



2022 – 2023

Estill County Public Schools

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

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Estill Springs Elementary

# Estill Springs Elementary Student/Parent Handbook



*“Home of the Engineers”*

314 Main Street  
Irvine, KY 40336  
Phone: (606) 723-7703  
Fax: (606) 723-7683

Principal: Jessica Mullins  
Assistant Principal: Brooke Mays  
School Counselor: Shavonna Hatton  
Family Resource Coordinator: Shaye Walker

## **Vision/Mission Statement**

**Every Student Excels when Students Matter Most**

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# **Estill Springs Elementary - STUDENT HANDBOOK**

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

REVISED: 7/13/2022

## **SCHOOL HOURS**

School hours are from **8:05 am to 3:05 pm**. Students should not arrive at school before 7:35 am. Supervision will not be provided for students who arrive before 7:35 am or remain later than 3:45 pm (unless they are attending a planned extracurricular activity). You will be required to enter the building to drop off or pick up after these times. Instruction begins at 8:05 am. Tardies will be issued for any student arriving at or later than 8:06 am or checking out at any time. **Afternoon checkouts must be made before 2:40 pm due to afternoon dismissal and safety.** The above procedures are designed for the safety and well-being of our students.

## **SCHOOL BREAKFAST AND LUNCH**

Breakfast will be served between **7:35 am through 8:05 am**. Lunch will be served according to your student's specific lunch schedule. All students in Estill County will receive free breakfast and lunch; however, please complete the required documents to ensure your student is eligible to receive free breakfast and lunch. **Breakfast and Lunch items in fast food bags and cups are not permitted, nor are sugary drinks, such as soft drinks, in any container.** Students may bring breakfast and/or lunch from home. Snacks and ala carte items are available for purchase at various prices. There will be no a la carte items charged **with no exception**. Prices are subject to change. Family members that attend school meals are expected to adhere to these regulations.

## **SCHOOL CANCELLATIONS**

Severe weather or an emergency can necessitate the delay or cancellation of school. Whenever school is delayed, dismissed, or canceled, an announcement will be made on local radio, TV stations, Estill County School's website and Send It telephone service.

Occasionally, inclement weather conditions occur while children are already at school. If school needs to be dismissed early, the announcements will be made over the local radio station and via the One Call Now Service as soon as the decision is made. Parents are requested to make arrangements to have someone available to meet the students when they arrive home early. The school and district websites, along with other social media will contain updated information.

## **What is an Engineer Day?**

Engineer Day is the term that we are using for NTI or non-traditional instruction. The non-traditional instruction plan is designed to encourage the continuation of academic instruction on days when school would otherwise be canceled. This is the plan to deliver instruction to every student at West Irvine Intermediate, with the ultimate goal of continuing instruction. These days will count as instructional days for Estill County Schools.

All Engineer Days are considered instructional days therefore, all PK-12 students are required to participate. All schools will track and record student attendance in Infinite Campus on these days. Participation includes participating in Google Meetings AND submitting assignments by 3:30 for the day.

## **ATTENDANCE**

Estill Springs Elementary **expects all students to be in ATTENDANCE every day.** KY State Law KRS 159.010 places the responsibility of school attendance with the parents/guardians. Student achievement is directly related to school attendance.

Per KRS 159.150, a student that is absent from school without:

- a valid excuse for three (3) or more days, or tardy
- without a valid excuse for three (3) or more days is truant.

Any student that has been reported as truant two (2) or more times is a habitual truant. Habitual truancy will be pursued by school and district personnel for appropriate actions. Failure to attend school, without submitting a written excused absence WILL result in educational neglect. Appropriate action within the school system and the ESTILL COUNTY DISTRICT COURT SYSTEM will be initiated upon negligence of this very important requirement.

Students will receive a score of "0" on classwork and tests completed for Unexcused absences. If a student turns in an excuse after the nine-weeks, the updated grade will be indicated on the next report card.

Students in Estill County Schools will be allowed up to six (6) absence events to be excused with a written parent note/mental health for the entire year. Parent notes/mental health note are to be given three (3) per semester. A student is not allowed to carry over parent notes from first to second semester. If a student has used all parent notes (3) and becomes truant in the first semester, no parent notes will be given for the second semester. Estill County Schools will excuse up to ten (10) absence events with doctor/medical excuse/note. Any absence event due to medical reason in excess of ten (10) will require the presentation of the Estill County Schools' Medical Excuse Form before the absence will be excused. The form will be available at each school, central office and some medical facilities upon parent request. **Doctor's notes will not be accepted 30 calendar days after the absence.**

## **CHECK-OUT PROCEDURES**

Students should never leave the school grounds without permission from the principal. Students may only leave the school with a parent, guardian or a person listed on the "General Information Sheet." **No Exceptions.** It is the responsibility of the student's legal guardian to ensure the list is updated. Persons permitted to pick up a student should report to the front office with identification. **No check-outs will be permitted after 2:45 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.

When checking out a student(s), the person must be on the list approved by the guardian and provide a driver's license or valid identification that matches a name on the student's list.

### **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 phone the front office no later than 2:40 pm. No transportation changes will be made without permission from the parent/guardian.** When changes are made, please include all relevant information i.e. parent pick up or Round 1, who will be picking up your student, bus number, bus stop, new address and phone number. This is required for all students who are transported through drive-thru and bus riders. Remind your child that they will not be able to call home in order to make after school arrangements to visit a friend. If your child will be going home with another student in our building, we will need a permission note from both students' families.

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**

Any family that wishes to pick-up their child(ren) from school rather than participate in school transportation, must have a CarRiderPro car tag. If your child had a tag from either Estill Springs Elementary or West Irvine Intermediate the tag will work for 2022-23.

- 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
- 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

There will be two separate times for Parent Pick-up dismissal in order to control the flow of traffic. Do not arrive at school prior to these times as the main road becomes blocked, creating a serious traffic hazard for our school and our community. 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.

- 3rd - 5th Grade - 3:05 Drive Thru Dismissal
- Kindergarten - 2nd Grade - 3:20 Drive Thru Dismissal
- ❖ Estill Springs Staff remain on school grounds until EVERY student is released to their guardian safely. There is NO REASON to arrive at school prior to the suggested time. Overloading the Drive Thru simply creates a traffic hazard and adds time to the pick-up process. Please come at your suggested time and please be patient. DO NOT CUT LINE. TAKE TURNS DISMISSING LANES. We can do this!!!

## **VISITORS**

### **Parents are encouraged and always welcome to visit our school.**

Visitors need to use the speaker system to request permission to begin the check-in process. You must state your name and purpose for your visit. Upon approval to enter the building, the office staff will unlock the outer door. Please listen for the “click” and open the door to enter.

All visitors must use a valid driver’s license or state issued identification card to check in to the school using the kiosk in the entrance. Once that is complete, you will be permitted to enter the school building.

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 of West Irvine Elementary will monitor visitor arrivals each day.

Visitors will be required to follow health guidelines.

## **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 Staff **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 the 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. Parents/guardians **MUST** bring all 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.

### **ACCIDENT INSURANCE**

Accident insurance is provided to all students during the time they are at school. This is provided by the board of education.

### **IMMUNIZATION CERTIFICATES**

Kentucky State Law KRS214.036 requires that before enrolling in school all students have a current immunization certificate and a sixth-grade physical on file with the school. Any student who does not have the necessary documents to comply with this requirement will be notified immediately and given adequate time to comply. If these requirements are not fulfilled forthwith, appropriate actions will be taken to insure compliance.

### **ACADEMICS**

All students have access to a common academic core. The focus for elementary students is reading and math.

A four day rotation system is used for Enrichment classes. The following classes are included:

- P.E. - gym shoes required for class
- Music
- Library/Media Arts
- Technology Education - Technology Standards and Keyboarding
- Technology - Computer Use and approved school programs

Classroom teachers will provide the rotation schedule for your student.

### **STUDENT PROGRESS**

Student progress reports and information will be shared frequently . Report cards will be sent home after each nine week grading period. All progress will be reported as Master/Not Mastered of Kentucky Grade Level Standards.

To participate in school-sponsored extracurricular activities students must be in good academic standing and have high standards of social behavior.

### **DRESS CODE**

We recommend that all students wear clothes that are washable and comfortable. We want them to explore learning and creativity inside their classroom and outdoors! In addition, we recommend that students wear proper footwear in order to fully participate in daily recess and weekly physical education. Hats and mittens are a must during cold weather as 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**

No students will be allowed to wear clothing or jewelry which displays suggestive slang or advertising (alcohol, drugs), or inappropriate language.



Hoodies and hats are acceptable under most circumstances. Like any other dress issue, teachers and/or administrators may ask students to remove or change items to maintain an environment conducive to learning.

### **ELECTRONIC DEVICES**

In order to create a positive learning environment for all students, any personal electronic devices may not be used for personal use on campus until 3:30 p.m. With the exception of using personal devices during school hours as directed by the classroom teacher. If students are not using the device for learning purposes the device must be put away. If a student does not follow the classroom rules and procedures that are in place, it may be confiscated and held until a parent comes to school to get it.

At ESE we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day, any student bringing a cell phone to school must keep it turned off and out of sight during school hours unless using the device for educational purposes set by the teacher. If a student is seen with a cell phone when they are not to be using the device for educational purposes they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up.

During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 606-723-7703 or send a Dojo message to the teacher and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:30 p.m.

### **PROOF OF TEACHER CERTIFICATION**

Parents may request qualifications of their child's teacher anytime. Please contact the Principal for more information. Certification can also be obtained at:

<https://wd.kyepsb.net/EPSB.WebApps/KECI/>

### **HOMELESS**

Estill Springs Elementary supports the mission of the Kentucky Department of Education's Homeless Education Program to be a supporter and nurturer of homeless children and youth; to help them achieve education success; and to prepare them for the challenges of adult life.

The school/district plan to identify students who are homeless may be requested anytime from the Family Resource Center.

### **FAMILY-SCHOOL COMMUNICATION**

All students will receive a Thursday folder (envelope) on the first day of school. The Family-School Communication folder is used for the duration of the school year. The purpose of the Family-School Communication 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.





Parents should sign and return weekly to indicate that you have received the Family-School Communication folder.

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

## ESE Family Communication Plan

At Estill Springs Elementary, we know that we can only be as good as our partnership with our students' families. To promote healthy partnerships, we want to share our communication plan.

This plan will be used to share information needed by families to be an active part of our school community. This plan should increase two-way communication between school and home.

	<p><b>1. Class Dojo</b>  <b>School Responsibility:</b> Dojo will be our first method of communication with families. We will use this for school announcements and updates.  <b>Family Responsibility:</b> Download and use this APP.</p> <p>This is our first choice because the APP supports two-way communication between home and school through messaging.</p>
	<p><b>2. SendIt</b>  <b>School Responsibility:</b> SendIt will be our second method of communication with families. We will use this for school announcements and updates.  <b>Family Responsibility:</b> Keep your phone number up-to-date with the school office. Listen to the announcements and updates.</p> <p>This is our second choice because calls are usually delivered after school hours. Families must call or email school the next day for clarifications.</p>
	<p><b>3. Facebook (can be accessed at school website)</b>  <b>School Responsibility:</b> FB will be our third choice of communication with families. We will use this for school announcements and updates. We will also share celebrations and pictures.  <b>Family Responsibility:</b> If you have an account, "like" our school FB page and check often for updates. If you do not have a FB account, check our school webpage often. You can also see FB posts on our school webpage.  <a href="https://www.estill.k12.ky.us/3/Home">https://www.estill.k12.ky.us/3/Home</a></p> <p>This is our third choice because access for two-way communication is limited and not all families have an account.</p>
	<p><b>4. Email</b>  <b>School Responsibility:</b> Email will be our fourth choice of communication. We will use this for weekly school announcements and updates, mostly on Thursday.</p> <p><b>Family Responsibility:</b> Send your email address to Family Resource (shaye.walker@estill.kyschools.us) and keep it updated. Check your email often.</p> <p>This is our fourth choice because we currently do not have email addresses for the majority of our families. Email does increase two-way communication.</p>

### **FAMILY RESOURCE CENTER**

The Estill Springs Elementary Family Resource Center is open from 8:05 a.m. – 3:10 p.m.; Monday – Friday. Please call (606) 723-7703 to speak to our FRC Coordinator (Shaye Walker), or to receive more information about services and resources available to Estill Springs families.

### **CHILD ABUSE TOLL-FREE HOTLINE**

If you're concerned that your child or another child has been abused, seek help immediately. If the child needs immediate medical attention, call 911 or your local emergency number.

Depending on the situation, contact the child's doctor, a local child protective agency, the police department or a 24-hour local abuse hotline. The National Child Abuse Hotline's number is 800-752-6200. If you need to report a situation outside of normal business hours, please phone the after-hours line at 877-597-2331.

## **FAMILY/SCHOOL COMPACT**

Effective schools are a result of families and school staff working together to ensure children are successful in school emotionally, socially and intellectually. A learning compact is an agreement among groups who firmly unites them. This is an invitation and opportunity to be involved and have a positive partnership with your child's school. Each participant identified in the compact shall acknowledge his/her acceptance and responsibility of roles by signing in the designated areas.

### **PARENT/GUARDIAN**

I want my child to achieve and be successful; therefore I will encourage my child by doing the following:

- Make sure my child attends school regularly, is on time and is prepared to learn with homework completed.
- Set aside a time for homework and review it on a regular basis.
- Provide a positive place for study.
- Encourage my child's efforts and be available for questions.
- Stay interested and aware of what my child is learning.
- Read with my child regularly.
- Communicate frequently with my child's teacher through notes, e-mails, or conferences about my child's progress.
- Sign reports and respond when my child's teacher requests, such as the Thursday folder, homework assignments, planners, reading logs, practice test, behavior reports, assessments, report cards, progress reports, permission slips, etc....
- React in a positive manner and encourage my child.

### **STUDENT**

It is important I work to the best of my ability; therefore I will strive and do my best to do the following:

- I will attend school unless I am sick or have an excuse according to the Attendance Policy.
- Work and learn in a cooperative manner with my classmates and school staff.
- Ask questions when I need help.

- Read on a daily basis.
- Stay '**On Track**'
  - o I will always try my best.
  - o I'll respect myself and all the rest.
  - o I will always make good choices each day.
  - o I'll keep a "can-do" attitude along the way.
  - o I will keep on track and never look back.

## **TEACHER**

It is important that students achieve and are successful; therefore, I will strive and do my best to do the following:

- Provide clear directions in writing for homework assignments so parents may assist their child if needed.
- Encourage students and parents by communicating consistently about their student's progress.
- Contact parent regularly regarding positive actions about their child's behavior.
- Consistently give students positive feedback on a regular basis.
- Hold a minimum of two (2) parent-teacher conferences per year.
- Provide rigorous instruction for all students in a supportive, safe and positive environment.
- Provide varied learning opportunities (differentiation) for all students.
- Engage all students at all times.
- Have high expectations for all students, thus believing all students can learn at high levels.
- Make myself accessible to parents and encourage them to volunteer in the school.

## **PRINCIPAL**

I support this compact for parent involvement; therefore I will strive and do my best to do the following:

- Provide an environment for learning which is safe, positive and productive for students, staff and parents.
- Provide a welcoming atmosphere for all students, staff, parents and the community.
- Involve all families in the education of their child.
- Allocate and support resources to ensure a rigorous curriculum is taught in all classrooms.
- Assist teachers in being life-long learners and provide on-going high quality professional development on a consistent basis.
- Encourage and allow opportunities for teachers to communicate with parents concerning their student's progress.
- Hold a **Back to School Night** before school begins in order for parents to have the opportunity to meet their child's teacher for the new school year.
- Allow the opportunity for transitional grades to attend an "orientation" meeting to learn more about their new school and staff.
- Be visible throughout the school to students, staff and parents.
- Monitor assessments and progress consistently and offer feedback.
- Review classroom and school-wide behavior plans and ensure a printed copy is sent home.
- Provide the opportunity and facilities for monthly PTO meetings.
- Coordinate with Family Resource Center (FRC) Director in providing parents and students the opportunity to have all barriers removed to ensure more learning will occur.

## **DISCIPLINE**

*See the District Discipline code*

**Add link**

## **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS SYSTEM)**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone – especially students with disabilities – to create the kinds of schools where all students are successful.

PBIS isn't a curriculum you purchase or something you learn during a one-day professional development training. It is a commitment to addressing student behavior through systems change. When it's implemented well, students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective. (<https://www.pbis.org/pbis/getting-started>)

### **SYSTEM:**

**Expectations:**

**Behavior Matrix**

## **GRIEVANCE PROCEDURE**

The staff and administration of Estill Springs Elementary realizes that situations will arise that will necessitate school contact. The school principal should be contacted to set up a conference of all involved parties if it is deemed necessary. If the matter is not resolved to the satisfaction of all involved, the principal will set up another meeting between said parties and the district Superintendent or other appropriate central office personnel. Appeal to a district committee established by the superintendent will be the final option after the aforementioned steps. This procedure has been established for students and parents.

The Estill County Board of Education does not discriminate on the basis of sex in the education programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (p. 192 – 318) not to discriminate on the basis of handicap in treatment, admission to, access to, or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-11) as amended, Section 504; nor does the Board of Education, discriminate on the basis of race, color, national origin, religion, creed, or marital status in the educational programs or activities it operates.