

North Park Elementary School
1080 S. Logsdon Parkway
Radcliff, Kentucky 40160
Phone: 270-351-4464



Laura Beth Hayes, Principal
Sabrina Morgan, Assistant Principal
Amy Gilpin, Counselor

Be nice. Be safe. Be ready to learn!

Welcome to our 2026-2027 school year!

This handout contains important information and school policies from the North Park Student/Parent Handbook. Our complete handbook is provided online, and may be accessed by using the website www.hardin.k12.ky.us/northpark. If you would like a paper copy of our complete handbook, please contact the school office.

SCHOOL HOURS

Preschool: The instructional day begins at 7:15 a.m. and ends at 1:00 p.m.

Kindergarten: The instructional day begins at 7:30 a.m. and ends at 2:15 p.m.

School Office Hours are from 7:10 a.m. to 3:00 p.m. Monday-Friday. Calls are not accepted before 7:10 or after 3:30 pm.

STUDENT/PARENT RESPONSIBILITY

- Students are expected to “Be nice, be safe, and be ready to learn” at all times.
- Students may enter the building beginning at 7:10 a.m.
- Students who arrive at 7:30 a.m. or after are considered tardy and must be signed in by a parent/guardian to obtain an “admit to class” slip. *Please be aware of our bell schedule when bringing students to school.*
- **Our front doors remain locked at all times- please ring the doorbell and state the purpose of your visit.**
- Students are not to bring visitors to school with them to spend the day. If you have a concern, please make an appointment with the principal.
- Students are not to bring toys, electronic devices, cards, games, or any other item(s) that disrupt normal operation of the classroom. These are prohibited and will be confiscated. If items are brought to school and are lost or stolen, it is not the school’s responsibility to reclaim or replace items.
- Students will be given a communication folder to carry in their backpacks. Teachers check the folder daily, and students and parents are expected to care for it and look inside it daily. Important information will be sent home in the folder, and **anything sent from a parent to school should be placed in the folder.**

ARRIVAL PROCEDURES

North Park staff are visible, available, and helping your child throughout their walk to class, whether your child rides the bus or is a car rider. There are many helping hands to assist students with this.

BUS RIDER

- Preschool and kindergarten students may ride the bus and will get bus tags at the start of the year to keep on their bookbags at all times.
- Typical bus pick up times range from 6:00 a.m.-7:00 a.m. You will learn an estimated time; however, it is always subject to change due to traffic, absent students, etc.
- You must be at the bus stop 10 minutes early and physically outside, no matter the weather, prior to the arrival of the bus.
- Preschool students must wait for the bus with a supervising adult who will hand deliver the child to the bus monitor.

CAR RIDER

- **Preschool:** Preschool students will be hand delivered by a parent/guardian to school personnel at the cafeteria double doors. Preschool students will then be escorted to the cafeteria to eat breakfast with their class. **Preschool parents must park in the main lot and walk the child to the cafeteria doors. Please park in designated spaces and not the front loop or handicapped spots (unless needed).**
 - **Kindergarten:** After buses have departed, kindergarten students will be dropped off from the vehicle near the covered area between building one and two by the black iron gates. **From South Logsdon Pkwy, drivers will enter the dropoff access lane that runs parallel to the soccer fields (look for the sign) and ends behind the second building.** In order to expedite this process for everyone, it is helpful if your child is seated on the back driver's side of the vehicle, and that you assist in unbuckling your child's seat belt/harness when it is safe to do so. Please wait for a staff member to open the car door to help the student out of the vehicle. Staff will then escort the child to the covered area and into the cafeteria. They will make a selection from the breakfast line and proceed to the classroom to eat.
 - For the safety of all, we ask you to follow traffic and respect the **NO PHONE ZONE** during the dropoff time.
- THANK YOU!!!**
- **YOU MUST TURN RIGHT OUT OF THE SCHOOL PARKING LOT onto South Logsdon Parkway!**
 - **At 7:27, the access loop will be closed. Parents must then park in the main lot and escort their child to the front door to be signed in for the day. Students will be counted as tardy if they arrive at the front door after 7:30 a.m.**

The speed limit in the parking lot is 5 mph. Once in the parking area, the lot is ONE WAY ONLY. Vehicles are not allowed to drive through the bus area to the rear of the building at any time. If you need to come to the front door, you must park in a space within the visitors' lot in front of the main building. **Tickets will be issued for violations.**

DISMISSAL PROCEDURES

Parents/guardians will choose one plan for their child's release from school-- either ride a bus to an address in North Park's district or be picked up at school by a vehicle with an approved car rider tag.

BUS RIDER

- **PRESCHOOL:** Bus riders will depart on their buses at approximately 1:00 p.m. A designated person with proper identification must be at the bus stop to receive the student off of the bus.

- **KINDERGARTEN:** Bus riders will depart on their buses at approximately 2:20 p.m. A designated person must be at the bus stop to receive the student off of the bus.
- Students who are not met at the bus stop by a designated adult will be returned to the school and will need to be picked up by an authorized person.

CAR RIDER

- After all buses have departed, staff will motion for vehicles to pull forward to the pick up zone.
- Drivers must have a car rider tag PRIOR to entering the access lane in order to pick up a student. Car rider tags are available for pickup by the parent/guardian in the front office from 7:15 a.m.-1:30 p.m. Monday through Friday.
- Parents/guardians will be asked to show photo identification in order to be assigned a car rider tag.
When you share a car tag with someone, you are verifying that they are approved to pick up your child. You must let the school know of any security concerns regarding your assigned tags. Example: If someone comes with your assigned tag, we WILL release the student to them unless you have communicated in advance that we should not and asked for a new tag number.
- Both preschool and kindergarten students will be released to their individual vehicles in the same location as the kindergarten morning drop off. Drivers will enter the drop off lane from South Logsdon Pkwy. on the access road that runs parallel to the soccer fields and ends behind the second building. Vehicles will remain waiting in the car lane until all buses have departed and staff directs them forward into the pick up zone.

SIGNING OUT EARLY

- Students must be signed out with the lobby receptionist at the front lobby window. In order for a student to be released, a **picture ID** is required for the person picking up the student.
- **Please note that if a person presents proper identification but their name is not listed as an emergency contact, they will not be permitted to sign out the student.**
- A child of estranged parents shall only be released upon the request of the person(s) whom a court holds directly responsible for the child and/or who is the parent or guardian registered on the school record.
- Students will not be released directly from the classroom. Once an authorized adult has been identified, the classroom will be contacted and the child will be escorted to the front lobby. Please help us protect your child by following these procedures.
- **Sign outs will count as a tardy or half day absence.**
- **For an absence to be excused, you must provide an acceptable note outlined in the absentee policy (see below) within five days of the absence.**

TRANSPORTATION CHANGES

- **ALL TRANSPORTATION CHANGES MUST BE MADE IN WRITING OR ON OUR GOOGLE FORM IN ADVANCE.**
- To ensure the safety of our students, we require that any changes in transportation at dismissal (whether they are permanent or temporary) be entered into the school Google Form, be sent in the student's backpack communication folder or submitted in person. Any changes must be submitted before **12:00 p.m.** for preschool and **1:00 p.m.** for kindergarten on the day of the change.
- Acceptable forms of written notice would include a detailed note written by the parent/guardian or the completion of a Transportation Change Notice using our Google Form for transportation changes. *This form can be found on our school website under NPES Parents and it is also pinned on our school Facebook page.*
- **Please note that phone calls, texts, emails, Dojo messages or faxes are not an acceptable form of notification.**
- To ensure the safety of our students, children will not be retrieved from a bus once they have boarded. Once transition to buses from the classroom has begun, you will not be able to sign your child out for the day.
- Parents are not allowed in the bus loading area at any time. It is recommended in this situation that parents meet their child at the bus stop or receive them as they are exiting the bus at their childcare center.

DRESS CODE

Appropriate appearance and attire is expected of all students who attend our school. Children should dress in a manner that promotes learning, safety, and pride in self and school. The only exceptions to this dress code will be made for students with differing religious practices or students who demonstrate a special need and have received approval from our administration. Appearance that is considered a possible detriment or distraction to the normal school process will not be permitted.

- **Skirts/Shorts:** should come at least to the fingertips when hands are at your side. We recommend that shorts may be worn from the first day of school until the beginning of fall break, and from April 1st until the end of the school year. Short, tight shorts (also known as biker or spandex shorts) are not permitted.
- **Shirts:** all shirts must be school appropriate. Logos and wording will be accepted as long as they are **not** offensive, negative, derogatory, are a put-down of any nature, or do not have references to sex, alcohol, illegal products, death or violence. It is not required that shirts be tucked in. Low-cut tops, sheer clothing, and tops that expose the stomach are not permitted. Remember to send a shirt/jacket on cooler days for outdoors.
- **Coats/Jackets, Hats, and Gloves/Mittens:** are for outdoor use and will not be worn in the classroom.
- **Socks/Shoes:** Flip flops, shoes with wheels, high heels (higher than 1 inch), platform shoes, jellies, mule shoes, or cleats are not permitted. All shoes must have a back strap on the heel. For your child's safety during physical activities at school, **we recommend tennis shoes or other flat, closed toe shoes be worn daily.** Tights are acceptable.
- **Undergarments:** should be worn at all times. If your child is prone to accidents, you may want to ensure that there is a spare pair available in his or her backpack.
- **Head Coverings:** bandanas, hats, sweatbands, scarves, combs or picks, or any other headwear will not be permitted. Any apparel or hair style that is distracting to the educational process will not be permitted.
- **Backpacks with wheels will not be permitted.**

Students in violation of the dress code will receive a notice to be brought home and signed by their parent/guardian. Students may also be given a warning or referred to the Family Resource Center for appropriate clothing. Continued violations of dress code will result in a parent phone call requesting that appropriate shoes/clothing be brought to school for your child. **If the student is habitually out of dress code, the student may be sent home. In this event, the absence would be unexcused.**

ATTENDANCE INFORMATION

PRESCHOOL: Student attendance at school is an essential ingredient for student success. Because this program is individualized to meet the needs of each child, it is important that your child is in attendance and arrives at school before 7:30 a.m. Children will have difficulty learning if they frequently miss school. A goal of this program is to establish routine and consistency in your child's school life. When children arrive late, they miss out on our beginning of day procedures and routines. These routines will create security and confidence as your child transitions into primary school. **Children arriving after 7:30 are marked tardy. This can impact the frequency of days your child is offered to attend, IEP services as well as truancy cases in kindergarten if necessary.**

KINDERGARTEN: The educational and learning process demands the daily attendance and participation of each student to be most effective. Students are challenged to make a personal commitment to be in attendance with daily punctuality, preparation, and dedication. Parents are urged to recognize their legal and moral responsibility for the daily

and punctual attendance of their children. Missing school results in missed learning experiences that can never be replaced. **Parents can help by making school a top priority.**

- The kindergarten instructional day begins promptly at 7:30 a.m. Your child will be counted tardy at 7:30 if they are not in the building.
- If your child is signed in late or is signed out prior to our dismissal, your child will be counted absent for a percentage of the day.
- If your child does not attend school, they will be counted as absent. The following instances are considered excused: return to school with a note from a physician; return to school with a note from the parent. Parent notes can excuse 6 absences per school year. **Both parent and doctor notes must be provided to the school within 5 days of missing school.**
- **Tip to remember:** Whenever possible, please schedule appointments for a time when school is not in session. If your child must visit a doctor during school hours – please ask for a doctor note while at the appointment. Don't forget to bring the note in or send it to school in your student's backpack communication folder!

FOOD SERVICE

Breakfast: Free to all students.

Lunch: All students enrolled at North Park are eligible to receive a healthy lunch at school at no charge to your household each day of the 2026-2027 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. We will need you to submit a Community Eligibility Program form when school resumes in August 2026. Filling out this form helps our school to keep receiving free breakfast and lunch.

Due to competitive food laws, we ask that food from restaurants not be brought to school for lunch. Carbonated beverages and/or glass bottles/containers are not permitted.

BIRTHDAY/CLASSROOM CELEBRATIONS

In order to comply with nutritional guidelines set forth by Kentucky and Federal law (Healthy, Hunger Free Kids Act), we will allow food to be brought in for celebrations but it must be store bought and packaged. Non-food items such as pencils, erasers, stickers, a classroom book or game may be sent in for the celebration. Balloons, flower arrangements, stuffed animals, etc. are not permitted in the classroom or cafeteria and may not be sent home on the bus. We celebrate your child in each classroom on his or her special day. We appreciate your support and understanding as we continue to provide all students a safe environment at North Park. There are three school-wide classroom celebrations per year: Fall Celebration, Winter Celebration, and Valentine's Day. Please refer to the Wellness Policy in the Parent Handbook for a list of acceptable food items for these celebrations.

NORTH PARK FAMILY RESOURCE CENTER

Ivy Taylor 270-352-2800

The FAMILY RESOURCE CENTER (FRC) provides services to North Park families to remove barriers to education such as food, clothing, or shelter needs. In addition, our FRC coordinates several programs such as Cradle School, school community events, and adult education. Please contact Mrs. Taylor for assistance in addressing these needs.

HCS APP AND ROOMS

North Park Elementary is currently an Apptegy/Thrillshare Rooms school. Parents and teachers communicate quickly using the HCS App and Rooms.. Near the start of the school year, you will receive an invitation through either text or email from your child's teacher asking you to download this application. Please do so as soon as possible, as many important classroom and school-wide communications are distributed through this system.

COMMUNICATIONS

Please follow the school's Facebook page at <https://www.facebook.com/NorthParkSchool> and the Hardin County School District page at <https://www.facebook.com/hardincountyschools> for up to the minute information and announcements. A parent/family newsletter will be sent out via email and text every Sunday night (Sendit Program). Additional information may also be found on the school's website at <https://www.hardin.kyschools.us/northpark> and on the district website at <https://www.hardin.kyschools.us>. Additionally, you may receive texts, phone calls, or emails through the HCS App and Thrillshare. You do not need to register for these communications, but if you would like to update your contact information or communication preferences, please send a note in with your child or call the North Park office at 270-351-4464. If we do not have a current phone number on file, you will not receive these important communications from the district or school.

If you have any questions, or if you would like a paper copy of the 2026-20267 Student/Parent Handbook, please contact the school office at 270-351-4464.