Parent/Student Handbook



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Believe. Expect. Succeed.

Breathitt Elementary Mission and Vision Statements

We the staff of BES, in collaboration with community, parents and administrative partners:

- **Commit to intentionally supporting high expectations of our students to achieve mastery of standards in a safe and secure learning environment.**
- **Serve as role models to instill values and morals to ensure our students become respectful, hardworking, deeply engaged and compassionate members of society.**
- **Prepare and inspire students to become lifelong learners by providing strong instruction through grade appropriate assignments.**

Believe.

Expect.

Succeed.

Expect the BEST, Be the BEST!!!

Parents and Students:

Welcome to the 2024-2025 school year. We are excited to begin this new school year with you.

As a staff, we invite each parent and guardian to become actively involved in your child's education. Working together, we can ensure that all students achieve their highest potential.

The information contained in this handbook will help you and your student understand our programs and our expectations. We recommend that you take some time to read through the handbook and discuss the information with your child. Answers to many questions that parents and students have about procedures at Breathitt Elementary can be found in the handbook. If, after reviewing this booklet, you still have questions, please feel free to call the school for assistance or clarification.

We invite each of you to visit our school during Open House and any events we have throughout the year. We encourage you to participate in activities throughout the school year. Anytime you have a question or concern, please don't hesitate to call the school to set up a meeting or conference. On behalf of the entire staff, we sincerely hope this will be a very successful year for your student. We look forward to working with you throughout the year.

Sincerely,

Breathitt Elementary Staff



SBDM Members

Jason Fugate
Wanda Noble
Mary Kay Caudill
Megan White
Guy Coomer
Vicie Pelfrey

SBDM Monthly Meeting Schedule (Meetings begin at 4:00 PM in the conference room.)

July 24, 2024
August 12, 2024
September 9, 2024
October 14, 2024
November 11, 2024
December 9, 2024
January 13, 2025
February 10, 2025
March 10, 2025
April 14, 2025
May 12, 2025
June 9, 2025

The Breathitt County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities.



BOBCAT PLEDGE

I pledge today to do my best,
In reading, math and all the rest.

I promise to obey the rules,
In my class and in my school.

I'll respect myself and others too,
I'll expect the best in all I do.

I am here to learn everyday,
To try my best and do it the
BOBCAT WAY!!!!

Forward

To the Student and Parent:

This handbook has been prepared for the sole purpose of helping the children at Breathitt Elementary achieve a successful school experience. Please read it carefully and go over its guidelines with your child. If you do not understand some parts of it, call the school and ask your child's teacher or a member of the office staff.
Read this handbook along with your child. The information contained in it is conclusive to the rules and regulations pertaining to Breathitt Elementary School. If at any time you have a question or a problem please feel free to come and discuss them with us.

Age of Entrance

Children may enter preschool at the age of (3), if a need is determined through a screening process. Children may enter preschool at the age of (4) if they meet a low income threshold. Children may enter kindergarten provided they are (5) by August 1 of the current school year.

Physical Exam and Immunizations

Kentucky state law requires that all children entering school for the first time must have a physical and immunization certificate showing immunizations are up to date and an eye exam. An authentic birth certificate must be submitted upon entrance to kindergarten. Billfold size birth certificates are not acceptable.

Exemptions:
Parents present a written opinion from the attending physician that such a tes and immunizations would be injurious to a child's health.

Arrival/Late Arrival

Unloading of buses and student drop-offs will start at 7:25.

Student drop offs will occur in the front of the school. Parents and guardians will form a drop off line where staff will assist students getting out of their cars and into the school.

Upon arrival at school in the mornings, students will go directly to their classrooms.

A student arriving after 7:50 a.m. is considered tardy. A parent or guardian will need to sign them in at the front office. Please do not just drop your child off. You will need to come and sign them in.

Students Leaving Early

Upon arrival at school the parent, guardian, or persons designated on the emergency card must sign the child out at the front office. This is to ensure that your child is signed out to an authorized person. Adults may be required to show proof of identity in order to sign out a child. Any student leaving before 3:10 will be considered tardy. In the event of an emergency and someone must pick up your child who is not on the emergency card, you will need to let two staff members know it is ok for that person to pick them up and they will need to provide their driver's license.

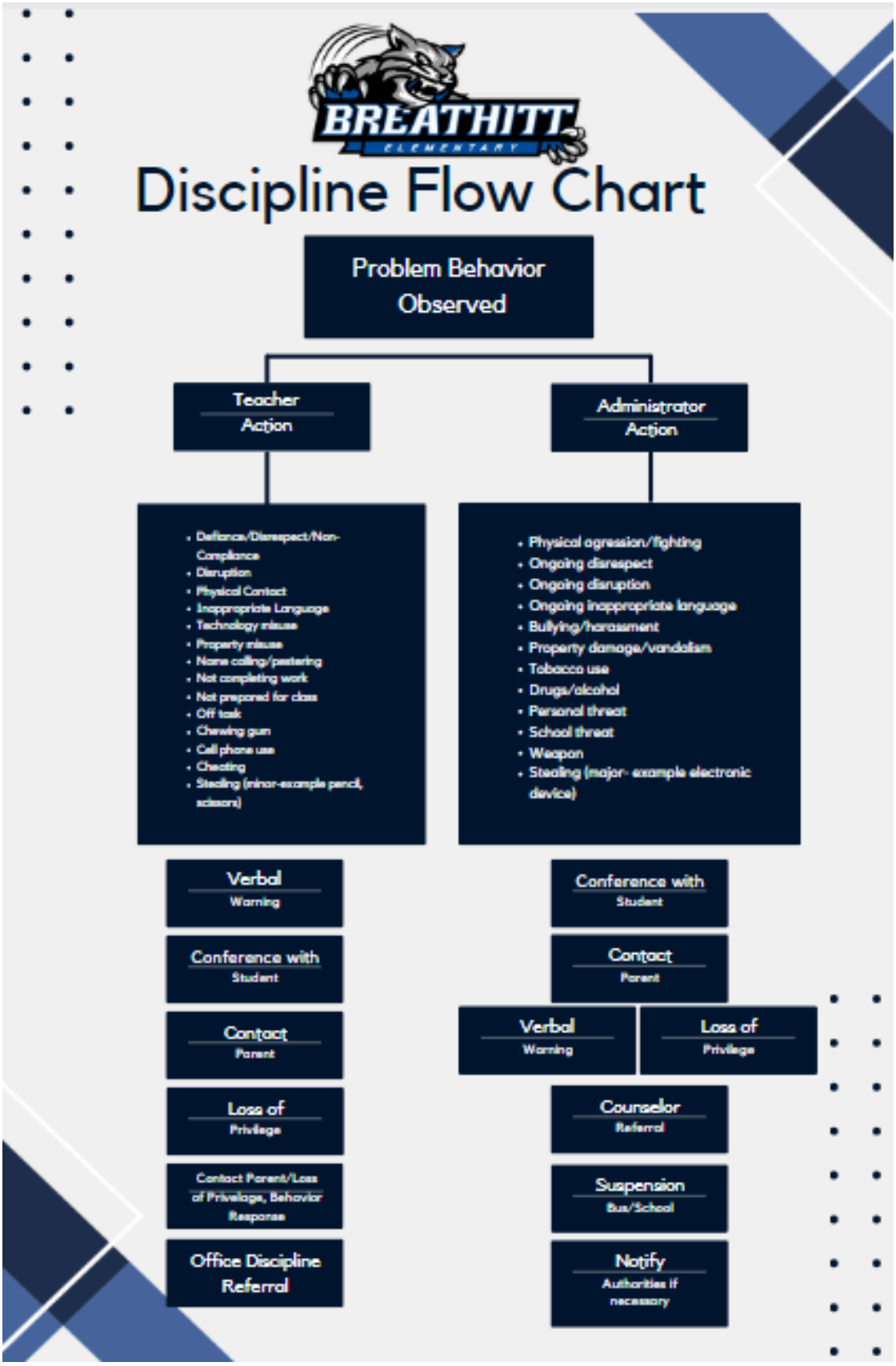
Conduct in the Cafeteria

1. **Students shall be courteous and polite to cooks and lunchroom personnel. Lunchroom Supervisors have the same authority as teachers while on duty.**
2. **Do not run in the lunchroom.**
3. **Students will clean up if he/she spills food.**
4. **Students will stay in assigned areas.**
5. **Keep voices at a reasonable level at all times.**
6. **Students empty plates orderly.**
7. **Students shall leave no food on the table or floor.**
8. **Students shall leave the lunchroom quietly and orderly.**
9. **Students should not destroy lunchroom property.**
10. **Once in the cafeteria you are not permitted to leave the area until the teacher picks up class. All kids are taken to the restroom before and after lunch by the teacher.**

Discipline and Punishment

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.**
3. **The principal shall see only extreme discipline cases.**
4. **Students may not be detained after school as a disciplinary measure.**
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 are to maintain discipline to ensure the safety of all students.**
9. **Teachers may establish rules for student conduct in the classroom as long as they are not in violation of board policies.**
10. **Teachers will not allow situations to develop which will cause discipline problems.**
11. **Suspension and expulsion as a form of discipline will be used as the most serious of student punishment.**

PBIS (Positive Behavior Interventions and Supports)



Student Rights and Responsibilities

Rights:

1. **Each student shall be entitled to participate without discrimination because of sex, color, national origin, religion, or handicap in educational opportunities and school activities that the Board sponsors and for which the student is qualified.**
2. **Students shall have a right to procedural due process concerning major disciplinary action against them. Students shall have a right to file grievances for alleged violations of Federal laws and in accordance with the grievance procedures established by Title IX, the Rehabilitation Act of 1973 and others.**
3. **Students have a right of access to their records and the guarantee of confidentiality of their academic records outside of the school system.**

Responsibilities:

1. **Students have a responsibility to respect the rights of their fellow students and to follow the regulations and policies established by school authorities.**
2. **Students have a responsibility to treat their teachers and other employees with respect and to obey their directives.**
3. **Students have a responsibility to join with other members of the school community to establish a climate for learning that will permit every student to achieve his/her maximum potential.**

Dress Code

The wearing of caps or hats inside the building is not permitted. Hooded sweatshirts may be worn, but the hoods are not to be worn while in the building during school time. Students wearing apparel distractive to the classroom will be referred to the principal and the parents will be contacted. Students should not wear halter-tops, tube tops, or midriff exposing tops to school. "Short" shorts are not permitted. Articles of clothing that are deemed objectionable by school staff must be replaced and the parents contacted. Personal hygiene should be maintained at all times. Clean bodies and clean hair should be encouraged to all children. Good personal hygiene encourages respect for you as well as for others.

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 under the supervision of the nurse.. All medication shall be kept in a locked compartment.

STUDENT RECORDS

All student records are to be maintained by the guidance counselor or by office staff. These records are private property and are not to be viewed or maintained by any other person. This includes educational, testing, personal, and or lunch records.

The Breathitt County School District Records Policy allows student records to be forwarded to another school, or State Educational facility either with or without parental permission if the student is enrolled in another educational setting and is no longer a student in the Breathitt County Schools.

Student records will be forwarded to the school where the child is enrolled upon request of the receiving school. Parents have a right to examine school records and request a copy if so desired. Written parental permission to forward records will be obtained whenever possible.

Withdrawal and Transfer

Parents should notify the school at least one week ahead of withdrawing the child from school regarding the date of the move, the new address, and the name of the school the child will be attending. A transfer notice and appropriate records will be prepared for the new school. Parents should sign a records release prior to moving.

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.

Custody

In the event your child is placed with one parent in a divorce or other situations and a custody order is in effect and there are restrictions as to visitation and pick up privileges you must provide the school with a copy of the custody papers.

In the event the child is named in a restraining order or an EPO order you must also provide the school with a copy of these orders if they are to be enforced at school.

Bus Notes

Due to safety issues we can no longer take any afternoon bus changes for students. When you do send in a bus note, it must be a handwritten note which has a bus number where your child will be getting off the bus. This note must be signed by a Parent/Guardian and provide a telephone number.

Lost and Found

Your child's possessions should be clearly marked with his/her name and grade. Lost and found is located in the office area. The school is not responsible for loss or damage to personal property. Lost items will be displayed so that the children or parents may stop by and have the opportunity to claim their items. At the first of each month all unclaimed items will be disposed of.

Telephone

No telephone calls will be forwarded through to a child. You must leave a message with office personnel. Calls to staff members will only be forwarded through on their planning periods. Please try to establish what time your child's teacher has their planning periods. Children will only be permitted to use the phone when they have a note from the teacher. You will need to get schedules from your child's coaches or scout leaders for monthly meetings and activities. Phone calls home to get permission for these activities will not be permitted.

Visitors

All visitors must check in at the office and receive permission to visit any child or adult. Visitors will need to provide a driver's license to be run through the Raptor system and receive a name tag to go past the office. If you wish to deliver something to your child, bring it to the office and we will make sure it gets to the room. If you need to have a meeting with your child's teacher, please make arrangements ahead of time.

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 you the duties he wishes you to help with. Please try to make schedules ahead of time, as last minute scheduling may be impossible. As per state law, no volunteer may have access to any student records, including personal, educational, physical, or any other records pertaining to the student. A violation of this rule may result in revocation of your volunteer privileges.

Toys

"Fad toys" have a place for proper usage. They are not to be brought to school or on the bus. This includes trading cards. If such items are brought to school, school personnel will ask that they be put away. If students do not comply, staff may confiscate them and bring them to the office. They will be labeled with the child's name and placed in storage. Parents may come by the office and pick up these items.

Other items brought on the bus are to only be done so if the guidelines of the Board's Discipline Handbook so states and permission is granted by the bus driver.

Students are not permitted to use cell phones during school hours. If they bring phones, they must be turned off and remain in the student's backpack until school is dismissed.

After School Activities

If a student stays for an after school activity in which the school does not provide transportation, arrangements must be made to pick up the student at the designated time. School rules apply for after school activities as well.

Fire Drills

The state law requires ten fire drills per year. Two of these must be held during the first week of each semester. Escape routes will be posted by doors and teachers will discuss individual escape routes and the manner in which they are to exit a particular room.

School Bus Drills

There must be a minimum of four bus evaluation drills each year. The required times are the first week of school, the first week of each semester, and two other drills within the year. All drills will be supervised.

Other Drills

Tornado, earthquake and lockdown drills will be conducted throughout the year. Teachers will discuss the proper procedures for each type of these drills.

Breakfast and Lunch

All students eat free. Everyone will still need to fill out the lunch application forms. Some of our school funding is adjusted through school lunch applications.

Library Rules

Library rules will be set and explained by the librarian. All lost or damaged library books or materials may be billed to the parent at current replacement cost.

Special Education

Special education services are provided for students that are identified and evaluated by qualified personnel. Students are placed in the special education program according to proper due process procedures. ARC meetings will be held to develop and discuss IEPs. Students will receive services through a co-teaching model as well as a resource room service model.

Benchmarking

All students will complete the Acadience benchmarking assessment three times a year for both reading and math. These results, along with classroom performance will allow teachers to determine if students are in need of extra support. If they are in need, they will receive extra support through MTSS. All students will be progress monitored throughout the year using the Acadience platform.

MTSS (Multi-Tiered System of Support)

Breathitt County Schools utilizes an MTSS plan to support students academically. Students who are identified as needing tier 2 and tier 3 instruction will be provided with extra instruction daily. The extra instruction is an effort to provide students with the needed strategies and support to allow them to perform at grade level.

Student Promotion

ln all grade levels promotion to the next grade is based on the following:

1. A student has mastered the essential skills of the grade level in which he/she is enrolled, measured by benchmarking assessments, and indicated on the student progress report provided to the parent on a periodic basis throughout the year.
2. A student has demonstrated satisfactory progress in mastering the essentials of the grade level in which he/she is enrolled, commensurate to the student's ability, and as indicated on the progress report.

Student Retention

Research suggests that all students do not learn at the same pace. When it is determined that repeating a school year will be beneficial to the student, the school may recommend retention. Board policy encourages such evaluation as early as possible in the student's education.

The determination of whether or not a student will benefit from retention should be based on as much objective data as possible. To assist teachers in reaching their decision the following procedures are to be followed:

1. Consideration for retention should be given by the end of the second grading period and specific investigation made into emotional and behavior problems, energy level, motivation, interest, attendance, health, and ability.
2. Parents should be notified the retention is being considered, no later than the end of the first semester.
3. Recommendation for retention should be made by a committee including the students teacher, principal, guidance counselor and any other individual with data to contribute.
4. A meeting should be scheduled during the last month of school for final decision and communication with the parent or guardian.

Lost and Found

Your child's possessions should be clearly marked with his/her name and grade. Lost and found is located in the office area. The school is not responsible for loss or damage to personal property. Lost items will be displayed so that the children or parents may stop by and have the opportunity to claim their items. At the first of each month all unclaimed items will be disposed of.

Newsletter

The school will try to issue a newsletter on a monthly basis. It will give class updates and a description of coming events and reminders relating to our current activities.

Attendance Policy

STUDENTS
09.123

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.[1]

Truancy Defined

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. One (1) day for attendance at the Kentucky State Fair,
5. Documented military leave,
6. One (1) day prior to departure of parent/guardian called to active military duty,
7. One (1) day upon the return of parent/guardian from active military duty,
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave,
9. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
10. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students shall have the same number of days excused to make up the missed work. It is the responsibility of the student to meet with teachers to get missed assignments.

A student who is participating in a school-related activity during school hours shall not be counted absent. However, the student shall be required to make up any assignments missed.

Educational Enhancement Opportunities

Kentucky law specified that a student may be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity. The following procedures will be followed to request approval:

1. Requests shall be submitted to the building Principal prior to the absence for consideration;
2. The proposed activity must have significant educational value, be intensive in nature and be directly related to the core subjects of English, Science, Mathematics, Social Studies, Foreign Language and/or Fine Arts;
3. A student may be approved up to ten (10) days per school year;
4. **A student with three (3) or more unexcused absences will not be granted an Education Enhancement Opportunity;**
5. The building Principal shall use his/her judgment whether the request meets the criteria for approval;
6. Students will not be penalized academically for days approved as Educational Enhancement Opportunity;

7. Students shall be responsible to make arrangements with their teachers for all missed assignments;
8. Requests will not be approved during the KSA assessment window and/or the district-wide assessment window; and
9. A Principal decision may be appealed to the Superintendent and then to the Board.

Notes Required

All absence days and tardies will be considered unexcused until the appropriate documentation is provided to the school. These notes must be turned in within three (3) days after the absence or tardy. If the note or documentation is not received within three (3) days, the absence day/tardy will remain unexcused.

Parent Notes: A student returning to school after an absence must bring a note within three (3) days signed by his/her parents or guardian. Three (3) parent or guardian notes are accepted for excuse for each semester.

Health Care Provider Notes: A student who is absent due to illness and goes to the doctor shall within three (3) days of return to school present the health care provider's statement. The following information is required on the excuse statement:

1. name of health care provider;
2. date and time of appointment;
3. date student can return to school;
4. health care provider's signature.

Notes Required (continued)

Up to ten (10) days per school year may be excused with a health care provider's note. Any absence or tardy day due to medical reasons in excess of ten (10) health care provider's notes will require the presentation of the Medical Excuse form before the absence will be excused. **After ten (10) days of absence/tardiness in a school year for medical reasons, the Medical Excuse form shall be completed in order for the student to receive additional medical excuses.** The Medical Excuse form is available at each school, the office of the Director of Pupil Personnel, on the official District website and at parent request at some medical facilities. Medical reasons after ten (10) absence or tardy days will be excused ONLY if the Medical Excuse form is presented.

School Handbooks

Each school handbook shall include specific attendance requirements.

Educational Enhancement Opportunity

STUDENTS 09.123 AP.2

Educational Enhancement Opportunity Request Form (You may request form from school)

To request an absence to attend or participate in an educational activity, please complete the application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose if the student has fewer than three (3) unexcused tardies and is passing three (3) out of four (4) classes. The student is also required to see each teacher before leaving on the trip to get his/her assignments. Students who are granted an absence under this law will be allowed to make up all school work, which must be completed and turned in within five (5) days of return. Student grades cannot be affected by lack of attendance or participation in classes for approved days. This type of absence cannot occur during the school's CATS Testing or District-wide assessments unless there are extenuating circumstances that are approved by the Principal. Upon return to school, students will be required to submit to the Principal a typewritten document describing the educational experiences they encountered on their trip. They must do a short presentation to the class as proposed by the teacher and submit one of the following: typewritten page, scrapbook, display, PowerPoint, etc. Paper of poor quality will not be accepted, and the trip will be unexcused.
Decisions may be appealed to the Superintendent and then to the Board of Education.

Tardiness

Tardiness includes being late for school, or being picked up early from school. Excessive unexcused tardiness will accumulate as unexcused absences and will result in a referral to the District DPP.

Perfect and Good Attendance

The Principal will verify good attendance. Good attendance will be considered as 3 or less excused absences and 2 or less excused tardies.

For perfect attendance, students will have no full or half days missed and no more than 2 excused tardies.

The parent throughout the year can do a review of the attendance.