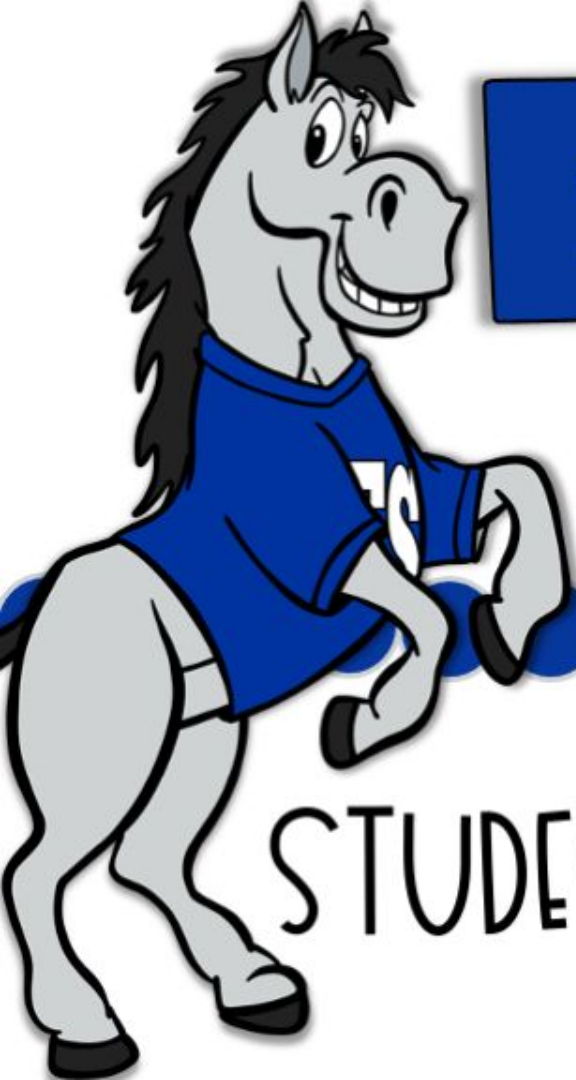




EASTERN

Elementary

STUDENT + FAMILY HANDBOOK

A MESSAGE

From Principal Denny



Welcome to Eastern Elementary! We are excited about the upcoming school year. We appreciate you entrusting us with your child's education. This handbook is a quick reference containing information about our school. I've tried to condense important school policies and procedures in a user-friendly format. If you have any questions about these policies, please contact the school at 845-8640. We look forward to a successful year and we're glad to have your child as a member of our school community.

SCHOOL Hours

Instructional Day: 7:30 AM - 2:20 PM

School Open: 7:00 AM

Car Riders Dismissal: 2:10 PM



ATTENDANCE

Policy

- **Reporting Absences:** Call the school secretary **BEFORE NOON** if your child is going to be absent. Parents must send in either a physician's excuse or a written parent note for the absence to be excused. You have **2 school days** to submit a written excuse, or the absence will be unexcused. You are allowed **up to 5** excused absences with parent notes.
- **State Attendance Policy:** If your child misses 3 unexcused days, they are considered truant. After 3 unexcused absences, you will receive a letter and the Director of Pupil Personnel will be notified. An absence due to head lice is unexcused on the first offense.

ATTENDANCE Policy

From the Henry County Public Schools Code of Acceptable Behavior and Discipline

- **Legal Requirement:** All students must attend school every day and be on time. Tardiness includes being late or leaving early.
- **Truancy:** A student is truant after 3 unexcused absences or tardies. Habitual truancy occurs after being reported truant twice.
- **Attendance Records:** The district records excused and unexcused absences daily.

ATTENDANCE

Policy

Excused Absences

1. **Illness:** Verified by a physician's statement. After 10 notes, a Medical Excuse Form is required.
2. **Family Death:** Verified by a note from the funeral director.
3. **Court Appearance:** Verified by a note from the court official.
4. **Driver's Test:** 1/2 day allowed.
5. **Religious Holidays.**
6. **Kentucky State Fair:** 1 day.
7. **Military Leave.**
8. **Parent's Military Duty:** 1 day prior and 1 day after.
9. **Principal-Approved Reasons.**

ATTENDANCE

Policy

Verification

- **Parent Notes:** Accepted for up to 5 days per year. After 10 absences, a Medical Excuse Form is required.
- **Returning to School:** A signed note is required within 2 days of the absence.
- **Make-Up Work:** Arrangements must be made with the teacher. Unexcused absences do not allow for make-up work.
- **Suspension:** Projects or homework assigned prior to suspension will be accepted for credit.

Notification

- **Principal's Role:** Ensure parents and students are notified of accumulated absences.

STUDENT

Check Outs + Tardies

Checking Out Students

- **Early Check-Out:** Students **MUST** be signed out at the office. The secretary will have your child meet you at the office. Only individuals listed on your child's checkout list can check them out. To amend the checkout list, notify the school in writing.

Tardies

- **Tardy Notes:** Doors will close at 7:30 AM. If you arrive after this time, please sign your child in at the office through the front door. Tardies include arriving late or checking out before 2:10 PM, and they count towards days absent.

VISITING

Our School

- **Visitor Policy:** Sign in at the office and show identification. All outside doors are locked during the school day; enter through the front doors by the office.

TRANSPORTATION

Information

- Bus dismissal is at the front of the building; there is a monitor assigned for morning and afternoon bus duty.
- Car riders are dismissed through the gym; staff is assigned to monitor adults picking up children; adults must come into the gym.
- Students should be dropped off using the right side of the car
- Parents shall stay in car during pick up and drop off
- Parents must go through the transportation department for any changes in bus transportation; authorization for release to an adult, other than a parent, must list the person on the emergency checkout form.

FIELD TRIP

Chaperones

- **Chaperone Requirements:** Due to gas prices, chaperones may not be accommodated on the bus. Kentucky law requires a criminal background check for all chaperones. Complete the ["Youth Leader Request"](#) form to be approved. Check your status by calling the office.

MEDICATION

Policy

- **Prescription Medication:** Have your child's physician complete the [Medication Authorization form](#). No medication will be given without this form. Over-the-counter medication requires the same form. All medications must be in their original container.

[Release and Exchange Information](#)

MONEY Matters

- **School Fees:** \$16 for school fees and \$16 for technology fees due by September 1, 2025. All fees can be paid online using [SchoolCashOnline.](#)
- **Meal Prices:** All students receive free breakfast and lunch. Adult breakfast: \$3.25, Adult lunch: \$5.00, Extra milk: \$0.50, Ice cream: \$1.00
- If you would like to add money for extras to your students account, please use [myschoolbucks.com.](#)

SEVERE Weather

- **Early Dismissal or Closures:** You will receive a call from IC Messenger. Ensure your home number is in the system. To add a cell number, send a note.
- Updates will be posted on the Eastern Elementary School Facebook Page and local TV/radio stations.

[EES Emergency Management Plan](#)

GENERAL Information

1. **Classroom Discipline:** Managed by each teacher. See the Code of Conduct for more information.
2. **Outdoor Play:** A parent note is needed if a child cannot go outdoors.
3. **Head Lice Checks:** Conducted if symptoms are noticed or reported.
4. **Updated Contact Information:** Keep addresses, phone numbers, and emergency contacts updated.
5. **Lost/Damaged Property:** Payment is due for damaged or lost school property.

DRESS Code

Appropriate Attire:

- Comfortable shoes for recess; tennis shoes for PE on Thursdays/Fridays.
- Avoid short shorts, halter tops, sagging shorts, deep-neck shirts, large-armed t-shirts, and inappropriate logo t-shirts.
- Hats and sunglasses are not allowed indoors.
- Mark your child's belongings.

SCHOOL

Expectations



C - COURTEOUS

- Use polite words like "please" and "thank you".
- Wait patiently in line without pushing or cutting.
- Use indoor voices.

O - ORGANIZED

- Keep personal space and belongings neat and tidy.
- Stay seated unless given permission to get up.
- Dispose of trash properly.

L - LEADERSHIP

- Set a good example by following cafeteria expectations.
- Help classmates if they need assistance carrying trays or opening items.
- Encourage others to keep the cafeteria neat and orderly.

T - TRUSTWORTHY

- Follow cafeteria procedures for getting food and drinks.
- Be honest if there is a spill or accident, tell an adult immediately.
- Respect the cafeteria property.

1. Quiet in the hallway.
2. Respect others and their property.
3. No chewing gum (except as a treat).
4. No weapons.
5. No fighting, bullying, or profanity.
6. No soft drinks at lunch.
7. Use good manners at meal times.
8. Follow the teacher's rules.



BE A COLT

IN THE HALLWAY!

UUUUUUUU

C - COURTEOUS

- Use quiet voices.
- Walk on the right side of the hallway.
- Hold the door for others.

O - ORGANIZED

- Keep hands + feet to yourself.
- Stay in a single file line.
- Carry materials neatly and securely.

L - LEADERSHIP

- Set a good example for younger students.
- Follow instructions promptly.
- Encourage peers to follow hallway expectations.

T - TRUSTWORTHY

- Go directly to your destination.
- Be honest if there is a problem.
- Take care of school property + the hallway environment.



BE A COLT

IN THE BATHROOM!

UUUUUUUU

C - COURTEOUS

- Respect others privacy.
- Use quiet voices.
- Flush the toilet after use.

O - ORGANIZED

- Keep the bathroom clean by throwing away trash.
- Use bathroom supplies wisely.
- Take turns and be quick.

L - LEADERSHIP

- Report an issue to a teacher or staff member.
- Be a role model by showing proper bathroom etiquette.
- Encourage peers to follow the bathroom expectations.

T - TRUSTWORTHY

- Go straight to the bathroom and then back to class.
- Keep water in the sink to avoid slippery floors.
- Walk, don't run in the bathroom.

STUDENT

Cell Phone Policy

- **Keep it Packed:** Cell phones should stay in your backpack at all times during the school day.
- **Teacher's Call:** If a cell phone is seen out, the teacher will take it and give it back at the end of the day.
- **Serious Consequences:** If this happens often, it will lead to an office referral and your parents will be contacted.