



Student Handbook

2026-2027

Phone: (606) 639-6521
Fax: (606) 639 4247

Website:
<http://www.pike.kyschools.us/12/home>

217 Dorton-Jenkins HWY,
Dorton, KY 41520

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School Schedule

7:15 a.m. - First parent drop-off students arrive

First bus arrives

(This is the time when teachers report for supervision duties.)

7:53am – Morning announcements begin in the gym.

7:55 a.m. - Morning bell sounds

(Any student arriving after 7:55 a.m. must sign-in at the office and will be counted tardy.)

10:00 a.m. – 12:30 p.m. - Lunches

(All students will have a 25 minute lunch, as well as a 5-minute restroom break immediately following their lunch. Check with your child's homeroom teacher regarding specific times.)

2:40 p.m. - Parent Pick-Up for Head Start

2:50 p.m. - Parent Pick-Up for Kindergarten and 2nd Grade

3:00 p.m. - Parent Pick-Up for 3rd Grade and 4th Grade

3:05 p.m. - Parent Pick-Up for 5th Grade and 6th Grade

3:10 p.m. - Parent Pick-Up for 7th Grade, 8th Grade, & Bus Dismissal

School Phone & Fax

Our main office phone number is (606) 639-6521 and our school fax number is (606) 639-4247. Please help us keep the phone for school business and emergency only. Students must have a phone pass from their teacher before using the phone. Student phone calls asking to remain after school hours or for permission to visit a friend are not emergencies and are not permitted. Parents are prohibited from asking to have phone calls transferred to a classroom during class time; this is very disruptive to class and not conducive to student learning. If you would like to talk to your child's teacher, please leave a message with the school secretary and the teacher will call you back during their planning period.

School Facebook Page

Our school's Facebook page is public. The sole purpose for this page is for announcements and positive comments only. We want to continue the family atmosphere of Dorton Elementary by having a high level of school spirit and being as transparent as possible. Students and staff will be highlighted along the way.

<https://www.facebook.com/profile.php?id=61579265336830>

Visitor Access, Student Check-In/Check-Out, & Building Security Procedures

Parents are always welcome at Dorton Elementary School. To help maintain a safe and secure learning environment, appointments should be scheduled in advance to meet with a teacher or visit a classroom. All visitors must sign in at the front office and receive authorization before entering the building. Parents and visitors are not permitted to proceed to classrooms without signing in at the office and obtaining prior authorization.

The school's policy is to admit only those visitors who have legitimate business at the school. School administrators reserve the right to refuse entry to any visitor if they determine that allowing access is not in the best interest of the school. Any person found on school grounds without authorization is considered to be trespassing and may be subject to penalties as provided by law.

To enhance school safety, protect student confidentiality, and reduce traffic in the front office, Dorton Elementary School has established the following visitor procedures:

- All visitors must use the door buzzer before entering the building. Office staff will ask the purpose of your visit before granting access.
- Visitors should be prepared to present a valid government-issued photo ID for identification and verification purposes. Visitors checking a student in or out will be required to present a valid government-issued photo ID.
- If you are dropping off or picking up your child, please enter through the first set of doors and sign your child in or out at the designated desk located immediately inside the entrance to the left.
- Parents and visitors who are buzzed into the building for student drop-off or check-out are not permitted to proceed beyond the second set of glass doors unless specifically authorized by school staff.
- For student check-outs, office staff will verify that you are listed as an approved person for pickup before escorting your child to the glass vestibule, where your child will be released to you.
- Parents are asked to remain in the glass vestibule while waiting for their child and should not enter the main office or school hallways unless directed by school personnel.
- Students who are checked out before the end of the instructional day will be recorded as tardy when they return to school unless a valid written excuse is provided in accordance with school attendance policies.

We appreciate your cooperation and understanding in following these procedures. These expectations are designed to provide a safer, more secure environment for our students and staff while helping our front office operate more efficiently. Thank you for partnering with us to keep Dorton Elementary School a safe, welcoming, and secure place for everyone.

Parent Drop-Off Procedures

- Parents may use the designated parent drop-off line to drop off students at the back entrance of the gym between **7:15 a.m. and 7:55 a.m.**
- Students arriving after **7:55 a.m.** must be signed in by a parent, guardian, or authorized adult at the front entrance. Families should follow the procedures outlined in the **Visitor Access, Student Check-In/Check-Out & Building Security Procedures**, including using the door buzzer, presenting identification, signing the student in, and remaining in the designated vestibule unless authorized by school personnel. Students arriving after **7:55 a.m.** will be recorded as tardy unless a valid excuse is provided in accordance with school attendance policies.
- Kindergarten students may be accompanied by parents, guardians, or authorized adult through the front entrance on the **first day of school only**. After the first day, all students should follow the regular arrival procedures.

We appreciate your cooperation in following these procedures to ensure the safety, security, and efficient arrival of all students.

Special Event Visitor Procedures

Families are strongly encouraged to participate in the many special events held throughout the school year. To ensure the safety of all students, protect instructional time, and maintain an orderly campus, the following procedures will be observed during school-sponsored events:

- During special events such as Title I Parent and Family Engagement activities, student performances, Grandparents Day, Veterans Day, or other school-sponsored events where families are invited, all visitors must sign in upon arrival at the designated sign-in table located at the entrance to the gymnasium, cafeteria, or other event location, in accordance with school procedures.
- Parking for special events is available behind the middle school building and the gymnasium. Visitors are asked to park only in designated parking areas and not in fire lanes, bus loading zones, or other restricted areas.
- Visitors attending special events are asked to remain in the designated event area (such as the gymnasium or cafeteria) and should not enter classrooms, office areas, or school hallways unless authorized by school personnel.
- At the conclusion of the event, visitors are asked to exit the building promptly and in an orderly manner as students return to their classrooms to continue the instructional day.
- Families are strongly discouraged from checking students out immediately following a special event. If a student must be checked out, families must follow the procedures outlined in the **Visitor Access, Student Check-In/Check-Out & Building Security Procedures** section by exiting the event area and entering through the school's main front entrance to access the designated check-in/check-out area located in the front vestibule. Visitors will not be permitted to access the office by way of the school hallways during or immediately following a special event.
- Students who are checked out before the end of the instructional day during or following a special event are subject to the school's attendance procedures and may be recorded as

tardy or absent unless a valid excuse is provided in accordance with district attendance policies.

Parent Pick-Up Procedures

All students dismissed for parent pick-up will be sent to the gym, therefore parents are not permitted to wait for children in the office or hallways of the school. No student will be permitted to leave the school grounds, unless he or she is accompanied by a parent or guardian, or they have written permission from said parent or guardian, to leave with another person. This written permission shall be dated and include a contact number for the office to verify the validity of the written permission. This process must be completed prior to the student's lunch. This policy is solely for the purpose of protecting our children. Students will be released using a staggered schedule. During a student's scheduled release time parents are asked to drive through the student pick-up lane at the back of the gym to pick up their children.

Students' Parent Pick-Up Schedule:

- 2:40 p.m. - Parent Pick-Up for Head Start
- 2:50 p.m. - Parent Pick-Up for Kindergarten through 2nd Grade
- 3:00 p.m. - Parent Pick-Up for 3rd Grade through 4th Grade
- 3:05 p.m. - Parent Pick-Up for 5th Grade and 6th Grade
- 3:10 p.m. - Parent Pick-Up for 7th Grade, 8th Grade, & Bus Dismissal

Afternoon Bus Dismissal

- All students will be dismissed to the gym for bus loading.
- Students are not permitted to ride a bus home with another student without written permission from their parent/guardian. This written permission shall be dated and include a contact number for the office to verify the validity of the written permission. This process must be completed prior to the student's lunch.

P-3 Disciplinary Code of Conduct

Level 1 Behavior Violations (Break Detention)

Every five detentions result in one (1) day of In-School Suspension.

- Talking during class.
- Failure to comply with classroom rules (working in class/ having supplies).
- Not staying on task.
- Coming to class unprepared.
- Teasing other students.
- Passing notes.
- Placing hands/ feet/ or objects on others .
- Chewing gum, Food or Drinks in Classroom.
- Carrying tales to instigate a fight.
- Spitting on school property (sidewalks, etc.).
- Inappropriate lunchroom behavior.
- Failure to complete work.
- Using the telephone without permission.
- Bringing electronic devices that distract from education.
- Class disruption (classroom or hallway).
- Leaving garbage on the playground.
- Bringing cards of any kind.
- Throwing food in the cafeteria.
- Threatening or harassing other students.
- Other behaviors that are similar in nature.

Level 2 Behavior Violations (Principal's Discretion)

- Repeated (three times in one week) or more serious level 1 violations.
- Level 3 violations that are of low intensity, caused by poor judgment, or are not likely to be repeated (at the discretion of the principal).
- Possessing or using a cell phone (see Cell Phone Policy), smartwatch, tablet, earbuds/headphones, gaming device, or any other non-school-issued or non-approved electronic device during the school day or on school property without prior authorization.
- Other behaviors that are similar in nature.

Level 3 Behavior Violations (1 Day of In-School Suspension)

- Skipping class.
- Every five detentions.
- Insubordination/Defiance.
- Vandalism/Destruction of school property (Stuffing paper towels in commodes).
- Horseplaying.
- Other behaviors that are similar in nature.

Level 4 Behavior Violations (Out of School Suspension)

Out of school suspension may result in the student being not allowed to participate in field trips for the remainder of the semester.

- Fighting.
- Showing disrespect for school personnel.
- Calling 911.
- Calling in bomb threats.
- Smoking marijuana, tobacco or any illegal substance (Police will be called).
- Possession of non-prescription drugs not in proper container.
- Chewing or possessing tobacco or any illegal substance (police will be called).
- Obscene or vulgar behavior, acts deemed vulgar by administration, faculty, or staff.
- Other behaviors that are similar in nature.

*THE ABOVE MENTIONED OFFENSES ARE PART OF THE ZERO TOLERANCE PLAN AND WILL RESULT IN IMMEDIATE OUT OF SCHOOL SUSPENSION.

*ANY VIOLATION WHICH SHOULD OCCUR THAT IS NOT LISTED WILL BE THE PRINCIPALS DISCRETION AS TO WHAT LEVEL AND THE PUNISHMENT.

Level 5 Behavior Violations (Legal Court Action)

- The 3rd offense for fighting or continued, persistent misbehavior will result in the child being deemed as “Out of Control” and legal actions will be taken.
- This policy is being adopted as a clear guideline for “all” teachers and students to institute Consistency in the manner in which discipline is administered.

Special Indications for Serious Behavior Violations

Bullying: No harassment of any student will be tolerated. Any violation of this rule will result in immediate referral to the principal. Appropriate disciplinary measures will be implemented.

Suspension and Expulsion: Students will be suspended or expelled based on the severity of the offense. The school administrator will make the final decision for suspension. The Pike County Board of Education will make the final decision for expulsions.

Drug/ Alcohol/ Tobacco Use: Students under the influence of illegal drugs will be subject to the following actions:

- ◆ They shall be removed from the class or activity where they will be isolated from others.
- ◆ Law enforcement officials will be contacted and the facts reported to them.
- ◆ The students’ parents, guardians, or other designated responsible person will be notified and asked to come to school.

Deadly Weapons: Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a \$10,000 fine. Any student caught with a deadly weapon in his/her possession will be referred to the Pike County Board of Education for permanent expulsion.

4-8 Disciplinary Code of Conduct

Level 1 Behavior Violations (Break Detention)

Every five detentions result in one (1) day of In-School Suspension.

- Talking during class.
- Failure to comply with classroom rules (working in class/ having supplies).
- Not staying on task.
- Coming to class unprepared.
- Teasing other students.
- Passing notes.
- Placing hands, feet, or objects on others .
- Chewing gum, Food or Drinks in Classroom.
- Inappropriate lunchroom behavior.
- Failure to complete work.
- Using the telephone without permission.
- Bringing electronic devices that distract from education.
- Class disruption (classroom or hallway).
- Leaving garbage on the playground.
- Bringing cards of any kind.
- Throwing food in the cafeteria.
- Other behaviors that are similar in nature.

Level 2 Behavior Violations (Principal's Discretion)

- Repeated (three times in one week) or more serious level 1 violations.
- Possessing or using a cell phone (see Cell Phone Policy), smartwatch, tablet, earbuds/headphones, gaming device, or any other non-school-issued or non-approved electronic device during the school day or on school property without prior authorization.
- Threatening or harassing students.
- Any apparel, jewelry, cosmetics, etc. that distracts your child or other students from learning. Must adhere to the dress code.
- Other behaviors that are similar in nature.

Level 3 Behavior Violations (1 Day of In-School Suspension)

- Skipping class.
- Carrying tales that result in a fight.
- Every five break detentions.
- Insubordination/ Defiance (principal's discretion).
- Vandalism/ Destruction of school property (Includes Stuffing paper towels in commodes).
- Other behaviors that are similar in nature.

Level 4 Behavior Violations (Out of School Suspension)

Out of school suspension may result in the student being not allowed to participate in field trips for the remainder of the semester.

- Showing disrespect for school personnel (The number of days will depend on the severity of the action against the teacher. The teacher will be consulted).
- Calling 911.
- Calling in bomb threats.
- Smoking marijuana, tobacco or any illegal substance (Police will be called).
- Possession of non-prescription drugs not in proper container (All medication must be kept in the office with instructions from parents about how the medication is to be dispensed).
- Chewing or possessing tobacco or any illegal substance (police will be called).
- Fighting.
- Obscene or vulgar behavior, acts deemed vulgar by administration, faculty, or staff.
- Sexual harrassment (Police will be called).
- Other behaviors that are similar in nature.

*THE ABOVE MENTIONED OFFENSES ARE PART OF THE ZERO TOLERANCE PLAN AND WILL RESULT IN IMMEDIATE OUT OF SCHOOL SUSPENSION.

*MULTIPLE VIOLATIONS OF LEVEL 3 AND 4 OFFENSES WILL RESULT IN THE PRINCIPAL FILING “BEYOND SCHOOL CONTROL” AND POSSIBLE ALTERNATIVE SCHOOL PLACEMENT.

Level 5 Behavior Violations (Legal Court Action)

- The 3rd offense for fighting or continued, persistent misbehavior will result in the child being deemed as “Out of Control” and legal actions will be taken.
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Drug/ Alcohol/ Tobacco Use: Students under the influence of illegal drugs will be subject to the following actions:

- They shall be removed from the class or activity where they will be isolated from others.
- Law enforcement officials will be contacted and the facts reported to them.
- The students’ parents, guardians, or other designated responsible person will be notified and asked to come to school.

Deadly Weapons: Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a \$10,000 fine. Any student caught with a deadly weapon in his/her possession will be referred to the Pike County Board of Education for permanent expulsion.

Field Trip Policy

We have created a *Field Trip Policy* to clearly establish the policies, procedures and expectations with respect to field trip preparations.

The following actions will automatically eliminate the student from this activity:

1. More than 10 documented break detentions.
3. Any suspension from school.
4. Three days of ISS in-school suspension or 4 days of after-school detention.
5. Any drug, tobacco, or alcohol related offense.
6. Misbehavior on any trip prior to the end-of-year trip will result in automatic loss of the activity.

-Life happens so it's important to contact your teacher if something is going on. Do not wait until the trip to try and explain why your child has missed.

Any combination of the following rules can eliminate a student's eligibility for the class trip.

The principal, with consultation with the students' teachers, can reinstate the student's eligibility for a trip if that student has made considerable progress over a whole semester.

Example: Johnny gets suspended in August for a fight, but for the rest of the year has been a model student. The teachers will consult with the principal to see if Johnny can participate on the class trip if they feel he deserves it.

Student Dress Code

Students are asked to use good judgment and dress appropriately for the weather and to remember their clothing for school should never be distracting or revealing. Any attire that attracts undue attention, potentially creating a disturbance in school is prohibited. Homeroom teachers are responsible for enforcing the dress code.

Shirts & Tops

- All shirts must cover and conceal the body, including cleavage, midriff, back, and lingerie/undergarments.
- Shirts or tops must cover at least the waistband of pants, shorts, or skirts with their hands at their side.
- All shirts must have straps. Shirts with straps less than two inches wide are prohibited.
- The following shirts are strictly prohibited: Shirts including, but not limited to, those with reference to the occult and figures associated with occultism, violence, gangs, gang-related activities, sexual connotations, alcohol, or drug-related images or slogans.

Pants & Shorts

- All pants, shorts, and skirts must cover and conceal the body and all undergarments.
- All closures on pants, shorts, and skirts must be fastened all times.
- No sagging pants, shorts or skirts: all pants, skirts or shorts are to fit and be worn at the wearer's natural waistline.
- Shorts must be no shorter than fingertip length with student standing upright with shoulders relaxed.
- No holes or tears in shorts/jeans/pants above the fingertip length requirement as stated above.

Dresses & Skirts

- Dresses and skirts must cover and conceal the body and all undergarments.
- Dresses (including slits) and skirts must be no higher than three inches (or a credit card width) above the knee.

Accessories & Miscellaneous

Clothing or accessories may not display any of the following:

- Offensive, vulgar, or sexually suggestive language or images.
- Racial or ethnic slurs/symbols.
- Gang affiliations.
- Belts must fit the wearer's natural waist size and be buckled at all times.
- Belts are to be worn inside belt loops.

- Head apparel, except for religious or medical reasons, must not be worn inside the school building at any time (except for specified special event days, such as Hat Day for Red Ribbon Week).

Prohibited accessories include the following:

- No Blankets
- No wallet chains
- No sharp objects that may be attached to shoes, boots or other footwear.
- No steel-toed boots
- No novelty hosiery, such as fishnet, etc.
- Studded or chained accessories.
- Gloves may not be worn indoors. Specifically, gloves with fingers cut out, similar to those worn by gang members.
- Sunglasses, except for health purposes as prescribed by a medical professional.
- Sleepwear (unless allowed for a special event day, such as P.J. Day sponsored by the FRYSC for Red Ribbon Week).

Body Piercing Prohibited

The wearing of jewelry, studs, pins, or any other body piercing adornments is prohibited on any exposed body part (except the ears for normal earring wearing and a single-stud that fits flush to the nose). This includes, but is not limited to, multiple piercings of the nose, any nose piercing that does not fit flush to the nose, tongue piercing, eyebrows piercing, lips piercing, chin piercing, belly button piercing, or other exposed body parts.

Jewelry

Students are permitted to wear usual and customary items of jewelry.

Students are strictly prohibited from wearing dog collars, large chains, pendants that promote occultism, drug use or gang activity or affiliation.

If any student violates the above, that student's parents will be called to come and pick the student up, or bring appropriate clothing. (The Family Resource does not give clothing to students for violations of the Dress Code – Parents will be called).

The school administrator reserves the right to determine whether the student's attire is within the limits of decency and modesty.

The principal may allow exemptions for school-wide programs or special classroom activities.

The teacher and principal(s) will administer consequences for policy infractions according to the Student Behavior/Discipline Code.

Parents/Guardians will be notified, and the infraction will be documented as a level one infraction.

Homeroom Teacher Requests

Homeroom teacher requests for the upcoming school year can only be made in a grade that is considered self-contained. Self-contained grades do not switch classes. Only the first 20% of official requests will be granted. The initial 20% will be found using the total student count in that particular grade as determined on the last day of school of the year prior. Official requests are defined as requests made in writing through the office beginning on the first day of Kindergarten registration and ending on the last day of school. These requests will be dated and the time of the request will be noted by one of the secretaries. Students being retained will count toward the total student count, but not toward the percentage of requests being made.

Cafeteria Policy

- No pushing or shoving in the lunch line.
- No cutting in the lunch line.
- All students must sit at their designated table in their assigned seat.
- Throwing or spitting of food is prohibited at all times.
- All milk rings, lids and food wrappers must be placed on lunch trays or in the garbage when students leave the table.
- Students are required to use their “inside voice” when conversing at the lunch tables and in the lunch line.
- Students are required to be respectful of the cafeteria manager and staff at all times.
- The Pike County Board of Education strictly prohibits the consumption of “competitive foods”, by students, on school grounds during the lunch window (10:00 a.m. till 12:35 p.m.). The term “competitive foods” refers to restaurant prepared food, such as Subway, Hardees, McDonalds, Pit Stop, Nonnie Pop’s, El Azul Grande, etc. Students ARE allowed to bring packed lunch from home.
- Ala Carte items (side items, such as chips, cookies, etc.) can only be purchased with the purchase of a school meal.

Homecoming Court (Football & Basketball)

The following guidelines apply to all students chosen to be a member of the court.

- No more than 1 in-school suspension.
- No out-of-school suspensions.
- All students are allowed to be on both courts. Only one 8th grader can be selected to be king or queen once (Football King and Queen are not eligible to be Basketball King or Queen unless you are the only 8th grader running.)

Luau Guidelines

- No more than 2 days of In School Suspension per year. (Unless student obtains written approval by Principal).
- **No Out-of-School Suspension events.** (If a student has one Out-of-School Suspension event, they may still be eligible with written approval from all Junior High teachers and the Principal. If a student has more than one Out-of-School Suspension event, eligibility cannot be restored for any reason.)
- Students must attend school the day of Luau to attend Luau. Students will be allowed to check out after 1:30 p.m. for hair appointments, etc. in preparation for LUAU.
- LUAU is a Junior High Spring Social (6th, 7th and 8th Grades only). **Absolutely no underclassmen or small children will be allowed to attend LUAU, not even if they are accompanied by a parent (with the exception of those 5th Graders who have earned the privilege of serving).** Underclassmen will be allowed to accompany parent to drop off upperclassmen, but as soon as the LUAU begins they are asked to say their good-byes. **Parents please do not ask to have your underclassman or small child stay so that you can chaperone. If you are going to chaperone, please have childcare arranged for the night.**
- Vulgar or suggestive dancing is prohibited at LUAU (at the discretion of the school administration and staff).
- Being disrespectful or saying offensive things to any and all chaperones or those volunteering at LUAU, will not be tolerated. Any student caught being disrespectful to our volunteers will be sent home immediately.
- Dress Code...We are a little more lax on the dress code for LUAU, however, our young ladies' tops must have at least one strap and shorts must have at least a three inch inseam. Clothing with vulgar/ suggestive language or references to drugs or alcohol are prohibited.
- Students must know who is picking them up when they arrive. If a student is going home with another student, please send a note saying they are allowed...this must be prearranged, because we cannot spend the evening taking students outside to call and see if they can spend the night with someone.
- Students are not allowed outside the designated area until their parent or guardian comes to pick them up.

Violating any of these policies will result in students immediately send home. Parents must provide two phone numbers where they can be reached in case of illness or student misbehavior.

Family Resource & Youth Service Center (FRYSC)

The mission of the Dorton Elementary Family Resource & Youth Service Center, as with all Resource Centers, is to remove barriers to learning, by offering a variety of services, which include: Character Education Classes & Presentations, Health Services and Referrals to Health/Mental Health and Family Crisis Services, Educational Support, such as special presentations, speakers, workshops & truancy issues, service learning, drug and alcohol education, peer mediation and basic needs for families in need.

If you would like information regarding one of the services listed above, please don't hesitate to call our FRYSC Coordinator at school or stop by the Resource Center between the hours of 7:30 a.m. and 4:00 p.m. Monday-Friday, including snow days and during summer vacation.

For Calendar of Events, check out the School Calendar and our Facebook Page.

<https://www.facebook.com/Dorton-Frysc-1768103450134504/>

Free/Reduced Students Eligibility for Other Services

Free or reduced status, determined by the proper completion of the HIF form, may make a student eligible for free/reduced costs.

Class Party Policy

- Due to the loss of valuable instructional time, class parties will be limited to 2 per year, not including parties used as rewards for special achievement by the school administration.
- Prior Principal approval is required for all parties.

Student Textbook Policy

The Pike County School System furnishes textbooks to all elementary school students. Each student is assigned books and is responsible for the care of the books issued to him or her. Students will be required to pay the current replacement cost for any lost, damaged or destroyed books.

Library Books, School Photos, & Sports Uniforms Policy

- Students are encouraged to check out library books, however, students are responsible for the proper care and return of these books. Each student is assigned books and is responsible for the care of the books issued to him or her. Students will be required to pay for the current replacement cost for any lost or damaged books.
- Any student failing to return or pay for a library book will not be allowed to check out books the following school year.
- 8th Grade Students failing to pay for lost library books, school photos, unreturned sports uniforms and/or any other financial obligation to the school will have their records held by the school until the materials are returned or paid for.

Cell Phone Policy

Students are prohibited from carrying cell phones during school hours except for in the gym before and after school. Student athletes and those students required to stay after school or for club meetings, etc. will be allowed to bring a cell phone for after school purposes only, however, said student must check their phone in with a teacher or coach, to be kept by said teacher/coach until after school.

Penalties for being caught with a cell phone during school hours are as follows:

- 1st Violation: Cell phone will be taken and returned to the student at the end of the day.
- 2nd Violation: Cell phone will be taken and must be picked up by the parent/guardian.
- 3rd Violation: Student will be banned from bringing a cell phone to school.

Communication/Electronic Devices Policy

Items such as, but not limited to: music devices and electronic games are not permitted and **MUST** be left at home. When electronic equipment is confiscated, parents will be called to pick up the items.

Electronic Media & Internet Usage Policy

Students and staff are responsible for good behavior on telephone, school computers, and networks just as they are in the classroom or a school hallway. General school rules for behavior and communications apply.

The network is provided for students and staff to conduct research and communicate with others. Access to the network service is given to students and staff who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege-not a right. Access entails responsibility. Individual users of the District Computer Networks are responsible for their behavior and communications over these networks.

The following actions are prohibited when using the Schools Electronic Networks, Interactive Video, Telephones, Internet, Web Pages, or E-Mail:

- Sending or displaying offensive messages or pictures
- Swearing, vulgarities, or other inappropriate languages
- Posting Lewd or offensive material
- Revealing personal student identification, either about himself/herself or any other users
- Using another person's login ID/password
- Messages or phone calls relating to or in support of illegal or potentially harmful activities
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources

- Employing the network or telephone for commercial purposes
- Violating copyright laws
- Harassing, insulting, or attacking others
- Damaging computer, computer systems, or computer networks. This includes changing control panel settings and/or altering teacher preferred settings
- Attempting to login as a system administrator
- Intentionally infecting a computer or network with a virus program
- Giving another user your password
- Using MUD (Multi-User Games) on the network
- Monopolizing the networks by such things as running large programs and applications or sending massive amounts of mail to others
- Monopolizing the telephones for a long period of time
- Allowing a non-authorized user to use your account
- Using the network to facilitate plagiarism. No user shall misrepresent another person's work as his/her own, or allow his/her work to be misrepresented as belonging to some one else.
- Viewing, entering and participating in any chat room activity will not be permitted
- Any e-mail that does not meet state standards will not be permitted
- Telephones or Internet shall not be used for gambling, purchasing, or soliciting non-educational materials
- Telephone usage should not interrupt instruction and must be limited to a minimal amount of time.

Anyone violating these rules and regulations of the Board of Education may have their account suspended or revoked by the School Administration and School Technology Coordinator as well as being subject to other disciplinary or legal action.

Cyber-Bullying Policy

KRS 525.080, Chapter 125, H.B. 91; Bullying is defined as the following, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment, and which serves no purpose of legitimate communication. (Class B. misdemeanor).

In addition to the Kentucky State Laws against Bullying set out in KRS 525.080 it is the belief on the Dorton Elementary Site Based Council that it is necessary to understand that even though instances of harmful online activities and online interactions between bully(ies) and target(s) are occurring off-campus, via electronic devices, there are still most likely personal interaction between them at school. It is this combination of online harm and on-campus interactions that presents significant concerns and risks for the safety of the students.

Administrators of Dorton Elementary School shall take disciplinary action against any student involved in any act that takes place on, or off campus, using any personal digital device, including, but not limited to, cell phones, email, text-messaging, and any and all internet social networking sites, that cause or threaten to cause a substantial and material disruption at school, or interference with the rights of students to be safe and secure.

Furthermore, a conference will be called with the parents of the offending student(s), wherein the parents shall be advised of the potential personal liability if they do not take proactive steps to ensure the harmful activities cease.

Extra-Curricular Activities Eligibility Requirements

The purpose of extracurricular/interscholastic athletic activities in the elementary/middle school levels is to enhance the overall educational experience for the student. Participating in extracurricular activities is a privilege that requires dedication, responsibility, a good work ethic, and time management skills.

- Students-athletes who participate in physically demanding extracurricular activities **MUST** have a completed KHSAA Sports Physical Form signed by a physician/nurse practitioner on file with the office and their coach (good for one calendar year) prior to clinics, camps, tryouts, and participation in such activities.
- Student-athletes **MUST** be present a minimum of ½ day at school on the day of a game as well as the following school day unless excused according to our school's attendance policy.
- Student-athletes **MUST** not have any F's on their midterm or end-of-the-nine-weeks grade report.
- Participants will conduct themselves appropriately at all times before, during, and after the athletic contest.
- All teams may have team-specific expectations, which all participants must follow.
- Arrangements must be made for student-athletes to be picked up on time according to guidelines established by the coach/sponsor.
- Student-athletes will leave the building immediately following activities and not be permitted to remain in the building unless they are with their coach/sponsor.

Absences, Excuses & Truancy Policies

Most of our students will find themselves in a work environment where regular attendance, punctuality and responsible behavior are required. It is the function of the schools within the Pike County School System to prepare students for this environment by fostering these habits. Attendance at school is also necessary for academic success. Therefore, students are expected to attend school daily and be on time for all classes and other school functions.

NOTE: "Students **MUST** be present for at least half a day at school on the day of a game or activity, as well as the following school day, unless excused according to our school's attendance policy. This requirement applies to practices, ballgames, dances, and other similar events."

According to Kentucky Compulsory Attendance Law, each parent, guardian or other person residing in the State of Kentucky and having custody or charge of any child between the ages of 6 & 16 shall send the child to a regular public day school for the full term that the public school of the District in which the child resides in is in session, or the public school that the Board of Education of the District makes provisions for the child to attend. Any parent or guardian electing to send a child 5 years of age to school shall keep the child in regular attendance.

Students are not absent when participating in school activities which have been authorized by the Pike County BOE and which is a definite part of the instructional program of the school, including 4-H, field trips or any other activity provided by KRS 158.240 and KRS 159.035, however, pupils may not be excused when they are absent as a spectator (not a participant) at school activities.

Valid Absences/Excuses (requires written excuse)

- Illness – requires doctor’s excuse or a parent/guardian note (not to exceed 10 in a school year)
- Court (documented)
- Death (immediate Family)
- Medical appointment of student (Dr. Excuse needed)
- Prearranged absence (required EHO)
- Documented Military Leave – One (1) day prior to departure of parent/guardian called to active military duty and one (1) day upon the return of parent/guardian from active military duty.
- Religious Holidays.

Invalid Absences/Excuses

- Indifference
- Out of Town
- Juvenile Detention
- Working at home/business
- Babysitting
- Transportation (missed bus or car trouble)
- Overslept
- Poverty
- At home suspension
- Illness (more than five (5) parent/guardian notes)
- Absences unknown by school or parent guardian

Truancy Procedures

Upon returning to school from an absence, students have three (3) days in which to turn in excuses. **Excuses (doctor notes or parent notes) cannot be accepted after three days.**

- STEP ONE (1): After a student has acquired his/her third (3rd) invalid absence and/or tardy, the Principal/designee/advisor will arrange a conference with the student. The parent/guardian will be contacted in writing concerning the student's absences.
- STEP TWO (2): Upon the fourth (4th) invalid absence and/or tardy, the principal/designee will notify the parent/guardian and set up a conference with the parent/guardian and the student. An attendance contract will be developed for the student and parent. NOTE: If absences continue after Step Two (2), a parent/guardian may be referred to the District Court.
- STEP THREE (3): Upon the fifth (5th) invalid absence and/or tardy, the Principal/designee will notify the assistant pupil personnel worker. A home visitation and a written 24-hour notice shall be given to the parent/guardian. When the parent/guardian is not present, a 24-hour written notice may be left with a neighbor or relative.
- STEP FOUR (4): Upon the sixth (6th) invalid absence, district attendance personnel and school officials will do a truancy assessment. A petition for habitual truant will be filled with the CDW (court designated worker) and Pike District Court.

Educational Enhancement Opportunities (EHO's)

Excused absences for the purpose of educational enhancement may be granted for up to ten (10) school days a year in order for a student to pursue an opportunity that the local school administrator determines to be of significant educational value, provided that the date(s) requested does not conflict with state or district testing periods. This opportunity may include, but is not limited to, participation in an educational opportunity in one or more of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. A student receiving an excused absence for these purposes shall be considered present in school and will have the opportunity to make up school work missed due to the excused absence.

School Fight Song

Oh, when the Dorton Wildcats,
Fall in line.
We're gonna win this game,
Another time
For our dear old school,
We love so well.
And the basketball team,
We'll yell and yell and yell.
We're gonna fight, fight, fight,
For every score.
We're gonna win this game,
And win some more.
We're gonna wipe those eagles off the map,
With a clap.
RAH! RAH! RAH!
HEY!

Student Handbook Last Adoption/Revision Date by SBDM

July 2026