

Lee County Elementary School Handbook



2025-2026

Table of Contents

Lee County Schools 2024-2025 Calendar -----	Page 3
Message from the Principal-----	Page 4
Vision/Mission/Core Beliefs-----	Page 5
Lee County Elementary Title I Parent Involvement Policy-----	Page 6-8
Students Enrolling for the First Time-----	Page 8
Drop off & Pick-up Procedures-----	Page 9
Notice to change Student Arrangements Procedure-----	Page 9
Lee County Elementary Discipline/Behavior Matrix-----	Pages 10-15
Suspension and Expulsion-----	Pages 15-16
Student Interrogation-----	Page 16
Absences-----	Page 17
Backpacks-----	Page 17
Chromebooks-----	Page 17
Dress Code-----	Page 17
Student Medication-----	Page 17
Change of Status-----	Page 18
School Telephone/Cell Phone-----	Page 18
Textbooks and Library Books-----	Page 18
Visitors-----	Page 18
Volunteer Program-----	Page 18
After School Activities-----	Page 18
Emergency Management Plan-----	Page 18
Breakfast and Lunch-----	Page 19
Grading System-----	Page 19
Homework-----	Page 19
Educational Travel and Field Trips-----	Page 19-20
Extra-Curricular Activities-----	Pages 20-21
Site Based Council Meetings-----	Page 21



Lee County Schools
2025-26 School Calendar
 Board Approved 12-10-24



JULY 2025							AUGUST 2025							SEPTEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
28-31 Staff Professional Development							31	1 & 8 Planning; 4-Opening, 5-First Day for students						1 - Labor Day (No School)						

OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
9 - End of 1st nine weeks; 10-Staff Planning, 23-27-Break Days (Woolly Worm)							30	11 - Break Day (Veteran's) 26-28 - Thanksgiving						of 2nd nine weeks; 22 - 31 - Break Days (Ch						

JANUARY 2026							FEBRUARY 2026							MARCH 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
1 - 2 - Break Days ; 5 - Staff Planning; 19 - Break Day (MLK)							16 - Make-Up Day							9 - Staff Planning; 30-31 - Break Day (Spring Break)						

APRIL 2026							MAY 2026							JUNE 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
1-3 - Break Days (Spring Break)							31	25-Break Day (Memorial); 27-Closing												

Calendar Key

School Day (170)	Opening or Closing Day (2)
Professional Development (4)	Staff Planning Day (5)
Holiday (4)	Potential Make-Up Day
Break Days (No School)	

Message from the Principal

Dear Parents and Students:

Welcome to the 2025-2026 school year at Lee County Elementary. I look forward to another exciting year for our students. This will be my 8th year as principal of Lee County Elementary School. I have been part of the Lee County School District's family for the past 20 years. My goal is to ensure the safety of students and staff while providing a culture and climate that allows learning to occur. I want to partner with parents and the community to expand the opportunities available to our students.

Our school has a dedicated staff that is committed to doing whatever it takes to provide highly effective instruction every day to meet the needs of every child. We encourage that every parent participates in the educational process, this ensures each students' success.

The information contained in this handbook will help clarify our expectations for your child. Please take some time to review this handbook with your student so you both clearly understand the expectations of our school.

As always, I love talking with our parents and our students so feel free to visit or call our school at any time to discuss any questions, celebrations, or concerns.

Sincerely,

Carol Napier
Principal

NON-DISCRIMINATION

Students, their families, district employees, potential employees, and the Lee County community are notified that the Lee County Schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex (including sexual orientation or gender identity), or disability in employment, vocational programs, services, or activities. The Board of Education of Lee County hereby declares its intention to fully comply with provisions of the rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability. Different treatment of students based on race is prohibited by Title IV. Different treatment of students based on gender is prohibited by Title IX.

Vision Statement

In a world of diversity, our vision is to individualize opportunities for students today so our graduates can achieve their best tomorrow.

Mission Statement

Our mission is to Lead, Equip, and Empower our students to visualize and achieve their dreams.

Core Beliefs

- All students should be surrounded by a positive learning environment.
- Teachers working together for the common goal of meeting student needs to ensure academic success.
- A positive attitude, high expectations, and accountability must be modeled for all.
- Student achievement is a shared responsibility.
- Students should understand the importance of hard-work.

Lee County Elementary School Parent Involvement Policy

AS A TITLE 1 SCHOOL WITH A SCHOOL WIDE PROGRAM THE LEE COUNTY ELEMENTARY STAFF BELIEVES THAT ALL CHILDREN HAVE A HIGHER POTENTIAL TO SUCCEED IF FAMILIES PROVIDE DAILY HOME SUPPORT. TO ACHIEVE THIS HOME/SCHOOL PARTNERSHIP, THE PARTNERSHIP MUST START AT THE EARLIEST LEVEL AND CONTINUE THROUGHOUT THE CHILDREN'S FORMAL SCHOOL YEARS. THE LEE COUNTY SCHOOL HAS ADOPTED THE FOLLOWING POLICY AS DEVELOPED AND REVISED BY THE ASSESSMENT/TITLE 1 COMMITTEE, LEE COUNTY ELEMENTARY STAFF, PTO, AND SBDM COMMITTEE.

COMMITMENTS

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Providing activities designed to successfully engage families in their children's learning, as appropriate.
4. Making representative parents and community members full partners in our decision-making.
5. Facilitating the involvement of our military families, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
6. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

SCHOOL-PARENT COMPACT

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

SCHOOL RESPONSIBILITIES

Lee County Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Make available on a regular basis information on our programs and the content students will learn each year.
3. Assign homework in accordance with our homework policy.
4. Send home information on student progress on a regular basis. Specifically, we will provide formal reports every grading period.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where

appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.

6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Association or Organization.
9. Provide a variety of opportunities for parents and family involvement in school activities including but not limited to:
 - Observing their child's classroom activities.
 - Tutoring.
 - Assisting with classroom activities that require more than one adult.
 - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
 - Serving on one of our decision-making committees.
 - Joining our parent teacher organization and participating in its efforts to strengthen our school.
 - Volunteering along with other concerned members of our community in other areas as needed.
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Service Center will share responsibility for student achievement by:

- Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
- Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

PARENT RESPONSIBILITIES

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.

7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision-Making Council meetings, and comment on draft policies and plans as they are made available.

STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

Primary

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.

Intermediate

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Complete and turn in all assigned homework.
5. Give parents or the adult who is responsible for them, all notices and information received from the school.

Students Enrolling in Lee County Schools for the First Time

Students enrolling for the first time must provide the following:

1. Medical Examination Form (This is a physical examination which must be on file within six weeks of entering school).
2. Valid up-to-date immunization certificate shall be on file at all times. Medical records may be taken to the Lee County Health Center and an immunization certificate will be issued.
3. A certified birth certificate can be obtained from the Department of Vital Statistics of birth state.
4. Any student participating in a strenuous athletic physical activity must provide a medical examination annually.
5. Name and address of previous school must be given to principal.
6. We request a copy of Social Security Card.
7. Dental and Vision Exam by January.

Notice to Change Student Arrangements Procedure:

Lee County Elementary has established a procedure for making changes to student pick-up arrangements for the safety of all students. Parent calls to make changes to where students are to go in the afternoons will need to be made prior to 1:00 p.m. After that time the office will not be able to make changes to the student pick-up arrangements, unless you have an emergency situation and this will need to be approved by administration. Parents will need to call and make arrangements or determine a different bus before 1:00 p.m. Student safety is our most important priority and the majority of our parents call early in the day to give us time to contact teachers and other staff.

Morning drop off / Afternoon Pick-up Procedure**Morning drop off:**

Parents/Guardians may begin dropping off students at Lee County Elementary at 7:45am. In order to ensure that staff is available to monitor students, drop-offs may not be dropped off earlier. Only three (3) cars should be in the circle while the other vehicles wait in line. At no time should any car be parked in front of the building since this is a fire zone. If an adult needs to come into the building, they should park in the designated parking spaces and walk their students in. Adults should report to the school office. It is not necessary for adults to walk students to class, the gym or other places in the building. School staff will be located at the front of the building to help answer questions or assist parents with any concerns.

Afternoon pick-up:

Each parent will be given two **NEW** tags with a number to identify your child and who will be picking them up. Parents/guardians should list everyone that may pick up your child during the year on the pick-up form. Parents/guardians will be responsible to get the tag to the person picking up your child each day. Additional tags may be purchased (\$3.00 each) if needed. The child must be matched to the correct tag number in order to be picked up.

In order to provide the safest possible environment for your child/children, Lee County Elementary will not allow access to the pickup line until 2:45 each day. It is a safe school violation to have the campus full of vehicles while school is in session. If the parking lot is full at all times then safety vehicles could be blocked and cause a problem for them responding to an event in a timely manner. You will not be allowed to line up for pickups until 2:45 each day. You will also not be allowed into the building from 3pm until 3:30pm. This will allow staff to get students to the correct pick-up location and will provide a safer environment to dismiss students. If you need to pick-up your child early, you will need to sign him/her out in the office prior to 3:00 pm. You are always welcome to wait until 3:30pm to come in and pick-up your child. Parents will form lines in the new addition to the parking lot. There are five lines total that line up parallel to the building. Beginning at 3:00 pm, parents will cross over to the parking lot (next to the building at the lower end) and form a line up to the handicapped spaces. No vehicle at any time should block access to the fire lane, the fire hydrant or access to the back of the building. At 3:15pm; cars will be given access to the circle in front of the building to begin picking up students. Staff will assist students into vehicles with the appropriate tag. We appreciate your help and patience as we help to provide a safe school environment for all our students.

DISCIPLINE

1. All teachers and the principal are responsible for discipline and conduct of students at all times.
2. The teacher maintains discipline at all times when students are in his/her charge to ensure the safety of all students.
3. The principal shall see students only after parent contact has been made in regards to the incident for classroom managed behavior.
4. Punishment shall be administered subject to Board policy following the behavior matrix.
5. Student grades shall not be lowered as a means of punishment.
6. A student may be excluded from extra-curricular activities as a means of discipline.
7. Teachers are responsible for maintaining a classroom environment conducive to learning.
8. Teachers may establish individual expectations for student conduct in the classroom as long as they are not in violation of Board policies.
9. Suspension and expulsion as a form of discipline will be used as the most serious of student punishment: Refer to Lee County Schools Student Code of Conduct and District Handbook..

Lee County Elementary Discipline Procedure

To Parents/Guardians:

The staff of Lee County Elementary realizes that parents want and need to know daily how their child performed at school so that any problems can be recognized immediately and communication between school and home can alleviate those problems and make a much more successful year for each student. The following gives detail regarding a daily calendar that will be sent for your signature so that you can take note of any misbehavior happening at school. If there is no mark, you will know that your child behaved appropriately that day. Please remember to sign each night because calendars will be checked daily for signatures. Misbehaviors have been leveled and a number key given for easier use and understanding. Students having very few misbehavior marks will be given a monthly reward.

Calendar Key (Level One)

1. Work Incomplete/Not Acceptable
2. Disrespectful Behavior
3. Disruptive/Inappropriate Behavior

Level One Consequences

1 mark– Time owed

10 marks(In one Month) – Office Referral

Parent notice - Parents will need to sign the discipline calendar every night.

Level Two/Three Behaviors (office referral)

(A more detailed list of behaviors and consequences can be found on the Behavior Matrix)

- Fighting
- Threats (verbal or written)
- Bullying (verbal or written)
- Tobacco / Vaping / Alcohol
- Weapons / Dangerous Objects
- Physical/Verbal Aggression
- Non-compliant behavior (Major)
- Abuse of School Property
- Stealing
- Misuse of school property
- PDA
- Leaving School
- Bus

Behavior Matrix

School Violations Infractions and Consequences

Note: Consequences may be repeated or skipped based on the administration's judgment of time between offenses or improvements in behavior. These procedures are for office referral and are followed with the understanding that appropriate classroom strategies have been followed before the referral was written. Consequences for offenses will/may be combined after the 2nd referral.

INFRACTION	1 ST REFERRAL Teacher Responsibility	2 ND REFERRAL	3 RD REFERRAL	4 TH REFERRAL	5 TH REFERRAL
Calendar (10 marks or more per calendar month.)	1 Day ISS or after school detention. Parent Call/Conference/Meeting and Re-teach expectations	2 Day ISS or After school Parent Call/Conference/Meeting and Re-teach expectations	3 Day ISS or After-school, Parent Call/Conference/Meeting and Re-teach expectations	3-4 days of After-school, Parent Call/Conference/Meeting and Re-teach expectations	3-4 days of After-school, Parent Call/Conference/Meeting and Re-teach expectations
Disrespectful to Staff	Parent Call/Conference/Meeting and Re-teach expectations	1 Day ISS or after school detention, Parent Call/Conference/Meeting and develop a plan to help change behavior	1-2 Days ISS or After-school, Parent Call/Conference/Meeting and Re-teach expectations	1-2 days of After-school, Parent Call/Conference/Meeting and Re-teach expectations	2-3 of After-school, Parent Call/Conference/Meeting and Re-teach expectations

Disruptive/ Uncooperative Encouraging Mischief Foul Language Obscene Gestures Annoying to Class/Classmate s	Parent Call/Conference/ Meeting and Re- teach expectations	1 Day ISS or after school detention, Parent Call/Conference/Meet ing and develop a plan to help change behavior	1 Day ISS or After- school, Parent Call/Conference/Me eting and Re-teach expectations	1-2 days of After- school, Parent Call/Conference/Me eting and Re-teach expectations	2-3 of After- school, Parent Call/Conference/M eeting and Re- teach expectations
Dangerous Objects	Re-teach expectations and parent contact	1 Day ISS or after school detention and parent meeting	ISS or Out of School Suspension (Days to be determined)	ISS or Out of School Suspension (Days to be determined)	ISS or Out of School Suspension and/or review "Beyond School Control" (Days to be determined)
Bathroom/Hallw ay Misconduct	Isolation for 1 week from bathroom and/or hallway during class change, lunch and/or breakfast	Isolation for 1-2 weeks from bathroom and/or hallway and parent meeting with teacher and/or team -develop plan to help change behavior	Parent meeting with an administrator, teacher and/or team - develop a plan to help change behavior	ISS or after school detention	ISS or after school detention
Dress Code	Reteach expectation Change of clothing Parent contact	Loss of Privilege Parent contact	1 Day ISS or after school detention Parent contact	1 Day ISS or after school detention Parent meeting with student and administrator.	1-2 Days ISS or after school detention Parent meeting with student and administrator.
Public Displays of Affection	Re-teach Expectations and Parent contact	1 Day ISS or after school detention and Parent contact	1 Day ISS or after school detention and Parent Contact	1-2 Days of ISS or after school detention Parent Contact	1-2 Days of ISS or after school detention Parent Contact
Electronic Device	Re-teach Expectations and Parent contact	Confiscate and loss of privilege, parent contact made, parent must pick up device at end of school day.	Confiscated & parents must pick up from administrator. ½ day ISS.	Confiscated & parent pickup. whole day ISS or after school detention	Confiscated & parent pickup. After school detention.
Misuse of Electronic Device(s)	1 Day ISS or after school detention, Parent Call/Conference/ Meeting and Re- teach expectations	1 Day ISS or after school detention, Parent Call/Conference/Meet ing and develop a plan to help change behavior	ISS/After-school/ Parent Call/Conference/Me eting and Re-teach expectations	ISS/After-school/ Parent Call/Conference/Me eting and Re-teach expectations	ISS/After-school/ Parent Call/Conference/M eeting and Re- teach expectations
Verbal Aggression (Toward teachers or peers) Bullying (If threats are made or verbal abuse involved: considered harassment.)	Re-teach expectations and/or loss of privilege.	In school or after school detention with a parent]meeting with an administrator, teacher and/or team - develop a plan to help change behavior .	In school suspension or after school detention: Parent meeting and review the plan made to help change behavior. Possible counseling referral	1 day of out of school suspension or ISS or after school detention. And possible Police contact Counseling referral	2-3 days or out of school suspension or ISS or after school detention. And possible Police contact

BUS- Minor	Re-teach expectation and/or loss of privilege	1-day ISS or after school detention. Write the bus rules and explain which one you broke. Parent meeting with an administrator, teacher and/or team - develop a plan to help change behavior	One Day Suspension from the bus. Refer for counseling	Three Day suspension from the bus	Suspended from the bus for the remainder of the semester.
BUS – Major (Possible Safety Issue)	One Day suspension from the bus Parent contact	Three-day suspension from the bus. Parent meeting	Suspended from the bus for the remainder of the semester.	Suspension from the bus for the remainder of the year.	
Skipping Class/ Leaving Class Without Permission/Refusal to go to class	Loss of privilege and Parent Contact	1 days In School Suspension (ISS) or after school detention and Parent Contact	1-2 days In School Suspension (ISS) or after school detention and Parent Contact and develop a plan to change behavior with all stakeholders	2-3 days ISS or after school detention	2-3 days ISS or after school detention Review "Beyond School Control"
Physical Aggression (Minor)	Re-teach expectations and loss of privilege and/or parent contact	1 Day ISS or after school detention and Parent Contact by Administrator and/or teacher	1 Day ISS or after school detention and develop a plan to change behavior and possible counseling referral	1 day of ISS or Out of School Suspension and counseling referral	ISS or Out of School Suspension. Review "Beyond School Control"
Physical Aggression (Major)	1 day of in school suspension or after school detention, parent contact and meeting with an administrator	1-day ISS or out of school suspension or after school detention, parent contact and meeting with an administrator and/or Police Contact and conference Refer for Counseling	1-2 days out of school suspension, or after school detention parent contact and meeting with an administrator/ police contact and conference	1-2 day out of school suspension or after school detention, parent contact and CDW contact/police contact and conference	CDW/Court Referral as "Beyond School Control", outside agency counseling referral
Verbal Aggression Bullying (If threats made or verbal abuse involved; considered harassment.	1-day in school suspension or after school detention and parent contact and meeting with an administrator conference	1-day ISS or out of school suspension or after school detention n, parent contact and meeting with administrator conference Outside agency counseling referral.	2-5 days ISS or out of school suspension or after school detention, parent contact and/or CDW contact/police contact / conference	Possible Out of School Suspension or Court Referral as "Beyond School Control"	Out of School Suspension and Recommend for expulsion
Insubordination	Reteach, loss of privilege and Parent Contact	1 days In School Suspension (ISS) or after school detention and Parent Contact	1-2 Days ISS or after school detention and develop a plan to change behavior with all stakeholders	1-2 Days ISS/After School Detention and develop a plan to change behavior with all stakeholders	1-2 Days ISS/After School Detention and develop a plan to change behavior with all stakeholders Review "Beyond School Control"
Smoking Chewing Tobacco	After school detention and a parent contact.	1 day in-school suspension or after school detention and	1-2 days in-school suspension or after school detention,	1 day of out of school suspension or after school	1-2 days of out of school suspension or

Tobacco Use E-Cigarettes Vaping		a parent contact and/or referral to counseling	parent contact and meeting with an administrator and/or Police Contact and conference	detention, parent contact and meeting with an administrator and/or Police Contact and conference	after school detention, parent contact and meeting with an administrator and/or Police Contact and conference
Tobacco Possession	Confiscate and re-teach expectations Parent Contact	Loss of Privilege Referred to Counselor Parent Contact	1 day in-school suspension or after school detention Parent Contact	2 days of in school suspension or after school detention Parent Contact	1 day of out of school suspension or after school detention Parent Contact
Simulating a Substance Simulating a Drug Simulating Alcohol	Reteach and loss of privilege and a parent contact.	1 day in-school suspension or after school detention and a parent contact and/or referral to counseling	1-2 days in-school suspension or after school detention, parent contact and meeting with an administrator and/or Police Contact and conference	2-3 days in-school suspension or after school detention, parent contact and meeting with an administrator and/or Police Contact and conference	3-5 days in-school suspension or after school detention, parent contact and meeting with an administrator and/or Police Contact and conference
Vandalism	Repair damages and/ or make restitution, reteach and /or In School Suspension or after school detention / parent contact	Repair damages and/or make restitution/1 day out of school suspension or after school detention with parent contact/police contact Possible referral to counseling.	Repair damages and/or make restitution/2-3 days out of school suspension or after school detention with parent contact/police contact	Repair damages and/or make restitution/3-5 days out of school suspension or after school detention with parent contact/police contact possible charges filed	CDW/Court Possible "Beyond School Control"
Cheating Plagiarism	Zero on assignment/verbal reminder of rules and expectations with a parent contact	Zero on assignment/Parent meeting with an administrator, teacher and/or team/develop a plan to help change behavior	1 day In School Suspension or after school detention	1-2 days ISS or after school detention	Referral to counseling
Threat to Harm or Kill *Refer to Lee County Schools Student Code of Conduct and District Handbook.	In addition to District consequences school consequences include: 5-10-day suspension Possibility of expulsion.				
Deadly Weapons *Refer to Lee County Schools Student Code of Conduct and District Handbook.	Minimum 12- month expulsion (may be modified by Board) Referred to criminal/juvenile justice system.				

	Immediately reported to the Superintendent				
Abuse of a Teacher (Verbal or Physical)	Notify Principal				
*Refer to Lee County Schools Student Code of Conduct and District Handbook.	Principal calls police				
	Student Suspended Immediately and recommended for expulsion.				
Use, Possession, or Trafficking drugs, alcohol, or other substances	Up to 10-day Out of School Suspension	Up to 10-day Out of School Suspension			
*Refer to Lee County Schools Student Code of Conduct and District Handbook.	AND	AND			
	Possible treatment center or detention facility.	Possible treatment center or detention facility.			
	Must have evaluation upon return and Guardian must have a conference with the principal.	Must have evaluation upon return and Guardian must have a conference with the principal.			
		Possible expulsion for up to one year.			
Assault	In addition to District consequences school include:				
*Refer to Lee County Schools Student Code of Conduct and District Handbook.	5-10-day suspension				
Could be a Class D Felony: Terroristic Threatening	Possibility of Expulsion				

SUSPENSION AND EXPULSION

Students may be suspended for flagrant or continuous violation of school or transportation regulations. A letter stating specific cause is to be sent to the parents and a copy to the Superintendent if a student is suspended.

Procedures for Suspension

Refer to Lee County Schools Student Code of Conduct and District Handbook.

Student Expulsion

Refer to Lee County Schools Student Code of Conduct and District Handbook.

Procedures for Expulsion

Refer to Lee County Schools Student Code of Conduct and District Handbook.

In-School Suspension and/or Time Out

In-school suspension and Time Out are both the temporary isolation of a student from one or more classes while under proper supervision. The principal or designee may assign a Detention for violation of school rules or policies (including the Discipline Policy) where the infraction does not necessarily warrant removal from school by suspension.

DETENTION

The usage of After School Detention, In School detention, Lunchroom Detention, Loss of Privileges and/or Time Out in other classrooms are programs intended to provide a constructive and meaningful alternative to out-of-school suspension.

The reasoning for the use of these programs is to keep students in the classroom and/or in school rather than suspending them from the school program, which takes away from their class time and makes the punishment part of their time. This could be a great deterrent to "repeat offenders" as well as first time offenders.

Transportation Requirements

When a student is assigned After School Detention, the parent (guardian) is responsible for transportation from After School Detention. Students who cannot be transported may be assigned Out of School Suspension for one (1) to five (5) days for a maximum total of 10 days.

Attendance Requirements for Out of School Suspensions

Out of School Suspension days are unexcused absences and as such are subject to Kentucky State attendance laws.

Alternative Education Program

See Lee County Code of Conduct for more information.

Interrogation by Law Enforcement

Refer to Lee County Schools Student Code of Conduct and District Handbook.

Interviews by Child Protective Services

Authorized personnel of Child Protective Services investigating abuse or neglect are permitted by law to interview students during the school day without parental permission.

Interviews by School Authorities

School authorities may interrogate students during the school day. Such an interrogation of a student regarding a serious action may reveal grounds for suspension or expulsion.

ABSENCES

Students are expected to be present each day at school. In the event that a student must be absent, the parent should provide documentation as to the nature of the reason for the absence. A doctor excuse is preferred but six parent notes a year will be accepted as documentation. Students are truant if they have 3 or more unexcused absences. In the event of a student being absent, the school will contact the parent to discuss the reason of the absence. **After 10 unexcused absences the school will file educational neglect on parents through our school social worker.** Make sure you are aware of board attendance policy and ask any questions you may have. See Lee County Code of Conduct for further information.

BACKPACKS

For student safety students are required to use clear or mesh backpacks during the school day. We recommend clear or mesh bags for extra-curricular participation. Any other style bag (baseball bag, basketball bag, band instrument case, etc.) should be left in a designated area like the office or room of practice.

CHROMEBOOKS

Guardians are responsible for the Chrome book in the case of damage that is caused by damage that is not accidental in nature. Parents and students will be asked to sign an agreement.

DRESS CODE

The wearing of caps or hats inside the building is not permitted. The hooded sweatshirts may be worn, but the hoods are not to be worn while in the building during school time. Tennis shoes should be worn during scheduled PE classes. Shoes with wheels are not permitted. Students should wear no garments that show under clothing and their mid-section should be covered at all times. If students are believed to be in violation of the dress code then staff will make a referral to principals for appropriate action to be taken.

STUDENT MEDICATION

Students requiring the use of medication during school hours must have a written form, provided by the school nurse, on file with the nurse. All medication sent to school must be in the original container. No foil or Ziploc bags. Medication and paraphernalia shall be kept and administered through the office unless specified by physician in writing. All medication shall be kept in a locked compartment.

CHANGE OF STATUS

Parents should notify the school immediately should there be any change in: your address, your home telephone number, or your emergency contact person.

SCHOOL TELEPHONE/CELL PHONE

No telephone calls will be put through to a child in a classroom. Calls to staff members will only be transferred during teacher planning times. Students will only be permitted to use the phone when granted permission from their teacher or office staff.

Students are not permitted to use cell phones during the school day without permission from the teacher. If a cell phone should need to be used, permission shall only be granted by the teacher or office staff. See Lee County Code of Conduct for further information.

TEXTBOOKS AND LIBRARY BOOKS

Students and parents are responsible for any lost or damaged books. These will be billed at the replacement cost of these materials.

VISITORS

All visitors must check in at the office to enter any section of the school except the office or lobby area. Visitors must be able to present a valid form of ID. If a student notices someone without a visitor's badge, please alert the teacher.

VOLUNTEER PROGRAM

All volunteers must have completed all necessary forms including medical and background checks to be considered as a volunteer. Volunteers must receive permission from the Principal and Superintendent after completion and verification of **All** paperwork. The principal will assign ALL volunteers duties that support educational goals of the school. As per state law, no volunteer may have access to any student records. This is per board policy.

AFTER SCHOOL ACTIVITIES

Students who participate in after school activities must be monitored by school staff. Drop off and pick up times will be designated. Please make sure your student is not dropped off earlier than the designated time and picked up promptly at the designated time unless prior arrangements have been made with the sponsor. If these guidelines are not met, your student may not be permitted to participate in after school activities.

EMERGENCY MANAGEMENT PLAN

The school will complete various mandatory drills throughout the school year. Teachers will review expectations and procedures for each of these drills as they occur throughout the year.

BREAKFAST AND LUNCH

All students will be provided with free breakfast and lunch each day. Everyone still needs to fill out the income verification form. Some of our school funding is adjusted through these income verification forms. Ala cart items will be sold during lunch each day.

GRADING SYSTEM

The teacher(s) responsible for instructing the student shall be responsible for evaluating the student and assigning grades. The following grading system is used to evaluate the work performed during each grading period. The grading scale is the following:

A = 90-100%

B = 80-89 %

C = 70-79%

D = 60-69%

F = 59%

Students in ungraded primary school may need an additional year to master standards; therefore, recommendations of staying a grade and extra year for mastery may be appropriate for your student. Students in grades 4-5 may be retained if they have not mastered standards in the respective grade. This decision will be based on several data points that occur throughout the year and discussed with the parent before the decision is made. Parents are encouraged to be active in their child's education and keep in close contact with the school principal and teacher.

Homework:

Homework is to be used to extend the students' opportunity to learn. It is to be completed outside the regular school day and intended to provide added enrichment to practice skills, increase knowledge and explore topics using various learning modes and technology.

Homework assignments will include not only written work but also cultural and creative activities and projects. Homework is not to be used as a punishment for behavior.

All homework will be assessed for understanding within a reasonable timeframe. Teachers will provide appropriate feedback to students and will keep accurate records of homework assessments to use during student conferences and parent teacher meetings. Homework assessments are not to be included as part of summative assessments for grading purposes. If homework is illegible, teachers may require the student to complete the assignment again in order to assess understanding. In this case, teachers need to contact the parent to discuss the issue prior to sending back the homework.

EDUCATIONAL TRAVEL AND FIELD TRIPS

Each teacher will plan and set up the trips for their own class. The trips will be limited only to children in the participating class(s). We will not be permitting any other students or siblings to go on these trips and ride the bus. If another student goes that is not in one of the participating classes he/she will be counted absent. If a parent chooses to take a non-participating student on a field trip they must do so at the expense, direction, and supervision of the parent or legal guardian. These students will be counted as an unexcused absence.

EXTRA-CURRICULAR ACTIVITIES

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Contribute to the following Kentucky Learning Goals:
 - Becoming a self-sufficient individual.
 - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
4. Have a suitable adult sponsor and have appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

- Basketball
- Archery
- Academic Team
- STLP
- Cheerleading
- Track
- Cross Country
- Participate in MS sports

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities if they:

1. Maintain "C" letter grade or better in all subjects.
2. Were in attendance on the day of the activity and maintained non-truant status. (6 unexcused absences.)
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization (where applicable).

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will

be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal will assign coaches and sponsors from our school's current staff following our policy on Instructional and Non-Instructional Staff Time Assignment. If it is necessary to consider applicants who do not currently work at our school, our SBDM policy on Consultation will be followed. Applicants that are chosen will have final review by the superintendent for final hiring decision.

SITE BASED COUNCIL MEETINGS

The site base council will hold their regular meetings the last Monday of each month and will begin at 4:00 PM. The meetings will be conducted in the school library and agendas will be posted 24 hours before the meeting.

