

— METCALFE COUNTY —
ELEMENTARY
SCHOOL



STUDENT HANDBOOK
2026 - 2027

LEARNING AND LEADING EVERY DAY

Principal's Message

On behalf of the faculty and staff, it is my privilege to welcome you to Metcalfe County Elementary School. Whether your family is joining us for the first time or you are returning for another year, we are thrilled to have you as part of our Hornet family.

At MCES, we are proud to cultivate a learning environment where dedicated educators, engaged families, and a supportive community come together to help our students thrive. We are fully committed to doing whatever it takes to help our students succeed.

This handbook contains essential information regarding our school's policies, daily routines, and procedures. We ask that parents and students take some time to review these pages together. Clear communication between home and school is a cornerstone of student success, so please contact the main office if you have any questions that this handbook does not answer.

We look forward to partnering with you this year. Together, we will achieve our goals and celebrate the incredible accomplishments of our students. Welcome to a fantastic new school year!

School Calendar

Date	Event Description
August 20, 2026	Opening Day
August 21, 2026	Teacher Work Day
August 24, 2026	First Day for Students
August 31, 2025	First Day for Pre-School
September 7, 2026	Labor Day (No School)
October 5 - October 9, 2026	Fall Break (No School)
November 25 - 27, 2026	Thanksgiving Break (No School)
December 21, 2026 - January 1, 2027	Christmas Break (No School)

Date	Event Description
January 4, 2027	Second Semester Begins
January 18, 2027	Martin Luther King Day (No School)
February 12, 2027	Teacher Work Day (No Students)
February 15, 2027	Presidents' Day (Possible Make-Up Day)
March 26, 2027	Good Friday (No School)
April 5 - April 9, 2027	Spring Break (No School)
May 3 - May 20, 2027	*State Testing Window
May 20, 2027	*Last Day for Students (Full Day)
May 14, 2027	*Last Day for Pre-School
May 21, 2027	*Closing Day

General Operations & Visitor Access

Doors will open each morning at 7:10 a.m. *School day begins at 7:45 a.m. *Early dismissal will begin at 2:35 p.m. Students are not allowed to bring or visit with friends that are not enrolled in this school.

For the safety of students, all parents/guardians and visitors **MUST** check in at the front office. Visitors must sign in at the office, present a photo ID to be held during the visit, and wear a visitor tag when in the building. Visitors shall remain in the designated area until directed to the appropriate room or area.

Registration & Enrollment Regulations

Students that are new to the school are required to enroll with their parent or legal guardian. When enrolling, the parent will need to bring the following:

- Birth certificate

- Court papers allocating Parental rights and responsibilities or custody
- Proof of residency
- * Proof of immunization
- Social Security Card
- Eye Exam
- * Physical Examination
- Dental Exam (Kindergarten)

**These documents must be on file before student is allowed to attend school.*

All out of district students and his/her parent/guardian will sign the Metcalfe County School District Non-Resident Attendance Contract. Contract will be kept on file and enforced upon non-compliance of rules and expectations specified by the contract.

School-Based Decision Making Council (SBDM)

The SBDM council consists of the principal, three teachers, and two parents. The council will set up their meeting times as soon as school begins. To address council at one of its meetings, notify the principal to place your concerns on the monthly agenda. We encourage and need your input.

Grading Scales

Grades K - 2 Scale		Grades 3 - 5 Scale	
4	Working Independently At or Above Grade Level	A	90 - 100
3	On Grade Level	B	80 - 89
2	Below Level	C	70 - 79
1	Well Below	D	60 - 69
Blank	Not Assessed	F	Below 60

Report Cards, Progress Reports & Testing Windows

The school year is divided into four nine-week grading periods. Report cards are issued at the completion of each nine weeks of study. It is the responsibility of students to present these report cards to their parents and

return them to their teacher. Progress reports will be sent in the middle of each grading period to inform the parents of student progress. Reminders will be sent out with the Report Card.

Testing Window:

- Last two weeks of school according to district calendar - (Subject to change).
- Each school will test (5) consecutive days during this 14 day testing window.

Library & Borrowing Policy

At Metcalfe County Elementary School, we believe that the love of reading is the greatest educational gift we can give our students. We have worked hard to provide a variety of reading material for our classrooms and library. When a student borrows (checks out) a book, he/she assumes the responsibility to return the book in good condition and on time for others to use. To ensure that the students have the opportunity to use all books and materials at MCES, we have approved the following Circulation Policy.

- Students in grades 2 - 5 may check out 2 books.
- K - 1 may check out 1 book.
- Books are due in 2 weeks. (10 school days, not counting holidays)
- To renew a book, the student must have the book with him/her.
- Students will NOT be allowed to check out another book if he/she has an overdue book(s).
- If a book has been lost or damaged beyond repair, the student/parent will be charged the current replacement cost of the book OR students shall do school chores to pay off the charges of the book. Payments can be made in small amounts weekly, until the charges are paid in full.
- Books not returned after 30 days are considered lost and the child/parent is responsible for the replacement cost.
- All students must have parental permission on file, prior to checking out library books.

Please help us stress the importance of taking care of borrowed materials and returning them promptly. This is a good way for children to learn responsibility.

Homebound Program

This program is designed to provide individualized home instruction for students who cannot attend a regular day of school due to a physical, mental, emotional or social condition which prevents attendance at school. If the need arises to use this program, contact the principal or Allen Trotter, DPP, at the board office.

Non-Traditional Instruction (NTI) Days

Students in grades Pre-K through 5th Grade will have work assigned on CANVAS on-line and/or student packets. The due dates for NTI Day work will be as follows: Work is due two days after an individual NTI Day. If we have two or more consecutive NTI Days, the NTI Day work will be due two days after students return to school following consecutive NTI Days. If this method changes, students and parents/guardians will be informed.

Guidance Services

Guidance services are designed to assist students in making appropriate and satisfying educational, vocational, and personal-social adjustments and plans. The program assists teachers, administrators, staff members, and the community in understanding the unique needs and problems of student groups.

The guidance program provides six basic services:

- **Information**
- **Guidance and Counseling**
- **Appraisal**
- **Consulting**
- **Referral**
- **Placement and Follow-Up**

These services are primarily coordinated and provided through the school guidance counselor and the school guidance committee.

MENTAL HEALTH SERVICES

Metcalf County Elementary School students may be recommended/required to visit with the school mental health counselor for major disciplinary issues, repeated disciplinary issues, safety concerns, or to assist students coping with traumatic/interpersonal issues interfering with the school day.

Attendance Framework & Absences

Regular attendance at school fosters the development of important life habits which are prized by employers and others. Every school day is very important and missing hinders learning and causes students to fall behind in their work. Good attendance leads to success in school and at a work place in the future. Perfect attendance for the year means present 100% of days with no tardies. An excused absence is still an absence.

Responsibility.

Excused absences are granted for:

- Death in the pupil's immediate family - Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood-related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student,
- Illness of the pupil - The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor. This statement should be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused,
- Court appearance - A note of verification shall be required,
- Religious holidays and practices,
- Doctor and dental appointments,
- One (1) day for attendance at the Kentucky State Fair,
- Family emergencies approved by the Principal,
- Documented military leave. One (1) day prior to departure of parent/guardian called to active military. One (1) day upon the return of parent/guardian from active military duty. 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, or
- The Principal shall give a student an excused absence of up to (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value

including, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Attendance Enforcement Policy

Parents are expected to call school by 9:30 a.m. when a student is absent. If parents do not call, then the school may call them. In addition to the phone call, a written excuse from the parent is required. The school will accept 3 parent notes per semester. Upon returning to school, the student is expected to bring to the homeroom teacher a parent note or doctor's statement giving the reason for his absence. Please include: student's full name, date of absence, reason for absence, date note was written and a parent or doctor signature.

Notes should be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused. After accumulating three (3) unexcused absences, the student shall be asked to meet with a School Attendance Review Committee to review the reasons for the unexcused absences. After a student has accumulated six (6) unexcused absences, the DPP will notify the parent/guardian, by home visit or mail, that the student is truant.

Check-In and Check-Out

If a student comes to school late or leaves early, parents/guardians must come to the office to check in or check out the student. Students may leave school only with persons on the "check out" form (maybe asked to show identification). Unless the school is furnished with a certified copy of the court order that specifically designates custody and visitation rights to a specific person, all biological parents have rights to check out a child.

Student Pickup Area: Each principal will decide where students will be dropped off and picked up. Students are expected to stay in that place, and obey the adults who are supervising.

Dress Code

The Metcalfe County School District has established the following guidelines for school dress and appearance:

- Any attire, cosmetics, presentation of extraordinary personal appearance, or unsanitary body conditions that, in the judgement of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.
- Hats or headaddresses may only be worn inside the school if they are necessary for health or safety purposes, with the exception of Hat Day or special occasions.
- Sunglasses shall only be worn inside the school building with a medical statement. A medical statement must be presented to the school office prior to sunglasses being worn in the building.
- The hair shall be cleaned and well groomed. Distracting extremes shall not be permitted.
- Shorts and skirts must be fingertip length or longer to be worn to school.
- Off the shoulder shirts or blouses shall not be permitted. No spaghetti strap tops or halter tops. Tops may not have armholes large enough to see the student's ribs.
- Undergarments should not be exposed. (This applies to ALL students).

- Belly buttons and/or midriff are not to be exposed.
- Patches, emblems, and clothing depicting vulgarity, that displays the confederate flag, any type of discriminatory clothing, advertising alcoholic beverages or illegal substances shall not be permitted.
- Shoes shall be required at all times.
- Cut or torn articles of clothing are prohibited.
- Students are expected to wear properly fitted and neat clothing that does not pose a safety hazard. Baggy or sagging trousers will not be permitted. Clothing should fit the student's body and pants will not be allowed that "sag" below the waistline.

If violations of these policies occur, the Principal or designee will inform the student of the violation and instruct him/her in the correction of the discrepancy. If the student fails to follow the established policy, disciplinary action may result.

Rights and Responsibilities Framework

Student Rights	Corresponding Responsibilities
Students have a right to make use of all school resources.	Students must be prepared for class. They must take an active part in class. They must do their work.
Students have a right to qualified teachers who respect them. Their classroom must be free of prejudice and harassment. Students have the right to report such incidents.	Students must respect their teachers and other adults. They must conduct themselves so that others may learn.
Students can expect classes to run smoothly. Necessary interruptions will be kept to a minimum.	Students must make good use of class time so they can learn.
Students may help set school rules. They may also give input about their learning.	Students must obey school and class rules.
Students may take part in school activities.	Students must follow the school rules to take part in activities. Grade and conduct must be acceptable to participate in school activities.
Students can expect the school to	Students shall show respect for personal and school

Student Rights	Corresponding Responsibilities
be clean and orderly.	property. Students must respect the rights of others.
Students have a right to attend school without incident of discrimination, bullying or harassment of any nature.	Students who think they are victims of discrimination, bullying or harassment of any nature should talk to appropriate school authorities (ex: teacher, guidance counselor, assistant principal, or principal).
Students have the right to use school technology for learning.	Students must use school technology in a way that helps them to learn, does not harm others and does not damage school property.

Code of Student Conduct & Prohibited Behaviors

Every student enrolled in Metcalfe County Schools must follow the rules on the bus, inside the building, on the school grounds and at school-sponsored activities, both on and off campus.

Disciplinary Action

Using proper procedures, a teacher has the authority to remove a student from his/her class for repeated incidents of disruptive behavior for a violent act. Before a child is disciplined, the parent/guardian may be asked to help the school solve behavior problems. One or more of these actions may be taken:

- The principal/designee will meet with the student and specify the nature of the offense, the expectation of school authorities, and alternative positive behaviors available to the student.
- Someone from the school will telephone the parent/guardian.
- The parent/guardian conference will be held with the principal and/or designee.

Range of Discipline: Depending on the nature and/or severity of a student's behavior, the following may be imposed:

- Warning
- Removal from class
- Behavior contract
- Parent Conference
- In-school suspension
- After-school detention
- Saturday school
- Suspension from school and/or bus
- Expulsion
- Criminal proceeding

Detention Guidelines: The parent or guardian of a student assigned detention must be notified of the student's detention prior to the start of the student's detention. When a student is kept after school for detention, the parent and/or guardian must provide the student's transportation home from school. If the student does not stay on his/her assigned day of detention after school, the parent will be contacted and a new date and time will be rescheduled to make up for the missed detention. If the student does not stay for the reassigned detention date, then the student could and/or will be suspended out of school to fulfill the consequences of the infraction.

School Bus Rules

School Bus Framework

Riding the bus is a privilege for students. The school bus driver has the responsibility to take care of the students. Students have the responsibility to obey the driver. Bus drivers must maintain a log of student misbehavior. If the misbehavior continues, the driver will report the student to the principal using a "report of misconduct on school bus" form.

General Bus Responsibilities:

- Obey the bus driver. The bus driver is the adult in charge.
- Talking in a normal voice is allowed on the bus. Talk to your seat mates only. Sudden loud noises can cause accidents.
- Keep all objects inside the bus (hands, feet, book bags, papers, etc.) and keep your hands to yourself.
- Stay seated on the bus at all times.
- You may not eat or drink on the bus.
- Get on or off at your regular bus stop.
- To **make transportation changes**, the parent/guardian must write a note and it must be approved by the principal/designee. Every attempt should be made to notify school personnel of transportation changes by noon.
- Offensive language shall not be used at any time.
- You should be at your bus stop at least five (5) minutes before pick-up time.
- When crossing the road, you should cross in front of the bus, after the driver signals it is safe.

Minor Bus Infractions:

- Eating, drinking, spitting or chewing gum.
- Failing to remain seated as instructed.
- Extending body parts or other objects from the window.
- Annoying or bothering others, including horseplay.
- Using profanity.
- Failing to follow the bus driver's instructions.
- Creating a distraction to the bus driver.
- Possessing skateboards, skates, wheeled shoes, etc.
- Engaging in behaviors that contribute to disorder, misbehavior of others, or decrease the bus driver's capacity to attend to the safe operation of the bus.

Major Bus Infractions:

- Possessing, using or selling any item not allowed on school grounds by law, board policy or principal.
- Fighting or hurting others, including harassing, bullying, intimidating or threatening behavior.
- Engaging in other acts that place the safety and well-being of students or others at risk.

- Demonstrating rebellious behavior or open defiance of the bus operator's authority.
- Stealing.
- Engaging in willful destruction or defacement of district property or the personal property of others.
- Engaging in lewd or lascivious behaviors.
- Throwing objects in or outside the bus.
- Using cell phones on the bus unless permission is granted by the bus driver.

Bus Consequence Ladder:

- **1st offense:** Warning and/Parent letter
- **2nd offense:** Parent contacted/change of seat assignment/Monitor
- **3rd offense:** Bus Safety Class After School for 1 hour/Behavior Contract
- **4th offense:** Parent Conference with Student, Bus Driver, and Administrator

**Extreme offenses may result in bus suspension.*

Suspension & Expulsion Due Process

Suspension Restrictions: Students may not come to school. Students may not take part in school activities. The principal may suspend a student for a time up to ten (10) days per infraction. This does not apply to emergencies. No child will be suspended for unexcused tardiness, absences or truancy. Parent contact will be made to inform of the suspension process.

Due Process Procedures for Suspension:

- The students will be told of any charges. Written notification of charges will also be provided.
- The student will be asked whether or not he/she is guilty.
- The student may tell his/her side of the story. All sides of the story will be considered by the principal.
- The severity of the charge will determine the punishment.

Due process is a student right and not a parent/guardian right. *Note: Unless suspension exceeds ten (10) days, the student is not entitled to legal counsel, to cross examine witnesses or to call his/her own witnesses.*

Expulsion System: If a student is recommended for expulsion, the student and or his/her parent/guardian will receive a hearing concerning the expulsion ruling. If expelled, a student may not come to school for the remainder of the school year and/or possibly the next school year. Restrictions are the same for expulsion as they are for suspension.

Any student who is suspended or expelled may not be on school grounds for the allotted time frame submitted for suspension or expulsion.

Behaviors that are subject to suspension or expulsion, or referral to law enforcement for criminal prosecution include, but are not limited to:

- Possessing any item not allowed on campus by state law, Board Policy or the school principal.
- Cheating.
- Fighting.
- Hurting another student.
- Stealing.
- Making threats or false reports.
- Defiance of authority.
- Misconduct in class or any setting while under the supervision authority of district personnel.
- Breaking school, School Board or state rules.
- Destruction of school property including computer systems (vandalism rules detailed below).

- Possession, use or sale of alcohol, tobacco products, drugs or imitation of drugs.
- Possession of a weapon, a firearm, a knife, including a common pocket knife, facsimile (toy gun/model gun, etc.) of a weapon or firearm, any instrument or object used to inflict harm or intimidate another person. Making or putting something together that is intended to be a weapon.
- Secret Clubs: It is against the law to have a secret club at school. A secret club excludes some children from membership for unallowable reasons. It is not part of a school activity.
- Buying, selling, or trading personal items while on school property.

Students with Disabilities & Intervention Policies

Suspension/Review of Placement of a Student with a Disability: A student with a disability may be suspended from one (1) to ten (10) days for infractions of rules. The Individual Education Plan (IEP) team will convene to develop a functional behavior assessment plan or review the student's existing behavioral intervention plan if there is one. The IEP team will meet in all cases in which a school is proposing to suspend a student for more than ten (10) days in a given year or to explore an alternative setting. The IEP team will make a determination of whether or not the behaviors reflect a manifestation of the student's disability. Any change in educational placement must not result in complete cessation of services for the student with a disability.

Property, Damage & Financial Accountability

Student Property: The school is not responsible for loss of student property. Students should not bring valuable items to school.

Respectful Students & Damage to School: It is wrong for you to hurt, bother or harass anyone that works at your school. It's wrong for you to steal or damage a school employee's property. Parent/Guardian of students who damage or steal school property (e.g. textbooks, materials, equipment) must pay for the damage.

Bullying & Harassment Definitions

Bullying: Per KRS 158.148 bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or that disrupts the education process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Bullying takes many forms, but is not limited to:

- **Physical:** hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or other unwelcome physical contact.
- **Verbal:** taunting, malicious teasing, insulting, name calling, making threats.
- **Psychological:** spreading rumors, manipulation of social relationships, coercion, extortion, or intimidation.
- **Cyber bullying:** using technology such as email, cell phones, and pager text messages, instant messaging, personal websites to support text messages, instant, repeated and hostile behavior by an individual or group that threatens or harms others or substantially disrupts the operation of a school or individual student's ability to receive a quality education.

Note: The school district has added a tip line button on each schools' web page where instances of bullying may be reported anonymously.

Harassment: Harassment is making threatening, insulting or distasteful gestures, use of data or computer software, or written, oral or physical conduct directed against a student or school employee that:

- Places a student or school employee in fear of harm to himself or his/her property.
- May substantially interfere with a student's educational achievement, opportunity or benefit.
- May substantially disrupt the orderly operation of school.

Harassing School Personnel: Students shall not harass school personnel at school or at home. Harassment includes but is not limited to, inappropriate language, false accusations about school personnel in front of other people, on the telephone, in letters, notes or other documents and destroying or damaging something that they own. If students do any of the above, they may be suspended, expelled, or taken to court.

Violent Acts, Threats & Security Measures

Assaults on Personnel: It is illegal to assault or battery any person employed by Metcalfe County Schools at work or away on official school business. Any student that commits assault or battery on school personnel may be expelled and or placed at an alternative school setting or referred for criminal prosecution. Assault or threat to school bus drivers may cause loss of the privilege to ride the bus.

Threats of Physical Harm: Any student who threatens to harm another student, school district employee or faculty member may be suspended, reported to the appropriate law enforcement agency and/or recommended for expulsion. If a student presents an imminent threat of harm to himself or herself, to others, or of damage to property appropriate restraint may be used.

Prohibited Substances Enforcement: The possession or use of an illegal drug or alcohol is unlawful. If used, these substances could be harmful to your health. Students found in violation of this rule are subject to arrest, as well as disciplinary action by the School District. Students who find or see inappropriate items on campus should not pick up or touch them. Students should immediately notify the bus driver, teacher and/or principal.

Searches & Confiscations: Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided with lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not prevent searches. Anything that is found in the course of a search that may be evidence of violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right to not return items that have been confiscated.

Policy on Terroristic Threatening (KRS 508.078)

Metcalfe County Board of Education

709 W. Stockton St. • Edmonton, KY 42129 • Phone (270) 432-3171 • Fax (270) 432-3170 Josh Hurt, Ed. D, Superintendent

Our most important function in Metcalfe County is to provide the safest learning environment possible for all of our students and school staff members. Threats made to shoot people or detonate bombs with lethal intent cause widespread fear throughout the school's community and result in a total disruption to the educational

process. The emotional, instructional, and financial impacts of these acts are incalculable.

Threats to our students and school staff are totally unacceptable and will not be tolerated. Metcalfe County School district officials—in coordination with responding law enforcement agencies—will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, the district will advocate to its highest ability that the prosecution of these individuals be swift and their punishment severe.

Legal Definition of Terroristic Threatening in the Second Degree (KRS 508.078) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

- **Public Events and Functions:** Threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any place of worship, or any school function. This includes threats directed at any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity.
- *Note: A threat directed at a school or public event does not need to identify a specific person or persons or school in order for a violation of this section to occur.*
- **False Statements:** Makes false statements by any means, including by electronic communication, for the purpose of:
 1. Causing evacuation of a school building, school property, or school-sanctioned activity;
 2. Causing cancellation of school classes or school-sanctioned activity; or
 3. Creating fear of serious bodily harm among students, parents, or school personnel.
- **Weapons of Mass Destruction:** Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or without lawful authority places a counterfeit weapon of mass destruction at any location.

Exemptions and Classification:

- A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- A person is not guilty of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, or emergency response personnel, and identifies the person from whom the threat was communicated, if known.
- **Felony Penalties:** Terroristic threatening in the second degree is a **Class D felony**, carrying a penalty of 1–5 years imprisonment and/or a \$1,000–\$10,000 fine for adults. It becomes a **Class C felony** (5–10 years imprisonment and/or a \$1,000–\$10,000 fine for adults) if the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act (gathering weapons, ammunition, body armor, vehicles, or materials to manufacture a weapon).
- **Juvenile Penalties:** Violating a felony as a juvenile carries a fine not to exceed \$500 (assessed at the court's discretion) in lieu of commitment to the Department of Juvenile Justice.

Illness, Injury, & Communicable Diseases

ILLNESS OR INJURY

If a student becomes ill or is injured while at school, while using school transportation or while engaging in school activities, these procedures are followed:

1. In the event of serious illness, injury (dislocation, fracture, burn, sprain) or other condition (such as foreign body in the eye, nose, ear which cannot be easily removed), the parent is notified immediately.

2. If the parent cannot be located, or if the injury or illness is so potentially dangerous as to require almost instantaneous treatment, the student will receive treatment from school nurse, or to the most feasible source of emergency treatment and care (in this event, school staff personnel will continue attempts to locate the parent until he or she is notified.)

No drugs or medication of any kind, including aspirin or cough medicine, will be given. A student who has, or who is suspected of having, a communicable disease may not attend school until after the illness has passed or until the

school receives written notice by a physician that the disease is no longer contagious.

Head Lice Policy

Head lice are passed from person to person by direct contact or on shared objects (hats, combs, towels, barrettes, headphones, etc.), so every member of the family should be treated. The most common symptom of infestation is intense itching on the back of the head or neck. Head lice cannot survive without a human host for more than 24 hours. When returning to school, the student must be accompanied by an adult.

Identification and Treatment: Treat every member of the family. Consult your doctor for children under two. Lice are hard to spot, so look for tiny white eggs (nits) on hair shafts near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, gray/tan insects. Use an effective head lice treatment; several are available without a prescription, or you may call your family physician.

Nit Removal Requirements: Schools require students to be nit-free before they can be re-admitted. Gently comb the child's hair with a special nit removal comb (provided with most lice treatment products). Often, a comb will not work alone and nits must be removed by hand. Over-the-counter products are available to help loosen nits, but manual removal is still necessary.

Household Sanitation Steps:

- **Wash clothes, bed linens, and towels:** Use hot water, then dry on the hot cycle for at least 20 minutes. Items that are not machine washable (stuffed animals, headphones, hats, barrettes, hair bows) must be dry cleaned or stored at room temperature in a tightly sealed plastic bag for at least two weeks.
- **Soak combs and brushes:** Soak hair care items in hot water (at least 180°F) for at least 10 minutes. Bleach may be added.
- **Vacuum everywhere:** Thoroughly vacuum carpets, pillows, mattresses, upholstered furniture, and car seats to ensure the environment is lice-free.

Medication Administration Policy

Medication must be brought to school in a container appropriately labeled by a pharmacist or physician. The parent/guardian must bring the medication, physician orders, and a signed parent permission slip to the school nurse. All medication will remain in a locked cabinet in the nurse's office. The student is not to take any medication without prior authorization. Records will be kept on a medication sheet that includes: date, time, student name, medication, and the initials of the person dispensing the medication.

Long-Term Medications: Medication taken over a prolonged period should be brought to school with more than one dose. The physician's orders and parent's note must explain this long-term arrangement. A school nurse or trained staff member will be available to administer the medication.

Self-Administration Exception: Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need (e.g., an asthma inhaler).

Emergency Procedures and Drills

For the safety of our students, faculty, and staff, Metcalfe County Elementary School regularly conducts safety drills. In any emergency situation or drill, students must follow all staff directions immediately and silently.

Fire Drills: In order to secure a speedy and safe exit from the building, the following rules must be observed:

- Walk—do not run. Keep moving and do not try to save personal belongings.
- Remain completely silent and be prepared to take instructions from emergency personnel and teachers.
- The first two students to reach an exit door should hold it open for others.
- If possible, teachers will close all windows before leaving the room.
- Do not re-enter the building until an official notice is given by the administration.

Tornado Drills: When the tornado alarm sounds, classes must immediately stop work, stand, and move quickly and silently in a column formation to their assigned emergency areas away from windows, outside doors, and exterior walls.

- Teachers will close all windows and doors, check the room to ensure it is empty, and bring the class roster to the designated area.
- Once in the assigned area, students must sit with their backs against the wall, legs doubled up, arms resting on knees, and heads covered between their arms.
- Teachers will check attendance immediately and report any missing students to the principal. Classes must wait quietly until the return signal is given, then walk silently back to the classroom.

Intruder Drills: Lockdown and safety procedures are practiced routinely in each classroom. These drills consist of a secure lockdown of the school building, classrooms, and grounds to ensure preparedness for any unauthorized visitors.

Weather-Related Events and Early Dismissals: If severe weather or a cancellation occurs overnight, information will be broadcast on local radio and TV channels, posted to the district website and social media, and issued via a district "One-Call" notification to each household. This protocol applies to snow, storms, high water, electrical outages, or any other emergency.

- **Dismissal During the School Day:** If snow or a storm occurs during school hours, the district will coordinate student transit home safely, typically before heavy snow accumulation occurs. If a storm is too severe for safe travel, the school will initiate its building emergency plan to care for students on-site.
- **Emergency Dismissal Sheets:** For any unexpected early dismissal, the school will strictly follow the instructions you provided on the student emergency sheet completed at the beginning of the school year.
- **After-School Activities:** Any time school is missed or dismissed early due to snow or an emergency, all scheduled ball games, practices, and meetings for that afternoon and evening are automatically canceled.

Personal Electronic Devices

Metcalfe County Elementary School recognizes the importance of communication and collaboration, and provides Chromebooks and iPads for students to be productive in the classroom. However, to keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults, we feel it's imperative to reduce the unnecessary distractions that our elementary school-aged children are facing.

- All phones/electronic devices that are brought on campus will be brought at one's own risk. MCES will

not be responsible for lost or stolen devices.

- Electronic devices such as cell phones/gaming devices and or apple watches are to be turned off during the school day and must remain in the student's locker or backpack ~ not in clothing pockets or on the person. Cell phones may be turned on after school but must still remain all the way inside the back pack - not in clothing pockets or on the person.
- Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day. Consequences for Non-Compliance of the Cell Phone/Gaming Device Policy
- First offense: Warning is given to student and parent is notified.
- Second offense: Phone/device is collected from the student to be picked up in the main office at the end of the school day. Parent is notified.
- Third offense: Phone/device is collected from the student to be picked up by the parent. The phone/device is not to return to the school site for the remainder of the school year.

Asbestos Management Compliance

The Metcalfe County Board of Education has adopted an Asbestos Management Plan for all school buildings. This is in accordance with (ASHERA) Asbestos Hazard Emergency Response Act of 1987-40 CFR-763-subpart E. A copy of this plan is maintained at the Metcalfe County School Bus Transportation Office by the District's ASHERA designated person, and is available for your inspection during regular business hours.

Integrated Pest Management Plan

All Metcalfe County School facilities have implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks.

Parent Teacher Organization

MCES is proud to have an active PTO. The PTO enhances the programs we have with their dedicated donation of time and effort. Anyone wishing to be a part of the PTO should join during their membership drive or contact the school.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a post-secondary institution) certain rights with respect to the student's education records.

I. Core FERPA Rights

- **Right to Inspect:** The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit a written request to the school Principal/designee that identifies the record(s) they wish to inspect. Access shall be provided within a reasonable time frame. Because a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures.

- **Right to Request Amendment:** The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or in violation of privacy rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend, they will advise the parent or eligible student of their right to a hearing.
- **Right to Consent to Disclosures:** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- **Right to File a Complaint:** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The administering office is: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.*

II. FERPA Definitions

- **Education Records:** Refers to records directly related to a student that are maintained by the District or by a party acting for the District. A "record" includes handwriting, print, computer media, video or audiotape, film, microfilm, or microfiche. Student records include disciplinary records regarding suspension and expulsion.
- **Personally Identifiable Information (PII):** Includes, but is not limited to: student's name; name of the student's parent or family members; address; personal identifiers (Social Security or student number); biometric records (fingerprints, retina patterns, voiceprints, DNA, facial characteristics); or information linked or linkable to a specific student that would allow a reasonable person in the school community to identify the student with reasonable certainty.
- **Student & Attendance:** "Student" means any individual who is or has been in attendance in the District. "Attendance" includes in-person presence, paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies, as well as work-study programs.
- **Disclosure:** Permitting access to, or the release or transfer of, PII contained in an education record to any party by any means (oral, written, or electronic).

III. Disclosure Guidelines & Non-Consent Exceptions

Annual notification of FERPA rights shall be furnished to parents of all current and newly enrolling students. Parental consent/notification is not required for disclosures under the following exceptions:

- **School Officials:** Disclosure to school officials with legitimate educational interests. A school official is an administrator, supervisor, instructor, support staff, Board member, contracted professional (attorney, auditor, medical consultant), or a parent/student serving on an official committee.
- **School Transfers:** Disclosure to officials of another school district or post-secondary institution where a student seeks or intends to enroll, so long as the disclosure is for purposes related to enrollment or transfer.
- **Health and Safety:** Disclosure necessary to respond to an actual, impending, or imminent articulable and significant health or safety threat.
- **Studies:** Disclosure to organizations designated to conduct a study for or on behalf of the District, provided a written agreement is established.

- **Military Recruiters:** Unless a parent/guardian or secondary student requests in writing that the District not release information, the student's name, address, and telephone number shall be released to Armed Forces recruiters, service academies, and the Kentucky Air/Army National Guard upon request.
- **Disclosure Log:** A log shall be maintained of student records requests and disclosures (including emergency disclosures). The log requirement does not apply to disclosures made to parents/eligible students, records released via written consent, access by school officials, disclosures of directory information, or disclosures made pursuant to a subpoena where the court orders that parents are not to be notified.
- **Directory Information Notice:** Approved directory information includes: name, address, phone number, date/place of birth, major field of study, participation in recognized activities and sports, photograph, grade level, weight/height of athletic team members, dates of attendance, degrees/awards, and the most recent educational institution attended. To withhold this information, parents must notify the Superintendent/designee in writing within thirty (30) calendar days of receiving this notification.

References: 34 CFR Part 99, 20 U.S.C. 1232g; P.L. 107-110 (No Child Left Behind Act of 2001); Related Procedures: All 09.14 procedures.

Reporting Child Abuse or Neglect

In compliance with Kentucky law, any employee of the Metcalfe County Schools who knows or who has cause to suspect that a child's health or welfare may have been harmed as a result of abuse or neglect must immediately report such information to the Kentucky Department for Community Based Services (formerly Human Services).

State law provides that the identity of the person making the report will remain confidential and the person is presumed to be acting in good faith and is immune from civil or criminal liability for such action. No disciplinary action shall be taken against any employee who makes a report of child abuse, even if the investigation indicates that the employee was in error in presuming abuse.

The Metcalfe County School District operates an ongoing "Child Find" system to locate, identify, and evaluate any child age three (3) to twenty-one (21) residing within its geographical boundaries who may have a disability and need Special Education or 504 services. This system includes children not in school; those in public, private, or home schools; highly mobile children (migrant/homeless); and those advancing from grade to grade who are not yet receiving services.

I. Program Eligibility Categories

- **Special Education:** Includes children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.
- **Section 504 Services:** Includes children in a public elementary and secondary education program who have a physical or mental impairment that substantially limits a major life activity, restricting their ability to access the school environment or activities.
- **State-Funded Preschool:** Includes three- and four-year-old children identified with disabilities and four-year-old children who are at-risk (defined by federal poverty levels up to 150%). Preschool children eligible for special education must utilize an Individual Education Plan (IEP) instead of a 504 plan.

II. Record Management and Confidentiality

Educational records are kept in a secure location in each school and Board office. The district obtains written

consent before disclosing PII to unauthorized entities. Any information collected through Child Find is maintained confidentially.

- **Destruction of Records:** For students eligible for Special Education, records will be destroyed at the request of the parents when no longer needed, or automatically by the district five (5) years after services end. Parents are advised that data may later be needed for Social Security benefits. The district may indefinitely retain a basic record of the student's name, address, phone number, grades, attendance, classes, and graduation year.
- **Policy Access:** Copies of written policies regarding confidentiality and Child Find are available in the Principal's office of each school and the Board of Education office.

III. Reporting and Assistance Contact Information

The Metcalfe County School District ensures that any qualifying child, regardless of the severity of the disability, is provided appropriate services at no cost to the parents. If you know of a child who may need but is not receiving services, please provide the child's name, age/birthdate, parent contact info, and possible disability to the appropriate coordinator below.

- **Director of Special Education / Section 504 Coordinator:** Jamie Moss 709 West Stockton Street, Edmonton, KY 42129 Ph. 270-432-3171
- **Director of Pupil Personnel (Policy/Procedures Copies):** Allen Trotter 709 West Stockton Street, Edmonton, KY 42129 Ph. 270-432-3171 (*Office Hours: Monday–Friday, 8:00 a.m. to 3:00 p.m.*)

Note: The district provides this public notice in native languages or alternative modes of communication to the extent feasible. If you know someone who needs this notice translated, delivered orally, or via another format, please contact the coordinators listed above.

***PLEASE READ PAGES 21 THROUGH 26 AND
COMPLETE, SIGN & RETURN PAGES 22, 23, 24,
25 & 26***

Metcalfe County School District Student Acceptable Use Policy (AUP)

The Metcalfe County School District ensures that all technology use aligns with applicable state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA). These laws help protect student privacy, ensure appropriate use of internet resources, and establish safeguards against exposure to harmful online content.

To support student learning and collaboration, the Metcalfe County School District provides access to Microsoft Office 365 and Google Workspace for Education which includes services such as Google Drive, Sheets, Docs, Slides, Sites, Forms, Calendar, Classroom, and Hangouts. These platforms enable students and staff to communicate and work together both within and beyond the school environment. Furthermore, the school system endorses the use of additional Google services such as Blogger, CS First, Google Play and YouTube for educational purposes. Parental consent is required to grant access to these services, as specified in this agreement.

The Metcalfe County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology comes a great responsibility to provide our students with a positive structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post high school education or a successful career in the job market of their choice. Adherence to the following policy is necessary for the continued access to the School District's technological resources.

General Usage of Technology:

- I acknowledge that computers and related technology are the property of the Metcalfe County Board of Education and any information stored on them is the property of the School District. I understand that I am financially responsible for any malicious damage or vandalism that I cause and such damage or vandalism is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.
- I will use only my assigned logon accounts to access computers, network resources, email and internet.
- I will not view, use, or copy passwords or data, or access network resources to which I am not authorized.
- I am aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device.
- I am aware that all internet usage will be tracked and a log will be maintained.
- I am aware that all internet usage will be monitored to ensure that the School District's education technology is being used for educational purposes only and not for purposes prohibited by law or for accessing social media and sexually explicit materials.
- I will never distribute private information about others or myself.
- I will never knowingly download/upload inappropriate graphics or text from my workstation using the internet or email.
- I agree not to circumvent the School District's internet content filter or firewall services.
- I agree not to alter the setup of any School District computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.
- I will report any security risk or violations to a teacher, principal or Network Administrator.
- I will never access newsgroups, chat rooms, or social media sites unless authorized by a teacher for instructional purposes.
- I understand that the use of all third-party email accounts is expressly prohibited.
- I will never destroy or damage data, networks, or other resources that do not belong to me.
- I will never engage in hacking or other unlawful activities.

- I will not infringe copyrights, such as using software without the appropriate licensing, or making/transmitting illegal copies of music, games or movies.
- I will never plagiarize from any source.
- I will always communicate in ways that are kind and respectful.
- I will report threatening or discomforting materials to a teacher.
- I will never intentionally transmit or copy material that violates my school's code of conduct.
- I will never send spam, chain letter or other mass unsolicited mailings or telephonic messages nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- I am aware that there will be occasions when the internet will be used for a whole class presentation. This only happens under the direction of a staff member and will be for educational purposes only.

Artificial Intelligence (A.I.) Guidelines:

- I acknowledge that the use of A.I. (artificial intelligence) tools for educational purposes is done only with explicit permission from instructors and aligns with class guidelines. When using A.I., I must:
 - Use AI ethically and responsibly, without misrepresenting A.I. generated work as my own.
 - Properly cite or disclose any content created with the help of A.I. tools.
 - Refrain from using A.I. tools to cheat, plagiarize, or generate inappropriate or harmful content.
 - Understand that all A.I. usage is subject to monitoring and may be reviewed by school staff.
 - I understand that misuse of A.I. tools will lead to disciplinary consequences as outlined in the student code of conduct.
- I understand that the use of personal telecommunications devices on school property, as defined by KRS 158.165, is strictly prohibited during instructional time except in cases of emergency, a teacher permits it for instructional purposes or when required by the IDEA, ADA, or the Rehabilitation Act of 1973. Violations are subject to disciplinary action in accordance with school and board policy.
- I understand that if I violate School District rules governing the use of School District technology, I will be subject to loss or restriction of the privilege of using equipment, school software information access systems, or other computing and telecommunications technologies. I will also be subject to disciplinary action, up to and including expulsion, for violating this policy and acceptable use rules and regulations established by the School District.

By signing this document, you acknowledge and agree that your child's access to electronic resources provided by Metcalfe County Schools and the Kentucky Department of Education (KDE) is subject to the terms and conditions outlined in this agreement, as well as relevant District policies and procedures. Furthermore, all data associated with these resources is managed in accordance with District policy 08.2323 and its accompanying procedures.

Parent or Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Student/Parent Chromebook Agreement

CURRICULUM AND INSTRUCTION

08.2323 AP.11

Student/Parent Chromebook Agreement

THIS IS NOT A CONTRACT.

There has been no exchange of consideration for the use of the computer. The computer remains the property of Metcalfe County School District.

Please print all information.

Student Name (Last, First, Middle Initial): _____

Grade: _____ Teacher: _____

Parent/Guardian Name (Last, First, Middle Initial): _____

Phone: _____

Address: _____

Device Asset Tag Number: _____ Device Serial Number: _____

Chromebook Agreement Rules:

- During the registration process, I read and accepted the Acceptable Use Policy for Technology.
- I HAVE read and accepted all the terms of this Student/Parent Chromebook Agreement.
- I HAVE read and accept my school's behavior and discipline policy.
- I AGREE to allow my child to participate in digital instruction using this Chromebook.
- I ACCEPT the responsibility of my child's use of the Internet and its associated risk.
- I WILL have the fully charged Chromebook with my child each day he/she is in school.
- I WILL discuss Digital Citizenship topics with my child.
- I AGREE to return the Chromebook to my school upon request.
- I ACKNOWLEDGE that Chromebook use may be monitored and its location may be obtained.
- I ACKNOWLEDGE that failure to return the Chromebook will result in the charge of a replacement fee.
- I ACKNOWLEDGE the primary use of the Chromebook is to access instruction and produce assigned work.

As a parent and/or student, I understand that my right to use and possess a district-owned Chromebook terminates the last calendar day of the student's enrollment in the Metcalfe County School District, unless terminated earlier by the school. I also understand that as a parent or student I will be responsible for any accidental or willful damage to the Chromebook or peripherals (such as a charger/power adapter). If the assigned Chromebook is not returned when requested, Metcalf County Public Schools will consider the Chromebook or peripherals stolen and a replacement fee may be required.

Parent/Guardian Signature

Date

Student Signature

Date

Student Publication Consent Form 09.14 AP.251

At some time during the school year, school/District personnel or other district authorized persons may video or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes. Under 09.14 AP.12, the District has designated student photographs as "directory information." Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indication that they do not wish photographs of the student to be released. This covers permission for the District to record and use the recorded image, voice or work of the student (photographed, filmed, taped or digitally recorded) for public awareness purposes, including publication on the school and/or District's Web site. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child's enrollment in the District's schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

School Year: 2026-27

By signing this form, I agree that _____
Printed Student Name

has my permission and/or consent to be videoed or photographed during classroom activities or special projects in which my child participates during or after the school day for public awareness purposes.

Parent/Guardian's Signature

Date

Insurance Information Form

2026-27 School Year

The Metcalfe County Board of Education has purchased supplemental insurance for students while at school or participating in school activities. The coverage is limited and only pays after other insurance companies have fulfilled their obligations. The board paid insurance will only pay if we have this form on file prior to any accident that may be covered. All possible claims must be reported to the school secretary within 24 hours of the accident. **There is no charge to the student or parent for this coverage but this sheet must be completed and on file in the school office.**

Student Name: _____ Age: _____

Parent Name: _____ Date: _____

Student Address: _____

Phone Number: _____

Student Address: _____

Name of Insurance Company: _____

Insurance Policy: _____

Name of Local Agent: _____

School Related Student Trip Permission and Medical Release Form

2026-27 School Year School Related Student Trip Permission Form and Medical Release Form

Student's Name (Last, First, Middle Initial): _____

School: **MCES** Grade: _____ Homeroom/Classroom: _____

All School Related Trips for the 2026-2027 School Year:

I hereby give permission for my child to participate in All School-Related Field Trips during the 2026-2027 school year. In addition, in the event of an accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Handbook Acknowledgment & Form Check-Off Sheet

Please detach, sign and return to your child's school.

Below, please sign and date to confirm that you have:

- Received and understand the Metcalfe County Elementary School Student Handbook
- Received and understand the Student Publication Consent Form
- Received and completed the Student Insurance Form
- Received and completed the Acceptable Use Policy for technology use
- Received and completed the School Related Student Trip Permission Form and Medical Release Form

Printed Student Name: _____

Student Signature: _____ Date: ____/____/____

Parent Signature: _____ Date: ____/____/____

Title I School-Family Compact

Title I School-Family Compact

Every school receiving Title I Funds must have a School-Family Compact. The compact is an agreement between the school and the home. The goal is to promote parents as partners with the school in their child’s education.

Please read and sign this compact pledging your commitment to the education and success of your child.

School Responsibilities:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement.
- Provide parents with frequent reports on their children’s progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities.

Teacher Responsibilities: Teachers will:

- Provide a safe environment that is conducive to learning.
- Provide purposeful learning experiences for every student.
- Maintain a professional attitude and open lines of communication with parents.
- Provide necessary assistance to parents so that they can help with assignments.
- Encourage students to achieve at their highest level.
- Continue their lifelong learning by taking advantage of professional development opportunities.

Families/Parents Responsibilities: Families/Parents will:

- Ensure that my child attends school regularly and on time.
- Encourage my child’s efforts and support their learning.
- Provide a safe and positive place for my child to do their homework.
- Welcome teachers as partners in the education of my child.
- Participate in opportunities to learn about the school, needed services, and ways to support my child.
- Talk with my child daily about their school experience.

Students Responsibilities: Students will:

- Attend school regularly and on time.
- Produce quality work and do my best each day.
- Show respect for my teacher, other adults, students, and school property.
- Welcome teachers and parents as partners while they work to help me achieve.
- Participate in school activities and always try my best.
- Talk with my parent(s)/guardian(s) daily about my school experience.

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

— METCALFE COUNTY —
ELEMENTARY
SCHOOL



LEARNING AND LEADING EVERY DAY

Paige Crowe, Principal
703 West Stockton Street
Edmonton KY 42129
(270) 432-2051

The Printing Press • Edmonton, KY