

**TEMPLE HILL**  
**SCHOOL**



**“Bulldog Pride”**

**Student Handbook**  
**2025-2026**



# TEMPLE HILL SCHOOL

Bulldog Pride by Giving Our Bulldog Best

Cory Edwards, Principal  
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Dear Temple Hill Elementary Families,

Welcome back to the 2025-2026 school year! As we embark on this new academic journey together, I am filled with excitement and optimism for what lies ahead. It is a privilege to continue serving as your principal, and I look forward to working closely with each of you to ensure a successful year for all our students.

At Temple Hill, the safety and well-being of our students are our top priorities. We are committed to maintaining a secure and nurturing environment where every child can learn and grow. We continue to refine our safety protocols and procedures to provide a secure learning environment. Our electronic locking exterior and interior doors facilitate a secure campus. Our entrance protocols with questions about the nature of your visit also allow us to meet your needs prior to entrance into the building. We will continue to work diligently to ensure that every child feels safe and supported at school.

Creating a positive school culture is at the heart of everything we do at Temple Hill Elementary. We believe that every student should feel valued, respected, and empowered to reach their full potential. Our dedicated staff is committed to fostering an inclusive and supportive atmosphere where kindness, respect, and responsibility are the cornerstones of our school community. Together, we will continue to build a school culture where every child can thrive academically, socially, and emotionally.

Again this school year, we will emphasize the importance of teamwork between the school, families, and the broader community. We know that when we work together, our students benefit the most. We encourage you to stay actively involved in your child's education by attending school events, volunteering, and communicating with teachers and staff. Your partnership will enhance this necessary teamwork.

Thank you for your continued support and trust in Temple Hill Elementary. I am confident that, with our collective efforts, we will make this school year one of the best yet. Let's work together to make this year safe, positive, and full of growth and achievement for every student.

Best wishes,

A handwritten signature in blue ink that reads "Cory Edwards". The signature is written in a cursive style with a large, stylized "C" and "E".

Principal Edwards-Temple Hill Elementary School

The Barren County Board of Education Provides  
Equal Education and Employment Opportunities

### Welcome

We welcome you to Temple Hill School. We hope it will be a happy and successful year for everyone. Our dedicated teachers and staff are here to work with you to ensure that your child has a successful school year. If you have any questions, please see your teacher or give the school a call. **Have a great year!**

### School Hours

**For the current school year, the school hours are 7:20 a.m. to 2:25 p.m. All students are to arrive at school on time to be in their classes at 7:20. Breakfast is provided from 6:55 –7:15 am.**

### Attendance

Attendance is very important to the success of our educational program at Temple Hill School. Our school has been a leader in the district in attendance. We want to continue this success during the 2024-25 school year. Thanks for your efforts in our success. Average daily attendance is an important part of our funding source to provide adequate resources for our school. Please make every effort to have your child at school on a regular basis.

1. To report student absences, parents are requested to call the school to inform the office of the absence between 8:00 a.m. and 9:00 a.m.
2. Parents will need to send a signed note to school anytime a child is absent (including tardies) within three days of the student returning to school after an absence. (This is in addition to the initial phone call.) Make-up work is the student's responsibility. In the event of an absence, the parent may call the school by 9:00 a.m. to request assignments to be available for pick-up between 2:00 and 3:00 p.m. in the office.
3. For a student to be eligible for a perfect attendance award for the school year, he or she shall have **no absences and no more than three (3) unexcused tardies. Perfect attendance for a 9 week period will be 0 absences and no more than one (1) unexcused tardy.**
4. Students who arrive late or leave early must sign in/out at the office. A parent or guardian must sign in the student at the office stating the reason for the tardiness/pickup.
5. Only parents or guardians may pick up children from school unless we have written authorization and proper identification. The attached "**Leave school permission form**" is required for all students. This form should be completed and returned during the first week of school. Anyone who picks up a student from school may be asked to show identification.
6. Every student is to leave school immediately following the last bell except those under the direct supervision of a teacher, coach, sponsor, or principal. School will not be liable for students left after this time.
7. **Please refer to the Barren County Board of Education District attendance policy for specific details.**

### School Nurse

Temple Hill will employ a full time nurse for the 2025-26 school year. This is a partnership between the Barren County Board of Education and Cumberland Family Medical. A consent form will be sent home for each student. Parents/Guardians need to complete and return the consent form back to school as soon as possible. Without the completed consent form on file, the school nurse cannot see or treat your child.

### **Student Behavior**

Students are expected to conduct themselves in a safe, courteous manner. Please help us to maintain a beautiful school facility. The following are general rules for Temple Hill students:

1. No gum chewing in the building or grounds.
2. No radios, CD players, iPods, cell phones or other electronic devices or toys should be brought to school unless approved by the principal or homeroom teachers.
3. Students are to **walk** in the halls at all times. They are to walk to their right as to minimize traffic problems in the hall. No noise or talking in the halls, voice level zero. No touching the walls or leaning their feet on the walls.
4. No body contact sports are allowed.
5. Proper restroom use and courtesy is expected at all times.
6. Dangerous weapons, including "look alike" toys, are NOT permitted on school property.
7. All trading cards need to remain at home.
8. Any improper items will be confiscated.

**The Board of Education adopted the Student Code of Conduct in the Barren County Discipline Handbook that applies to all students. Temple Hill also has a student discipline code used with all students.**

### **Illness/Injuries at School**

1. All accidents and illness must be reported to the office as soon as possible. An accident report will be completed.
2. Should a student need to be excused from gym or recess for an extended period of time, a physician's note stating the reason and length of exclusion must be brought to school.
3. School Day insurance is provided to all students by the Barren County Board of Education.

### **School Buses**

1. Safety rules for the school bus will be given to each bus rider.
  - a. Sit on your bottom
  - b. Face forward
  - c. Voice Level 2 (with appropriate language)
  - d. Keep hands, feet, and all objects to yourself
2. Children who cannot abide by all the established rules regarding transportation may lose bus privileges.
3. District-wide bus procedures will be followed. (See attached bus form for disciplinary actions.)
4. Children must ride their assigned bus unless the office receives a written note from the parent or guardian indicating another bus or other transportation arrangements.
5. Please notify the school office if your child's regular method of transportation changes.
6. Due to safety concerns, please keep to a minimum, the number of daily bus drop-off changes.
7. **Students are expected to follow the same guidelines and procedures when riding the bus to and from school as they follow during school. Voice levels will be posted on the bus.**

### Visitors

1. Parents/guardians are welcome to visit at Temple Hill School.
2. **ALL** visitors must report to the office upon entering the building.
3. **Our school will ask for proper identification upon entering the building and secure your vehicle keys until you are signed out of the building.**
4. All visitors will be signed-in and signed-out in the office. In regard to student safety, you will also be required to state your reason for being on campus.
5. Name, address, telephone may be required as needed.

### Parent /Teacher Conferences

1. Please contact the office to schedule a conference with a teacher, counselor, or the principal.
2. Parents/guardians will not be permitted access to teachers during instructional time. If you need to meet with a teacher, please schedule a time that will meet the needs of the teacher and parent.
3. A Parent/Teacher Conference opportunity will be scheduled during the fall semester and the spring semester.

### School Closing

On those snowy/icy mornings when there is doubt as to whether there will be school in the Barren County School System, listen for an announcement on the local radio and TV stations. Households will be notified by the Rooms Communication system. **DO NOT CALL THE SCHOOL OR THE OFFICE OF THE SUPERINTENDENT UNLESS ABSOLUTELY NECESSARY.** It is important to have these lines open for urgent calls or emergencies. The Barren County Schools will once again utilize non-traditional instruction (NTI) days. More information will come home this fall.

### Guidance and Counseling

Guidance and counseling services are available for all students. If you have questions or concerns, please contact the office.

### Dress Code

1. All students are expected to dress for prevailing weather conditions.
2. Any attire that attracts undue attention to the wearer, thus causing a disturbance and/or interfering with the orderly operation of the school, is **not acceptable**. Improper language or advertisements are not allowed.
3. Jeans/pants with rips, frays, and holes in them should not show visible skin more than three inches above the knee. Leggings or tights can be worn under jeans/pants with rips, frays, and holes in them. (added 01/19/22 per SBDM)
4. **NO** short tops, halter tops, tank tops, spaghetti/T-strap tops, skin-tight clothing, sagging pants, "confederate/rebel", or wrestling shirts, (which contain inappropriate pictures or language) etc. will be permitted. Parents may be called to bring suitable attire or if possible, the school will provide suitable attire.

5. Shorts and dress lengths must be mid-thigh or longer. This will be monitored closely.
6. No caps or hats are to be worn in the building unless prior approval of the principal or teacher.
7. The Principal shall have the final authority in determining compliance with the dress code.

### **Student Activities**

A number of curricular and extra curricular programs for students are held during and after school hours. Please contact us regarding information on:

Little League and Bitty Ball Basketball, Beta Club (grades 4-6), Academic Team, Student Technology Leadership Program (STLP) and other activities that will be offered through our Barren Beyond the Bell after school program and 21st Century programming.

### **Grades/Progress Reports/Student Records**

Each student will receive a grade card or progress report at the end of the nine-week grading period. Barren County grading scale is as follows:

A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60.

To enroll at Temple Hill Elementary, all students are required to have a valid immunization certificate, medical examination form, and an official birth certificate and a copy of the child's social security card. Required documents **MUST BE** received before a student can be officially enrolled at Temple Hill. This is in accordance with district policy.

Non-custodial parents have the same right to access of student's records as the custodial parent, except where access is limited by an agreement between the parents or a court order affecting the rights for parents. **Custodial parents or guardians are responsible for providing the school with documentation for all custody changes and/or restrictions.**

### **School Lunch**

Breakfast and Lunch

Breakfast and lunch are available in the cafeteria at "no charge" due to the Community Eligibility Provision program. The Community Eligibility Provision or CEP is a program offered through the National School Lunch and Breakfast Programs that allow schools and local educational agencies (LEAs) located in low-income areas to provide free breakfast and lunch to ALL students in Barren County School District. Please be sure to complete the household income form as this is used in determining the district's funding eligibility.

Please refer to the district student handbook or the beginning of the year student folders for information about student meal charge policies and required documentation for the CEP program.

The only items that will require payment are a la carte items and second meals, if students choose to purchase these items. Students may also be able to utilize a share table, when available, at no charge to the students.

Students should **NOT** bring soft drinks for lunch. No glass containers are permitted due to safety issues. Parents should call by 10:00 am if they plan to eat lunch at school. Students may bring a packed lunch from home, but parents are encouraged to refrain from bringing food from a restaurant into cafeteria spaces.

STAFF AND VISITORS

BREAKFAST \$3.15 (TBD) LUNCH \$4.85 (TBD)

### **Parent Involvement**

Parent involvement and participation in school activities is a proven indicator for successful school performance. We encourage active parent involvement and offer the following programs for your consideration:

**School Based Decision Making Council** (The Council meets monthly.) The SBDM Council consists of 3 parents, 4 teachers, and the school principal. Council members for 2025-26 are Cory Edwards-principal; teachers – Jourdan Branstetter, Kali Coffey, Melissa Shaw, and Kayla Tittle; parents –Thomas Williams Jr., Chasity Lollar, and Ashley Thompson.

The SBDM Council is scheduled to meet on the following dates:

**July 17, 2025**  
**August 20, 2025**  
**September 17, 2025**  
**October 15, 2025**  
**November 19, 2025**  
**January 21, 2026**  
**February 25, 2026**  
**March 18, 2026**  
**April 15, 2026**  
**May 13, 2026**  
**June 17, 2026**

#### Parent Volunteer Program

- Parent Teacher Organization
- Family Resource Center Advisory Council
- Parent Teacher Conferences
- Community Education classes
- Family Literacy Nights

If you would like to be involved in your child's education, please call Temple Hill School at 270-427-2611. We look forward to hearing from you.

Included are specific forms that are to be completed, signed, and returned to school. **PLEASE RETURN ALL FORMS AS SOON AS POSSIBLE!**

**HAVE A TERRIFIC SCHOOL YEAR!**



## **Family Resource Center**

**The Southern Barren Family Resource Center was funded by a grant in 1998. Our mission is to remove barriers to education. We offer a variety of services to students, their families and school staff. The main goal of the center is to involve school, families, and community in a cooperative effort in supporting and encouraging our students to reach their potential. In order for all children to learn, centers must help remove learning barriers.**

**We are here to enhance students' abilities to succeed in school by assisting families in meeting some of their basic needs. This will take place by providing community services at the center and by linking families to agencies in their community. Together we offer assistance with clothing, food, personal hygiene items, school supplies, health services, eye exams, holiday assistance and the Barren Beyond the Bell Program.**

**You will find us at the Back to School Bash, Family Math/Reading Nights, Safe Kids & Safe Community Meetings, KY ASAP Meetings and Community Baby Shower. We also coordinate the Character Education Recognition Program, Attendance Incentive Program, Grandparent/Caregiver Support Group, Red Ribbon Week Activities, and Student of the Month.**

**The Family Resource Center provides services to the whole family. We strive to make our school a friendly, welcoming environment for parents as well as students. We are located in room 153 next to the library. You may use door #11 in the back of the building. Feel free to stop by and meet your Family Resource Center Coordinator, Dana Salley, or Assistant Coordinator, Ashley Seeley. We can also be reached at 270-427-2273.**

***"Be kinder than necessary, for everyone you meet is fighting some kind of battle."***



## **Barren Beyond the Bell Program 25-26**



**Please visit the link below to access necessary information for the BBB program for 25-26.**

**[Barren Beyond the Bell Website Link](#)**

## Temple Hill Elementary Discipline Code

*The following pages outline the consequences for violations of our school rules and code of conduct.*

<b>Offenses- Major (levels II &amp; III)</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Bullying, Intimidation, Harassment</b>	Discretion of Principal; possible warning, student conference, parent conference, referral to counselor; half- day of in-school/after school detention	Discretion of Principal; student conference; parent conference; 1-2 days of in-school/after school detention; possible suspension	Discretion of Principal; student conference; parent conference; 2-3 days of in-school/after school detention; possible suspension	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension; possible pre-board hearing
<b>Threat of force or violence</b>	Discretion of Principal; student conference; parent conference; 1-3 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension; possible pre-board hearing	Discretion of Principal; student conference; parent conference; 5 days of in-school/after school detention; 1-3 day suspension; pre-board hearing	Discretion of Principal; student conference; parent conference; 3-5 day suspension; pre-board hearing
<b>Overt Defiance</b>	Discretion of Principal Student/parent conference; half-day of in-school/after school detention	Discretion of Principal; Student/parent conference; 1-2 days of in-school/after school detention	Discretion of Principal; Student/parent conference; 3-5 days of in-school/after school detention; possible suspension	Discretion of Principal; Student/parent conference; 5 days of in-school/after school detention; possible suspension
<b>Disrespect toward a faculty member</b>	Discretion of Principal; Student Conference; parent conference; loss of privilege; half-day of in-school/after school detention	Discretion of Principal; Student Conference; parent conference; 1 day of in-school/after school detention	Discretion of Principal; Student Conference; parent conference; 2-3 days of in-school/after school detention; possible suspension	Discretion of Principal; Student Conference; parent conference; 3-5 days of in-school/after school detention; possible suspension
<b>Disrespect with profanity or aggression toward a faculty member</b>	Discretion of Principal; Student/Parent Conference; 3-5 days of in-school/after school detention	Discretion of Principal; Student/Parent Conference; 5 days of in-school/after school detention; possible 1-3 day suspension	Discretion of Principal; Student/Parent Conference; possible 3-5 day suspension; possible pre-board hearing	Discretion of Principal; 5-10 day suspension; Pre-board hearing
<b>Fighting/Physical Aggression</b>	Discretion of Principal; Student/Parent Conference; 2-3 days of in-school/after school detention	Discretion of Principal; Student/Parent Conference; 3-5 days of in-school/after school detention; possible 1-2 day suspension	Discretion of Principal; Student/Parent Conference; 5 days of in-school/after school suspension; possible 3-5 day suspension; pre-board hearing	Discretion of Principal; Student/Parent Conference; possible 5-10 day suspension; pre-board hearing
<b>Property Misuse</b>	Discretion of Principal; student conference; parent conference; loss of privilege; half-day of in-school/after school detention	Discretion of Principal; student conference; parent conference; 1 day of in-school/after school detention	Discretion of Principal; student conference; parent conference; 2-3 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension
<b>Destruction of</b>	Discretion of Principal;	Discretion of Principal;	Discretion of Principal;	Discretion of Principal;

school property; vandalism	student conference; parent conference; restitution of damages; 1-3 days of in-school/after school detention	student conference; parent conference; restitution of damages; 3-5 days of in-school/after school detention; possible suspension	student conference; parent conference; restitution of damages; 1-3 day suspension; possible pre-board hearing	student conference; parent conference; restitution of damages; 3-5 day suspension; pre-board hearing
Theft/Forgery	Discretion of Principal; student conference; parent conference; 1-3 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension; possible pre-board hearing	Discretion of Principal; student conference; parent conference; 1-3 day suspension; possible pre-board hearing	Discretion of Principal; student conference; parent conference; 3-5 day suspension; pre-board hearing
Lying to faculty member	Discretion of Principal; student conference; parent contact; loss of privilege; half-day of in-school/after school detention	Discretion of Principal; student conference; parent conference; 1-2 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 5 days of in-school/after school detention; possible suspension
Cheating; plagiarism	Discretion of Principal; student conference; parent conference; finish assignment; grade of zero given for assignment; half day of in-school/after school detention	Discretion of Principal; student conference; parent conference; finish assignment; grade of zero given for assignment; 1-2 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; finish assignment; grade of zero given for assignment; 3-5 days of in-school/after school detention; possible suspension	Discretion of Principal; student conference; parent conference; finish assignment; grade of zero given for assignment; 5 days of in-school/after school detention; 1-3 day suspension
Abusive Language (profanity, vulgar statements or jokes)	Discretion of Principal; student conference; parent contact; loss of privilege; half-day of in-school/after school detention;	Discretion of Principal; student conference; parent conference; 1-2 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension	Discretion of Principal; student conference; parent conference; 5 days of in-school detention/after school ; possible suspension
Disruption (screaming outburst; back-talking teacher)	Discretion of Principal; student conference; parent contact; loss of privilege; half-day of in-school/after school detention	Discretion of Principal; student conference; parent conference; 1-2 days of in-school/after school detention	Discretion of Principal; student conference; parent conference; 3-5 days of in-school/after school detention; possible suspension	Discretion of Principal; student conference; parent conference; 5 days of in-school/after school detention; possible suspension

**\*ANY INFRACTION BEYOND PRESCRIBED ACTION IS UP TO THE PRINCIPAL'S DISCRETION AND BOARD POLICY.**

**\*ANY INFRACTION NOT LISTED ON THE DISCIPLINE CODE IS UP TO THE PRINCIPAL'S DISCRETION AND BOARD POLICY.**

Definition of terms:

Cheating- to act dishonestly; to deceive by trickery, to use someone else's answers.

Forgery- to fashion or reproduce fraudulently; counterfeit; forge a signature.

Plagiarism- to use and pass off as one's own ideas or writings.

Profanity- Obscene or irreverent (disrespectful) language.

Theft- the action of stealing, which means to take without right or permission.

Threat- an expression of an intention to inflict pain, injury, damage, or other hostile action on someone. **(Adopted: 10/15/18)**

Vandalism- willful or malicious destruction or defacement of public or private property.

**(Revised: 8/8/24)**

## Leave School Permission and Emergency Information Form

Student Name (**Please Print**) \_\_\_\_\_  
*Last Name First Name Middle Name*

Student Address \_\_\_\_\_

Student Age \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone Number \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Bus Number \_\_\_\_\_

To serve your child in case of illness or accident, it is necessary that you furnish the following information. If for any reason this information changes during the school year, it is your responsibility to come to the school to complete a new form.

In case of sudden illness, accident, emergency, etc. of the above named child, I give permission for the following people to pick up my child from school or school-sponsored activity.

If it is impossible to contact any of the people listed below, the school and/or local health officials will take necessary action to maintain my child's health.

Names, **including parent/guardian**, or people that may pick up my child:

<i>Name - Please Print</i>	<i>Relationship</i>	<i>Home Phone</i>	<i>Work Phone</i>	<i>Cell Phone</i>

**\*\*\*BARREN COUNTY HIGH SCHOOL AND TROJAN ACADEMY:** A student will be limited to 2 call-in sign outs per semester; after 2 the parent, or someone from the sign out list must be present to sign out the student. This policy will also apply to 18 year old students as well as married students.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Phone Number*

*\*Please also fill out the reverse side of this form\**

### **Transportation Information**

**In an effort to ensure we have the correct information concerning your child's transportation to and from school, please complete this form and return it to your child's homeroom teacher. Thank you!**

1. How does your child come to school in the morning?

Car \_\_\_\_ Bus \_\_\_\_ Bus # if known \_\_\_\_

2. If bus, what is the pick up address?

\_\_\_\_\_

3a. How does your child get home from school in the afternoon?

Car \_\_\_\_ Karate/Church Van \_\_\_\_ Bus \_\_\_\_ Bus # if known \_\_\_\_ Stay for Afterschool \_\_\_\_

3b. If bus, what is the drop off address?

\_\_\_\_\_

3c. Is this address different from your home address?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. My child's transportation requirements may change daily (**see below**)

Yes \_\_\_\_\_ No \_\_\_\_\_

#### **\*\*\*IMPORTANT\*\*\***

If your child rides the bus home some days and is a car rider other days, please send a note to school with your child stating how they will get home **that** day, or call the school office ***BEFORE 12:30pm***. Thank you!

#### **\*\*\*\*REMINDER\*\*\*\***

Each year it is your responsibility to be sure we have proper court documentation on custody situations. Without legal documentation we can not prevent parents from picking up their children.

***\*Please also fill out the reverse side of this form.\****