



**LAWLER ELEMENTARY**

**Student  
and  
Family  
Handbook**

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**Lawler Elementary School**  
100 Charlie Crain Lane  
Leitchfield, Kentucky 42754



**IMPORTANT PHONE NUMBERS**

Lawler School Office	270-259-9322
Lawler School Office Fax	270-259-0690
Lawler Café	270-259-4516
Grayson County Board of Education	270-259-4011
Grayson County Board of Education Fax	270-259-4756
Family Resource Center	270-879-3710
Grayson County Crisis Intervention	270-259-HELP (270-259-4357)

**E-MAIL:**

(first name.last name)@grayson.kyschools.us

**LAWLER WEBSITE:**

<http://www.graysoncountyschools.com/lawler.aspx>

**LAWLER FACEBOOK:**

Oran P. Lawler ES

**LAWLER TWITTER:**

@LawlerLions

**SCHOOL MISSION:**

**“Lead the way, every day! Anything is possible when we do what is right.”**



# Letter from the Principal

Dear Lawler Families,

It is my pleasure to welcome everyone back for another great year at Lawler! We are thrilled to welcome our students and staff back to school. We hope that you were able to relax and make special memories with your friends and families this summer. Now, it is time to build upon our past academic achievements and strive to keep growing! This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning. I want to thank you for your support. I encourage you to frequently visit the GCS website, connect with ClassDojo, and follow our Facebook page for up to date and accurate information.

This handbook has been written so that you may better understand the program at Lawler Elementary and become familiar with the policies and procedures that we use to help provide a safe, efficient, and fun learning environment.

If you ever have any questions and/or concerns about anything, please feel free to contact the school. **Please be sure to read and review this handbook with your child, then sign and return the acknowledgement form by Friday, August 25, 2023.**

Thank you for your continued support and positivity as we strive to do what is best for all of our students, staff, and parents.

Sincerely,



Alicia White  
Principal

## 2023-2024 IMPORTANT DATES

*These are the activities and events that have been scheduled at this time. Please check the Grayson County App, GCS Website, Facebook, Twitter, and CLASSDOJO for other activities that may be planned during the school year.*

**Note:** Grading periods are scheduled to end the last day of each quarter. Report cards will be available soon after those dates.. \*Date is approximate and could change.

### August

2	First Day for Students
9 & 10	First Day for Preschool
8	PTO Meeting @ 5:00
14	SBDM Meeting @ 3:30
30	Midterm Reports Sent Home

### September

4	NO SCHOOL-Labor Day
7	Fall Pictures
TBD	Grands with Grandparents Event
11	SBDM Meeting @ 3:30
12	PTO Meeting @ 5:00
18	NO SCHOOL-PD Day
21	PTO Dance-A-Thon
29	Quarter 1 Ends

### October

2-6	Fall Break
9	2nd Quarter Begins
9	SBDM Meeting @ 3:30
10	PTO Meeting @ 5:00
11	Report Cards Sent Home
12	Fall Pictures (Make-up Day)
20	PTO Dance (3-5PM)
23	NO SCHOOL-PD Day

**November**

<b>7</b>	<b>NO SCHOOL-Election Day</b>
<b>10</b>	<b>Fall Festival</b>
<b>13</b>	<b>SBDM Meeting @ 3:30</b>
<b>14</b>	<b>PTO Meeting @ 5:00</b>
<b>14</b>	<b>Midterm Reports Sent Home</b>
<b>16</b>	<b>Thanksgiving Family Meal Event</b>
<b>22-24</b>	<b>Thanksgiving Break</b>

**December**

<b>11</b>	<b>SBDM Meeting @ 3:30</b>
<b>12</b>	<b>PTO Meeting @ 5:00</b>
<b>20</b>	<b>2nd Quarter Ends</b>
<b>19-31</b>	<b>Christmas/Winter Break</b>

**January**

<b>1-7</b>	<b>Christmas/Winter Break</b>
<b>8</b>	<b>3rd Quarter Begins</b>
<b>8</b>	<b>SBDM Meeting @ 3:30</b>
<b>9</b>	<b>PTO Meeting @ 5:00</b>
<b>11</b>	<b>Report Cards Sent Home</b>
<b>15</b>	<b>NO SCHOOL-MLK, Jr. Day</b>

**February**

<b>7</b>	<b>Midterm Reports Sent Home</b>
<b>12</b>	<b>SBDM Meeting @ 3:30</b>
<b>13</b>	<b>PTO Meeting @ 5:00</b>
<b>19</b>	<b>NO SCHOOL-PD Day</b>

**March**

<b>4-8</b>	<b>Scholastic Book Fair Week</b>
<b>5</b>	<b>Spring Pictures</b>

<b>8</b>	<b>3rd Quarter Ends</b>
<b>11</b>	<b>4th Quarter Begins</b>
<b>11</b>	<b>SBDM Meeting @ 3:30</b>
<b>12</b>	<b>PTO Meeting @ 5:00</b>
<b>14</b>	<b>Report Cards Sent Home</b>
<b>22</b>	<b>NO SCHOOL-PD Day</b>

#### **April**

<b>1-8</b>	<b>Spring Break</b>
<b>9</b>	<b>PTO Meeting @ 5:00</b>
<b>15</b>	<b>SBDM Meeting @ 3:30</b>
<b>17</b>	<b>Midterm Reports Sent Home</b>
<b>25</b>	<b>Lunch on the Lawn &amp; Walkathon</b>

#### **May**

<b>9</b>	<b>Last Day of Preschool</b>
<b>13</b>	<b>SBDM Meeting @ 3:30</b>
<b>14</b>	<b>PTO Meeting @ 5:00</b>
<b>16</b>	<b>Last Day of School</b>
<b>16</b>	<b>4th Quarter Ends/Report Cards Sent Home</b>

## LAWLER PERSONNEL

Administration & Office Staff	
<b>Principal</b>	Alicia White
<b>Counselor</b>	Ali Clemons
<b>Curriculum Coordinator</b>	Brooke Jagers (Title I)
<b>Curriculum Coach</b>	Heather Bullock
<b>Secretary/Bookkeeper</b>	Cindy Willen
<b>District Nurse</b>	Jennifer Smith
<b>School Nurse</b>	Rebecca Grayson
<b>Attendance Clerk</b>	Frances Lashley

Certified Staff	
<b>Preschool</b>	Devon Frank
<b>Kindergarten</b>	Jessica Frye, Melissa Gibson, Allison Renfrow
<b>Grade 1</b>	Tammy Davis, Tracy Nelson, Caitlin Smith
<b>Grade 2</b>	Kayla Basham, Terri Edwards, Bridget Haycraft
<b>Grade 3</b>	Kim Fraim, Kayla Melton, Kim Smith
<b>Grade 4</b>	Kenzie Bullock, Alison Ford, Samantha McGrew
<b>Grade 5</b>	Ashley Collard, Bobbie Jo Noblett, Janet Ray
<b>Intervention</b>	Scotty Bratcher (Title I), Yvette Kopp (Title I), Kelly Rainey (Title I)
<b>Special Education</b>	Danielle Coffman, Andrea Kemp, Joe Kolter, Joy Scott
<b>Speech Therapy</b>	Lori Hayes
<b>Library/Media Specialist</b>	Channa Cann
<b>Music/Band/Choir</b>	Paula Cundiff
<b>Orchestra</b>	Adam French
<b>Physical Education</b>	Joshua Garner
<b>Gifted/Talented Education</b>	Terri Haycraft

Classified Staff	
<b>Preschool</b>	Eugenia Elmore, Sara Cooper
<b>Kindergarten</b>	Evonna Stewart, Sherry Stewart, Myra Toler
<b>Assistants/Special Education</b>	Joy Coates, TBD, Patricia Higdon, Ora VanMeter, Cindy Callery
<b>Family Resource Center (FRC)</b>	Kim Cannon, Kelsey Whitaker
<b>Café</b>	Cindy Decker, Angie Dennis, Alex Duggins, Sharon Ramsey, Missy Willis
<b>Custodial</b>	Harold Bell, Glen Cottrell, Paul Strange



## ARRIVAL & DEPARTURE

### School Hours

School hours are from 7:40 a.m. until 2:35 p.m. each day. Students transported by parents/guardians should plan to be here by 7:35 a.m., (earlier if eating breakfast at school so they can make it to their classroom by 7:40 a.m.). Students should **NOT** arrive earlier than 7:00 a.m. or remain on campus later than 3:00 p.m. unless they are participating in a supervised activity. These procedures are designed for the safety and well being of your child as supervision is not available for students who arrive before 7:00 a.m. or remain on campus after 3:00 p.m.

### Arrivals

We open at 7:00 a.m. for parents/guardians who bring their child to school. Please use the circle drive directly in front of the school to drop off your child. Children who are dropped off from the lower circle are not always visible to the traffic in the upper circle. **There is no supervision until 7:00 a.m., so please do not drop your child off before this time.** Students who arrive after 7:40 a.m. must have their parent/guardian sign them in at the office.

### Dismissals

For safety reasons, adults are not allowed to wait outside their vehicles to pick up students once they are released at 2:35 p.m. Parents/guardians that pick up their child after school are asked to stay in their vehicle and drive around the upper circle to the loading area. Please prominently display his or her Pickup Patrol name tag in the car window for staff to see. Your child will be called by a staff member and dismissed when you get to the front. Please stay to your right as you move around the upper circle. Pull your vehicle up to the furthest pickup point available. If we can load three vehicles at one time, the traffic will flow much faster. Please do not park on the right side of the circle or stop in the middle lane. Traffic will be using the right side and the middle lane must be left open in case of an emergency. Please do not block the fire lane.

### Buses

All students are expected to adhere to the District's transportation policies with the understanding that ***riding the bus is a privilege that can be withdrawn.*** If there is a problem on the bus, parents/guardians should try to contact the driver. If the problem cannot be resolved, the Principal should be contacted. All students must do as the driver and/or monitor instructs them to do. Parents/guardians will be notified before any student will be suspended from riding the bus. Typically, students are suspended from the bus after multiple infractions, depending on the severity and frequency of infraction. If a student cannot follow such requests, the parents/guardians will need to furnish transportation. Students must bring a note from parents or guardians to the homeroom teacher to request permission in order to ride another bus or stay late. **These notes must be approved by the office before lunch.**

### Rules for Loading & Unloading the Bus:

1. Only those students officially assigned to a particular bus will be transported, unless an unassigned pupil presents the driver with a written permit to ride by the school principal.
2. Wait on the sidewalk, away from the road.
3. Do not fool around while waiting for the bus.
4. Wait until the bus comes to a full stop. Cross the road in front of the bus at least 10 feet away and look both ways before crossing. Never walk behind the bus or close to the wheels.
5. Use the handrail to get on the bus.
6. No pushing or shoving while loading or unloading the bus.
7. When getting off the bus, wait until the driver signals you across and then double check for traffic both ways yourself before crossing. **Remember the 10-foot danger zone.**
8. Students are not allowed to exit the bus through the backdoor.
9. Tell the bus driver if you drop anything. **Never reach under or in front of the bus.**
10. **In order to maintain the safety of all students, parents/guardians are prohibited from stepping on to the school bus.**

**Rules for Riding the Bus:**

1. Observe same conduct as in the classroom. This includes the dress code.
2. Be courteous and respectful. No profane language.
3. Do not eat, drink or chew gum on the bus.
4. Keep the bus clean.
5. Cooperate with and follow rules established by the bus driver.
6. No smoking or possession of any tobacco.
7. Do not damage or vandalize seats or any other part of the bus.
8. Stay seated.
9. Keep head, hands, and feet inside the bus.
10. Sit in seats assigned by the bus driver (if required).
11. Weapons or dangerous instruments are not allowed on the bus.
12. Do not possess illegal substances or paraphernalia.
13. No pets or animals of any kind.
14. No balloons or glass containers.
15. If an allowed item is brought on the bus, it must be held in the student's lap.
16. No cell phone use on the bus unless permitted by the driver.
17. Music and games can be used with one earphone and low volume.

## **ATTENDANCE**

**Daily Attendance**

School attendance is essential for students to take full advantage of the educational opportunities offered by our District. The school is responsible for providing educational experiences for your child, but cannot do so when your child is absent. Being absent from school results in missed learning experiences that can never be replaced. **Research shows that chronic absence is associated with lower academic performance.** Attendance enforcement is a shared responsibility between school and home. Parents/guardians are required to send their child to school during all times that public school is in session (KRS 159.010) and students are expected to attend school for the entire school day. You can help by making school a top priority. Routine medical appointments should be scheduled outside of the school day whenever possible. If your child must be absent from school, please send a note giving the reason for the absence upon your child's return. If your child is going to be absent for any length of time, be sure to let the office know, along with your child's teacher.

**Excused Absences**

All students are to attend school each day for a full day unless there is a justifiable reason for absence. Absences can be excused for the following reasons: doctor's excuse, death in the family, family emergencies, school sponsored trips and other reasons as justified by the Principal. All other absences will be considered unexcused. After **six** absences for illnesses, accompanied by parental notes, any subsequent absences for illnesses must be accompanied by a doctor's statement in order to be excused. **Three unexcused absences, or tardies equaling three absences, will be considered truant.** Any student that has accumulated a minimum of three unexcused tardies or absences may be referred to the Director of Pupil Personnel.

**Procedure for Make-up Work**

Students having an absence, excused or unexcused, will be given the opportunity to make up their work. It is the responsibility of the student and parent/guardian to contact the teacher regarding make-up work. The student will have five days in which to complete the assignments. Additional days may be needed to complete the assignments, but is not to exceed a total of ten school days.

**Release of Students**

The following procedures are in place to ensure the safety of students who are released early during the day:

- Written permission from the student's parent/guardian should be sent to the teacher stating the requested time of release.
- Parents/guardians must present I.D. at the office when removing their child from the building during school instructional hours.
- If any person other than the parent or guardian is to pick up the child, the school must have a note from the parent/guardian specifying the necessary information. The I.D. must match that of an authorized person on student enrollment information or on the note.
- If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must call the office, show ID, and sign the child out.
- Students leaving early will be counted tardy. Students with 3 tardies or sign-outs are truant.
- In order to reduce classroom distractions, students will not be called for early dismissal after 2:00 p.m. unless for emergencies or appointments.

## **HEALTH SERVICES**

### **Enrollment Requirements**

#### **Early Childhood Preschool Program Requirements**

If a child qualifies, the following items will be needed:

1. Proof of age – A copy of your child's birth certificate
2. Current Kentucky immunization certificate is due within (2) two weeks of your child's first day of enrollment
3. Physical Exam form (well-child visit) dated within 1 year prior to your child's first day of enrollment and meeting the requirements of the Preventive Health Care Exam Form
4. Vision Exam by an optometrist or ophthalmologist no later than January 1 of the current school year
5. Social Security numbers are not collected at this age (**optional**) but are required before entering high school for Kentucky Educational Excellence Scholarship (KEES) funding.

#### **Kindergarten Requirements**

1. Proof of age – Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide a copy of the student's birth certificate.
2. A current Kentucky immunization certification form shall be on file within (2) two weeks of a student's enrollment in school.
3. The preventive health care exam dated within 1 year prior to initial admission to school and shall be reported on the Preventive Student Health Care Form, KDESHS002, or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Form.
4. Social Security Number is required before entering high school for KEES funding.
5. KRS 156.160 states all children entering at 3, 4, 5, or 6 years of age public preschool and Head Start or public school for the first time to have an eye examination by an optometrist or ophthalmologist no later than January 1 of the school year.
6. Must be 5 years of age on or before August 1 of the given school year.
7. KRS 156.160(i) requires a Dental Exam/Screening when a student enters kindergarten. The Dental Exam/Screening must be between January 1st and December 31st of the year the student enrolls in kindergarten.

\*All students in kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school (doses are administered 6 months or more apart).

### **Medication**

If your school health office will be administering prescription medication for your child for the school year, please remember the following:

- There must be a signed doctor's order on file before any prescription medication (routine or as needed) can be administered to your child.
- All prescription medication must be in its original container with the prescription label intact.

- In accordance with KDE guidance, GCS will not be administering morning medications.
  - These medications need to be administered before students arrive at school. Any medication that can be administered at home, needs to be administered at home.
- If you wish to send in OTC medications such as Tylenol or Ibuprofen for your child, please be sure you have completed the required consent form, and that all medication is in date and in its original container. OTC medications must be specific to your child's age. (Example: Staff can not administer adult ibuprofen to any child under 12 years old without a doctor's order.
- All medications must be brought in by an adult. Please do not send any medication with your child.

### Illness

A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases.
- Live lice

### Head Lice

The parent/guardian of any student who is found to have live head lice will be notified. A parent/guardian (or someone designated by the parent/guardian) will be required to come pick up the child from school. If we are unable to reach an authorized adult, a notice will be sent home with a letter and instructions for lice treatment. If a student is sent home for live lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.

**The student must be brought back to the school office by a parent/guardian and rechecked prior to riding the bus or returning to the classroom unless they have a note from a health professional stating that the child is free of lice.** Lice nits (eggs) that are missed and/or left in the hair can hatch and re-infest, even after chemical treatments such as Nix, RID, or Kwell.

### Physical Education (P.E.)

No student shall be excused from P.E. without a note from a doctor or parent/guardian, and P.E. teacher agreement.

## FOOD SERVICE

For the 2023-2024 school year, all enrolled students can receive one nutritious breakfast and lunch at no cost to the student each day.

Students will still need to submit completed 2023-2024 Household Income Forms (HIF) in place of the

Family Meal Application for Free or Reduced Meals. The information obtained from these forms will help determine funding for other programs that impact education, technology, family resource centers,

Title I, preschool nutritious meal school years.

#### A la carte prices for students and adults:

• Lunch entrée	\$1.75
• Potato-based vegetable	\$0.75
• Non-potato vegetable	\$0.50
• Fruit/Juice	\$0.50
• Milk	\$0.75
• Chips	\$0.75
• Bottled water/juice	\$1.00
• Breakfast entrée	\$1.25
• Breakfast meat only	\$0.75
• Bun/Biscuit only	\$0.50
• Adult Breakfast	\$3.00*
• Adult Lunch	\$4.75*
• Adult Salad Plate	\$4.75*
• Visitor Special Lunch	\$5.00*

➤ Students must have money for extras or a la carte purchases at time of purchase. Money for purchases may be deposited in the child's meal account.

➤ Teachers/Staff may charge up to \$15. Accounts must be paid to a \$0 balance by the end of the school year.

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\*Food Service does not receive any federal reimbursement for adult meals. Adult meal prices are determined by using the following formula: free federal reimbursement rate including certification + severe need (breakfast) or safety net (lunch) + commodity factor. Adults may purchase items a la carte if they do not wish to purchase a complete meal. Meal prices are subject to change when student reimbursement rates change.

23-24 Breakfast:  $\$2.26 + \$0.41 + \$0.30 = \$2.97$  \$3.00 Adult Breakfast Price  
23-24 Lunch:  $\$4.41 + \$0.02 + \$0.30 = \$4.73$  (minimum) \$4.75 Adult Lunch Price  
23-24 Special Lunch (ex: Thanksgiving lunch) \$5.00 Visitor Lunch Price

If your child has special dietary needs (allergies, disability, etc.) and will need meal accommodations, please have your child's doctor complete the Accommodations for Children with Special Dietary Needs Form. You may contact Kristy Hodges, Food Service Director, at [kristy.hodges@grayson.kyschools.us](mailto:kristy.hodges@grayson.kyschools.us) or 270-259-4011 for questions or concerns.

## HOME-SCHOOL COMMUNICATION

### Change in Student Information

Please notify the office immediately if your address or home or work phone number changes. It is very important that we are able to contact you in the event of an emergency.

### Parent-Teacher Communication

Teachers will provide parents/guardians with a work email address for those who wish to communicate electronically. Please note that teachers cannot accept phone calls during instructional time; however, parents/guardians are welcome to call the front office to leave a message. The teacher will try to respond to email and/or messages within 24 hours.

### Student's Use of Phone

No child will be called to the telephone except in the case of an emergency, but a message will be delivered. We do not want to deny children the use of the telephone if it is an emergency. However, forgetting school supplies and wanting to spend the afternoon with a friend is not an emergency. These arrangements should be made at home the day before. **NOTE: If parents have a message to give a child, they need to be phoned in before 2:00 p.m.**

### Concerns

Occasionally students and/or parents/guardians have school-related concerns. First, the student should be urged and coached to speak directly and respectfully to the teacher or student with whom he or she has a concern. If the concern persists, the next step is for the parent/guardian to make an appointment to speak directly to the teacher. If the concern still persists, an appointment can be made with the Principal.

Any concerns related to overall school operations should be directed to the Principal. Unresolved concerns should be put in writing on the appropriate form.

- Using the "Parent/Student Complaint Form" parents/guardians may file a formal complaint regarding an issue that has affected their child in a way they feel needs to be addressed by the Principal. Once the complaint is filed the Principal, the following actions will be taken:
  1. The Principal will investigate and gather evidence about the complaint.
  2. The Principal will analyze the evidence to determine validity and, if valid, seriousness of the problem and its effects.
  3. Once determined and resolved the administration will report findings, analysis, and steps utilized to resolve the matter of the complaint to the parent/guardian.
  4. If further steps are required, the district grievance policy will be followed.
  5. The steps in completing this process will be conducted in a timely manner with continued communication with the person(s) filing a complaint.

## INSTRUCTIONAL PROGRAM

### Curriculum

Curriculum at Lawler Elementary School is designed to achieve the student capacities established by KRS 158.645 and the school goals established by KRS 158.6451.

### Capacities

The curriculum shall allow and assist all students to acquire the following capacities:

1. Communication skills necessary to function in a complex and changing civilization.
2. Knowledge to make economic, social, and political choices.
3. Core values and qualities of good character to make moral and ethical decisions throughout his or her life.
4. Understanding of governmental processes as they affect the community, the state, and the nation.
5. Sufficient self-knowledge and knowledge of his or her mental and physical wellness.
6. Sufficient grounding in the arts to enable each student to appreciate his or her cultural and historical heritage.
7. Sufficient preparation to choose and pursue his or her life's work intelligently.
8. Skills to enable him or her to compete favorably with students in other states.

### Student Performance and Evaluation

Report cards are issued four times a year, at nine-week intervals. The purpose of the report card is to help parents identify student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Parent conferences will be scheduled after the first nine weeks. Parents/guardians are required to schedule a conference to pick up their child's first report card. We welcome your requests for conferences at any time during the school year. Interim/mid-term reports are used to report student progress during the mid-point of a grading period. Information about work habits may also be reported on interim reports. A parent/guardian signature is requested on both report card and mid-term reports.

Grading periods are scheduled to end the last day of each quarter. Report cards will be available soon after the following dates. Parents/guardians should expect to see report cards soon after these dates. If you don't, please contact your child's teacher. These dates may be adjusted if we experience unscheduled dismissed days.

Quarter 1: 08/02/2023 - 09/09/2023

Quarter 2: 10/09/2023 - 12/20/2023

Quarter 3: 01/08/2024 - 03/08/2024

Quarter 4: 03/11/2024 - 05/16/2024

### Grading

Each classroom teacher is dedicated to providing instruction throughout the school year that addresses the Kentucky Core Academic Standards. Students are expected to master grade level curriculum and are graded accordingly. Teachers adjust strategies as needed to promote mastery.

Students in grades K-3 will not receive letter grades. Students in primary are assessed on their mastery of skills-based knowledge in content areas and will receive the following markings:

E	Exceeds Standards
M	Mastered Standards
P	Progressing
I	Improvement Needed

Teachers of students in grades 4-5 have the following grading scale-using numbers and letter grades:

A	90-100
B	80-89

C	70-79
D	60-69
F	0-59

Specials areas (Library, Music, and P.E.) will receive satisfactory and unsatisfactory grades.

### Student Acknowledgements

- **Honor Roll:** Students in grades 4 and 5 achieve honor roll by making all A's, or all A's and B's.

- **Lion Pride**

Students in grades 4 and 5 may receive the "Lion Pride" award by meeting the following criteria:

<b>Effort</b>	working to the best of his/her ability, all grades are "C" and above, and turns in all assignments and other information requested from teacher
<b>Attitude</b>	displays a positive attitude towards, peers, teachers, and school
<b>Conduct</b>	follows school rules, respects property and rights of others, displays self-control and self-discipline, has no bus referrals
Each teacher sets his/hers own criteria based on classroom management plan.	

- **Star Student**

Students in the primary grades (K-3) may achieve star student by meeting the following criteria:

<b>Effort</b>	working to the best of his/her ability turns in all assignments and other information requested from teacher
<b>Attitude</b>	displays a positive attitude towards peers, teachers, school etc.
<b>Conduct</b>	follows school rules, respects property and rights of others, displays self-control and self-discipline has no bus referrals
Each teacher sets his/her own criteria based on classroom management plan. * Students must not have any "U's" on Social Development section of report card.	

- **B.U.G. Award**

Students who bring up grades from one 9 weeks to the next will be recognized.

- **Leadership Award**

Students in all grades who excel in two or more subjects or areas with one being leadership are eligible for the Leadership Award.

- **Honor Club**

Students in grade 5 will be inducted into Lawler's Honor Club as a way to celebrate their accomplishment of maintaining an A or A/B grade average for the entire school year.

### Homework

In general, homework is used as an extension or reinforcement of concepts taught in school. It provides students the opportunity to develop responsibility, good study habits, and mastery of skills taught. Rules

concerning homework will vary since individual teachers may vary assignments. Responsibility and time for homework should gradually increase for grades 1-5. We ask that parents/guardians reinforce the importance of homework by providing a well-lit and quiet place for homework every evening at a regularly scheduled time.

### **Extended School Services**

We want all of our students at Lawler Elementary to be successful, and early interventions are an important part of that success. Extended School Services (ESS) provides an opportunity for students to receive extra instruction and support to achieve academic expectations in reading and math. ESS will be provided based on student needs, available funds, and personnel.

### **Guidance Services**

The guidance counselor will provide classroom lessons on a variety of topics. She will also be available to meet with students and parents/guardians to better meet the needs of each student. Examples of issues that may be addressed include: self-esteem, relationships, peer pressure, drug/alcohol education and decision-making. Parents/guardians may contact the counselor by calling the office.

### **Library**

The library opens at 8:00 a.m. and closes at 2:30 p.m. A book may be borrowed for one week. At the end of the period, the book may be renewed if it is not in demand. Reference books may be checked out for one night. Students in kindergarten may check out two books. Students in primary and grades 4 & 5 may check out 3 books. If a student has a report or project to complete, he or she may check out a total of four books. Remember each student is responsible for any damage done to materials. Do not lend materials to other people. Fees will be charged for any damaged or lost books.

### **Books and Supplies**

Textbooks will be furnished to all students at no charge. Students are responsible for proper care of textbooks, must pay for lost or damaged books, and will return all books in a timely manner.

Fine assessment:

Textbooks that are 1 & 2 years old	100% of retail cost
Textbooks that are 3 & 4 years old	75% of retail cost
Textbooks that are 5 & 6 years old	25% of retail cost

### **Title I**

Educators in Grayson County Schools are committed to providing a quality instructional program for your child. Our district receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA). This reauthorized law sets high standards and policies that will prepare students for success. It also recognizes the importance of supporting great educators in our nation's schools. Lawler Elementary School participation in Title 1 is school wide. Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether your child is provided services by para educators (instructional assistants), and if so, their qualifications.

If you would like to request this information, please contact the school or the Board of Education.



### **Internet Access**

The Grayson County School District has made a significant investment in technology so that 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 students with a positive, well-structured learning environment that will foster creative learning. Students shall use District technology resources only for educational uses as determined by teachers and/or administrators. Students shall not circumvent any security and safety measures to access information and/or content of an inappropriate or non-educational manner. Each student is responsible for security of his/her own user account and password. Any misuse conducted under a particular individual's account will be considered the responsibility of that individual unless otherwise determined by a teacher or administrator through the disciplinary process. All students and parents/guardians will receive a copy of these procedures and policies. A written parental permission/agreement form shall be required prior to the student being granted independent access to the Internet. Students must also have signed a student agreement form prior to the independent access to the Internet. Students who do not follow this agreement may have Internet access suspended. These forms will be kept on file in the classroom/computer lab.

### **Retention Policy**

It is the responsibility of the teacher and Principal to notify a parent/guardian if his or her child is in danger of failing or not performing on grade level after the first nine weeks grading period. A conference will be set up with the classroom teacher, parent/guardian and Principal to discuss strategies and interventions that will help the child be successful.

If the possibility of retention should arise, the teacher will notify parents/guardians during the first and third nine week grading periods. The decision of retention will be discussed by the teacher, Principal, and parent/guardian when:

- Emotional, social, and intellectual maturity of the student is a primary consideration.
- Extreme academic deficiencies exist with a student of average or above average ability.
- Written notification and personal follow-up conference with the parent/guardian occurs.

## **STUDENT EXPECTATIONS**

The Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purpose of the Grayson County School District. The Board also requires compliance with established standards and rules of the District and the laws of the community, state and nation.

### **Students are expected to:**

- Comply with district, school and classroom rules and follow directions given by teachers and other District personnel.
- Immediately report student threats to harm others to a teacher, counselor or school administrator. Prompt action is imperative.
- Give their best effort to the tasks assigned by their teacher, coach or other persons working with them.
- Display responsible behavior and practice self-control.
- Show courtesy and respect for the rights and property of others as well as District property. Bullying, name-calling and improper cafeteria behavior are considered serious rule infractions.
- Have a clean, neat appearance and dress appropriately.
- Refrain from conduct that disrupts the educational process. Students are expected to exhibit and maintain the same high standards of behavior at after school functions and field trips as they do during regular school hours.
- Refrain from illegal or injurious conduct. Students are not to be in any location that is not supervised by an adult.
- Have punctual and regular attendance. Students are expected to be at school on time and be ready with books and materials when class begins.
- Complete class assignments and projects to the best of their ability and give proper attention to

classroom instruction.

- Obey District policies, procedures, and guidelines.
- Observe and obey all District Transportation policies and procedures.
- Follow all emergency procedures.
- Students are not to bring visitors to school with them to spend the day.
- Students are not to leave school for any reason without the principal or designee's permission.
- No student will be allowed to visit a student from another class unless approved by the teacher or office personnel.

### **Procedures**

Students are to follow successful line procedures:

- Face the person in front of you.
- Keep your eyes on their head or shoulders.
- Walk one or two steps behind them.
- (If you are the line leader, please lead with a positive example.)

Students are to use successful audience/attention procedures (Give Me Five):

- Eyes are watching
- Ears are listening
- Lips are silent
- Hands are quiet
- Feet are still

### **Dress Code**

Appropriate appearance and attire is expected of all students who attend our school. Students should dress in a manner that promotes learning, safety, and pride in self and school.

The only exceptions to this dress code will be made for students with differing religious practices or students who demonstrate a special need and have received approval from the Principal. Appearance that is considered a possible detriment or distraction to the normal school process will not be permitted.

- Sandals, flip-flops, boots and dress shoes are not suitable for active school days. Appropriate shoes shall be required at all times. **Gym shoes are required for P.E. class.**
- Articles of clothing with offensive, degrading or unwholesome slogans, symbols or pictures are not appropriate for school.
- The following articles of clothing are not acceptable to be worn to school: strapless, spaghetti strap, midriff, mesh, see through, muscle shirts or blouses and "short" shorts/skirts, unnatural hair color and make-up will not be allowed.
- The Principal designates which types of dress, fashion, fads, or appearance disrupt or distract from the educational program and may be a potential safety hazard. When a student's attire is considered a detriment to the normal school process, he or she will be asked to change clothing/shoes and parent/guardian may be contacted.

The following procedures will take place if a student is not in compliance with our dress code:

First Non-Compliance:

Courtesy letter sent home by the teacher. The teacher will document when and why the letter was sent home.

Second Non-Compliance:

The parent or guardian will be contacted by the school staff requesting that proper attire be brought to the school.

Third Non-Compliance:

A conference will be set up to meet with the parent or guardian.

### **Student Conduct**

Students are expected to follow the school policies as set forth by the Board of Education, principal and teacher. These policies prohibiting or requiring certain student conduct are in effect while the student is on school premises, going to and from school or under the supervision of the Board as school-sponsored events or activities. Courtesy, cooperation, good citizenship and self-control are qualities which all students will be expected to develop to a very high degree. No holding hands or otherwise showing affection is permitted while under school jurisdiction. Students may be disciplined for violating school rules. Punishment may range from a simple reprimand to suspension. The severity of the penalty shall correspond with the gravity of the offense.

### **Discipline**

In order to guarantee all students in our school the excellent educational environment they deserve, no student will be allowed to prevent a teacher from teaching or classmate from learning. Students will not be allowed to engage in any behavior that is not in his/her best interest or in the interest of others. A student's behavior should conform to the acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

1. Verbal warning/reprimand
2. Individual conference
3. Notifying parents by telephone, letter, or electronic mail
4. Temporary isolation within the classroom
5. Referral to counselor
6. Temporary withdrawal of privileges (including suspension from the bus)
7. Assigning work
8. Parent conference

We strive to support all students and staff by teaching and promoting positive behavior at Lawler Elementary School. Positive Behavior Intervention & Supports (PBIS) establishes school-wide and classroom behavior expectations. These expectations help to maintain an orderly and safe learning environment and to protect the rights of all students and staff members. The program is focused on acknowledging students for consistent positive behavior. Routines and language with respect to appropriate school behavior are consistent throughout the school.

### **Disruption of School**

A student shall not use violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass or any other conduct that will cause the substantial disruption of the process or function of school. In addition, a student neither shall nor urge other students to engage in such actions.

### **Cellular Phones**

The use by students of personal communication devices such as cell phones or other similar electronic communication devices is prohibited at all district school campuses during the instructional day. These devices must remain off during instructional time and will be confiscated if they ring or vibrate, resulting in that student's loss of privileges for the remainder of the school year. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, bullying, posing a threat to academic integrity, or violating confidentiality or privacy rights of another individual.

### **Nuisance Items**

Personal student technology (i.e., tablets, electronic toys, gaming devices, music players, cameras, etc.) brought and located on school premises during a normal school day must be turned off and placed in the student's backpack during school hours. Any student electronic device out in sight or turned on without permission from the student's primary teacher will be confiscated and turned in to the office for parent/guardian pick up. Parents/guardians may pick up confiscated device(s) the next school day during regular school hours. On the second offense, the device would be confiscated for 5 days. On the third offense, the student will receive an office referral. All subsequent infractions will result in an office referral and

further disciplinary action. This policy applies from the time the student arrives at Lawler Elementary until the student leaves the school building at the end of the school day.

Students are not to bring toys, cards, games, sports equipment, personal amusement items, or any other item that disrupts normal operation of the classroom. Large amounts of money should not be brought to school. These items are prohibited. Students assume full responsibility for any item brought to the school, and the school does not assume responsibility for lost/stolen and/or damaged items. Items will be confiscated and released only to the parent/guardian. Weapons (or items that could be considered a weapon) and tobacco products are prohibited.

### **Disrespect/Insubordination**

A student shall not fail to comply with directions of the teacher, student teachers, substitute teachers, teacher's aides, principal, or other authorized school personnel.

### **Abusive Language**

A student shall not use or direct to or about a school employee, student or visitor, any words, phrases or actions which are considered to be slanderous or degrading in nature and/or phrases that are obscene or profane.

### **Bullying/Harassment**

There is zero tolerance for harassment in our school. The staff is committed to creating a safe inclusive school environment for our children. We want Lawler to be a "School Where Everyone Belongs"; therefore, we will not tolerate bullying. **Any bullying should be reported to an adult immediately.** The following conduct is prohibited:

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. 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.

Harassment should be reported to the teacher or principal.

Bullying is strictly prohibited and 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:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event.
2. That disrupts the educational process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Examples of bullying include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl.
- Spreading rumors about someone.
- Communicating orally, in writing, or electronically (by telephone, Internet or other electronic means) in a manner that causes the victim to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

- Leaving someone out on purpose or trying to get other students not to play with someone.

### **Damage of Theft or Property**

A student shall neither misuse, damage nor destroy school or private property nor steal or attempt to steal public or private property.

### **Cheating and Falsification of Records**

A student shall not cheat or knowingly give false information or alter any records, official or otherwise.

## **SAFETY & EMERGENCY INFORMATION**

### **School Closing/Cancellation**

Parents/guardians should make advanced preparations for their child in the event of inclement weather schedule changes. In the event of inclement weather and poor road conditions, school may be closed, delayed, or dismissed early. Please listen to the local radio and television stations for announcements about school closings, delayed openings, or early closings. Avoid calling the school for this information. Parents/guardians having access to the Internet may want to sign up with K105 for school closing notices. The district will also use School Messenger (this replaces One Call) to call families when school is closed due to inclement weather.

### **Tornado Safety Procedures**

In case of severe weather warnings students will be notified by the intercom system. At the teacher's directions, students will move to hallways and be seated on the floor at designated places. Students will move into a drop, cover, and hold position until given the all-clear.

### **Fire Drills**

Fire drills are held at regular intervals throughout the year. Instructions and procedures on how to leave the building are posted in each room. Students are to walk, without talking, moving quickly and quietly to the designated areas.

### **Earthquake Drills**

Earthquake drills will be held periodically. Teachers will give instructions to students. Students will move into a drop, cover, and hold position until given the all-clear.

### **Emergency Situations**

In case the need arises for early dismissal due to an unexpected situation, you should have pre-arranged plans in place for your child. If the building has to be evacuated for a long period of time, students will be transported to an alternate location. The nature of the occurrence would dictate the place to which students will be taken.

The Grayson County Board of Education requests that in the time of an emergency that parents do not crowd the school area with vehicles. This would present a major obstacle to evacuation. Also, do not flood the school with phone calls so that communication between the central office and the school can be carried on and emergency procedures can be instituted quickly. Please listen to the radio for details. No student shall be removed from the waiting area until the order is received from the superintendent or designee. Parents/guardians must sign out all students.

## **PARENT INVOLVEMENT**

### **School Council**

The Lawler Elementary School SBDM Council meets on the second Monday of each month at 3:30 p.m. All meetings are open to the public. The council has six members (three faculty members, two teachers and the

principal). Members are elected in May to a one-year term running from July 1 through June 30. The school council's mission is to improve student achievement [KRS 160.345(2)c]. Each school council must create an environment in their schools that will result in students achieving at high levels. All policies and decisions by the school council must contribute to achievement of the overall school mission. Someone wishing to address the Council should contact the Principal by the Tuesday before the meeting to be placed on the meeting's agenda.

#### **SBDM Council Members:**

Principal	Alicia White
Teachers	Tammy Davis, Brooke Jagers, Caitlin Smith
Parents	Kelsie Hughes, Elizabeth Stivers

#### **PTO**

Lawler Elementary School has an active Parent Teacher Organization (PTO). Every parent is invited to become involved in the organization. It contributes greatly to the school from fundraising for equipment to providing volunteers for classrooms. The PTO meets the second Tuesday of each month at 5:00 p.m.

#### **PTO Officers:**

President	Lauren Hughes
Vice Presidents	Kenzie Bullock, Sam McGrew, Cortney Sanders
Secretary	April Spalding
Treasurer	Brittany Whitmore

#### **Parent Advisory Council**

Lawler's Parent Advisory Council provides a forum for parents to give feedback about events, policies, procedures, and other topics. It's a great opportunity to ask questions or voice concerns about various issues. Look for more information about upcoming PAC meetings.

## **FAMILY RESOURCE CENTER**

#### **Mission**

To enhance students' abilities to succeed in school by developing and sustaining partnerships that promote:

- Early learning and successful transition into school
- Academic achievement and well-being
- Graduation and transition into adult life

#### **Vision**

The Kentucky Division of Family Resource and Youth Services Centers in the Cabinet for Health and Family Services shall sustain the national standard of excellence in the provision of school-based family support through continuous quality improvement.

All children and families who live in the Lawler Elementary School district are eligible to use the *Family Resource Center*. The Family Resource Center is located in Lawler Elementary inside the Library. A personal visit is always welcome or you may reach us by calling the Center.

Kim Cannon, Coordinator: (270) 879-3710

Kelsey Whitaker, Assistant: (270) 259-9322

#### **Hours**

8:00 - 4:00 p.m. Monday – Friday; Or by appointment if evening hours are necessary

#### **What Services Does Caneyville/Lawler FRC Provide?**

- Help prepare children to be kindergarten ready
- Health and educational training referrals for new and expectant parents
- Health services or health services referrals
- Family literacy
- Family crisis assistance
- Support group referrals
- Mental health counseling referrals
- Home Visits
- Afterschool Childcare Program (fees apply)
- School supplies assistance
- Backpack Food Program
- Holiday (Angel Tree) assistance
- Basic needs assistance (emergency food, LIHEAP referrals as available, etc)

## **MISCELLANEOUS**

### **Lost and Found**

Please label your child's outer clothing, lunch boxes, book bags, binders etc. with his or her name so lost items can be returned to your child. All items that are found will be placed in the lost and found box. Lost and found items will be donated to local charities at the end of each quarter.

### **Selling Projects**

Students may sell items for organizations only with permission from the principal.

### **FERPA**

Parents/guardians have the right to examine their child's personal school records.



### **Student and Family Handbook Agreement**

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Our signatures below indicate that we have read, we understand, and we agree to adhere to the policies outlined in the Lawler Elementary School Student and Family Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date