



2021-2022

Estill County Public Schools

Student Discipline Code
of Acceptable Behavior &
Discipline
with Individual School Supplement

Estill Springs Elementary

Estill Springs Elementary

Student/Parent Handbook



“Home of the Engineers”

314 Main Street
Irvine, KY 40336
Phone: (606) 723-7703

Principal: Jessica Mullins
Assistant Principal: Brooke Mays
Guidance Counselor: Shavonna Hatton
Family Resource Director/Coordinator: Shaye Walker

MISSION STATEMENT

Every Student Excel when students matter MOST!

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2021-2022

Welcome to Estill Springs Elementary, Home of the Engineers! We are excited to begin the 2021-2022 school year and we look forward to seeing your child grow in every way! The Mission Statement for Estill Springs Elementary is that “**Every Student Excel**s when students matter MOST!” Our main priority is to provide a high quality education to all students that is individualized to fit their needs. We know that a strong, core knowledge is of the utmost importance in the primary grades.

I look forward to meeting with you, talking with you working with you and your child this school year. The key to your child’s successful school experience is building the bridge that connects school and home. You can count on the staff at Estill Springs Elementary to have your child’s best interest in mind! It is my hope that you will contact me personally (606-723-7703, jessica.mullins@estill.kyschools.us) with any concerns you may have.

This handbook contains information that will be a help to you and your child as they begin this new school year. Please let me know if you have any questions.

Thanks in advance for your support and cooperation!

Sincerely,

Jessica Mullins

ESTILL SPRINGS ELEMENTARY STUDENT HANDBOOK

Supplement to: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

MORNING PROCEDURES:

Drive-Thru

Drive-Thru vehicles should enter through the back driveway behind the old pool building off of Rice Street. Staff will signal you to begin student release at the sidewalk area once they have arrived. At this time they will begin to greet students and assist with vehicle doors. Students should enter the building through the green wing doors between 7:30 am and 8:00 am.

Students may not be walked to the front door before 8:00 am, they will need to be dropped off in the drive thru. Students arriving **after** 8:00 am will need to be brought around to the front. Do not drop-off your child in the drive thru if there are no staff members present. (We often have children that were dropped off late having to walk around the building to the main entrance unsupervised. This is a safety concern.) The parent/guardian **MUST** park their car and come in and sign their student in. This will be counted as a tardy. No students are to be dropped off in the front of the school and allowed to walk in unattended.

Breakfast

Any child wishing to eat breakfast must enter the lunchroom upon arrival. Those students choosing not to eat breakfast must wait in designated holding classrooms.

AFTERNOON PROCEDURES:

CHECK-OUT PROCEDURES

Students may only leave the school with a parent, guardian or a person listed on the “General Information Sheet.” **No Exceptions.** Persons permitted to pick up a student should report to the front office with identification. **No check-outs will be permitted after 2:30** pm due to the safety of our students.

- ❖ **Requests for early dismissals should be limited to emergency situations, or activities and obligations which cannot be fulfilled except during the school day.**

TRANSPORTATION CHANGES

Safety of all students is the top priority. If your student must have a change in their normal afternoon transportation mode you **MUST** send a **written note or call the front office**. When you call our office you may be asked to verify your driver’s license number or your student’s 4 digit ID number for safety reasons. **No transportation changes will be made without verbal or written permission from the parent/guardian.** When changes are made, please supply all relevant information i.e. who will be picking up your child, bus number, bus stop, new address and phone number to school with your child. This is required for all car riders, bus riders, and

pick-ups. This procedure is to protect the safety of our students. We encourage your child to have a consistent way to get home each day. **Please note that NO changes will be taken after 2:30.**

Parents/guardians who do not consistently meet the bus to pick-up their student(s) will be reported to the District Public Personnel Director and Child Services. Emergencies do occur and will be addressed as needed.

PARENT DISMISSAL

KINDERGARTEN DISMISSAL - 2:45

1ST GRADE AND 2ND GRADE DISMISSAL - 3:15

Any family that wishes to pick-up their child(ren) from school rather than participate in school transportation, must have a CarRiderPro car tag.

- Child(ren) will have the same car tag from kindergarten to fifth grade; the tag will be active for both Estill Springs Elementary and West Irvine Intermediate
- One tag will be issued to a family (even if the family has a student at both schools)
- Additional tags may be purchased for \$5.00
- Replacement tags can be purchase for \$5.00 if a car tag is lost, stolen or damaged

Do not arrive at school prior to these times as the road becomes blocked. This creates a safety hazard for our school. If you arrive in the line before your child is ready for dismissal, you will be asked to go to the back of the line.

GENERAL INFORMATION

VISITORS

Parents are encouraged and always welcome to visit our school. The visitor procedure is as follows: Office personnel will maintain a sign-in log, visitors will sign in and identify their purpose. Visitors will be required to wear a visitor's pass provided by the office staff. Visitors will be required to sign- out in the office. Students are not allowed to bring visitors to school. Staff will monitor visitor arrivals each day.

VOLUNTEERS

Volunteers will follow the same procedures described for Visitors.

Any individual who wishes to attend school related activities (e.g. school lunches, holiday parties), does not have to complete confidentiality training.

Any individual who wishes to consistently and directly supervise students (e.g. field trips and daily volunteers) must complete an in-depth confidentiality training and background check. ***No one will be allowed to volunteer and/or work if they have not completed this training.***

EMERGENCY DRILLS

Every precaution is taken to ensure the safety of our students at all times. Periodic drills such as fire, tornado, earthquake, bomb threat, shelter-in-place, and lockdowns are practiced as determined by state and district guidelines to ensure all students and staff will **LEARN and KNOW** all proper SAFETY procedures.

MEDICATION

Estill Springs Elementary **will not** dispense prescription medication to students **unless** it has been prescribed by a physician and with written approval of the parent/guardian. Medication must be in the original prescription container which includes physician's name and directions for dispensing. Over the counter medications are required to be in original containers and also require written authorization from parent/guardian. Please note that over-the-counter medication cannot be given more than three (3) days in a row without doctor approval. Students are **NOT** allowed to bring medication to school in backpacks or on the school bus. Parent/guardians **MUST** all bring medications to school and sign them in to the office and complete required documentation. This includes emergency medications such as inhalers, epi-pens, diastat, etc. **NO ONE WILL BE EXEMPTED FROM THIS PROCEDURE AT ANY TIME.**

School health clinics also offer over-the-counter medications to be administered during the school day. Consent for School Health Services form must be completed and signed by a parent/guardian. These medications can only be administered by a nurse, when a nurse is available.

STUDENT PROGRESS

Standards Based Report Cards will be sent home at the end of each 9-week Grading Period. Teachers will provide progress reports throughout the year.

THURSDAY FOLDERS/PLANNERS

All students will receive a Thursday folder on the first day of school. The Thursday folder is used for the duration of the school year. The purpose of the Thursday folder is to increase student and parent/guardian communication about weekly classwork, school programs and updates. Parents/guardians should review the information and return necessary paperwork back to school, as needed.

Parent/guardians can choose to receive a weekly email including a copy of the documents sent home in each week's Thursday folders. Parent/guardians can choose to receive this email anytime throughout the school year. Parent/guardians can submit their email address to the Family Resource Center.

SCHOOL CANCELLATIONS/DELAYS

Estill Springs Elementary operates on the same school calendar as Estill County Schools. Classes will be cancelled in the event of severe weather as decided by the school superintendent, Mr. Jeff Saylor.

Whenever school is delayed, dismissed, or cancelled, an announcement will be made on local radio (WIRV 1550 AM, 100.7 FM), TV stations (WLEX Channel 18, WKYT Channel 27, WTVQ Channel 36), District Website and Facebook pages, and/or the Estill County Schools One Call Now System.

DISCIPLINE

Rules and procedures are posted in all areas of the building to support and promote appropriate behavior. Student behavior which disrupts the educational process, whether on school property or school-sponsored events and activities will not be tolerated. Such behavior shall subject the student to appropriate disciplinary action. Behavior which disrupts the educational process shall include, but not limited to:

- Conduct which threatens the health, safety, or welfare to self and/or others
- Conduct which is non-compliant with school authority
- Conduct which may damage public or private property, including the property of students and staff
- Conduct which interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional activities
- Conduct which disrupts the delivery of instructional services or interferes with the orderly administration of the school-related activities or operations.
- Illegal activity (i.e., bringing a weapon, alcohol, etc. on school grounds).

Note: Continued non-compliance of this discipline requirement could result in a student's loss of privileges (i.e. rewards, field trips, etc...) or suspension from school. The amount of time is dependent upon the specific offense.

Students will be expected to follow our ON TRACK expectations in all areas of our building including the classrooms, cafeteria, hallways, bathrooms, bus loop, and playground.

Student behavior will be tracked through classroom DOJO. Your child's teacher will communicate their daily points. We expect students to exhibit 80% or above positive behavior to participate in our monthly behavior reward.

- ★ T- Try your best
- ★ R- Respect yourself and others
- ★ A- Always make good choices
- ★ C- Can do attitude
- ★ K- Keep on track

Estill Springs Elementary Behavior Matrix

	Definition	Cafeteria	Hallways	Bathrooms	Classroom	Bus	Playground
T	Try your best.	Get all needed items before exiting the lunch line. Make a TRACK line.	I can walk in the hallway.	Leave the bathroom clean. Turn the water off.	Complete task and be actively engaged in learning.	Keep all items in your backpack.	Follow classroom directions
R	Respect yourself and others.	Use manners Voice level 2 Keep hands to self. Eat your own food. Clean up your area.	Keep Hands and feet to self	Keep hands, feet, objects to yourself.	Use appropriate voice level. Raise your hand to speak or leave your seat. Keep hands, feet and objects to self.	Talk with appropriate voice level. Raise your hand if you need help.	Listen to Adults Hands and Feet to Self Take Turns
A	Always make good choices.	Sit (facing forward) Eat Chat (voice level 2) Wait	Be Quiet	GO FLUSH WASH LEAVE	Use materials correctly. Tools not toys.	Bottom in the seat, back to the back. Keep hands, feet and objects to self.	Play safe on equipment (Always go down the slide on your bottom) NO monkey bars
C	Can-do attitude (growth mindset).	I will try new things.	I can be a good example in the hallway.	Flush Wash Hands	Be a bubble gum brain not a brick brain. "I can't do it yet..."	I can be a good role model on the bus.	I will Play Fair and Include All.
K	Keep on track.	Listen to adults and follow all directions.	Walk on the 2nd block from the wall	Soft Voices	Be focused.	Follow bus rules.	Line Up when called

Discipline Chart	Violation	Teacher Imposed Consequence	Conference	After-School Detention *	In-School Suspension	Saturday School	Short Term School/Bus Suspension	Long Term School/Bus Suspension	Expulsion or Bus Suspension for the Year	Law Enforcement
Abuse of Teacher	Verbal Abuse	X	X	X	X	X	X	X	X	X
Academic Dishonesty	Cheating	X	X	X	X	X	X			
Aggressive Behavior toward staff or student	Threatening or Verbal Abuse				X	X	X	X	X	X
Bullying or Cyberbullying	Bullying	X	X	X	X	X	X	X	X	X
Bus Rules Violation		X	X	X	X		X	X	X	X
Defiance of Authority	Disrespectful	X	X	X	X	X	X	X	X	X
Disorderly Conduct		X	X	X	X	X	X	X	X	X
Disrespect of School Employee	Disrespectful	X	X	X	X	X	X	X	X	X
Fighting	Fighting						X	X	X	X
Non-compliance with Classroom/School Rules	Failure to follow Staff	X	X	X	X	X				
Profanity or Vulgarity	Profanity	X	X	X	X	X	X	X	X	X
Theft, Stealing or Possession of Stolen Property	Stealing				X	X	X	X	X	X
Threat to others or property or Intimidation	Threat				X	X	X	X	X	X
Vandalism	Vandalism			X	X	X	X	X	X	X

For the full chart see the: Estill County Public Schools Student Discipline Code of Acceptable Behavior & Discipline

Estill Springs Elementary addresses all behaviors through a trauma-informed lens. Some responses to discipline will differ from the behavior matrix due to this.

ATTENDANCE

Attendance for all students in Kentucky is calculated based on the amount of time that the student is present in school. A student is tardy if he or she misses up to 35% of the instructional day by arriving late, leaving early or a combination of the two. A student is considered tardy if he or she arrives after the designated school start time. (8:00 AM) or leaves before the end of the instructional day (2:50 PM*). Students must be checked in or out of school by a parent, guardian or authorized adult.

Late arrivals or early dismissals – (*see “Morning and Afternoon Procedures”) will be counted as an absence or tardy according to the arrival/departure time. Tardies do count for a student when it comes to exemplary attendance or truancy

Parents/guardians are requested to call the Estill Springs Elementary (606)-723-7703 between 7:30am-8:30am to report absences for their child. Your child is still required to turn in a written parent note (Limited to three parent notes per semester) or doctor excuse upon their return. Each note will excuse one (1) day of absence.

Students’ daily attendance is calculated as per 702 KAR 7:125:

- A full day of attendance shall be recorded for a pupil who is in attendance more than 85 percent of the regularly-scheduled school day.
- A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day.
- A half day absence shall be recorded for a pupil who is absent 36 percent to 84 percent of the regularly-scheduled school day.
- A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day.

An excused absence or tardy is one for which work may be made up. Excused absences and tardies include such circumstances and occasions as a death or severe illness in the student’s immediate family, an illness of the student, religious holidays and practices, and other valid reasons as determined by the principal. After an absence from school, the student must return with a written parent note or medical excuse. Excuses will not be taken over the phone, as **they must be in writing. (Limited to three parent notes per semester)** After a total of ten cumulative full-day absences due to illness, parents are required to provide a signed and completed Medical Excuse form from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the current school year in order for the student to be excused. (The form may be obtained at any of the district schools. Most doctor offices are familiar with this form.) If your child will be out of school for more than ten (10) days due to surgery/ hospitalization, you need to have your child put on homebound **before** the surgery. The forms to apply for homebound services can be picked up in the school office.

Excused absences for the purpose of educational enhancement (EHO) may be granted for up to ten school days a year in order for a student to pursue an opportunity that the local school

administrator determines to be of significant educational value, provided that the date(s) requested does not conflict with state or district testing periods. A student receiving an excused absence to pursue an educational enhancement opportunity shall be considered present in school during the excused absence. The student will have the opportunity to make up school work missed (Or arrange to obtain the school work prior to the absence.) The student will not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence.

All students are required by law to attend school every day and to be on time for school and all classes. The district records excused and unexcused absences daily to comply with Kentucky School Law, KRS 159.50, which states, "Any child who has attained the age of six years but has not reached his or her eighteenth birthday, who has been absent without a valid excuse for three or more days, or tardy without a valid excuse on three or more days is a truant. Any student enrolled in a public school who has attained the age of eighteen years but has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days, or [who has been] tardy on three or more days is a truant." The law defines a habitual truant as "any student who has been reported as truant two or more times."

Kentucky law holds accountable the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday if the student fails to comply with truancy laws; and holds accountable the court-appointed guardian of a public school student who has been identified as an exceptional child or youth and has not reached his or her twenty-first birthday if the student fails to comply with school attendance laws.

Any parent, guardian, or custodian who fails to comply with the requirements may face fines of \$100 for the first offense and \$250 for the second offense and may be charged with a Class B misdemeanor for each subsequent offense. Charges of educational neglect and/or unlawful transaction with a minor may also be filed.

When a student is habitually absent, the school clerical and/or administrative staff may:

- Notify the parent/guardian by telephone or in writing of unexcused absence(s).
- Send a letter to the parent/guardian stating that the student is truant after they have accumulated six or more unexcused absences.
- Refer the student to the Family Resource who will work with the student and his or her family in support of regular attendance.
- Notify the Pupil Personnel Department electronically after the sixth unexcused absence and state any interventions conducted at the local school.

When a student has six or more unexcused absences:

- Director of Pupil Personnel will visit the home of the student.
- A final notice may be served in person or sent by certified mail to the parent/guardian.

- Director of Pupil Personnel may require a parent/guardian conference and/or file an educational neglect report with Child Protective Services.
- A student may be referred to Family Court by the Director of Pupil Personnel and may be subject to legal action if absences continue to accumulate

ADDRESS AND TELEPHONE CHANGES:

Please notify the school if your address, telephone number, or emergency contact numbers have changed. It is very important that our information be kept up to date, especially in the event of an emergency.

COURT ORDERS AND CUSTODY:

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

SBDM (School Based Decision Making Council)

School councils promote shared leadership among those who are close to the students. Membership of each council includes parents, teachers, and an administrator of the school. The council has the responsibility to set school policy and make decisions which shall provide an environment to enhance student achievement. The SBDM Council consists of three teachers, two parents, and principal.

SBDM Council Members for the 2021-2022 school year include:

- ❖ Mindy St. Pierre – Teacher Representative
- ❖ Trent Singleton – Teacher Representative
- ❖ Alyssa Wysong – Teacher Representative
- ❖ Amber Lee – Parent Representative
- ❖ Crystal Thomas – Parent Representative

SBDM Council will meet monthly. Meeting date and time to be announced. The public is invited to attend the meetings.

DRESS CODE

We recommend that all children wear play clothes that are washable and comfortable. In addition, we recommend that children wear proper footwear in order to fully participate in daily recess and weekly physical education. Hats and mittens are a must since we take children outside regularly. Students may be taken outside if the temperature is at least above 40 degrees Fahrenheit. Teacher/Principal discretion will be used in accordance with these guidelines. All clothing should be marked with your child's name, especially gloves, hats, sweaters and jackets.

PLEASE SEND BACKPACKS DAILY

MEALS

We provide every child with a nutritious and well-balanced breakfast and lunch that meet USDA guidelines. Estill Springs Elementary met the needs required to qualify for the Community Eligibility Option opportunity which means **all students will receive free breakfast and lunch in our school!** We strongly encourage that your child eat in the school cafeteria. If your child is required to have special meals, please make sure they are in a lunchbox or brown bag and sent with them to school in the morning. If your child brings breakfast it must be in a lunchbox or bag. Please refrain from sending a child to school with a fountain drink in the mornings for breakfast!

Even though your child will be receiving free breakfast and lunch, you need to complete the meal application and return to school.

TECHNOLOGY

Your child will be immediately exposed to a wealth of technology as soon as they enter their classroom. Each classroom has at least two computers that your child may use. The library, computer lab and classrooms also have Interactive Smart Boards. These are essentially a computer disguised as a dry erase board.

Acceptable Use Policy: An acceptable use policy must be signed for students to use the internet at school. Students never have unsupervised access to the internet. Internet activities are always teacher lead. For your child to benefit from the variety of activities available through the internet, this form should be signed.

BUS TRANSPORTATION

Transportation is provided for all students. If a child violates a rule, the bus driver may complete a referral form and send to the principal. In the event that a child has three referrals, they may be temporarily removed from the bus, therefore, requiring parent transportation for a minimum of 1 to 2 days. For safety concerns, individuals must be at least 16 years old to accept a child from the bus. The bus driver will not release a child to an individual under the age of 16 or an individual not on the student transportation sheet and/or student check out form. Riding the bus can be overwhelming for three and four-year-old children. To help your child feel comfortable during the bus ride, help him or her learn the bus driver's name.

Bus safety is one of the most important concepts for children to learn. Below are some rules you may review with your child:

- ❖ Staying in their seats (on their bottoms) until the bus stops
- ❖ Using quiet or indoor voices while on the bus
- ❖ Walking when getting on and off the bus
- ❖ Following the directions of the bus driver and bus monitor

TITLE 1-NOTIFICATION TO PARENTS OF PROFESSIONAL QUALIFICATIONS OF TEACHERS:

The No Child Left behind Act requires that all schools receiving Title 1 Funds notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. If you would like to request this information, please contact the principal at 606-723-4700.

NON-DISCRIMINATION

In the Estill County Schools, no students shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

SCHOOL-WIDE CELEBRATIONS

Classrooms are encouraged to celebrate academic and attendance success.

Parents/Guardians are invited to participate in the Fall Celebration Party and the Valentine's Day Party. Other celebrations are not open for outside visitors as they are not scheduled.