# Lyon County Elementary School

# 2026-2027

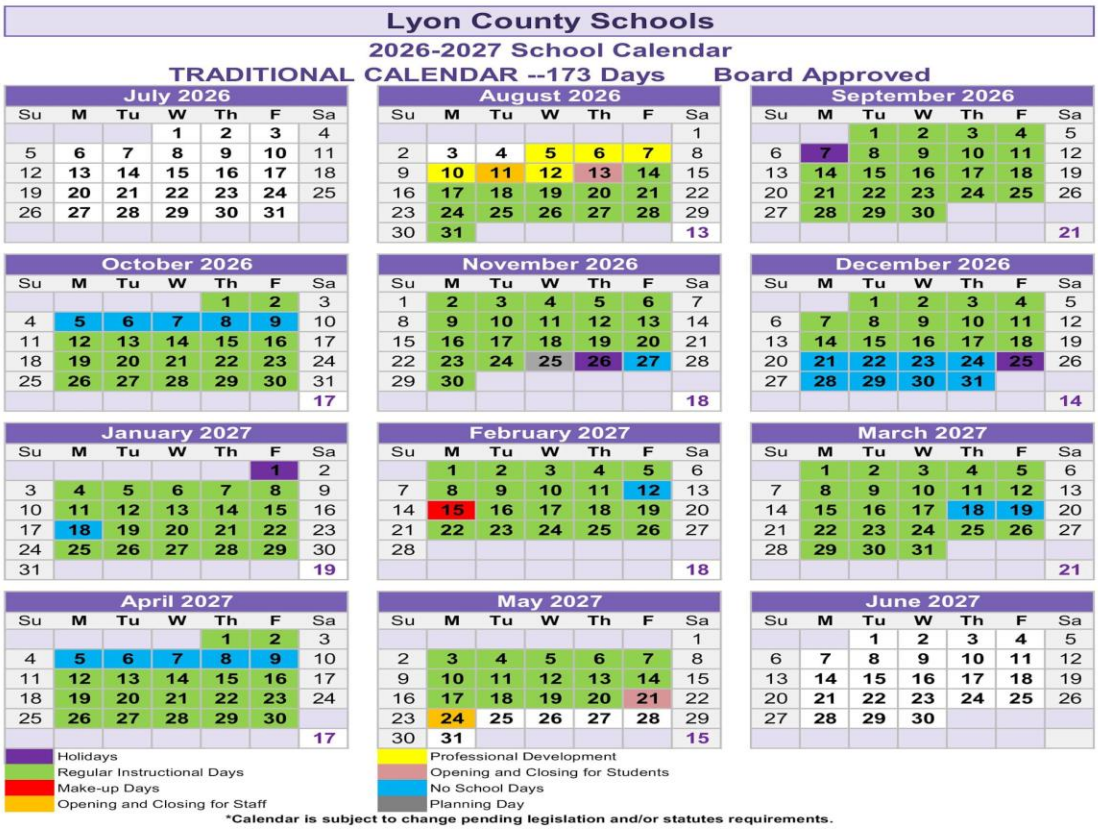
# Student Handbook



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**2026-2027 LYON COUNTY SCHOOL CALENDAR**



Lyon County Schools

2026-2027 School Calendar

TRADITIONAL CALENDAR --173 Days Board Approved

**July 2026**

| Su | M | Tu | W | Th | F | Sa |
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**August 2026**

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**September 2026**

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**October 2026**

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**November 2026**

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**December 2026**

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**January 2027**

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**February 2027**

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**March 2027**

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**April 2027**

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**May 2027**

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**June 2027**

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| 27 | 28 | 29 | 30 | | | |

Holidays
Regular Instructional Days
Make-up Days
Opening and Closing for Staff
Professional Development
Opening and Closing for Students
No School Days
Planning Day

*Calendar is subject to change pending legislation and/or statutes requirements.

# PARENT/STUDENT HANDBOOK

Welcome to Lyon County Elementary School! It is our hope that your school year will be enjoyable, productive, and memorable. We wish students much success as we strive to challenge them to set high goals, believe in themselves, and give their best effort each day.

# STATEMENT FROM THE SCHOOL

As we look forward to welcoming students for the 2026-27 school year, this handbook has been designed to provide families with valuable information to make the year a success. The policies and expectations were developed by our SBDM council to ensure a safe, positive, and productive learning environment for all students. As the school year draws closer, we may have a few procedures to add or take away as a response to preparations we make over the summer. We appreciate your patience as we prepare to best serve your student. Because we believe communication is essential between the school and home, we invite you to contact the office or any SBDM member with questions.

As part of the LCES family, we encourage and welcome you to become an active part of our school through attendance at school events, PTO membership and activities, SBDM meetings, and parent/teacher conferences. We encourage you to follow us on Facebook at Lyon County Elementary School. Each classroom teacher will invite you to join their Class Dojo account and this app is used to communicate with families as well as keep track of positive and negative school behaviors. We will also be in contact through school wide calls and messages, so we ask that you keep your contact information updated.

We are so very excited to get to know your family and begin the school year. We look forward to a great year!!

Faculty and Staff
Lyon County Elementary

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## DROP-OFF/PICK-UP PROCEDURES

**BEFORE SCHOOL:** Supervision by school staff begins at 7:30 A.M. Students on school grounds before 7:30 a.m. are unsupervised and are the responsibility of the parent/guardian. Students may only be dropped off at the front doors beginning at 7:30 a.m. Students may proceed to the cafeteria for breakfast, which will stop serving at 8:00 a.m.

Please stay in your vehicle and use both drop-off lanes that stop at the front doors. There will be a staff member stationed at the crosswalk to direct traffic and assist students as they exit the vehicles. Do not drop students off in the parking lot or in lanes on the other side of the median.

If you park in the front parking lot, you must walk your child across the crosswalk to the staff waiting to greet students outside the front door. Any visitors are asked to buzz in the first door and are not allowed to escort students past the office.

At 8:00 a.m., the doors will be closed and students that have not arrived will be considered tardy. Parents will need to check students in at the office after 8:00 a.m.

**BUS ARRIVAL:** The buses will arrive at 7:30 A.M., giving students time to eat breakfast before school starts.

**WALKERS/BIKE RIDERS:** Should enter and exit the parking lot via the sidewalk between the flagpole and the office doors and stay under the canopy outside the front doors in the morning. They should not be on property before 7:30 or loiter after dismissed in the afternoons.

**AFTER SCHOOL:** Students not riding school transportation are to be picked up in front of the school beginning at 3:00 p.m. in the designated car pick-up lanes. Do not loiter in the parking lot or pull in pick-up lines before 2:30 p.m. We also ask that you stay in your vehicle while in the car lines.

Vehicles should proceed around in two lanes to the barrier/cone. Staff will then direct ten to twenty cars at a time to pull up all the way to the front doors of the

school. Please pull up as close as possible and wait patiently until all cars are loaded and staff directs you to pull forward.

All vehicles must display the sign issued by the office. If you choose to walk up to the side door to pick up your child, the office must be notified in writing to have students ready and waiting at the appropriate door. Please wait on the side porch closest to the high school until staff brings your student to you.

Students that are checked out before dismissal are considered tardy.

**SCHOOL SAFETY:** Safety is our utmost concern. We have action plans for several possible scenarios. We practice our drills with the hope that we will never have to be involved in a real emergency.

In the event of a lockdown or lock-in drill, we ask for your patience, as we will not be allowed to open any outside doors until the drill is complete.

In the event of an emergency dismissal, parents who come to school to pick up children are asked to be patient as school personnel double check that each child is sent home with the appropriate guardian.

All visitors must report directly to the office. Please ring the doorbell and wait for office staff to respond. When you are greeted, state your name and reason for your visit.

Visitors will be asked to surrender their driver's license or car keys in exchange for a visitor pass for the duration of their visit.

If you have questions, please feel free to call the office.

**ATTENDANCE POLICY-** It is mandatory that students establish a habit of prompt attendance. Students miss important instruction when they are out of school and when students are tardy. It is important to note that coming in late or leaving early are both listed as "Tardy" on the report card and in the statewide student accounting system.

If a student is tardy or absent, parents should call or send a note to the office. Both calls and handwritten notes are documented as "Parent Notes." Students each receive five parent notes per year to be considered excused.

When a student has three or more unexcused events, the school office will notify the parent by mail. Upon the sixth unexcused event, the principal or designee will turn the student's name over to the Director of Pupil Personnel for truancy procedures per Board policy.

When a student is granted an Educational Enhancement Opportunity (EHO), he/she must turn in a written report and present it to their homeroom class. These must be granted before an educational trip is taken.

**PERFECT ATTENDANCE:** To qualify for a perfect attendance record, a student must be present 100% of every school day unless he/she is absent because of a school function. If a student is tardy or receives an early dismissal for any reason other than a school function, his/her attendance record will no longer be considered perfect.

At the end of each nine-week grading period, students with 100% attendance records may be rewarded. At the end of the school year, every student who has a perfect attendance record may receive a special reward.

**TARDINESS:** Tardy students must report to the office, escorted by an adult, who must sign the student in before they can go to class. Students who are tardy 3 or more days without a valid excuse are considered truant. If you elect to use a parent note, this will be considered 1 of the 5 parent notes allowed.

**EARLY SIGN OUTS:** If it is necessary for a child to leave school early, a parent/guardian must sign him/her out. The parent/guardian must send a note to give permission for a child to leave with someone other than the parent/guardian. Permission will be granted provided the person signing the child out is properly identified. Early sign outs are recorded as "tardy" on the student report card and in the statewide student attendance system.

**ABSENCES:** Any time a student is absent from school; he/she must present a note of explanation from the parent/guardian or an excuse from a doctor. The student should give the excuse to his/her teacher. A note does not qualify the absence as excused. It must be one of the reasons listed below. Parent notes may be in the form of a letter, e mail, phone call, or signing the entry/exit log in the office.

**EXCUSED ABSENCES:**

1. Illness—note from parent or physician. Once a student has five absences for the school year, a doctor's note must be provided thereafter.
2. Legal Obligation.
3. Representative of the school in curricular or extra-curricular activities.
4. Other valid reasons as determined by the Principal who shall consider students' attendance and grades. Such determinations shall be made in advance, when possible.

**UNEXCUSED ABSENCES**

1. Skipping school.
2. Out of school suspension.
3. Absent without communication from the parent (Should be in writing within 5 days.)
4. Any other absence not listed as excused.
5. After seven absences, any absenteeism that is not accompanied by a doctor's note or court notice.

**MISSED WORK:** A student will be permitted to make up work missed if it is completed within THREE days of the absence. Make-up work will be graded and the results recorded. Any work not made up will be recorded as a zero. It is the student's responsibility to check with the teacher about make-up work. If a student knows in advance he/she will be out for an excused absence, teachers will try to gather work in advance, but are not obligated to until the student returns from absence.

**ASSIGNMENT PICK-UP:**

Parents may come by the school office to pick up missed work provided they call and give the teacher adequate notice. Twenty-four- hour notice is ideal, but if a parent calls before 10:30 a.m., teachers will have the work in the office by 3:00 p.m.

**EARLY SCHOOL DISMISSAL:**

If school is dismissed early as the result of bad weather or an emergency, the dismissal may be announced on the local radio stations, school messenger, the district-wide phone alert system, and Class DOJO. Telephone calls to the school office tie up communication lines. Each student should have information in the office regarding an alternative plan if no one is at home and an emergency arises. IT IS

VERY IMPORTANT THAT YOU PROVIDE THE OFFICE WITH UP-TO-DATE EMERGENCY NUMBERS WHENEVER THOSE NUMBERS CHANGE.

**WITHDRAWAL OF STUDENTS:**

If you are moving and withdrawing your child from school, please notify the school a few days prior to the withdrawal date. Your cooperation is always greatly appreciated.

**BUS TRANSPORTATION AND RULES-** BoE 09.226

Lyon County Transportation Department is available to students who reside within the county. You may indicate that a student is a bus rider during Online Registration (OLR) or by contacting the Transportation Department at 270-388-9715 ext. 420.

Students are expected to follow the Student Code of Conduct when riding the bus. Additional rules include:

1. No food or drinks
2. Keep hands/feet to yourself and inside the bus.
3. Voices at level 1 (inside voices)
4. Stay in your assigned seat, unless the bus arrives at your stop
5. No foul language.
6. No glass objects or helium balloons

**Expenses for damages or vandalism to buses or school property will be billed to the parent/guardian.

School buses are school property. When permissible, if students are to ride a bus other than their regularly assigned bus, or to get off at a place different from where they normally get off, a note from parent/guardian must be presented to the front office prior to 1:00 PM on the day of the change. Students will be provided with a note and student summary, which must be presented to the driver prior to being allowed on the bus. If you must cross the street, do so only when the bus driver motions that it is safe to do so. If at any time a student is suspended from the bus, a discipline report will be filed in Infinite Campus. A bus suspension means the student is suspended from all buses. This may result in a student missing a field trip if they are not allowed to ride a bus.

**TRANSPORTATION CHANGES-** Transportation changes must be sent in writing to: **elem.transportation@lyon.kyschools.us**

Changes must be submitted by **1:00 p.m. — NO EXCEPTIONS** other than true emergencies.

**STUDENT FEES-** BoE 09.15

Each elementary school student is asked to pay a general fee of $10.00, payable to Lyon County Schools. This fee goes to the Board Office. Other circumstances may arise where students will be asked to provide items or fees to help cover the costs of classroom activities.

**TECHNOLOGY FEES**

Lyon County Elementary School is a 1:1 Chromebook school. Students are not allowed to use personal laptops/tablets/Chromebooks on school property. Technology fees of $35 per student and appropriate paperwork will be required in order for all students to receive the school issued Chromebook. Damage to or loss of school issued equipment will result in additional charges for repair or replacement.

**TEXTBOOKS / LIBRARY BOOKS-** BoE 09.421

Students are responsible for lost or damaged school materials that have been checked out to them. Fees and fines may be assessed to cover the cost of replacement or repair.

**LOST AND FOUND**

Items will be placed in a temporary lost and found in the lobby. Items will be kept for an extended amount of time; all unclaimed items will be donated.

**STUDENT ACCIDENT INSURANCE**- BoE 09.23

Student accident insurance is provided to students of Lyon County Schools while at school and during school sponsored extracurricular activities. This insurance is supplemental if the student has other primary coverage. Students involved with extracurricular activities must have a type of insurance listed on the KHSAA physical form. Full day 24-hour accidental coverage is also available from the carrier and information regarding these rates is given to each student during the

first week of school. If your child is injured at school or during an extracurricular activity, please contact the school office for a claim form. The claim form must be completed in its entirety and signed by the parents/guardians and a school official. If the child is covered by other insurance, a questionnaire regarding that coverage is also required. Claim forms should be submitted within 60 days of the injury with copies of itemized invoices indicating diagnostic and procedure codes.

**VISITORS TO SCHOOL-** BoE 10.5, SBDM 5.1

All visitors to the school must check in at the main office to obtain a visitor's pass and permission to enter the main area of the school. Classroom visits may only be made with prior approval and arrangements with the office and teachers. Students from other schools will not be permitted to visit classes during the school day. Obtaining a visitor's pass from another school does not qualify one for access to the elementary school.

**CAFETERIA**- BoE 07.1

The school food service provides a breakfast program and a lunch program. The breakfast program will be available to all students from 7:30 – 8:00 each morning in the school cafeteria.

The following prices are in effect for 2025-2027

- Breakfast - Students eat FREE.
- Lunch - Students eat FREE.

A la Carte items are available at additional cost. Meal: $4.60 Entree: $1.85

1. It is not permissible to have food delivered to the school during any lunch. Students either eat their lunch from the cafeteria or bring a packed lunch from home when they come to school in the morning.
2. All students will go to the cafeteria for lunch unless given special permission from the principal or teacher.
3. Appropriate conduct is expected in the cafeteria. Students will remove all plates, trays, and garbage from the table and place them in the appropriate area as designated.

4. No student will be allowed to leave the cafeteria until dismissed by a staff member.

Visitors are not permitted during breakfast or lunch.

**SNACK POLICY:** All edible items distributed to classroom students must be store or bakery purchased in original sealed containers. (This includes party snacks.) Please be mindful that some students have peanut and other food allergies.

**NON-SCHOOL SPONSORED ITEMS/SERVICES/FUNDRAISERS:** BoE 09.33 Items/services/fundraisers are not to be sold or solicited while at school without approval from administration. Distribution of materials that are not school sponsored will only be distributed by placing them in the lobby or office of the school in the designated location, after approval from the principal. Materials are not to be handed out or solicited. Community announcements may be displayed in the lobby and on the morning announcements.

**STUDENT DRESS GUIDELINES:** Reasonable care and neatness in regard to dress and appearance are required of all students. The following regulations are based on common sense and decency as determined by the administration team, based on professional judgment in an education setting. Dress Code violators will report to the office. If arrangements are not able to be made, then the student may report to ISR.

1. All students are to wear footwear at all times.
2. Skirts/dresses/skorts/shorts must be of appropriate length for the school environment. They should reach at least mid-thigh or meet the fingertip rule when arms are at the student's sides. Shorts must fully cover the hips, backside, and undergarments at all times (including when sitting, bending, or walking).
3. Pants will be worn at the waist and underclothing, including shorts/boxers, must be covered. Any slits, tears, holes, or cuts (that reveal skin or undergarments) must be no higher than 5 inches above the knee.

4. No head apparel (hats, bandannas, hoods, etc.) unless approved by the principal during special events or circumstances. Hoods from hooded clothing are not to be worn inside.
5. Tank tops, sleeveless shirts, strapless tops, spaghetti straps, midriff shirts, off-the shoulder shirts, or the stomach/back are not allowed. All shirts or tops must be long enough to cover the midsection when both hands are raised above the head.
6. Pajamas or costumes, unless approved by the principal during special events or circumstances, should not be worn.
7. Clothing or other items that display any kind of liquor or illicit drug advertisement, sexual suggestion, vulgar language, violence, racism, tobacco, or anything that can be construed as vulgar, obscene, crude or inappropriate, will not be allowed.
8. Good hygiene must be kept at all times to avoid becoming offensive to others.
9. Since the student handbook cannot make provisions for the continuing changing of fads in dress, jewelry, and general appearance, administration reserves the right to decide what is acceptable and appropriate for items that are not addressed in the handbook.

**CELL PHONES, TOYS, & ELECTRONIC DEVICES:** BoE 09.426

Students shall not use or display cell phones or other electronic devices, including wearable cellular technology or earphones/buds, upon entering the school building unless approved or permitted as a reward. Devices must be put away in backpacks upon entry to the school. These items must be off and stored out of sight in student backpacks until the final bell.

Non-compliance will result in the following consequences: 1st offense = Device taken for the day and returned before dismissal with a warning, 2nd offense = Confiscation and a guardian will need to pick it up from the office. These items are a distraction to learning, unless designated as part of a lesson.

If a student chooses to bring personal technology, including telecommunication devices, onto campus, each user is responsible for his/her device and is expected to use it appropriately. Responsibility to keep personal technology secure rests with the individual owner. Lyon County Elementary School is not liable for any device stolen or damaged on campus. Lyon County Elementary School will not provide financial restitution for any stolen or damaged personal electronic device.

**MEDIA/PHOTOGRAPHY/VIDEOS:** Visitors are not allowed to take pictures or videos of students without consent. Pictures of students will be made throughout the school year by school staff. They will be used for the yearbook, newspaper, school social media sites, school webpage, etc. From time to time classes will be videotaped to help teachers examine their teaching, security taping, etc. The school must be contacted in writing each year or complete the appropriate section of Online Registration (OLR) if your child's name and likeness are not allowed to be used for the above purposes.

No unauthorized audio recording, video recording, or photography of students or school staff is permitted on school property. This conduct could result in a violation of the Family Educational Rights and Privacy Act.

**PROHIBITED ARTICLES:**

1. Drugs, alcohol, tobacco, vapes, and any other substances deemed harmful.
2. Items with sharp edges or resemble a weapon.
3. Items deemed hazardous to the safety of others.

**FLOWER/GIFTS:** Due to classroom disruptions and bus transportation policies, we do not allow gifts, balloons, and/or floral arrangements be sent to school. On Valentine's Day all items must be able to fit inside a backpack and comply with all bus rules.

**HOMEROOM ROSTERS:** Teachers will send post cards to students previously enrolled at LCES before school begins informing them of their new class placement. Class lists will be posted on back to school night. Any major concerns should be brought to the Principal. Students are asked to try placement for 6 weeks, before submitting a change request.

**After School Care:** If your child is not picked-up from school by 3:15 PM or no one is present at their bus stop, students will be brought back the elementary school. If no one from emergency contact list can be reached after a reasonable amount of time, law enforcement will be contacted.

**MEDICATION:** BoE 09.423
The parent or guardian must sign a release form granting permission for Lyon County School personnel to administer a student's medication. The parent/guardian will provide medication names, dosages, and time of administration.
Parent/Guardian agrees to pick up prescription meds when therapy is discontinued or changed. Prescription medicine must be in a labeled bottle from the pharmacist (an extra bottle may be necessary if meds are administered at home and at school). If the nurse is not available, this responsibility will fall upon the main office. The nurse keeps a daily log for medication administration. Medication procedures are to include all medications, not just prescriptions. Students should not have prescription or over-the-counter medication on their person at any time.

**Health Services:**
Students who vomit more than once, have diarrhea more than once, or have a fever of 100.4 or higher must be picked up from school by a parent or designated contact. Students should remain fever-free for at least 24 hours, without the use of medication, before returning to school.

**DISCIPLINE PROCEDURES:** Students are responsible for their own actions. The faculty at Lyon County Elementary is committed to a high level of student achievement that can only occur in an orderly environment. The expectation is that students remain orderly and respectful throughout the school day. Proper school conduct can only be achieved when parents and teachers work together.

**Positive Behavior System:** LCES believes in emphasizing positive behavior as a way to maintain a positive learning environment. We have developed school-wide procedures and expectations for every area of the school and bus allowing us to take a proactive approach to discipline. These procedures will be taught,

encouraged, and rewarded accordingly. At the very foundation of this approach are the following guidelines or habits for success for all students:

**Habits of Success**

**L**isten and follow directions
**Y**es, I am ready to learn
**O**nly I am responsible for me
**N**ever give less than my best
**S**how respect to everyone

Students are taught rules the first week of each semester and practice will take place as necessary throughout the year. They are also informed of the consequences that result when rules are broken. We strive to recognize positive behavior and dwell on positive reinforcement, however, consequences are necessary in training. Students will gain or lose points for related behaviors and track their behavior using a digital format called Class Dojo. Parents can receive online updates as well.

**SEVERE BEHAVIORS:** Severe behaviors will result in immediate office referral and possible suspension, expulsion, or legal action per board policy and Kentucky law.

**CONDUCT VIOLATIONS-** BoE 9.43

Consequences vary depending on the seriousness, frequency, and other mitigating circumstances. Improper conduct includes, but is not limited to, the following list.

1. DEFAMATION—this includes harming another person's character or reputation by saying things which are not true and which are intended to bring harm.
2. MISREPRESENTING FACTS--includes knowingly deceiving or attempting to deceive teachers and/or school administrators.
3. DISORDERLY CONDUCT/CLASSROOM DISTURBANCE— (including profanity, vulgarity, possession of pornography, obscene behavior, talking out) this includes conduct and/or behaviors that are disruptive to the orderly educational procedure of the school.

4. VERBAL ABUSE OR HARASSMENT— intent to harass, annoy, or alarm another person.
5. FORGERY/ PLAGIARISM—this includes falsely using the name of another person or falsifying documents or correspondence such as absences, excuses, or school work.
6. MALICIOUS REMARKS—includes remarks which intimidate, insult, or abuse verbally or in writing, any member of the school staff or student body.
7. TOBACCO—KRS 438.050 prohibits the use or possession of tobacco, in any form on school property or school functions. District policy also prohibits tobacco use or possession while going to and from school. Also includes Electronic nicotine devices, Vaping devices, E-Cigs, and any other device deemed to fall into this category.
8. LIGHTERS – are not allowed at school.
9. INTIMIDATION OF WITNESS—includes any physical or verbal intimidation of any witness to any school violation.
10. SKIPPING SCHOOL/TRUANCY—includes purposely missing day(s) or a portion of a school day when school is in session. It also includes invalid absences.
11. DEFIANCE OF AUTHORITY—is the refusal to comply with the reasonable requests of school personnel or refusal to comply with the school rules.
12. THEFT & RELATED OFFENSES—includes the taking of property of others (students, teachers, visitors, and so on) without their consent.
13. VANDALISM— (officials notified of $100 or more) includes the unprovoked or willful destruction, defacing, or marring of school property. Students will also repay all costs of damage.
14. FIGHTING—when a person or persons instigate an altercation verbally or physically.
15. POSSESSION AND/OR USE OF WEAPONS OR DANGEROUS INSTRUMENTS- (law officials notified) the carrying, possession, or use of a deadly weapon (as defined by law) on the school premises or within one thousand (1,000) feet of school premises, on a school bus,

or at a school sponsored or sanctioned event will result in expulsion. (Board policy 9.435)

16. POSSESSION OF KNIVES—NO student will be allowed to have a knife (which includes a pocket knife) in his or her possession.
17. CRIMINAL USE OF NOXIOUS OR VOLATILE SUBSTANCE—includes
    unlawfully depositing such items on the land or in a building of another; for example, a stink bomb or other obnoxious odor.
18. INAPPROPRIATE DRESS—see Dress Code.
19. EXTORTION—includes the solicitation of money or anything of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.
20. FALSE FIRE ALARM—refers to falsely alerting the fire department or school to a nonexistent fire.
21. ARSON OR ATTEMPTED ARSON—includes the starting or the attempt to start a fire within the school or on the school grounds for any purpose that results in either destruction or disruption.
22. SEXUAL ABUSE—occurs when he/she subjects another person to sexual contact without the consent of the other person.
23. SEXUAL CONTACT WITH CONSENT—occurs when he/she subjects another person to sexual contact even with the consent of the other person.
24. AGGRESSIVE MISBEHAVIOR TOWARD ANY SCHOOL EMPLOYEE—includes any physical contact or threat of physical contact toward a school employee.
25. USE OF, POSSESSION OF, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES (OR LOOK ALIKE BEVERAGES) OR ILLEGAL DRUGS, OR HARMFUL SUBSTANCES OR DRUG PARAPHERNALIA, or any type of pills (prescribed / over the counter) this misconduct refers to alcohol content. It also includes illegal drugs and harmful substances such as dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, or any other material having a harmful or unnatural effect on the person using them.

26. LEAVING CLASS WITHOUT PERMISSION—no students allowed out of classroom without permission
27. LOITERING IN THE RESTROOMS—is not allowed at any time.
28. REPEATED VIOLATIONS—of compliance to the Student Code of Conduct, directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel (includes those in KRS 158.150).
29. RETALIATION – In order to help insure the safety and security of all students at LCES, a person is not to question or confront another person about incidents they have been disciplined for, or which a friend/acquaintance has been disciplined. This also includes events that are under investigation. School administrators and authorized staff are the only ones who are allowed to discuss Code of Conduct violations with the involved parties.
30. PHYSICAL ABUSE OR HARASSMENT—occurs when, with intent to harass, annoy, or harm another person, he/she:
    a. Strikes, shoves, kicks, or otherwise subjects persons to physical contact or attempts or threatens to do the same; or
    b. Engages in a course of conduct or repeatedly commits acts which harm or seriously annoy such other persons and which serves no legitimate purpose.

Harassment is not allowed in classrooms or anywhere on campus, including on buses or at any school-related activity.

**BULLYING/HAZING:** BoE 09.422

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting,

intimidating, verbal or physical abuse of others, or other threatening behavior.[1] This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

1. Per KRS 158.148, "bullying" is defined as 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:
2. Per KRS 508.180, "hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization.

**TERRORISTIC THREATENING: BoE 09.425AP22**

A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

a. With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a place of worship, or 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 to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at

school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation to occur;

b. Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur for the purpose of:

    i. Causing evacuation of a school building, school property, or school sanctioned activity;

    ii. Causing cancellation of school classes or school sanctioned activity; or

    iii. Creating fear of death or serious physical injury among students, parents, or school personnel;

c. 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

d. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. 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.
3. A person is not guilty of commission 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, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated if known.
4. Terroristic threatening in the second degree is a Class D felony.
5. Terroristic threatening in the second degree is a Class C felony when, in addition to the violations above, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

**DISRUPTING THE EDUCATIONAL PROCESS:** BoE 09.426

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

**Actions taken by principal may include, but are not limited to:**

- Inform parents of policy and disciplinary procedures.
- Student isolated from other students in morning detention beginning at 7:30, during lunch and/or recess, one or more days in ISR, In School Removal.
- Suspend from school premises and activities for a period not to exceed ten (10) days and/or pending conference with parents. Either or both actions will be determined by the principal or designee. Before

returning to school, the student may be required to meet with the suspending administrator.

- Administration may involve police. Legal action may be taken per KRS 158.154.
- Student may be required to seek counseling services and obtain a release to return to school.
- Student may be removed from the aggrieved teacher's class.
- Student may be removed from the regular school program or recommended for an expulsion hearing as per KRS 158.150

**EXCEPTIONS:** There is always the possibility that an exception could be made which differs from the procedure outlined in the Code of Conduct. An exception may be necessary when the student's record of past behaviors, recommendation of legal counsel, IDEA restrictions, and/or other extenuating circumstances require a departure from the norm.

**IN-SCHOOL-REMOVAL RULES (ISR)**

1. Students assigned to ISR are not allowed to participate in or attend any school sponsored extracurricular activities on the day of their ISR assignment(s). Any student found participating in activities will have additional days assigned to ISR and possible suspension from the activity.
2. Students must leave campus immediately after the end of the school day when there are additional days of ISR to be served.
3. All time missed in ISR due to absenteeism will be made up upon return to school.
4. Misconduct or violation of ISR rules will result in additional time in ISR or suspension.

**SEARCH AND SEIZURE:** A student in the Lyon County School System has the constitutional right to be secured in his/her person from all unreasonable search and seizures. A search of a student by school officials is generally reasonable if it bears a relationship to a legitimate educational interest and is based upon reasonable suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as age of the student and the purpose of the search. A student's consent to be

searched must be scrutinized carefully (OAG 79-168).

**Search and seizure shall be conducted under the following guidelines:**

1. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (weapons, firearms, and so on) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety or security may be seized by school officials.
3. Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office, but in most cases will require the parent to pick up the item.
4. A general inspection of school property such as lockers or desks may be conducted on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Lockers and desks are property of Lyon County Schools and are subject to the Lyon County Board of Education's regulations and supervision. Locker and desk inspection or searches are not carried out as a harassment technique but as a duty when health, safety, or welfare of student is involved.
5. All items which have been seized will be turned over to the proper authorities or returned to the true owner depending on the situation. The student may choose to be present when a search of personal possessions is to be conducted unless the student is absent from school or school authorities decide that the student's presence could endanger the student's health and safety.

   Note: The U.S. Supreme Court on January 15, 1985, ruled that a school administrator may search a student if she/he has reasonable grounds to believe that the search will turn up evidence of violation of the law or rules of the school and the nature and scope of the search is related to its object, the age and sex of the student, and to the severity of the infraction.

**SUSPENSION AND EXPULSION-DUE PROCESS:** BoE 09.431

Due process includes those rights which are constitutionally given to a student accused of violating school regulations and which may be brought to his/her defense at a disciplinary conference or hearing pending suspension or expulsion

from school. According to KRS 158.150, as amended, all pupils of the Lyon County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or vulgarity, assault or battery or abuse of other students or school personnel, the threat of violence or force, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property, the carrying or use of weapons, or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school. (Reference – OAG 78-673)

**FINAL NOTE:** Proper school conduct can only be achieved when parents and teachers work together. We appreciate your support in helping Lyon County Elementary remain a safe, positive, and productive learning environment for all students.

**SCHOOL SERVICES:**

**GUIDANCE AND COUNSELING SERVICES:**

Lyon County Elementary School provides guidance services to aid students with academic issues, personal issues, testing, and interpreting test results. Lyon County Schools also employs a licensed mental health counselor and utilizes Care Solace to connect students and families with mental health and substance abuse providers.

**G/T PROGRAM:** The G/T Program is a State and District funded program which offers services for Gifted and Talented students in 4th and 5th grades. The gifted and talented student is one who is identified as possessing demonstrated or potential ability to perform at an exceptionally high level in general intellectual aptitude, specific academic aptitude, creative or divergent thinking, psychosocial skills, or in the visual and performing arts. The purpose of the program is to provide opportunities for the gifted student to expand and extend his/her learning beyond the standard curriculum. When a student is referred for the G/T Program, the G/T Resource teacher will gather the formal testing data to determine placement. In order for a student to be placed in the program, the student must meet the criteria set by the Administrative Regulation on Gifted Education: 704 KAR 3:285. The data is then presented to the G/T Selection Committee for formal placement. Service options are based on the student's area(s) of placement. Most services will be

provided by the regular classroom teacher by means of differentiation of the curriculum. Pull-out programs will be limited to students identified in the areas of General Intellectual, Leadership, and Creativity.

**PHYSICAL EDUCATION:** All students will participate in a physical education during their grade's "Specials rotation". Students must wear rubber or soft sole shoes while participating in PE and may not wear sandals, slides, or hard sole boots on the gym floor during activities.

**FIELD TRIPS:** Field Trips are an extension of the child's classroom activities and are scheduled throughout the school year. Students may be requested to pay the expense involved. (I.e. entrance fees, transportation, and food, if applicable). Since it is necessary to have buses ordered and tickets purchased in advance, we cannot refund field trip money. Written parent permission is required for students to attend. If you cannot afford to pay the costs for a field trip, please notify your child's teacher. Waivers may be granted for eligible students. Students with 5 or more unexcused absences, 3 or more days of in-school removal (ISR), suspended for any number of days, suspended from riding the bus, or failing a course may not be eligible to participate in field trips. Clubs and organizations may place more restrictive requirements on their specific field trips.

**EXTENDED SCHOOL SERVICES:** BoE 08.133
Extended School Services (ESS) are offered in the following methods:

1. After School Tutoring: This program is designed to offer additional help for students in all subject areas. Transportation is not provided for students staying for after school tutoring. Students may enter this program by teacher recommendation or by parents/guardians contacting the school and requesting the service. Tutoring will be available two days per week for a limited time during the school year.
2. Program recommendation for ESS Daytime waiver, if available, to be offered by a certified teacher.
3. Summer School may be offered, but is not guaranteed.

**PARENT CONFERENCES:** The school will host Parent/Teacher conferences each semester and will be advertised in advance. However, when the need arises, parent

conferences are encouraged and welcomed by the faculty outside of those. Parents should send an email to the teacher or call the school office to set up an appointment. Contact the Guidance Office for more information.

**PARENT-TEACHER ORGANIZATION:** The Parent Teacher Organization (PTO) provides an excellent opportunity for establishing better communications between parents and teachers and offers extra opportunities and resources for students. PTO meetings are held monthly. Being a member of the PTO is a wonderful opportunity for parents to become involved in their child's education.

**SCHOOL BASED DECISION-MAKING COUNCIL(SBDM):**
The Lyon County Elementary SBDM Council meets monthly. The council is made up of teachers and parents. Elections will be held for these positions each spring.

**SCHOOL SUPPLIES:** School supplies will be provided to all students for free by FRYSC our Family Resource and Youth Services Center. Teachers will contact you if they are running low on certain supplies or need something extra that was not provided.

**VOLUNTEERS:** Parents, guardians, and community members are encouraged to be volunteers/chaperones at the school. Interested parties will need to fill out forms that can be found on the district website, under parent resources or contact the Board of Education Office to start the process. All volunteers will be required to have a background check before they can begin volunteering. Once the background checks are cleared, please contact the Elementary Office to offer your services. Volunteers are used in several areas such as reading programs, library, classrooms, office, field trips, and all PTO projects held within the school during and after school hours. If volunteering during the day, we ask that you do not bring younger siblings or guests with you. Volunteers shall wear I.D. badges while working in the school at all times.

**LCES Student Handbook**

Please fill out this form during On-Line Registration.
If you would like to receive a paper copy, please contact the LCES Office.

Date of Acknowledgement: _____

Student's Printed Name: _____

Student's Signature: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____