



EUBANK
ELEMENTARY
SCHOOL

Student/Parent Handbook 2026-27



Parents/Guardians:

This handbook is a source of information and procedures for both students and parents of Eubank Elementary School. This information may or may not be included in the District Code of Acceptable Behavior and Attendance Policy booklet. This handbook can provide answers to many of your questions and furnish you valuable information when used along with the district policies.



At Eubank Elementary School,
we believe in empowering every student to reach their full academic potential.

Our integrated approach combines academics, behavior, and mental health, fostering teamwork and supporting our students on their path to college and careers.



P | POSITIVE MINDSET
A | ACADEMIC ACHIEVEMENT
W | WORK TOGETHER
S | STRIVE FOR GROWTH



Instructional Calendar Highlights 2026-2027

Date	Note	Description
August 4	No school	Professional Development day for teachers
August 10	No school	Growth Day for teachers
August 11	No school	Opening Day for staff
August 12		First Day for students
September 7	No school	Labor Day
October 5-9	No school	Fall Break
November 3	No school	Growth Day for teachers
November 25-27	No school	Thanksgiving Break
December 21-January 1	No school	Winter Break
January 15	No school	Growth Day for staff
January 18	No school	MLK Day
February 15	No school	Growth Day for teachers
March 15	No school	Growth Day for teachers
April 5-9	No school	Spring Break
May 17		Last Day for students (if no missed days)
May 18	No school	Election Day
May 19--		Weather make-up days
After last day of school	No school	Closing Day for teachers (if no missed days)

ARTICLES PROHIBITED ON SCHOOL PROPERTY

Problems arise each year because students bring articles that are hazards to the safety of others or that interfere in some way with school procedure. **All Electronics, including Cell Phones, iPads, Tablets, etc., Trading Cards, Video Games, Tobacco, Alcohol, Illegal Drugs, etc. will be impounded and later returned to parents or law enforcement officials. For safety, rolling backpacks are also not permitted. The possession of fireworks, guns, knives, or any other object that can reasonably be considered a weapon is a violation of Federal law. Students will automatically be suspended for the possession of such articles at school.**

ATTENDANCE/TARDINESS

The progress of a student at school depends greatly on the punctuality and regularity of attendance; therefore, all students are expected to attend class every day that school is in session. We firmly believe that attendance is a student-parent/guardian responsibility. **When a student must be absent from school, all or any portion of the day, (arrive late, or leave early) it is the responsibility of the parent/guardian to write a note to the school to inform the Principal the reason for absence.** The Board Policy **allows 6 excused parent notes and 10 doctor notes per year.** The intent of the attendance procedure of the Pulaski County Public Schools is to provide a structure within which students can gain maximum benefit from the instructional program. Regular attendance in class is necessary if students are to receive adequate guidance in their class work and benefit from the discussions.

Students who arrive after **8:00 A.M. are late for class** (tardy) and **must be signed in** at the office and receive a tardy slip before entering their classroom. Any student leaving school before **3:13 P.M.** will need an excuse when returning to school. **See the attendance section of the current school year's Code of Acceptable Behavior manual for further information found at pulaski.net/students/code-of-conduct.**

BREAKFAST/LUNCH PROGRAM

Continuing this year, every student may eat breakfast and lunch at no charge. Pulaski County Schools are participating in the Community Eligibility Option that allows all students to receive free breakfast and free lunch. Even though all students eat free, when school begins, you will still have to fill out the form that replaces the lunch application. Your child may continue to purchase extra food items, but these items cannot be charged. Any money that is still in your child's account from last year may be used to purchase water or extra food. Any charges from past school years will need to be paid.

Our school cafeteria provides each student with a place to enjoy a nutritious meal. The cafeteria is part of the school learning environment. Acceptable behavior, courtesy and manners are required of every student who uses this facility. Courtesy to teachers, students, and lunchroom personnel must be shown at all times. Each student is expected to clean up all food items and properly dispose of eating utensils before leaving the cafeteria. Any behavior that disrupts or interferes with the breakfast or lunch program will be subject to disciplinary action.

CANCELLATION OF SCHOOL

If it becomes necessary to postpone school due to bad weather, or any other reason, the announcement will come from the Superintendent of Schools, Kent Mayfield. It will be announced over the local radio and/or television stations as well as posted on Facebook. Parent Square will also be used for those with updated phone numbers in the system.

CHANGES OF ADDRESS/TELEPHONE NUMBERS

It is very important that the school have on file, at all times, a valid emergency contact phone number for every student. When students move please report the new address and phone number immediately to the front office staff. Information about the place of employment of parents is also beneficial.

DAILY PROCEDURE FOR THE BEGINNING AND CLOSING OF SCHOOL

Unless it is an emergency or for a doctor's appointment which cannot be scheduled after school hours or on Saturday, please do not plan to check your child out of class early.

1. School doors are opened at **7:30 A.M.** Parents may drop off students at the west end of the building at this time (cafeteria end doors). Students arriving at **7:30** will report immediately to their homeroom.
2. The school bell rings to begin scheduled classes at **8:00 A.M.**
3. At afternoon pick-up time (**3:13 p.m.**), **parents will remain in vehicles**, lining up to receive students from the front entrance.
5. Parents picking up Eubank Elementary students, will need to go through the parent pick up line, then park in the parking lot to wait for the other students-middle or high school. **Please park in a parking spot rather than the lot, as to not block other spaces. If you are seen blocking, SRO reserves the right to request you to park or move.**
6. School bus loading begins when all shuttle buses have arrived (approx. **3:40 P.M.**)

Please note: In case of family dissension (divorce, separation, etc.) a request is occasionally received to prohibit one party from taking the child from school. **Such requests are honored only if legal status is established.**

DISCIPLINE/REFERRALS

Discipline at school and on buses will be handled in accordance to those guidelines outlined in the Code of Acceptable Behavior and Attendance Policy located at **pulaski.net/students/code-of-conduct**. Please read carefully and maintain this link for future reference. Each homeroom teacher will provide information regarding Eubank's school wide Positive Behavior System, which is PAWS this year. This is located on page 2 of the handbook.

In addition, our school bus referrals will be handled as follows:

- First bus referral is a warning, with a phone call home to let parents know this is the only warning they will get.
- Second is one day bus suspension. Phone call to let parent know
- Third is two days bus suspension. Phone call again to parents.
- Fourth is three days bus suspension. Phone call to inform parents.
- Fifth is four days bus suspension. Phone call to inform parents.
- Sixth is 10 days bus suspension
- Seventh referral will be removing student from the bus the rest of the year.

FRC

Our Family Resource Center provides services to families of the Eubank community. The center is a resource to link students and their families to community services in efforts to reduce the barriers between their home environment and the school setting. The coordinator is available for school/parent conferences, home visits, and referrals to community resources when appropriate. The center is located at Eubank Elementary School and is open Monday-Friday from 8:00 A.M.-3:30 P.M. and other times by appointment if necessary. You may reach the center at 379-6222. We offer after-school childcare at our school. This service will be available until 5:30 P.M. on each day that school is in session. This service is for children that are enrolled at Eubank Elementary School. The cost is \$25.00 per week, per child. For more information please call the Family Resource Center at 379-6222.

MEDICATION—PRESCRIPTION AND NON-PRESCRIPTION

A parent should administer all students' medication at home. If this becomes impossible, prescription medications shall be given only as prescribed on the medical provider's written authorization form. This completed form must be on file at the school before medication can be given at school. All prescription medication, original or refill, should be brought to school in a pharmacy labeled container, which includes the

student's name, date, medication name, dosage, and strength, and directions for use including frequency, duration, and method of administration. Plastic bags, etc. are not acceptable containers. Non-prescription (over-the-counter) medications may be accepted on an individual basis as provided by the parent/guardian when a completed form is on file with our school nurse. The medication should be in the original container.

NURSE

The Lake Cumberland Regional Hospital and the Pulaski County Board of Education have joined together to provide a school nurse. Our nurse is able to offer the following services at no charge Assessment of Acute and Chronic Illnesses and if needed proper Referrals, Medications, vision/hearing screenings, scoliosis screenings, height/weight screenings, required immunizations for school entrance, assessment of and classroom education. To ensure your child can be seen by our nurse, you must return school nurse forms promptly.

PARENT-TEACHER CONFERENCES/CONVERSATIONS

At no time should you be in doubt of your child's progress. You are notified of progress through report cards/progress reports. If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher or principal. Parents who wish to talk with a teacher about any issue or questions should request a conference with the teacher before or after school, or during the teacher's daily planning. Teachers may also request conferences with a parent in order to give or arrange individual help, or to clear up misunderstandings.

PICK-UP AND DROP-OFF PROCEDURES/PARKING

All morning drop-offs and afternoon pick-ups should enter school grounds by the west entrance, near the new cafeteria, and loop around the building. Elementary students will be dropped off at the door on the west end of the building, and go up the stairs into the cafeteria. These doors will remain locked until 7:30 AM. Vehicles will then exit back through the west entrance. If it is necessary to park, please do so in the parking slots designated by white markings. ***Please do not block school entrances/exits during bus arrival/loading times. Never pass a school bus when stop sign and flashers are activated. After 7:40 AM ALL parents must drop off at the front entrance of the school.***

Parents picking up students in the afternoon at parent pickup (3:13 PM) should enter the west entrance, loop around the building, and line up in along the front of the building along the bus ramp no earlier than 3:10 PM Students will be supervised by staff as they exit the front doors and get into waiting cars. Vehicles will then exit the east end driveway onto Hwy. 70.

PROMOTION AND RETENTION

The promotion and retention of children is the sole and serious responsibility of teachers and school administration. Teachers are supported in this professional duty to make decisions in the best interest of children and consider it very important that parents be consulted and well informed at an early date when retention is advisable. Per Senate Bill 9, the Read to Succeed Act, *beginning in the 2023-2024* the law states kindergarten students who do not meet required reading benchmarks ***may be*** recommended for an additional year in kindergarten, and first-grade students who do not meet benchmarks ***shall be*** required to repeat first grade.

P.T.O.

Eubank Elementary has an active parent-teacher organization that works cooperatively in the interest of your child and our school. Your dedicated support of this organization is appreciated. Please look for additional information regarding becoming a member of PTO. You may also follow their Facebook page.

REPORT CARDS

Report cards go home every nine weeks for K - 5th grades. Report cards are to be signed by a parent and returned to the teacher. Signing does not mean that the parent approves or disapproves of the report, but that he/she has seen it. If a report card is lost, please notify the office.

SBDM (SITE-BASED DECISION MAKING) COUNCIL

The SBDM process gives parents, teachers, and principal substantial control over how their school operates. Working through a council composed of the principal, three teachers and two parents, decisions are made about how to help each school move its students toward the statewide goals for student success. For parents, SBDM is a chance to make a major contribution to their children's future. We urge you to actively support and become involved in the SBDM process. Contact the principal or any council member if you have any questions, concerns, or wish to become actively involved. SBDM meetings are held monthly; exact dates are published in the local newspaper. **2026-27 COUNCIL MEMBERS** are: Ashley DeBord, Samantha Miller, Allison Correll, Holly Dixon and Hannah Hudson.

STUDENT DRESS CODE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or unsanitary body conditions which in the judgment of the school principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited. (**School Board Policy 09.427**) See the Code of Acceptable Behavior and Attendance Policy link **pulaski.net/students/code-of-conduct**.

SUGGESTIONS TO PARENTS:

- A. Students **will not be permitted** to keep personal cell phones or other communication devices with them. Such devices must be turned off and turned into their homeroom teacher each morning. These will be returned to the student at the end of the day. Any student that does not follow this rule will have their device confiscated and the parent will have to come pick it up from the principal.
- B. Students will not be allowed to make calls on the classroom telephone unless it is an emergency and only with permission from their teacher. The office phone is not for student use.
- C. Place names on articles of outer clothing, backpacks, lunch boxes, gloves, hats, caps, sweaters, coats, etc.
- D. Keep your school informed. The school needs to know of changes in your child's daily routine that may affect conduct and well being at school.
- E. If there are questions or concerns please call the school office at 379-2712.

TRANSPORTATION

For the safety of your child, changes in transportation CANNOT be made over the phone.

A form is sent out at the beginning of the year for parents to indicate if their child will ride a bus, be a parent pick-up, or go to Bulldog Bunch in the afternoon. If someone else will need to pick up your child, or if your child will need to ride another bus, **the change can only occur in person by the parent/guardian, or in writing, even if the person to pick up your child is listed as someone who has permission to do so.** This note must also be signed by front office personnel to be valid. For the safety of our students, **NO transportation changes will be handled over the phone.** Please remember -- this policy applies to parent pick-ups, after school child care, and bus riders for the safety of your child.

VISITORS

Any visitor in the school or on school grounds must report to the front office and be signed in through the Raptor Program at which time you must present your ID. No parents will be permitted to walk their child to the classroom in the mornings. School staff will be in the hallways to ensure that students get to their rooms. Any visitor coming to Eubank Elementary during school hours and the front door is locked will have to push a call-button which will put them in touch with front office staff. Once the nature of the visit is known, visitors will have immediate access to the office. All visitors are expected to sign in and out through the Raptor Program. While on school grounds, **it is required that you wear a visitors' sticker.**

