

Robert W. Combs Elementary



9165 Highway 15 South, Happy KY 41746

Phone (606) 476-2518

Fax (606) 476-8502

Megan Watts, Principal

Robert W. Combs Elementary



“Home of the Mustangs”

Student/Parent Handbook

2022-2023

S. – Show Respect

A. – Act Responsibly

F. – Feel Compassion

E. – Engage in Learning

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School Purpose Statement:

The belief (purpose) of R. W. Combs Elementary School is to provide a safe and nurturing learning environment, in which our children will be successful in reaching their fullest potential, so each child can become a productive adult in our ever changing society.

Our school embodies the vision statement of producing productive members of society by focusing on rigorous classroom instruction targeted toward curriculum standards, remediation programs, extracurricular programs, Perry Promise involvement, Save-The-Children, and gifted/talented programs.

School Mission Statement:

The students of Robert W. Combs Elementary School will achieve their maximum potential in a S.A.F.E.* learning environment.

**Show Respect; Act Responsibly; Feel Compassion; Engage in Learning*

School Vision Statement:

The vision of Robert W. Combs Elementary is to educate our students to become productive members of society.

School Hashtag

#weachievesuccess

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I. Morning Arrival & Afternoon Dismissal

- a. Our school opens at 7:30 am each morning during the school year. Students are expected to eat breakfast (if they choose to do so) as soon as they arrive at school each day. Students may pick up breakfast from the cafeteria and eat in their classroom. During homeroom students are to report to their teachers for silent reading, adviser/advisee period, and attendance check. Students arriving after 7:55 am will be counted tardy and must obtain a tardy slip from the front office. Excessive tardiness may lead to truancy.
- b. The school day ends at 3:20 pm each day. At this time the first run of buses will leave the school parking lot. Students who ride the second run of buses or are parent pickups will be expected to wait in the gymnasium/department classroom under adult supervision until their designated bus or parent picks them up. **Parents/guardians who wish to pick up their children must wait in the parking lot until after the 1st run of buses have been dismissed at 3:20 pm. Parents will need to have the students' pick-up number visible in their car and it is recommended that they arrive at 3:20 or after.** Students will be dismissed based on their grade level, with lower grades exiting the building first. Parents/guardians must check with the supervisor on duty at the front of the building/parking lot to request pickup. No parent/guardian will be permitted down the hallway without first signing in for our student's safety.
- c. Parents/guardians dropping off or picking up their children must utilize parking spaces located around the campus. Please do not block the bus lane, handicap access area, or any other vehicle in the parking lot. If you need assistance please see an administrator.

II. Attendance Policy – At R.W. Combs Elementary we strive to have excellent attendance (95% or higher) each and every day for all students. For this reason, students are expected to be at school unless they are ill or attending a family emergency. Please make your best effort to schedule all doctor/dental appointments for after the school day has dismissed or on a day that school is not in session.

- a. **Tardies** – Tardiness is defined by the **late arrival** (after 7:55 am) or **early withdrawal** (leaving before 3:20 pm) from school. Tardies accumulate throughout the year and can lead to students not having perfect attendance. Parents will be contacted by administrators after the **5th tardy** to identify an explanation for the frequency of the tardiness. After the **10th tardy**, administrators will contact the school districts DPP to discuss truancy issues.
- b. **Absences** – Absences are classified as either excused or unexcused. Absences will only be excused if:
 - i. Accompanied by a doctor or dental excuse
 - ii. Use of a parent excuse – documentation must be submitted for the excuse in the form of a letter by the parent/guardian explaining the reason for the absence
 1. *These are limited to **ONE (1)** parent excuses per semester.*
 - iii. Death in the family – funeral announcement is required for verification
 - iv. Court summons – documentation is needed
- c. Educational Enhancement Opportunities (EHO) can be awarded if pre-approved by the Principal. Students may be awarded up to 10 EHO days each school year. Please see the form provided in the opening day packet for more information or call the school to ask about qualifying events.
- d. If a student is absent for any reason, it is their responsibility to go to the front office for an excuse. If the student fails to do so, then the absence will automatically be entered into the school's computer as an unexcused absence. Students are responsible for obtaining make-up work from their teacher(s) once they return to school. **Make-up**



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work will only be presented if the absence was excused. Students will have one make-up day for every day that they were absent. (example: a student who misses two consecutive days will have two days to complete the make-up work once they return) Students who accumulate unexcused absences throughout the school year will be referred for a parent/teacher meeting to identify concerns in the attendance pattern. If unexcused absences continue to occur, then the student and parent/guardian will be referred to the district DPP and the court system.

- e. In order to participate in after-school extra-curricular activities (including practice or any event affiliated with the activity), the student must be present at school the day of the event or have a valid excuse approved by administration. Excessive tardies can be considered.
 - i. *Attendance qualification is arriving by 10:20am the day of the event or getting signed out after 1:48pm.*
- f. Students with 8 or more unexcused absences shall not be eligible for extracurricular activities including:
 - i. athletics
 - ii. fields trips
 - iii. academic competitions
 - iv. dances/prom
 - v. band/drama
 - vi. Mustang League
- g. Second chance- In order to earn back participation in extracurricular activities students must obtain an attendance rate of 100% for the next 20 school days. Students who lose their privilege must be penalized one event prior to receiving the second chance option.
- h. Students involved in any major or crisis level discipline events within a six week period will not be eligible for extra curricular activities including:
 - i. athletics
 - ii. fields trips
 - iii. academic competitions
 - iv. dances/prom
 - v. band/drama
 - vi. Mustang League
- i. Second Chance- After the six weeks students will have a probationary meeting with the coach and administration to reassess their eligibility.
After two major disciplinary events within a school year students eligibility will be revoked for the remainder of the school year.
- j. Exit Criteria- Increased focus for attendance has been given to the exit criteria forms. Please see the forms or your child's homeroom teacher for more information on how this may affect retention.

III. Bus Transportation *(See Perry County Schools Code of Conduct Handbook for more information)*

- a. All students, who live within the R.W. Combs Elementary area, have the option of riding the school bus. **School bus transportation is not required by law, but is a privilege extended to our students.** Students are expected to remain seated at all times while on the bus and follow the rules set forth by the driver. Misbehaving on the bus endangers the safety of everyone and may result in the loss of bus riding privileges. The following guidelines have been established to ensure the safety of all of our students while on the bus.
 - i. **1st offense** – Student is reported to school administration. Parents/guardians are notified by phone that their child has misbehaved on the bus.



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- ii. **2nd offense** – Student is suspended from riding the bus for **three** school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
 - iii. **3rd offense** – Student is suspended from riding the bus for **five** school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
 - iv. **4th offense** – Student is suspended from riding the bus for **ten** school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
 - v. **5th offense** – Student is suspended from riding the bus for **thirty** school days. Parents will be required to transport the student to and from school for this time period. Failure to do so will result in unexcused absences.
- b. Any student riding a bus to a different location must have a signed note by the parent and the school administrator before the student will be allowed on the bus. Phone calls from parents **cannot** be used in place of a signed note. The signed note must be verified by a school administrator or a member of the front office for authenticity by 12:30 pm.
- c. Students must have a parent/guardian waiting for them at their bus stop at the designated pick-up time. If the driver does not see the parent/guardian at the stop, then he/she will bring the student back to school for administration to contact the parents, relatives, or local authorities.

IV. **Cafeteria**

- a. Breakfast – Breakfast is served daily from 7:30 am – 7:50 am. All students must report to homeroom by 7:55 am. Students who remain in the cafeteria for breakfast after the tardy bell will be marked as tardy (**unless in the case of a late bus run**).
- b. Lunch – Lunch begins each day at 10:00 am and continues through 12:30 pm. Students are allowed travel time to and from the cafeteria and 25 minutes to eat lunch.
- c. Students are provided with a meal at breakfast and lunch each day at school. Students have the option to purchase additional items, but must do so during their initial trip through the line. Students may choose to bring their own lunch to school, but must do so in a lunch box container. Restaurant bags are prohibited from the cafeteria as are outside beverages (ex: pop, energy drinks, etc...). All students are expected to follow cafeteria rules while in line or eating lunch and listen to the adult supervisors on duty at the time. Failure to do so will result in the student being sent to the principal's office and possible removal of lunchroom privileges.

V. **Communication** – Effective communication between home and school is essential for the success of the student and the school. If you have questions or concerns, then please feel free to contact your child's teacher or the school administrator for assistance. If necessary a face to face meeting may be scheduled. If a teacher/administrator contacts you regarding a meeting, then please make every means necessary to attend the meeting. Below are some of the methods that our school utilizes to contact the parent/guardian throughout the school year:

- i. Phone (606-476-2518)
- ii. Fax (606-476-8502)
- iii. Email Example- josh.baker@perry.kyschools.us
(In most cases use your child's homeroom teacher's first name.last name)
- iv. Newsletter
- v. Family Resource & Youth Service Center



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- vi. School Messenger
- vii. School Website (<http://www.perry.kyschools.us/9/home>)
- viii. Marquee
- ix. Parent/Teacher Conference
- x. Open House (each midterm)
- xi. School Facebook Page
- xii. Remind App

VI. Discipline Policy & PBIS Rewards *(See Perry County Schools Code of Conduct Handbook for more information)*

Minor Rules:

1. Student engages in **low-intensity** but inappropriate disruption and language.
2. Student engages in brief or **low-intensity** failure to respond to adult requests.
3. Student engages in non-serious but inappropriate physical contact. (i.e. violating the hands-off policy)
 - a. Hands-off policy - Frequent or unsolicited grabbing, poking, slapping, and/or touching of another student.
4. Student engages in **low-intensity** misuse of school or other individual's property.
5. Students shall not be in possession of a cellphone or other electronic device during the school day (students arrival to dismissal).
 - a. Students in possession of a cellphone or electronic device during the school day (students arrival to dismissal) will receive an automatic break detention.
6. Student arrives at class after the bell after having adequate transition time to get to class.
7. Student engages in inappropriate use of cell phones, music/video players, cameras, games, toys and or computers.
8. Student engages in chewing gum on school grounds.
 - a. Students in grades K-8 caught chewing gum will receive an automatic break detention.
9. Student doesn't properly follow the district wide dress code.
10. Student engages in any other minor problem behaviors that do not fall within the above categories.
 - a. Items may be confiscated and released to the student at the end of the day. Repeated offenses will warrant parent pick-up.

Minor Consequences (Teacher)

1. Students who engage in a minor offense or break any of the minor rules will receive the following disciplinary actions:
 - a. **First Offense**- Students will receive a warning on the minor discipline report.
 - b. **Second Offense**- Students will receive an in school break detention.
 - i. K-2nd Students – students will lose their break for the day. Punishment will be at the discretion of the teacher.
 - ii. 3rd-8th Students - Students will complete a reflection accountability sheet based on the behavior referred to break detention. Student reflection sheet will also be tied to the school-wide expectation of S.A.F.E. A copy of the form will be sent home to the parent/guardian with the student.
 - c. **Third offense**- Students will receive an after school detention with the school administrator or his/her designee. Students receiving after school detention will be required to
 - i. Complete a reflection accountability form
 - ii. Work on content definitions/assignments assigned by the homeroom/department teachers.
 1. Kindergarten through 2nd grade will serve after school detention from 3:00-4:30
 2. Third through eighth grade will serve from 3:00-5:15.



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When a child has served in-school detention on (see below) separate occasions for behavior within one grading term, he/she will be assigned an after school detention. *(Grades K-2nd = 5 in school detentions; 3rd-4th grades = 4 in-school detentions; 5th-6th = 3 in school detentions; 7th-8th = 3 in school detentions)*

Major Rules:

1. Student engages in behavior causing an interruption in a class or activity. For example:
 - sustained loud talk or inappropriate noises
 - horseplay and/or sustained out-of-seat behavior
 - disrespect toward the faculty member and/or delivers socially rude interactions (defiance)
 - delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (verbal bullying)
 - physical gestures/contact of a sexual nature with another student
 - delivers message that is untrue and/or deliberately violates rule to instigate fighting (gossiping)
 - Disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities, or other personal matters
2. Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc...).
3. Student participates in an activity that results in destruction or disfigurement of property.
4. Student is in possession of having passed on or being responsible for removing someone else's property or has signed a person's name without that person's permission.
5. Student engages in malicious behavior use with technology, cell phones, music/video players, and/or cameras.
6. Student leaves class without permission or stays out of class/school without permission.
7. Student engages in problem behavior not listed.

Major Consequences: *

1. Students who engage in a major offense or break any of the major rules will receive the following disciplinary actions:
 - **First Offense**- Students will receive an **after school detention** and a parent notification.
 - **Second Offense**- Students will receive a **day of ISS**. In ISS students who have an IEP and 504 Plan will receive the modifications that are given within the classroom
 - **Third Offense**- Students will receive a **2 day suspension** and a parent/guardian must meet with the administrator before the child can return to class. ^{a b}
 - **Fourth Offense**- Students will receive a **3 day suspension** and a parent/guardian must meet with the administrator before the child can return to class. ^{a b}
 - **Fifth Offense**- Students will receive a **5 day suspension or expulsion** and a parent/guardian must meet with the administrator before the child can return to class. ^{a b}
 - Any major infraction exceeding the 5th offense will result in consultation with our central office/court designated worker.

a- Alternative School and/or referral to the county court system may be an option starting at the third offense.

b- Parents must accompany the student to school on the morning of the meeting or student will wait in the office until parents or social services arrive.

Crisis Rules:

1. Students are in possession of or have used drugs, alcohol, and/or tobacco.
2. Students have left school grounds without permission.



3. Students are in possession of or have threatened the use of a weapon or anything that may be perceived as a weapon.
4. Students physically or verbally assault any staff member.
5. Students who carry through with the physical or verbal threat toward another individual.
6. Students who have committed indecent exposure.
7. Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
8. Students commit any act not listed above that threatens any person on school property or at a school event.

Crisis Consequences:

1. Students who engage in a crisis offense or break any of the crisis rules will receive the following disciplinary actions:
 - a. Isolate the student in the office. Student will be supervised by a staff member.
 - b. Administrator will weigh all options and seek counsel from others prior to making appropriate decisions regarding the incident.
 - c. Report the incident to the parents/guardians.
 - d. Call the appropriate authorities.

** If the incident doesn't require authority's attention, then discipline will begin with the 3rd offense of the major consequences*

PBIS (Positive Behavior Intervention and Support) stipulations for reward system distribution:

Kindergarten, 1st Grade and 2nd Grade

- There will be a "Game time" offered at the end of each 6 weeks for students who have no more than 2 break detentions and no major infractions. Check sheets will travel with each classroom and this will be used to determine the eligibility of the students for game time at the end of each 6 weeks.
- Students who have no unexcused absences for the week will get to eat lunch in the classroom with their teachers on Friday if they have the desire to do so.
- Homerooms that have 100% attendance and spell out the word "Attendance" (Or other class word) can earn an extra game time for their 6 weeks.

3rd grade and 4th grade

- There will be a check sheet travel with each homeroom; any students that do not receive a mark for the week and have no unexcused absences will receive an extended break time on Fridays.
- Homerooms that have 100% attendance and spell out the word "Attendance" (Or other class word) can earn an extra game time for their 6 weeks.

5th and 6th grade

- There will be a check sheet travel with each homeroom; any students that do not receive a mark for the week and have no unexcused absences will receive an extended break time on Fridays.
- Homerooms that have 100% attendance and spell out the word "Attendance" (Or other class word) can earn an extra game time for their 6 weeks.

7th and 8th Grade

- There will be a check sheet travel with each homeroom; any students that do not receive a mark for the week and have no unexcused absences will receive an extended break time on Fridays.
- Homerooms that have 100% attendance and spell out the word "Attendance" (Or other class word) can earn an extra game time for their 6 weeks.



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❖ **REWARDS ARE SUBJECT TO CHANGE.**

VII. Dress Code/Appearance

- a. The Perry County Board of Education and R.W. Combs Elementary believes that the appearance of students is important to the educational environment and should create a positive school climate and enhance school safety. Appropriate clothing is expected for all students. Perry County Public Schools remain committed to developing individuals who are well-prepared for the demands of the future.
 - i. Students should not wear apparel which may attract undue attention or present a threat to health or safety. The wearing of any such apparel may necessitate an intervention by school personnel.
 1. Examples of inappropriate apparel:
 - a. That which advertises tobacco products, alcohol, or drugs;
 - b. That which promotes or suggests lewd, profane, vulgar, racist, or violent themes;
 - c. That which is revealing (as short shorts or short skirts, bare midriffs, crop tops, low necklines, sheer fabrics, body-hugging or tight as with spandex, sagging below the waistline, with holes or tears; any other article of clothing that would allow visible undergarments)
 - i. Skirts, shorts, and dresses must meet fingertip or dollar bill rule in the front and back.
 - ii. Tops must cover shoulders by at least 2 inches, no spaghetti straps or off the shoulder tops. Students must wear shirts that cover the midriff area.
 - iii. No sheer or see through clothing permitted. Including articles of clothing with holes and tears.
 - iv. Leggings cannot be worn as pants. They must be worn with an appropriate length top or dress.
 - d. Chains (bike chains, chains on wallets, dog collars, spikes on clothing or jewelry);
 2. Lightweight outerwear is permitted in the classroom. Heavy outerwear shall not be worn in the classroom and must be stored in the student's locker or specified location.
 3. For safety purposes, students may not wear shoes with wheels.
 4. Students are not permitted to wear caps, hats, bandanas, or any other head covering unless otherwise told so by a staff member for the celebration of a school-wide event/reward.
 5. Blankets and other personal belongings that interrupt the educational environment or pose a health risk should not be brought to school by the student. Bringing these items may result in the confiscation of the property and returned to the parent/guardian.

VIII. Early Dismissal

- a. The decision to close schools or to dismiss early is made at Central Office. Please listen to the radio, watch television, or check social media for more information in times of inclement weather.

IX. Electronic Devices

- a. Educational devices (e-readers, iPads, tablets, smart watches, etc...) may be used by the student if granted permission by school personnel and once the student has officially completed the BYOD (Bring Your Own Device) certification process. Otherwise these items should not be sent to school with the student and the school accepts no responsibility for the device if it is lost or damaged.
- b. **Cell Phones:**



- i. **Cell phones are not appropriate for use during the school day. Ringing phones, text messaging, and phone photography are disruptive to the instructional environment. Students will be required to follow the school's cell phone policy. If a student deems it necessary to make a phone call, they may contact administration or a certified staff member for permission. Students will be required to submit their cell phones to their homeroom teachers each morning upon arrival to the classroom, cell phones will be returned to the student during dismissal.**
- ii. **Consequences for violations of the cell phone policy:**
 1. **1st offense: Phone will be taken and returned to the student at the end of the day. (Break detention)**
 2. **2nd offense: Phone will be taken and returned only to the parent/guardian. (Parental notification)**
 3. **3rd offense: Phone will be taken for the remainder of the semester.**

X. **Grading**

- a. Students will be issued a report card every 6 weeks for each of the six school terms. Progress sheets will be sent home at midterms (3rd week of each grading period) in each grading term. The grading scale is shown below:
A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – 0-59

- b. **Promotion/ Retention**

The Perry County Board of Education has determined that the students of this district shall progress through the system based on one or more of the following criteria for primary through grade eight.

Perry County schools will be implementing exit criteria for all students this school year at each grade level. Students will be measured for their work in the classroom and on their report cards, as well as, success on assessments throughout the year, mastery of grade level specific skills, and attendance. Please see the exit criteria at your child's grade level for more information and contact your child's teacher or administrator if you have any questions. Exit points are a crucial determinant on whether or not your child will move on to the next grade level. This is not left to a parent/guardians discretion.

XI. **Health**

- a. Nurse –Primary Care Center will provide health services for our students and staff. Our nurses office will be open if any student or staff member were to become ill. In the event of an emergency, students or staff may be transported to the local hospital for care. If the representatives from PCCEK are not at school, then students may need to contact a family member in the event that they become ill. Eduhealth will be provided through Primary Care Center this school year. Please contact the school or see opening day pamphlet for more information.
- b. Medications – No medication may be given to students without the necessary paperwork being on file in the front office. All medication must remain in the nurse's office in pharmacy labeled bottles with proper identification and instructions. Medication may not be transported throughout the building. Only trained supervisors within the school may administer the medicine.
- c. School insurance – The district carries an accident policy for all students. This policy is secondary to any personal plan a family may have (pays after the family personal health and accident insurance has paid maximum payment).



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The policy will cover students to and from school, during all activities of the school day, and while the student is involved in school-sponsored activities at any time or place.

- d. Lice/Nit – If lice or nits are found in a student’s hair then the student must call home. Parents must come to pick up their child, at which point they will be advised with treatment and prevention recommendations. Students may be excused for up to 3 days (per school year) for treatment. Any days absent after this will be marked UNEXCUSED.

XII. Homework

- a. After instruction has been given in the classroom, students may receive homework assignments. These assignments will be completed outside of the regular classroom; however, the assignment(s) shall adhere to the average designated time approved by the Perry County Board of Education.

Average nightly time designation for homework assignments:

Grade K/1:	30 minutes per evening
Grade 2:	30-45 minutes per evening
Grade 3:	45-60 minutes per evening
Grade 4:	60 minutes per evening
Grade 5:	90 minutes per evening
Grade 6:	100 minutes per evening
Grades 7/8:	120 minutes per evening

- Modifications must be followed according to the IEP/504 plan.

All children are expected to do their class work in the allotted time for that class. Students failing to do their homework or class work will be given a zero for each assignment not turned in during the next scheduled class, study hall (homework detention during their break time), or will be asked to finish the assignment during an alternative class period (ex: special classes) at the discretion of the teacher. If a student is given a classroom assignment that can be finished in the allotted designated time and does not complete the assignment, they will have homework/break detention (during break) to complete the work or will be asked to finish the assignment during an alternative class period (ex: special classes) at the discretion of the teacher. If the student refuses to do the assignment in an alternative class period or attend study hall, the grade will automatically be recorded as a zero. Any time class work is not completed, it will be at the discretion of the teacher whether the work will be homework or if the student must finish it in homework detention that same day.

Homework shall serve the following purpose(s):

- provide students an opportunity for practice
- provide additional time to complete an assignment
- teach students responsibility and planning

If the assignment is given as homework, the work will be due at the regular scheduled class time the following day. If work is not turned in at this time, it will be recorded as a “0.”

Homework quality: Homework shall be evaluated using rubrics created by the teacher or provided by the text. Homework scores should be averaged into the student’s grade for a particular subject; therefore, it is essential that students do their best



on all assignments. Depending on the number of homework assignments, homework that is not completed can impact a student's term grades.

XIII. Honors & Awards

- a. At the end of year students will receive awards based on attendance, academic performance, and extracurricular activities. An honor's night will be held to recognize the academic achievements of students and participation in academic related extracurricular activities, while an athletic banquet will be held to recognize the athletic accomplishments of our students.
- b. Attendance/Academic awards include:
 - i. Honors Banquet
 1. Perfect attendance
 2. 4.0 GPA
 3. Citizenship
 4. Most Improved
 5. Spelling Bee
 6. Science Fair (school-wide winners)
 7. Principal Award
 8. 8th grade superlatives (graduation night)
 9. Various extracurricular teams (ex: BETA, STLP, Academic teams, 4-H team, etc....)
 - ii. Honors Assembly
 1. 98% or higher attendance (school day assembly)
 2. 3.5-3.9 GPA (school day assembly)
 3. 3.0-3.4 GPA (school day assembly)

XIV. Graduation Guidelines:

- a. Students must obtain passing grades to graduate. A passing grade in each require course earns students the right to graduate.
- b. Students will need to purchase a cap and gown for graduation. Black for boys and silver for girls.
- c. Each student will be given a boutonniere on the day of their graduation ceremony.
- d. On the last day of school 8th grade students will practice and have a walk through.
- e. Students are responsible for turning in their own pictures for the graduation powerpoint.

XV. Library/Media Center

- a. Our school library has a wide selection of books that students are permitted to check out. Students are asked to take care of these books once they are in their possession. Students are responsible for the book until they check the book back into the library. If the library book is lost or damaged, then the student/parent/guardian will be asked to replace the book or pay a fine.
- b. Our school proudly supports the Accelerated Reading (AR) program for our students. Students are encouraged to actively read at school and home.

XVI. Personal Property

- a. Students are encouraged to leave personal items such as toys and games at home. These items distract students from classroom instruction and at times may be lost, damaged, or stolen at school. The school accepts no responsibility in the event that these items go missing or receive damage. At certain points in the year the school may have a game



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day for students as a rewards celebration. Students are asked to take care of items that they bring to school on these days. Items brought to school without permission by school staff will be confiscated.

- b. See cell phone policy above for more information about these and other electronic items.

XVII. Phone Calls/Messages

- a. Phone calls interrupt the flow of instruction for the staff and students. If you need to contact your child or staff member, you may be asked to leave a message by our front office staff that can be delivered when the student or staff member has a break later in the day.
- b. Several times throughout the year, our school utilizes the phone messaging system to broadcast wide messages to several students (either at particular grade levels or participants of certain groups) at one time. In the event that this occurs we will do our best to begin the message with the target group audience. Please pay close attention to these messages as they contain important information related to our school.

XVIII. Safety

- a. Drills will be practiced throughout the school year in order for students and staff to understand safe practices in the event of an emergency.
 - i. Fire – once per month
 - ii. Tornado – once per semester
 - iii. Earthquake – once per semester
 - iv. Lockdown – once per month
 - v. Bus evacuations – four times each year (twice each semester)
- b. SCM Team – Our school has a Safe-Crisis Management team in place trained in emergency safety physical interventions that have been found safe by 5 different medical review boards. SCM is congruent with federal and state statutes and regulations.

XIX. SBDM

- a. School-Based Decision Making is the required decision-making method for all Perry County Schools. Beginning in 1990 with the Kentucky Education Reform Act, this research-based decision-making strategy is a tool used in Kentucky schools to create conditions at the school level that will help all students reach proficiency by 2014. Our school has regularly scheduled SBDM meetings that are open to the public.
- b. The SBDM committee meets on the 2nd Wednesday of each month in the school library at 4:00 pm.

XX. School Programs/Extracurricular Activities – Our school offers several programs both during the school day and after school to assist each child with reaching their maximum potential with their academic or athletic talents. *

- a. Special classes
 - i. PE, Arts & Humanities, Library, Computer Lab
- b. Gifted & Talented Program (District teacher)
- c. Special Education/Section 504 Plan
- d. Counselor (Provided through KRCC)
- e. Track & Field Days
- f. Junior BETA
- g. Academic Teams (Elementary/Middle)
- h. STLP
- i. 4-H Club
- j. Yoga Club
- k. Lego Robotics



- l. Cross Country
- m. Youth League & Middle School Football
- n. Middle School Volleyball (girls)
- o. Basketball
- p. Soccer
- q. School-wide Christmas program
- r. Talent Show

*Some programs may not be offered each year depending on coaching availability.

XXI. Student Rights

- a. As a student of this school, you can expect to be treated fairly by those in authority over you. Your right to courtesy and respect will be honored. Of course you will be expected to respect the same rights of others. You can expect your teachers to explain their method of grading. You can expect to be given a chance to tell your view of what happened when you have been questioned about something for which you may be disciplined. Parents can expect school staff to be available for appointments when they want to review their child's progress or the information in the student's records. You can expect the staff to be serious about teaching; they expect you to be serious about learning.
 - i. (SEE PERRY COUNTY SCHOOLS STANDARDS OF ACCEPTABLE STUDENT BEHAVIOR & THE CODE OF CONDUCT FOR PERRY COUNTY SCHOOLS)

XXII. Technology

- a. Students must sign and adhere to all requirements related to technology use in the school before they will be allowed access to the technology. (This includes work done in the computer lab.)
- b. Parent Portal – Parents may come into the school and sign-up for Parent Portal, which will allow them access to monitor their child's/children's academic performance and attendance throughout the school year. Please see the school's front office staff for more information.
- c. Tablets – All students will have access to a Chromebook (students in grades 3-8 will be 1-1). The tablets remain the property of Perry County Schools and will therefore be subject to confiscation if a staff member determines that the device is being used inappropriately. **Students are expected to treat these devices with respect and care or they will lose privileges with the device and/or replace any damages that may occur to the device.**

XXIII. Textbooks

- a. All textbooks are on loan to the student for each school year. The parent must sign a textbook form before the child will be issued books at the beginning of each school year. Any books lost or damaged must be paid for by the parent before the student will be issued textbooks for the following year. The cost of the lost or damaged book is based on the listed price of the book.

XXIV. Title 1

- a. See Title 1 Parent Compact for pledge agreement from student, parent, teacher, and administrator.

XXV. Family Resource & Youth Service Center – Our Family Resource Center (FRC) is located within our school and is able to help all students within the building. Some of the ways that the FRC is able to help is:

- a. Getting school supplies
- b. Helping needy families with food boxes, etc...
- c. Bringing in educational programs
- d. Purchasing items to be checked out and used within the school
- e. Assisting with other activities within the school



9165 Highway 15 South, Happy KY 41746
Phone (606) 476-2518
Fax (606) 476-8502
Megan Watts, Principal

For more information please contact the school FRC coordinator, Wendy Womack.

- XXVI. Outside Agencies** – Our school works with several outside agencies to provide students with the additional academic support that they may need or counseling help.
- a. Save-The Children – Provides staff members and resources to assist students who are having difficulty with reading content.
 - b. KRCC – Provides on-site counseling for students.
 - i. **Additional paperwork is required through the KRCC agency prior to the student receiving services.*
 - c. Reading Recovery – A grant that offers assistance to struggling readers in the primary grade levels.
 - d. Perry Promise - Provides staff members to assist students within the building.
 - e. GEAR-UP - Provides staff members to assist students within the building.
 - f. Hindman Dyslexia Program - Provides tutors to assist students within the building.

XXVII. Lockers

Lockers will be available to students in grades 5-8. Students must furnish their own lock for their locker. Students will have designated times for going to their lockers; this will be explained to the students at school. Each student is responsible for keeping their locker locked so as to prevent loss or theft from it. Students are expected to keep their locker neat and clean. Marking, defacing, or vandalizing of lockers will result in loss of locker usage for the offending student. Stickers, decals, etc. should not be placed on or in the lockers. Contraband found in the lockers may result in the loss of locker and appropriate discipline. School officials will inspect the lockers as needed to ensure cleanliness and freedom from contraband and to ensure that lockers are not being damaged. If needed, other rules may be added.

XXVIII. Field Trips

Several times during the year, our students may receive an opportunity to go on a field trip to various places. Parents/guardians will be notified of any trip and/or cost before the trip is taken. By signing the handbook you authorize your permission for your child to attend the field trips at school. If for any reason you object or have questions, then please call the school or make a note on the signature page.

XXIX. Media Release

Students may have opportunities throughout the school year to be photographed or videoed for educational purposes (i.e...School newspaper, website, yearbook, displays, etc...). By signing the media release you authorize permission for your child to be photographed or videoed while here at school. If for any reason you object or have questions then please call the school or make a note on the signature page.

Student/Parent Handbook Signature Page

Please sign and return this **page only** stating that you have read and understand all sections of the student handbook. The student handbook should be kept by the parent/student for future reference.

Student/Parent Handbook sections include:

1 Arrival & Dismissal	8 Early Dismissal	15 PTA	22 Technology
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Robert W. Combs Elementary



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STUDENT SIGNATURE: _____ . **DATE:** _____ .

PARENT SIGNATURE: _____ . **DATE:** _____ .

S. – Show Respect

A. – Act Responsibly

F. – Feel Compassion

E. – Engage in Learning