is available for review at the Central Office during normal business hours. Please contact me if you would like to view this Plan. A copy of the Plan is also available at each school.

Mr. Charles Morton

Contact #: 606-573-8700

Harlan Independent Schools 2016/2017 Calendar

August 3	Flexible Professional development Day for Teachers-No school for students.
August 4	Professional Development Day for Teachers-No school for students.
August 5	Professional Development Day for Teachers-No school for students.
August 8	Opening Day for Teachers
August 9	First Day for K-12 Students
August 23	First day for Sunshine School Students
September 5	Labor Day-No school for Teachers or Students
October 10-14	Fall Break
November 8	Presidential Election Day-No School for Students or Teachers
November 23-25	Thanksgiving Holiday
December 21-January 2	Christmas Break
January 3	Students Return from Christmas Break
January 16	Martin Luther King Day-No School for Students or Teachers
February 20	Flexible Professional Development Day for Teachers-No school for Students (Possible make-up day for students and/or teachers.)
March 27-31	Spring Break
May 16	Last Day for Students
May 17	Closing Day for Teachers

Make Up Days

March 27-31 (Only if more than five days are missed due to weather/other between January-March) February 20 May 17,18,19,22,23,24,25,26,30,31 June 1,2

School Schedules-Beginning and Ending Times

	Start	End
Elementary	7:50 a.m.	2:50 p.m.
Middle/High	8:15 a.m.	3:15 p.m.

STUDENT/PARENT STATEMENT OF ASSURANCE

This is to testify that I have read the Harlan Elementary School Student Handbook, understand the regulations, and agree to abide by them.

Signature of Parent

Date

Printed name of Student

Signature of Student

Address of Student

Grade Level

Phone Number of Student