

# 2026-2027
# Estill County Public Schools

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

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## West Irvine Elementary

# West Irvine Elementary

# Student/Parent Handbook

*"Home of the Engineers"*

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Irvine, KY 40336
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Principal: Tonya Miller
Assistant Principal: Brooke Young
School Counselor: Latosha Adams
Family Resource Coordinator: Courtney Barnes

**Vision/Mission Statement**

**Become a School of Excellence by providing high-quality education**

**for all students in a safe and supportive environment**

We will achieve our vision by:

- Evidence of high-level teaching and learning
- All stakeholders are actively engaged in continuous improvement
- All stakeholders participate in respectful and responsible partnerships

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# WEST IRVINE ELEMENTARY STUDENT HANDBOOK

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

REVISED: 5/3/2023

## 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 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 via the ThrillShare telephone service.

Occasionally, inclement weather conditions occur while children are already at school. If the school needs to be dismissed early, the announcements will be made over the local radio station and via Thrill Share 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 NTI Day?**
An NTI or non-traditional instruction day 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 NTI 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 any assigned meetings AND submitting assignments within one week of the NTI day.

**ATTENDANCE**
West Irvine 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 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 notes are to be given three (3) per semester. A student is not allowed to carry over parent notes from the 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

reasons 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

The 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 during the previous year, the tag will work for 2025-2026.

- 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

**Pick Up Time: 3:05-3:20**

During the 2026-2027 school year all students will be picked up in the front entrance of the school. Parents should enter the school from the “McDonald’s Entrance” and should loop through the bottom parking if needed to ensure there are no back ups on the main road.

**Please do not arrive at school prior to 2:55** This creates a safety hazard for our school. No cars will be permitted in the top loop prior to 2:40.

**VISITORS**

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 at 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 the school. The 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 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

West Irvine Staff **will not** dispense prescription medication to students **unless** it has been prescribed by a physician and with the 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 a parent/guardian. Please note that over-the-counter medication cannot be given more than three (3) days in a row without a doctor's 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 into the office and complete the 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. The 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 ensure compliance.

## ACADEMICS

All students have access to a common academic core. The focus for elementary students is reading/writing, math, science, and social studies.

The following enrichment classes are included:

- P.E. - gym shoes are required for class
- Music
- Library/Media Arts
- Visual Arts
- Technology

Classroom teachers will provide the rotation schedule for your student.

## STUDENT PROGRESS

Report cards will be sent home after each nine-week grading period. All progress will be reported toward mastering Kentucky Grade Level Standards.

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

## DRESS CODE

All students are expected to maintain the highest possible standards of personal hygiene. This includes personal cleanliness, as well as wearing clean clothing. Appropriate shoes must be worn at all times. 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.

## Technology Use and Electronic Signatures

At West Irvine 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 will 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 (Kindergarten/First)
- 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

West Irvine 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 **606-723-4800** 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 the qualifications of their child's teacher at any time. Please contact the Principal for more information. Certification can also be obtained at: https://wd.kyepsb.net/EPSB.WebApps/KECI/

## HOMELESS

West Irvine 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 educational 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

### 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, **West Irvine Elementary will now use Class Dojo** 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 West Irvine 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 mission of the West Irvine Elementary Family Resource Center is to enhance student's ability to succeed in school by developing and sustaining partnerships that promote:

- Early learning and successful transition to school:
- Academic achievement and well-being; and
- Graduation and transition into adult life.

The West Irvine Elementary Family Resource Center is open from 8:05 a.m. – 3:10 p.m.; Monday – Friday. Please call (606) 723-7733 to speak to the FRC Coordinator, or to receive more information about services and resources available to West Irvine Intermediate 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

### FAMILY/GUARDIAN

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

- Complete and return all required information forms to school; update forms as needed

- Make sure my student attends school regularly, is on time, and is prepared to learn with work complete
- Set aside time to review school work on a regular basis
- Provide a positive place for study
- Encourage my student's efforts and be available for questions
- Stay interested and aware of what my student is learning
- Read with my student regularly
- Communicate frequently with my student's teacher through Apptegy
- Sign reports and respond when students' teacher requests, such as the Thursday folder, homework assignments, reading logs, practice tests, behavior reports, assessments, report cards, permission slips, etc.

_____

Guardian Signature Date

**STUDENT**

It is important that 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 and practice math facts regularly
- Show respect for myself and others
- Make responsible choices
- Be honest
- Be prepared to learn every day
- Do my best
- Keep safety in mind - If you see something, say something

_____

Student Signature Date

**TEACHER**

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

- Encourage students and families by communicating consistently about their student's progress
- Consistently give students positive feedback
- Hold a minimum of two (2) student-led conferences per year

- Provide rigorous instruction for all students in a supportive, safe, and positive environment
- Have high expectations for all students, thus believing all students can learn at high levels
- Make myself accessible to families and encourage them to volunteer in the school
- Do my best to move each student to the next level of learning
- Promote excellence of our school
- Be positive, productive, and patient

_____

Teacher Signature Date

**PRINCIPAL**

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

- Provide an environment for learning which is safe, positive, productive, and promotional for students, staff, and families
- Provide a welcoming atmosphere for all students, staff, families, and the community
- Allocate and support resources to ensure a rigorous curriculum is taught in all classrooms
- Assist teachers in being life-long learners and provide ongoing, high-quality professional development on a consistent basis
- Be visible throughout the school to students, staff, and families
- Monitor assessments and progress consistently and offer feedback
- Review classroom and school-wide behavior plans and ensure a printed copy is sent home (Positive Behavior Interventions and Supports)
- Provide the opportunity and facilities for monthly PTCO meetings
- Coordinate with Family Resource Center (FRC) Coordinator in providing families and students the opportunity to have all barriers removed to ensure more learning will occur
- Organize my time and materials to ensure more time to assist staff with student learning

_____

Principal Signature Date

## DISCIPLINE

**See the District Discipline Code (Located on the District Website)**

At West Irvine Elementary, we strive to follow our district's discipline code and PBIS guidelines as consistently as possible. However, we also understand that every student and situation is unique. **Our school administration reserves the right to make final decisions regarding behavior consequences**. We lead with a trauma-informed lens, considering the whole child and the context of each incident to ensure that responses are fair, supportive, and in the best interest of all students.

## Positive Behavior Support at West Irvine Elementary

At West Irvine Elementary, we believe in creating a safe, respectful, and responsible learning environment for every student. Our school follows a Positive Behavioral Interventions and Supports (PBIS) model, which means we focus on teaching, modeling, and reinforcing positive behaviors while also addressing misbehavior in ways that help students grow.

**We group behaviors into three tiers based on how serious they are:**

## Tier 1 – Minor Behaviors

**These are common behaviors that teachers manage in the classroom. They include things like:**

- Not staying on task or being distracted during lessons
- Making distracting noises or talking at the wrong time
- Ignoring directions or refusing to participate
- Being unkind to peers (like teasing or cutting in line)
- Not being prepared or following class routines

### How we respond:

Teachers use strategies like reteaching expectations, positive reinforcement, reflection sheets, and parent contact when needed.

## Tier 2 – Ongoing or Disruptive Behaviors

**These behaviors happen more often or have a bigger impact on learning. They may include:**

- Repeated refusal to follow directions or disruptive behavior
- Difficulty managing emotions or staying regulated
- Trouble with peer conflict, overreactions, or social struggles
- Sensory-seeking or avoiding behaviors that disrupt the classroom
- Physical aggression like pushing or kicking

**How we respond:**
Staff may collect behavior data, involve school counselors, contact families, provide behavior support, and work with students in small social-emotional groups. Repeated tier 2 behaviors will be dealt with in the office and consequences may be provided based on the district behavior matrix.

### Tier 3 - Major or Unsafe Behaviors

**These are serious behaviors that pose safety or learning concerns. Examples include:**

- Fighting or hurting others
- Making threats or using unsafe language
- Bullying or harassment, including online
- Damaging property or bringing weapons
- Leaving classrooms without permission or skipping class
- Using or bringing drugs, alcohol, or tobacco
- Disrupting class to the extent that no learning can occur

**How we respond:**
These situations involve administration. Parents are contacted, and consequences may include office referrals, safety assessments, counseling, or disciplinary actions as outlined in the district's student code of conduct.

West Irvine Elementary follows the Estill County Schools Student Discipline Code. While the district code serves as the foundation for addressing student behavior, school administrators reserve the authority to determine appropriate consequences based on the individual circumstances of each incident. In making disciplinary decisions, administrators consider factors such as student age, intent, safety, disciplinary history, and the impact of trauma or other mitigating circumstances, while maintaining a safe, orderly, and supportive learning environment for all students.

## Safe Crisis Management (SCM) Information for Parents/Legal Guardians

At West Irvine Elementary School, the safety of our students and staff is our highest priority. Staff members receive training in evidence-based practices designed to prevent, de-escalate, and safely respond to crisis situations. The following information is provided to help parents and guardians understand Safe Crisis Management (SCM) and its purpose.

**What is Safe Crisis Management (SCM)?**

Safe Crisis Management is a comprehensive training program focused on preventing and managing crisis behavior and improving safety in facilities and schools.

**Why is it important for personnel at my child's school/organization to be trained in SCM?**

Sometimes individuals have difficulty making good behavior choices. Sometimes individuals may use behavior that is dangerous to themselves and/or others.

Safe Crisis Management teaches organization personnel how to prevent unwanted behavior incidents, how to help individuals make better behavior choices, how to safely manage dangerous behavior, and what to do after a behavior incident has ended.

**Are SCM Emergency Safety Interventions safe?**

Yes. All SCM Emergency Safety Interventions have been reviewed by five different physician groups. All five groups reported that each SCM Emergency Intervention is safe when used correctly.

Safe Crisis Management stresses "individual safety first" and that Emergency Safety Interventions should only be used when an individual is a danger to themselves and/or others.

**What should I do if I have questions about SCM?**

If you have questions or would like more information about SCM, either ask to speak with your organization's/school's SCM Instructor or contact JKM Training, Inc.

## GRIEVANCE PROCEDURES

The staff and administration of West Irvine Elementary realize 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 RehabilitationAct 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.