Albany Elementary School



Student Handbook

2026-2027

Dr. Sabra Albertson, Principal
Mr. Eric Mercer, Assistant Principal

ALBANY ELEMENTARY FACULTY
2026-2027

Sabra Albertson, Principal Eric Mercer, Assistant Principal
Sherry Johnson, Guidance Counselor

First Grade: Halee Bunch Paige Cavanah Keisha Garrett Courtney Hunter Crystal Marcum Tiffany Norris	**District Librarian:** Allison Bilbrey **District Assistant Librarian**: Kathie Upchurch
Second Grade: Laura England Carol Latham Mindie McDaniel Tammie Conner	**Exceptional Education:** Linda Blair Shawna Huddleston Robert McDaniel Jade Simmons Brian Tarter
Third Grade: Ethan Irwin Bobbianne Key Kaylee Laws Scottlyn McWhorter Allison Ray	**Speech Pathologist:** Sara Pence Jessica Tallent (0.5 FTE)
Fourth Grade: Amy Fenner Zackary Pharis Lydia Sloan Chasity Starns Emma Vermillion Melissa Wilson	**Curriculum Specialist:** Christina Stearns
Related Arts Carolyn Guffey Scott Gregory Megan Rains Shannon Shearer Sandy Shelton	

ALBANY ELEMENTARY STAFF
2026-2027

Office Staff: Paula Gibson, Financial Secretary Christy McCutchen, Attendance Clerk Katrina Smith, Secretary	**Custodial Staff:** Kay Rogers, Supervisor Christian Burchett BJ Butler Joanne Guthrie
School Nurse: Brittany Brown	**Lunchroom Staff**: Penny Duvall, Head Cook Lisa Atkins Tasha Daily Linsey Duvall Tonia Clemons Rhonda Dicken Christy Flowers
Paraprofessional: Heather Orton	**Family Resource Center** Kerrilynn Oliver Faye Griffin

Instructional Assistants:

Lisa Craig
Abby Flowers
Karren Garner
Tosha Garner
Ashley Glidewell
Hannah Grider
Felicia Griffin
Faith Johnson
Sheila Massengale
Shannon Madison
Beth Neal
Makayla Parkhurst
Renee Riddle
Amanda Stearns

Vision of Albany Elementary

Expecting Excellence Every Day

Mission of Albany Elementary

The mission of Clinton County Schools is to collaborate with the community to inspire life-long learning and future success.

Clerical Considerations

Accidents and Sickness

It is important that we have current home and work phone numbers or some way to always contact you in case of an emergency. In case of injuries/illness, we have a school nurse available in the front office (Mrs. Brittany Brown) Please contact the school at 387-5828, if any changes are to be made.

Student Attendance

We feel that our students should be taught not only subject matter but also how to develop good habits in punctuality, self-discipline, and responsibility. Therefore, recognizing the direct relationship between attendance and achievement and realizing that a day of school missed can never be entirely made up, the following policy on school attendance is to be implemented.

When a student must be absent from school for illness, death in the family, communicable disease, injury, or any other unforeseeable emergency, it is the responsibility of the parent/guardian to notify your child's school of the reason for the absence. The notification can be in the form of a written note or a doctor's note. You may also call the school when an absence must occur. However, a written or doctor's must be presented upon the return to school. **The written excuse must include: (1) the full name of the student (2) date of days the student missed (3) the reason for the absence(s), and (4) and full signature of the parent/guardian. This written note must accompany your child upon his/her return the very next day.**

All absences, up through 8 for elementary (K-6) for which parents/guardians have written excuses; giving legitimate reasons for the absence will be excused. Parents/Guardians have a unlimited doctor's notes that can be used throughout the school year.

Three (3) unexcused tardies shall constitute one (1) absence in the class missed. A tardy occurs when a student arrives after 7:50 a.m. or leaves before 2:50 p.m.

*All Notes must be turned in to the school as soon as possible but no later that five days of the child's return date.

Board Policy 159.150 states what constitutes truancy.

A child who has been absent from school without a valid excuse for three (3) days, or tardy on three (3) days, is a truant. Any child who has been reported as a truant more than three (3) times is a habitual truant.

Reasons for Excused Absences:

1. Illness
2. Family Emergencies
3. Authorized School Activities
4. Participation in 4-H Activities
5. Death in Family
6. Doctor or dentist appointment that cannot be made after school hours. (Please make every effort to schedule doctor/dental appointments after school hours.) If an absence or tardy occurs, have the doctor issue an excuse for your child to bring back to school. The doctor's excuse may be faxed to AES at 387-4930 within 24 hours.
7. Absences, according to the discretion of the principal and parent/guardian, may be deemed appropriate but not covered in the above stated instances.

Unexcused Absences

Definition of unexcused absence: A student's absence from part or all of the school day without the knowledge and consent of parents, legal guardian or authorized school personnel.

Absences from class which may not be excused are:

1. Truancy
2. Missed Bus
3. Vacations
4. Poverty
5. Distance
6. Working
7. Indifference of parents or guardians
8. Suspensions

Definition of Tardiness: A student who is not seated in his homeroom, classroom or other assigned areas when the tardy bell rings is considered tardy. See Code of Pupil Conduct for more details on attendance.

When students are absent from school, a parent or doctor's note must be presented upon returning to school. The note needs to include the student's name, reason for absence, homeroom teacher's name, date, and parent/guardian signature. If a parent doesn't include a valid reason, the note will not be excused. Just putting an appointment on the note will render an unexcused absence. The school gets audited, and we must follow correct protocol. If you have any questions about the note or reason for excuse, please see Mrs. Paula Gibson or Mrs. Christy McCutchen. Remember, a child can only have up to 8 parent notes in one school year.

Transferring

It will become necessary for some of you to leave your school during the year. If possible, try to notify the teacher in advance so that we may help make your transfer speedy. See that all textbooks, library books, Chromebooks (including charger), and school materials are returned before leaving. All school lunch charges, and other obligations must be paid in full before transcripts are forwarded. Penalties may apply for outstanding bills or returned checks.

Changing Addresses

Whenever a family moves to a different address or changes telephone numbers, the school must be notified of these changes. If an emergency should arise during the school year, we must have accurate information including home, work, and emergency information. It is the responsibility of the parents/guardians to keep this information up to date.

Change of Address/Telephone/Bus/Custodial Rights

It is important that every student maintains an up-to-date address, phone number, and bus number. ******Most importantly, if custodial rights change during any part of the school year, PARENTS MUST provide a copy of the Agreed Order Form signed by the judge to the front office, this also includes EPO's.***

School Forms/Documents

Teachers will be sending home various documents/forms to read and sign at the beginning of the school year. Please check your child's backpack **daily** for these forms and return them promptly.

Transportation Changes

To achieve the safest possible change in transportation arrangements for your children, the following policy is in effect:

All transportation changes need to be in the form of a written note to your child's classroom teacher. The note must include Date, Physical Address where the child will be going and signature of legal custodian/parent. We will take those changes over the phone only in an emergency. You may be asked questions to verify your identity. After the teacher has documented this information, it will be forwarded to Mrs. Christy McCutchen, where it will be kept on file. This will require some prior planning on your part, but we feel this will ensure that your child will know what to do without any anxiety.

Visitors

Visitors will be limited and must have approved background checks before they can be permitted into the classrooms and common areas. All approved visitors must register at the front office entrance and state the nature of your visit as deemed by the local school board policy. All approved visitors will need to have their QR Code ID or valid driver's license when they approach the front office or designated area.

When parents are on field trips with students and need to leave their vehicle on school grounds, they must park in the lot beside the gym in the back of the school. Violators may be towed at the owner's expense if they block others or obstruct any fire lanes that are clearly marked around the building or designated pickup areas.

Student Telephone Usage

No child will be called to the telephone except in case of emergency, but messages will be delivered to him/her. Forgetting school supplies or wanting to spend the afternoon with a friend are not emergencies. These arrangements must be made at home the day before, not at school. **Please make transportation arrangements in a timely manner in the form of a note accompanied by the student. Visitors are not permitted to use school phones unless authorized by one of the principals.**

School Pictures

Individual color pictures are made each Fall. Parents and students will be notified of the date in advance. Group class pictures and a variety of individual portraits will be made available in the Spring. Purchase of all pictures is completely optional.

Lost and Found

The school cannot assume responsibility for any losses. Parents, it is very helpful to our staff if you put the child's name on the label of outerwear such as coats and jackets. However, if you will report immediately, every effort will be made to help in recovering missing items.

Emergency School Closings

Reports on emergency school closings due to weather conditions are given on WANY radio. Please listen to your local radio for any early dismissal or cancellation information if you suspect any inclement weather conditions. In addition, the use of One Call now will be used to notify parents of school closings due to weather if parents have listed their correct/up-to-date information. In Addition, the Clinton County School District's Facebook page will be used to report school cancellations.

Field Trips

A limited number of educational field trips off the school campus are taken during the school year. These students are under the supervision of teachers and other authorized personnel. Before a student can go on any field trip, it is necessary that the child have a permission slip signed by his/her parents or guardians. **If the child returns with someone other than parent or legal guardian, the name of the individual must be listed on the Authorization to Leave Form at AES prior to date of trip.**

School Dress Code

All of the following are subject to the discretion of the administrative in accordance with district and school policies.

Shirts/Tops

Students are not permitted to have backless, spaghetti straps tops/shirts, or any low-cut top, which does not adequately cover the student's body. Shirt straps must be at least 3-fingers width on the shoulder. Shirts must also cover the student's midriff area and contain no holes. Shirts and outerwear must be free from suggestive, vulgar, or inappropriate language or images. Shirts must also be free from alcohol and drug related words, images, or branding.

Jeans/Pants

All Jeans or pants with holes above the knuckle of the pointer finger are prohibited. Jeans/Pants must be free from suggestive, vulgar, or inappropriate language or images. Jeans/Pants must also be free from alcohol and drug related words, images, or branding.

Shorts/Skirts/Dresses

All shorts/skirts/Dresses worn by students must meet or exceed the knuckle of the pointer finger of the student's extended arm and hand. Shorts/Skirts/Dresses with any holes that expose a students under garments or skin are prohibited. Shorts/Skirts/Dresses must be free from suggestive, vulgar, or inappropriate language or images. Shorts/Skirts/Dresses must also be free from alcohol and drug related words, images, or branding.

Accessories

For safety purposes, all accessories worn by students around the neck must be at least 18 inches. Accessories must be free from suggestive, vulgar, or inappropriate language or images. must also be free from alcohol and drug related words, images, or branding.

Hats/Hoods

Students are not permitted to wear hats, caps, hoods, or any other head/face coverings during school hours. A medical mask may be permitted for health reasons only.

Shoes/Footwear

Shoes with retractable wheels are prohibited. Shoes and footwear must be free from suggestive, vulgar or inappropriate language or images. Shoes/Footwear must also be free from alcohol and drug related words, images, or branding.

Clothing Conclusion

These types of clothing and accessories, mentioned above, have proven to be a distraction among students and/or safety hazards. Students wearing these garments will be instructed to change clothing at the Family Resource Center, sent home, or parents will need to bring clothing that meets school requirements.

Tattoos/Body Piercings

All tattoos must be covered during school hours. All earrings and piercings must be free from suggestive, vulgar or inappropriate language or images. Tattoos and Piercings must also be free from alcohol and drug related words, images, or branding. Any piercing or accessory that distracts students from doing their classwork is prohibited.

Behavioral Considerations

Bullying/Hazing

*Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. that occurs on school premises, on school transportation, or at a school sponsored event or that disrupts the educational process. This definition set forth by KRS 158.148 shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process. In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students and visitors to the schools.

Discipline

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by their actions, poor manners, or lack of consideration. All rules and regulations are developed with this thought in mind. School rules apply on the school grounds, going to and from school via bus transportation, and at any event where our elementary school is represented regardless of location. When school rules are broken, several disciplinary actions may be utilized. These punishments may include out of school suspension, in-school suspension, etc. Each infraction will be analyzed on an individual basis and punishment will be according to the principal's discretion based on the Code of Pupil Conduct.

Teacher Discretion

The teacher has the authority and responsibility to maintain discipline in the classroom, consistent with the school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

1. Conference with the child
2. Use classroom discipline action.
3. Conference with the parent
4. Refer child to school counselor.
5. Refer child to principal.
6. Consult with other veteran teachers.

According to school policy, teachers will contact parents after a student has committed three minor behavioral offences. The teacher has the duty and authority to discipline students within the class for minor behavioral offences. Discipline may include but is not limited to loss recess time. The fourth minor behavioral offence will result in the student being sent to the Principal or Assistant's Principal's office for further disciplinary action.

Principal Discretion

The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal will:

1. Identify the problem (teacher's point of view & student's point of view)
2. Consider disciplinary action.

When disciplinary action is necessary, the principal may:

1. Conference with the child.
2. Refer the problem back to the teacher.
3. Conference with the parent and/or student
4. Take other appropriate disciplinary action.

Lunch Rules

In the cafeteria each student is expected to practice the general rules of good manners one should find at home.

Some simple rules of courteous behaviors which make the lunch period pleasant are:

1. Observing good dining room manners at the table.
2. Leaving the table and the surrounding area clean and orderly.
3. Putting trash in proper containers.
4. Refraining from breaking line.
5. No leaving the cafeteria while eating or carrying food or drink.
6. The noise level kept to a minimum.
7. Drinks requiring glass bottles are not permitted at school. Sodas and other drinks may be enjoyed at school if they are in a plastic bottle.
8. Collapsible cups such as fast-food drinking cups are prohibited. All food/drink from outside of the school building must be in containers that are in accordance with school policy. Drinks must be in non-collapsible containers with a lid and food must be in a lunch box or bag.

In the Classroom Breakfast/Lunch Rules

Students will enjoy breakfast in the classroom; however, Lunch will be in the cafeteria. Students will be expected to follow classroom and cafeteria rules during this time.

Snack

Healthy food items, juice and water will be sold at $ 0.50 each. Prices are subject to change.

Breakfast

Breakfast will be served to students. All students will eat breakfast in their classrooms. Teachers will be in his/her classroom to supervise during this time. Students may bring breakfast from outside of the school building; however, collapsible cups such as fast-food drinking cups are prohibited. All food/drink from outside of the school building must be in containers that are in accordance with school policy. Drinks must be unopened when entering the building or in a clear water/sports bottle that is filled once the student is inside the building..

Prohibited Items

Chewing Gum/Solid Hard Candies

These snack items are not allowed in or out of the building while at school due to safety reasons.

Skates/Skateboards

Due to safety as well as defacing school property, skates, shoes with retractable skates or skateboards are prohibited on school grounds.

Trading/Playing Cards

Trading cards of any type have been proven to be a problem in the past and therefore will not be permitted in school or school field trips.

Smart Phones, Video Game Consoles, and Other Electronic Devices

The schedule that each student follows does not allow time to listen or to play with audio/visual devices, phones, or toys. These devices are prohibited on school grounds, during school hours, **unless authorized by administration to be used on field trips only**. These devices need to be labeled before they are taken on field trips if permitted. **The school or school staff are not responsible if the items are damaged, lost, stolen, or responsible for charging devices. Cell phones are prohibited for student use while on school property. Therefore, video games, or social media sites are prohibited. In addition, video or audio recordings are prohibited.**

Weapons

Guns, knives, or any weapons are prohibited on school grounds or on school owed vehicles. In addition, any toy that resembles a dangerous weapon is strictly prohibited on school grounds or on school owed vehicles. THIS IS A STATE and FEDERAL LAW. If you have these items at home, please make sure they are out of your child's reach or in a locked box. In addition, if weapons are spotted on any unauthorized person, please notify the school staff immediately.

Glass

Students are not permitted to bring any glass of any type to school---this poses a safety hazard.

Home-baked Items

Home baked or homemade food items are prohibited. Therefore, parents, guardians, family members, or students are **NOT** to bring home baked or homemade food items to school at any time. For any foods that are in question, school personnel may request a sales receipt for proof of purchase.

Other Food/Drink Restrictions

As stated above in the breakfast section, collapsible cups such as fast-food drinking cups are prohibited. All outside food must be in a lunch box or lunch bag. Outside drinks must be brought in unopened bottles. If a water or sports bottle is used, it must be filled after entering the building. No energy drinks (Alani, Monster, Red Bull, Celsius, etc) should be brought to school for consumption during the school day. This includes breakfast, lunch, and snack.

Food or Drink in Class

Students are prohibited from eating or drinking during class unless they have medical considerations stated by a licensed doctor. Any doctor's notes should be presented to the front office.

Flowers/Gifts Delivered to School

Any Flowers and gifts that are delivered to the school must not contain any glass products or balloons. Flowers and gifts that are in accordance with school policy will be delivered to the students at the end of the instructional day.

Alcohol, Tobacco and Vapor Products

All alcohol, tobacco and vapor products are strictly prohibited on the school grounds. All violators will be punished to the full extent of the law. This includes empty containers.

A.E.S. Emergency Drills and Procedures

Safe Schools Healthy Students

Safe Schools and Emergency Procedures

Clinton County Schools are committed to providing a safe environment for students, staff and visitors. The school district conducts safe school audits of all school facilities in accordance with Kentucky state

code. The audit process provides a comprehensive overview of the school district's security and emergency preparedness.

We work closely with national, state, and local safety officials -- police, fire, emergency medical services, and public health -- in order for our schools to be prepared to prevent and respond to an emergency. Together, we have developed a comprehensive Emergency Response Plan that covers a wide variety of emergencies, serving as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

Should a school emergency occur, parents will be notified and updated by phone and/or e-mail using the school district's rapid notification system - One Call Now. Prior to reporting to your child's school during an emergency, it is critical for parents to follow directions communicated via One Call Now.

Should a school be evacuated, each school has a procedure for helping parents locate their child. Parents will be directed to a specific location where they will be required to show proper identification. Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

In addition to being notified via One Call Now parents are able to receive information about the school emergency by:

- Listening to WANY Radio for updates and reunification information
- Visiting the homepage of www.clinton.kyschools.us
- Visit Infinite Campus Parent Portal

Should an emergency situation occur at your child's school, it is important that parents are familiar with these terms.

Evacuation: During an evacuation, students proceed outside to prevent harm/injury due to an emergency inside the school such as a fire.

Reverse Evacuation: During a reverse evacuation, students are moved back inside the building. All exterior doors are locked, and students are kept inside the building. A reverse evacuation takes place if there is a threat outside the building only. Students will not be released until the incident has ended.

Lockdown: During a lockdown, all exterior doors are locked, and **students are confined to their classrooms. No entry or exit of the school is allowed. A lockdown takes place if a threat or possible threat is identified inside the school. Main entrance doors will be locked during a lockdown and a sign will be posted at the main entrance, if possible. If you are notified of a lockdown at the school, do not come to the school. Stay in a location where you can get further information. Students will not be released until the incident has ended.**

Shelter-in-Place: During a shelter-in-place, students are taken to an inner hallway or a room with few to no windows. Students and teachers take refuge there until it is safe to release students. Shelter-in place takes place if there is a threat of a tornado or high winds. Shelter-in-place also takes place if there is a hazardous material released into the atmosphere and it has been determined, with the assistance of outside agencies, that evacuation or early dismissal could possibly place the students in danger. During a shelter-in-place, students will not be released until the incident has ended.

Reunification: Reunification is used when students have been removed from the school facility to their alternate location or when an emergency has occurred that could affect area around the school (e.g., hazardous materials release). Remember, a student can only be released to an adult listed as an emergency contact with the school. Persons coming to pick up students must bring proper government-issued photo identification (driver's license, state ID card, military ID card, passport, green

card, etc.)

Fostering school safety is everyone's responsibility – staff, students, parents, and the entire community. Please report any safety concerns you have to your school principal.

Fire Drills

Fire drills are required at regular intervals by law and are important safety precautions. The warning/drill will be a continuous blast of the fire alarm and strobe lights in certain common areas of the building. Students/personnel will need to follow fire evacuation protocols established by the administration.

Lock Down Drills

Lock Down drills will also occur throughout the school year to prepare students and faculty in case of an intruder or threat within the building. If you happen to be in the building, you must participate and remain in lockdown until the all-clear signal has been properly given.

Tornado Drills

As with fire drills, tornado drills are an important safety precaution. Severe weather alerts are sent via weather Apps. In the event of a tornado warning, students will be moved to designated safe areas of the building. Studies show that students are safer in a larger structure than automobiles. If parents come to school, they may need to stay with their child rather than leaving the building with them to keep them safer.

Arrival and Dismissal

Arrival at School

We do not have staff supervising students until 7:00 a.m. If you bring your child or children to school, please see that they do not arrive before 7:00 a.m. Parents who bring students to school need to drop them off at the back of the gym from 7:00 a.m. until 7:45 a.m. After 7:50 a.m., students will be considered tardy. Please note that the door in the rear of the gym and the gates will be locked at 7:45 a.m. If you arrive after 7:45 a.m., you will need to drive the student around to the front of the building and enter the main entrance. There your child will be allowed through the doors until 7:50 a.m., at which time the student will be tardy and will require an authorized excuse. Parents are required to accompany the student to sign in at the front office with a reason for the tardiness, otherwise, it will be an unexcused tardy.

Student Dismissal

Buses will arrive at AES at 2:50 p.m. Students will board the buses and leave AES from the main entrance in front of the building. Parents/authorized persons who wish to pick up a student must bring QR Code/Hang Tag and have it ready when driving up to the security booth so it can be scanned quickly.

Parents are asked to stay in line and inside their car when participating in parent-pickup. Children must be picked up before 3:30 pm each day. Otherwise, bus transportation must be considered.

Student Dismissal Precautions

Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building Principal or his/her designee.

The principal or designee shall not excuse a student under the age of eighteen (18) before the end of the school day without a request for the early dismissal from the student's parent/guardian. In keeping with this policy, the following precautions will be taken:

1. Students will only be permitted to leave the school premises with persons named on the authorization to leave school form only! Parents/authorized persons must sign students out at the front desk before the buses arrive (2:50 p.m.). If students leave before the end of the school day (2:50 pm), ***a tardy will be issued.***
2. If the student is to be picked up before 2:50 p.m., the parent/guardian or parental designee shall report to the Front Office. Both the student (when appropriate) and the person picking the student up shall sign and complete the sign-out form.
3. A student may be released early to a person with lawful authority to take custody of the student, for example, a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity.
4. Children of estranged parents will be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. It is the responsibility of the parent/guardian to supply the AES front office personnel with a copy of the legal document pertaining to child custody.
5. If it is necessary for a student to be taken home by school personnel due to an emergency, (sickness, discipline problem, etc.) An immediate effort will be made to notify the parent or a relative. The student must be left in the care of the parent or a responsible family member. If no parent or relative is available, the student may be retained at the school, administered to by the school nurse, a local physician, and/or other appropriate public agencies.
6. A permanent change in a student's means of transportation or destination must be submitted to the building Principal or designee after notification from the parent/guardian. All changes must be made known to Doug Barney, Director of Transportation.
7. A temporary change in a student's means of transportation or destination must be submitted to the building Principal or designee before 1:30 pm daily. Calls to make a change in a student's means of transportation or destination should be on an emergency basis only! All other changes need to be made using a parent/guardian note brought to school by the student.
8. If it is necessary for a parent to bring a book, lunch, coat, or deliver a message during school. hours, he/she must come to the Front Office. This service will be done through the secretary to prevent classroom interruptions.
9. Students who are to be picked up by parents or authorized persons in the evening need to arrive between 2:00 p.m. and 3:00 p.m. Parents or authorized persons will report to the designated pickup area and wait for instructions to proceed to the rear of the building to pick up students. Parents or authorized persons should always remain in their vehicles during this

process. If parents or other authorized persons are not present for pick up and cannot be contacted the local sheriff and/or social services may be contacted.

Grading

Promotion and Retention

Students will be promoted to the next grade if they meet the following criteria:

1. Passing grades in reading, writing, language arts, mathematics, science and social studies, and
2. Appropriate social, emotional, and physical well-being

Students who do not meet criteria for promotion shall be retained.

Any acceleration of placement will be made in conjunction with the parent and will take into consideration the student's academic, social, emotional, and physical well-being and adjustment.

Fourth Grade-Grading Policy

Before a fourth-grade student will be promoted to grade 5, he/she must make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework, projects, class participation points and all other academic expectations. Parents must have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention. Parents will be notified via phone and a meeting with school personnel arranged to discuss student progress.

Absences--Make-Up Work

Students having ***excused*** absences shall be allowed to make up the work. It is the student's responsibility to complete all missed written assignments or Google Classroom assignments. For the initial day of an ***excused*** absence, a student shall be given three days to make up missed assignments such as tests, homework, etc. The return day shall count as one of three days. For each successive day of excused absence, the student shall receive one additional day for make-up. In the event the assignment was of such a nature that it could not be made up, no penalty of the student's grade shall result. Students who are suspended from school will <u>NOT</u> be allowed to make up any missed assignments.

Parent Notification and Intervention

Parents of students who are not meeting academic expectations shall be notified as soon as possible and shall be requested to meet with appropriate school officials to discuss and implement appropriate mitigation strategies.

School staff will use a comprehensive process of review when a student is at risk of retention or the possibility of acceleration. Teachers who have concerns regarding students at risk of retention or the possibility of acceleration will review the following documentation to assist in making an informed decision. Documentation will include, but not be limited to complete review of academic grades, MAPS

data, samples of writing, chronological age, physical size, degree of development and social and emotional maturity.

Parent-Teacher Conferences

Parent-teacher conferences may be scheduled upon request. If a problem arises, please feel free to call the school for a conference during their planning period.

Placement of Students from Non-accredited Schools

The principal, counselor, and teachers shall determine the assignment/placement of pupils enrolling from private schools or home schools in accordance with the following guidelines:

1. Information about course work and progress is requested from the school.
2. The student is enrolled on probationary status in the grade suggested by the parent.
3. Formal and informal testing is administered in each curriculum area, as appropriate.
4. Final placement is made after an evaluation of test data, the student's physical and social maturity, and classroom performance during the probationary period.
5. Parents are informed of final placement within four (4) weeks of enrollment. Final placement may be higher than, lower than, or the same as placement during the probationary period.

Expectations

High expectations are important in the development of a child. Parents/teachers and others must work together to better the education of our children.

AES Rules: Be Safe, Be Responsible, and Be Respectful. Please help your child remember these three rules. More than likely, he/she will be asked what they are.

School Services

Library

A librarian is available to every student. Each class will have library time along with permission to use the library as the need arises. If students lose their library book, it will become the parent's responsibility to pay for the book before other books will be issued. In addition, students must return their book prior to moving; otherwise, the book becomes a financial obligation.

Services at AES

Group, Classroom, and Individual Counseling services are offered. If your child is experiencing any problems with issues such as death/grief, divorce, academics, social and emotional concerns, etc., please contact the school counselor, Mrs. Sherry Johnson, at 387-5828 for assistance.

Health Services

Health services are provided. There is a first aid room and a school nurse provided. However, if medication is necessary, the appropriate form must be completed and signed in the nurse's office. If

your child becomes ill, we will make every effort to reach you by phone. If life-threatening conditions occur (i.e. asthma attacks) we will contact medical assistance or take the.child to the emergency room. **Under no conditions are students allowed to transport medication via bus to/from school.**

Insurance

Accident insurance will be made available to all students at Albany Elementary---this will serve as a secondary insurance to parents' insurance policy. School insurance only pays if there is not an existing primary insurance.

Other Related Services

Adanta Mental Health Services, Phone 387-4243
Intrust Health Care, 606-348-4111
CBI, 606-387-0567
Clinton Family Medical, 606-387-0675
Passages, 606-387-0291
Necco Foster Care, 606-772-1030
Rise Mental Health and Wellness, 606-396-3488

Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act, a federal law, requires that Albany Elementary School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, AES may disclose appropriate designated "directory information" without consent, unless you have advised the school to the contrary in accordance with school's procedures. The primary purpose of directory information is to allow AES to include this type of information from your child's education records in certain school publications.

Examples include:

Playbill, showing your child's role in a play or production,
Annual yearbook
Honor roll or other recognition lists
Sports activity sheet, showing weight and height of members

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. An example of such organizations include, but not limited to, companies that manufacture yearbooks.

If you do not want Albany Elementary School to disclose directory information from your child's education records or you do not want your child photographed by the school or parents who are attending annual celebrations, you must notify the school in writing by August 21, 2026. AES Site-based Council has designated the following information as directory information:

Student's name
Participation in recognized activities and sports
Address
Telephone listing
Weight/Height of members of athletic teams
Photograph
Awards received
Grade level

If you have any question, please contact the school. Remember, you must contact the school by Friday, August 21st if you wish for the school not to disclose directory information or prohibit others from taking photos.

Asbestos Management Plan for Clinton County Schools

A notice has been given to each school stating that all schools meets or exceeds both the national and state regulations that relate to asbestos-containing building materials that were used in building construction over the past years. The official notice is on the wall at the front office of AES.

An inspection for building materials that contain asbestos has been completed for all buildings in the district owned, leased or otherwise occupied by Clinton County Schools. This inspection has been conducted by a certified inspector and the sampled materials were evaluated by an accredited laboratory. Building materials with as little as one percent asbestos content have been identified and have been made a part a plan of an Asbestos Management Plan for the school.

A complete Asbestos Management Plan for the school is one file at the office and is available for your review.

The school district and management team will continue to notify the public at least once annually on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued from additional inspections, normal surveillance practices, response actions or remodel work that might disturb building materials that contain asbestos. Every precaution will continue to be used in order to protect the well-being of students and employees of the Clinton County Schools.

Clinton County Family Resource Center

The Kentucky Family Resource and Youth Services Centers (FRYSC's) were established as a component of the historic Kentucky Education Reform Act (KERA) of 1990. The mission of these school-based centers is to help academically at-risk students succeed in school by helping to minimize or eliminate non-cognitive barriers to learning.

FRYSC's are strengthened by community partnerships in their ability to provide vital programs, services and referrals to students and their families. These partnerships are critical in efforts on behalf of students to promote:

- **early learning and successful transition to school.**
- **academic achievement and well-being; and**
- **graduation and transition into adult life.**

Each center offers a unique blend of programs and services to serve the special needs of their student and family client populations. The goal of the FRYSCs is to meet the needs of all children and their families served by the centers as a means to enhance student academic success.

FRC Goals

- To assist families including new and expectant parents in enhancing the parenting skills that can promote the full educational development of children;
- To promote the healthy growth and development of children by assisting families to identify and address any home or community barriers to a child's success in school;
- To ensure that families have access to and are connected with appropriate community resources;
- To encourage social support linkages and networks among families, thereby reducing isolation and promoting family involvement in school activities; and,
- To generate optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center and community activities as providers, participants and volunteers.

Kerrilynn Oiver, Coordinator
Faye Griffin, Clerical Assistant
606-387-8948

26-27 AES Title I Handbook



AES Compact English



AES Compact Spanish



AES Compact Gujarati



AES Compact Chinese



AES PFE Policy English



AES PFE Policy Spanish



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