



2025-2026

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”

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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: 7/28/2025

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 Send It Live 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 Estill Springs, 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 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 notes 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." 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. 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.**

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 them.

- Child(ren) will have the same car tag from kindergarten to fifth grade.
- One tag will be issued to a family
- Additional tags may be purchased for \$5.00
- Replacement tags can be purchased for \$5.00 if a car tag is lost, stolen or damaged

*** DISMISSAL BEGINS AT 3:05.**

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.

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 Estill Springs 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 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.

Enrichment Classes are:

- P.E.
- Music
- Library/Media Arts
- Technology Education - Technology Standards and Keyboarding
- Visual Arts

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.

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. 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.

Technology Use and Electronic Signatures

At Estill Springs Elementary, we follow all Estill County School District technology policies to keep students safe, teach responsible use, and support learning with digital tools. These policies are in alignment with Kentucky law and Board of Education responsibilities (Policy 01.0).

Technology Access for K–5 Students

All students use district-managed technology to support learning, including access to:

- Chromebooks
- Microsoft 365 for Education (Word, Teams, Outlook, etc.)
- Google Workspace for Education (Docs, Drive, Gmail, Classroom, etc.)

Students in K–5 have limited and supervised access based on their age and needs. All student activity is monitored by school staff and the district.

Acceptable Use and Digital Citizenship

Before students are allowed to use school devices or log in to online programs, a parent or guardian must sign an **Acceptable Use Agreement (AUA)**. This agreement explains the rules for using technology safely, legally, and respectfully. Students must also agree to follow those rules.

Students are taught to:

- Keep their logins private
- Use respectful and kind language online
- Never share personal information with strangers
- Report unsafe or inappropriate content to an adult

Misuse of technology may result in consequences, including loss of access and disciplinary action.

Electronic Signatures

In accordance with **KRS Chapter 369**, electronic signatures (such as typing your name, checking a box, or signing on a touchscreen) **may be accepted** for school forms and permissions. Paper options are available upon request. All digital signature practices follow Kentucky law and Board policy.

Note: Electronic signatures are not required, but they help reduce paperwork and streamline communication. Some programs and devices that support electronic signatures may involve district costs, which are managed through the school's regular technology budget and procurement process.

School Chromebooks

Students may receive a Chromebook for classroom use. While there is no fee to use the device, parents/guardians are **financially responsible** for damage, loss, or misuse. To help prevent this:

- Chromebooks should remain in their protective case at all times (if provided)
- Students must follow all device care guidelines
- Misuse may result in restricted access or consequences

Monitoring and Privacy

All internet activity, saved files, and email use may be monitored to ensure safe and appropriate use. Students should not expect privacy when using school accounts or devices. The school reserves the right to review user activity as needed.

Reporting and Security

If students or parents notice any problems (such as cyberbullying, suspicious activity, or security issues), they should report it to a teacher, the principal, or the School Technology Coordinator immediately.

Cell Phones and Personal Devices

Estill Springs Elementary and the Estill County School District follow Kentucky House Bill 208 (HB 208) requirements to help create focused, safe, and distraction-free learning environments for students.

Board-Approved Policy

The Estill County Board of Education has approved a policy included in our Student Code of Conduct stating that **cell phones and other personal electronic devices are not allowed during instructional time**.

Definition of Instructional Time

Instructional time is defined as all class periods or blocks when students are engaged in learning activities. During this time:

- Devices must be turned off and kept out of sight,
- Except when a teacher authorizes their use for educational purposes,
- Or if there is an emergency,
- Or if the student has a documented accommodation under the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA) allowing device use.

Technology Filtering and Access Controls

District-managed devices and networks block access to social media apps like TikTok, Instagram, and Snapchat during school hours unless these platforms are used for teacher-directed instruction.

Training and Communication

At the start of each school year:

- Staff and students receive training on this device use policy,
- Parents are notified through school newsletters, handbooks, and official communications to ensure everyone understands the rules.

5. Implementation and Monitoring

Teachers and school administrators regularly monitor classrooms and common areas to ensure compliance with this policy.

Consequences for violations include:

- Verbal reminders,
- Confiscation of the device until the end of the day or until a parent picks it up,
- Further disciplinary actions if violations continue.

Schools keep records of any students who have approved accommodations allowing them to carry or use devices during instructional time.

Additional Information for Parents

- Students may **not use personal devices for non-educational purposes during the school day** (before 3:05 p.m.) unless explicitly allowed by a teacher.
- If you need to contact your child during the school day, please call the school office at **606-723-7703** or message your child's teacher.

Students bringing devices to school must keep them **turned off and out of sight** unless using them as part of a teacher-directed lesson or for approved accommodations.

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.

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.

Family-School Communication

All students will receive a Family-School Communication Folder on the first day of school. This folder will be used for the duration of the school year to support regular communication between home and school. It will include weekly classwork, school updates, and important forms. Parents/guardians should review the contents regularly and return any necessary paperwork in a timely manner.

To further support communication, Estill Springs Elementary will now use Apptegy (Thrillshare) as our primary platform for classroom updates, school announcements, reminders, and photos of student learning and events. Families are encouraged to download the app to their smart devices and enable notifications to stay informed and connected. This app also allows for two-way communication with teachers and staff.

Per Senate Bill 181, staff members are not permitted to communicate with students through personal communication methods (such as personal cell phones, texting, or social media). All communication with students must occur through approved channels such as Apptegy. If a parent/guardian wishes to authorize an alternative communication method, a waiver must be signed in person at Estill Springs Elementary.

Staff members can also be reached by email. Please allow up to 24 hours for a response during the school week.

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

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: On Track

Expectations:

On

Try your best

Respect yourself and others

Always make good choices

Can do Attitude

Keepon Track

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.