

## **MISSION STATEMENT**

The mission of Shannon Johnson Elementary School is to prepare students for the 21st century by educating them at high levels through critical thinking, collaboration, and communication.

## **VISION STATEMENT:**

The vision of Shannon Johnson Elementary is to accommodate all learning styles and adapt to meet the needs of the 21st century learner.

Madison County Schools is committed to nondiscrimination on the basis of race, color, national origin, age, religion, marital status, sex or disability in educational programs, activities and employment as set forth in compliance with federal and state guidelines.

Responsibility for coordination of compliance efforts and receipt of inquiries concerning the guidelines above may contact the Director of Human Resources, Madison County Schools, 550 S. Keeneland, Richmond, KY; 859-624-4500.

## **ATTENDANCE/TARDINESS/EARLY DISMISSAL/LATE ARRIVALS/TRUANCY**

### ATTENDANCE (KRS 159.010)

1. The following reasons will be accepted as an excused absence:
  - a. Death or severe illness in the pupil's immediate family.
  - b. Illness of pupil. Doctors note is required or a parent note on limited basis (student may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within three days of the absence. Each note will excuse only 1 day absence or 1 tardy/check-out. (For multiple days a student should have a doctor's statement.)
  - c. Religious holidays.
  - d. One day for attendance to the KY State Fair.
  - e. Other valid reasons as determined by the principal, i.e. court appearances, driver's license -  $\frac{1}{2}$  day, and doctor/dental appointments.
2. A phone call will be made to the parent after the third unexcused absence.

3. A letter will be sent home after the third unexcused absence. The letter sent home will inform the parent that after the sixth absence the students will be referred to the court system for mediation.

## SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later day shall be accepted. Work assigned and due during suspension shall not be accepted. Upon returning to school, students must pick up an admission slip from the attendance office.

No make-up work will be accepted for any unexcused absence. The advisor will check grades and attendance on the report cards and question any discrepancies.

## EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons.

1. Death or severe illness in the pupil's immediate family.
2. Illness of pupil. Doctors note is required or a parent note on limited basis- (student may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within three days of the tardy. Each note will excuse only 1 day absence or 1 tardy/check-out.
3. Religious holidays.
4. One day for attendance to the KY State Fair.
5. Other valid reasons as determined by the principal, i.e., court appearances, driver's license -  $\frac{1}{2}$  day, and doctor/dental appointments.

## UNEXCUSED TARDIES

No work will be made up for the time the student was absent due to the tardy.

## CHECK-OUTS

Checkouts will be excused for the following reasons.

1. Death or severe illness in the pupil's immediate family.
2. Illness of pupil.
3. Religious holidays.
4. One day for attendance to the KY State Fair.
5. Other valid reasons as determined by the principal, i.e., court appearances, driver's license -  $\frac{1}{2}$  day, and doctor/dental appointments.
6. Students must provide a note for an excused checkout when returning to school.

All other checkouts are unexcused. *Note: No work will be made up for the time the student was checkout out due to the unexcused checkout.*

When returning from a checkout, students are required to pick up an admission slip before proceeding to class. Doctor and dental appointments are for appointment times only and students must bring a note from the appropriate office.

## TRUANCY

HB 72 - AN ACT relating to habitual truancy.

- Identifies any public school student who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant.
- Identifies as a habitual truant, a student who has been reported as truant two or more times.
- Hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. Hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws. Holds the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws.
- Requires school district personnel to inform students (between 18 and 21), parents, guardians, and custodians that they are subject to the truancy laws.

### OneCall Now

The school uses an automated phone system to notify families of absences, special announcements and cancellations. If you would like cell phone numbers or other phone numbers added or removed from the call list, please notify Rita Rose in the office.

### Deliveries Prohibited

Commercial or private deliveries of flowers, balloons, food and other favors to students are prohibited.

### ARRIVAL PROCEDURE

- (1.) Car riders may be dropped off **NO EARLIER THAN** 7:30 and **NO LATER THAN** 7:50. Children entering the building after 7:50 will be considered tardy and must be checked in by a parent. If your child plans on eating breakfast, he/she needs to arrive by **at least** 7:35.
- (2.) *Arrival instructions - Kindergarten through third grade car rider students' arrive on the gym side of the building. Pre-K, fourth and fifth grade car riders will arrive on the playground/Preschool side.*

- (3.) Cars cannot block the buses under any circumstances **No cars are allowed in the bus ramp when buses are present. The buses will be arriving at Johnson between 7:30 and 7:50.**
- (4.) As each bus arrives in the mornings, children who eat breakfast at school will go directly to the cafeteria.
- (5.) Students that do not eat breakfast at school may go directly to the classroom as they arrive.

#### **DISMISSAL PROCEDURE**

- (1.) Students riding buses begin loading in the afternoon at 2:45.
- (2.) Students being transported home by parents will also be dismissed at 2:45.
- (3.) ***Dismissal instructions - All grades, K- fifth grade will be dismissed on the gym side of the building. Only PRESCHOOL students will be dismissed on the playground/Kindergarten side.***  
**Do Not park in front of the school and come in to pick up your child. You should wait in the car-rider line with all other parents.**
- (4.) When there are times that you want your child to ride home on a bus other than his or her own, you must send us a signed note telling us about the change. The note will be initialed by the homeroom teacher and by a member of the office staff and then returned to your child. He/she will give it to the bus driver upon boarding the bus. **The school must be notified before 2:00 of any transportation changes.**
- (5.) **PLEASE MAKE EVERY EFFORT TO ENSURE THAT YOUR CHILD KNOWS EXACTLY HOW HE/SHE WILL BE GETTING HOME FROM SCHOOL EACH DAY.**

#### **Toys, Valuables and Lockers**

Please **do not** allow your students to bring toys to school unless they are requested by the teacher as part of a class activity. Lockers are provided for students. Locks are not permitted. Please do not allow students to bring valuable items such as iPods, Game Systems or other electronic devices to school. If they bring such items for a classroom activity, ask the teacher to store them in their room.

Cell phones are only permitted at the teacher's discretion. No phones are allowed during testing.

#### **DRESS CODE**

Students have the right of freedom on dress and appearance so long as the dress or appearance does not present health or safety hazards, cause disruption of the educational process, violate any KRS or Kentucky State Board of Education rule or regulation. The principal, staff, student body, and community at large shall be alert to appropriate dress, personal appearance, and grooming in terms of the varied situations in which the school community operates. Extremely exaggerated or immodest modes of dress and personal appearance shall be dealt with by the principal or his/her designee on an individual basis. **NO FLIP-FLOPS** - students will not be allowed to participate in physical activities or recess if they are wearing flip flops. This is a safety issue. Please wear tennis shoes every day.

### **GOOD CONDUCT AND BEHAVIOR MANAGEMENT**

Research supports the theory that behavior directly affects academic achievement. Shannon Johnson Elementary will establish and maintain fair and consistent rules for our students. Our rules are and will continue to be reasonable, and we will teach and model our expectations.

Teachers have flexibility within their own classrooms to develop specific rules of behavior with the students as long as they are not in opposition to school-wide policies, and they will share those with you as well as your children within the first week of school. **RESPECT** is the underlying attitude we will try to instill in all of our students. We as a staff pledge to model that behavior as well as talk about it with the children here at Johnson Elementary.

### **FAMILY RESOURCE CENTER**

The South Madison Family Resource Center was created as part of the Kentucky Education Reform Act (KERA). The Center is another way that Shannon Johnson provides services to enhance the students' ability to succeed in school. Parents and teachers agree that it is extremely difficult for children to be successful in school when they are distracted by problems in their home environment. Our Family Resource Center has been established to assist our children and their families in solving these problems by providing direct services or by linking families with other resources in the surrounding community. The services of the Family Resource Center are available at no cost to all children, parents and families with students who attend Shannon Johnson Elementary School.

**Confidentiality training and background checks must be completed in order to participate in any school activities.**

The FRC office at Shannon Johnson is open from 7:30 a.m. - 3:30 p.m. inside the school in Room 100. You may also call 387-3449.

### **KEEPING OUR CHILDREN SAFE**

Keeping our students safe is a number one priority at Shannon Johnson Elementary. To help in that effort we will be following these guidelines:

- (1.) **Only** those people whose names appear on the **CHECK OUT CARD** will be allowed to check out your child. **THERE WILL BE NO EXCEPTIONS.**
- (2.) **All** family members who have check out privileges must be on the check-out card, including parents and guardians.

- (3.) People whose names are on the card, but are not familiar to the staff, must also produce a valid I.D. That can be a driver's license or social security card.
- (4.) ***If at all possible***, when you know in advance that someone on the check-out card will be picking up your child, send us a note that morning.
- (5.) All doors will remain locked all day. All visitors will buzz the front office before entering the building.
- (6.) All visitors will check in at the front office and obtain and wear a visitor's tag.
- (7.) Staff will unlock doors by the cafeteria where we have morning drop off so that students can enter. Those doors will be re-locked at 7:50.

### **BUS, PLAYGROUND, GYM SAFETY**

Johnson Elementary staff members will be on duty every day to load and unload buses and to assist with children who are riding in cars. Students will behave in a safe and orderly manner on school grounds and on school buses. We will support our bus drivers in every way to help maintain safety, respect, and good behavior.

Tennis shoes are **required** for playing in the gym. Tennis shoes are not required for the playground although they are desirable because of safety issues. Teachers and staff will monitor playground activities closely. Children also bear responsibility for appropriate playground conduct. Playground rules are as follows:

- (1.) Use all playground equipment according to the modeled instructions.
- (2.) Follow directions of **all** staff members on duty.
- (3.) Play in designated areas only.
- (4.) Use common sense.
- (5.) Respect the rights of others.

### **SCHOOL NURSE AND HEALTH DEPARTMENT**

The Madison County Health Department operates a school-based clinic focusing on preventative health care for our students. The following services are available to all students who have **signed** consent forms on file:

- Referral and management of acute and chronic conditions
- First aid for minor injuries
- Hearing and vision screening
- Well child exam may be available for pre-school and kindergarten
- Immunizations -will be handled on a student by student basis
- Health education services

Our nurse will be at Johnson on Mondays, Wednesdays, and every other Friday.

### **REFERRALS**

When a problem is identified that the health clinic cannot resolve, students will be referred to their family doctor or the appropriate health care provider.

### **MEDICATION**

The staff at Shannon Johnson is dedicated to the well-being of all students. We understand that there may be times during the school year that your child must take medication during the school day. We are required to follow these guidelines:

1. All medication must be in the original container clearly labeled with
  - Name of student
  - Name of medication
  - Dosage; including specific time to give dosage (half doses must be divided/split by the pharmacist or at home)
  - Name of pharmacy and physician
2. A parent or legal guardian must bring the medicine to the school office and give written consent before any medication will be dispensed. Students are not allowed to transport medication.
3. Written consent to give medication can only be given by the parent, legal guardian, or surrogate parent. The form for authorization to give medication is available in the school office.
4. All medication will be kept locked for the safety of all children.
5. **Over the counter medication will only be given if the parent completes a Medication Permission Form and provides the medication. This medicine cannot be given more than 3 days without a doctor's statement.**

## **Madison County School District School Health Clinic HANDBOOK**

The mission of the Madison County School District School Health Clinic is to protect the health and well-being of all students thereby promoting student success. *Clinic days and times vary from school to school. Contact your child's school to learn the nurses' clinic schedule.*

The following is available to all students whose consent forms have been signed:

1. ***Nursing Assessment of health problems with referral to Local Health Care Provider as needed***
2. Over the Counter **GENERIC** medication
3. Hearing, dental, vision screenings
4. Immunization outreach and follow-up
5. Writes Emergency Action Plans for chronic health conditions which require care at school for:
  - **DIABETES**
  - **ASTHMA** that requires the use of a nebulizer or inhaler
  - **SEIZURES**
  - **ALLERGY** (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
  - **Other EAP's for other special health conditions** as needed

### Confidentiality:

All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.

- We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
- Training employees about privacy policies and procedures.

## FOOD SERVICE DEPARTMENT

### **CHARGING OF MEALS – POLICY 07.11**

Meal charges are for emergency use only and are allowed for students who have forgotten to bring money for breakfast or lunch and have no way to secure any money at the time. The District has implemented a computer system to accurately track activity on student accounts.

#### All Students (K-12)

- ❖ Students may not charge extra purchases at any time (a la carte items such as extra juice, water, fries, meat, cookies, etc). A la carte items may be purchased with cash or from the student's account.
- ❖ Extra purchases will not be permitted if a student has a balance due on their account. Charges must be paid in full before extra purchases will be allowed. If parents do not want their children purchasing extra food or want to limit the amount of extra purchases, they may notify the school and the student's account will be limited accordingly.
- ❖ Students may not accumulate a charge balance of more than \$10.00. Parents will be notified of outstanding meal charges by telephone, email or letter starting when student meal charges accumulate to \$5.00. If the outstanding amount reaches \$10.00, the student will be offered a basic meal that meets minimal nutritional requirements (i.e., sandwich, fruit, and milk). If the account is not settled in a timely manner, the student's name will be turned over to the Principal/designee for corrective action.

Parents are asked to monitor the amount of their student's account. A summary of student purchases will be provided to parents upon request.

- ❖ No charges will be allowed during the last two (2) weeks of school. A basic meal will be offered.
- ❖ All unpaid charges will be carried over to the next school year.

#### ❖ Adult Meals

- ❖ The price for adult meals shall, at a minimum, total the highest charge to students in the paid category, plus the paid rate of reimbursement, plus the state matching funds, plus commodity assistance.
- ❖ No adult meals may be charged at any school

### **Online Meal Payments**



[www.myschoolbucks.com](http://www.myschoolbucks.com) is an on-line payment system that will allow you to make deposits into your student's school meal accounts.

**My School Bucks Offers....**

- **Safety** – virtually eliminates worries about your child carrying money to school
- **Convenience** – Make payments when it's convenient for you, 24 hours a day, 7 days a week
- **Control** –
  - Receive low balance email reminders (set your own limits!)
  - Monitor your student's account balances online
  - View your student's cafeteria purchases-this option is still available even if you do not make any online deposits
- **Efficiency** – Make payments for all your children in one easy step, even if they attend different schools in the district
- **Flexibility**
  - Make payments using your Visa, Master Card, Discover, checking account (credit/debit)
  - Option to have payments automatically each month
  - Receive deposit confirmations sent directly to your email account
- Money deposited into [myschoolbucks.com](http://myschoolbucks.com) will usually arrive at the school by the next morning. You can set your low balance settings to remind when it's time to add more money, but don't set it too low.
- Security is a priority at [myschoolbucks.com](http://myschoolbucks.com) – The system is secure and provides the highest level of protection for all of your information. All transactions use 128-bit encryption. Any information provided by you remains confidential. For more information, the Privacy Policy and Terms of Use can be found on the website.
- Getting started is easy! Simply go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and register using the "Start Here" link on the right side of the page. A confirmation email will be sent to the address you provide...simply follow the link included in that email and your registration will be complete. Once you log in, you can add as many students as you'd like by entering each student's school, their name and date of birth.

My School Bucks allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge. A small convenience fee may apply if you make payments to your child's account, but you will have the opportunity to review any fees (and cancel, if you choose) before you are charged. A suggestion, if you have more than one student make all deposits at one time-you will only be charged one convenience fee. If you make deposits individually you will be charge the convenience fee each time. If you have any questions, you can email [Support@myschoolbucks.com](mailto:Support@myschoolbucks.com)

**FOOD SERVICE – GENERAL INFORMATION**

- **MEAL PRICES 2013-2014**
  - STUDENT PAID LUNCH           \$2.35
  - STUDENT REDUCED LUNCH     \$ .40
  - STUDENT PAID BREAKFAST     \$1.10
  - STUDENT REDUCED BREAKFAST \$ .30
  - ADULT LUNCH                   \$3.25
  - ADULT BREAKFAST             \$1.75
- **HOUSEHOLD MEAL APPLICATIONS WILL BE AVAILABLE AUGUST 2012**

- ON-LINE MEAL APPLICATIONS – [WWW.SHOOLLUNCHAPP.COM](http://WWW.SHOOLLUNCHAPP.COM)
- ON-LINE MEAL DEPOSITS – [WWW.MYSCHOOLBUCKS.COM](http://WWW.MYSCHOOLBUCKS.COM)

**MENU REQUIREMENT -REQUIRED BY THE HEALTHY, HUNGER-FREE KIDS  
ACT OF 2010**

- **ALL STUDENTS WILL BE REQUIRED TO TAKE EITHER A FRUIT OR VEGETABLE TO COMPLETE THE REIMBURSABLE MEAL REQUIREMENT.**
- **OVS – OFFER VERSUS SERVE: UNDER OVS, SCHOOLS MUST OFFER ALL THE REQUIRED FOOD COMPONENTS AND QUANTITIES, AND STUDENTS ARE REQUIRED TO SELECT AT LEAST 3 FULL COMPONENTS.**
- **STUDENTS MAY SELECT ALL FIVE COMPONENTS**
- **ALL STUDENTS EXCEPT Head Start PARTICIPATE IN THE OVS OPTION.**
  - **SCHOOLS MUST OFFER 5 FOOD COMPONENTS AS LISTED:**
    - MEAT/MEAT ALTERNATE
    - FRUIT
    - VEGETABLE
    - GRAIN
    - MILK
  - **STUDENTS ARE ALLOWED TO DECLINE 2 OF THE 5, BUT MUST SELECT AT LEAST A FRUIT OR VEGETABLE AS ONE OF THEIR 3 CHOICES TO MEET THE REIMBURSEABLE MEAL REQUIREMENT.**
- **CONTACT THE FOOD SERVICE OFFICE AT 859-625-6026 FOR QUESTIONS**

**LUNCH APPLICATIONS:**

**ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY CAN BE PROCESSED.**

1. Please fill out only one application per family. List all students, social security number(s) and school(s) attending on one application. They can be turned in at any school.
2. If your student received free/reduced meals last year that status is good for thirty (30) days from the first day of school. After thirty (30) days they will be switched to paid lunch status.
3. You must fill out an application every year.
4. Do not fill out an application if you know you do not qualify for free/reduced meals.
5. Foster children must be on a separate application.
6. Families that receive food stamps or K-Tap must list the child's name, social security number, school, and food stamp or K-Tap number. The application must be signed by an adult household member with social security number.

7. Families that are applying based on income must include the total monthly GROSS income of each household member. The application must be signed by an adult household member with social security number.
8. Do not list money that is paid out. (Example: child support, personal bills). The applications are processed by income only.

Contact the food service office at 624-3208 with any questions concerning lunch applications.

**Returned Checks:** Madison County Schools utilizes a third-party vendor to collect returned checks. The collection company will also assess a collection fee.

### **NO MEALS FROM LOCAL RESTAURANTS or soft drinks allowed**

### **Health and Wellness**

Shannon Johnson Elementary is committed to providing a healthy school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. A copy of Shannon Johnson's "Wellness Policy on Physical Activity and Nutrition" may be accessed on the school website.

#### **PARTIES**

Because teaching time is so valuable, there will be **NO CLASSROOM BIRTHDAY PARTIES FOR STUDENTS** at Johnson Elementary. Shannon Johnson will be promoting "Healthy Celebrations" this year. Some teachers may choose to recognize student birthday's one day per month and healthy snacks could be provided by parents at that time.

When you plan a private birthday party for your child, **DO NOT** send invitations to school to be handed out if any classmates are being excluded. It is perfectly acceptable to send invitations for an "all boy" or "all girl" party as long as everyone from that group is included.

The official classroom parties for the school year are Christmas and Valentine's Day.

We also have special activities at the end of the school year.

**NO CUPCAKES, SWEETS OR JUNK FOOD. Only healthy snacks!!**

#### **PEST MANAGEMENT**

The Madison County Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 25 hours in advance of planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office of the school your child is attending. Employees assigned to a non-school work site may register at the Central Office.

#### **PTA**

The PTA organization of Johnson Elementary sponsors fund raising activities, helps host open houses, and works for the betterment of our students. Please become part of this hard working, energetic, and supportive group! You will receive notices throughout the year to keep you posted about activities in which you can become involved.

#### **SITE BASED DECISION MAKING COUNCIL**

The Site Based Council at Shannon Johnson Elementary is responsible for developing and monitoring the Consolidated Plan for school improvement, writing key policies, developing the budget, and consulting on staffing within the school. The Council meets a minimum of once per month, and all meetings are open to the public.

#### **OUT-OF-DISTRICT STUDENTS**

**The acceptance of out of district students is at the discretion of the principal.** An out of district form must be completed and agreed upon by the gaining principal, losing principal and the superintendent. Out-of-district students and their families shall abide by the policies, guidelines, and rules established by the Site Based Council and staff of Shannon Johnson Elementary.

#### **PRIVACY RIGHTS OF PARENTS AND STUDENT ANNUAL NOTIFICATION**

At the beginning of this new school year, we want to take this opportunity to inform you again of your rights concerning your child's school records. In accordance with the Family Education Rights and Privacy Act parents have the right to inspect and review all education records relating to their child by making a request to the Guidance Counselor of our school. If, after inspecting the records, you should find any record you believe to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child; you may request an amendment or hearing to challenge those records. These rights will be passed on to the student at age 18.

Written policies and procedures have been developed which describe the types and locations of these records and the specific procedures available to parents. Copies of these policies and procedures may be obtained upon request from the office of the principal or superintendent.

You, as a parent, should also know that it is the policy of this district to transfer education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request copies of the records transferred and an opportunity for hearing. Directory information may be released by the school on individual students unless the form/letter sent to parents about student directory information is returned within 30 days of the date of that form/letter. Directory information shall include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photographs/pictures, grade level and the most recent education institution attended by the student.

As a parent you also have the right to file complaints to the Family Educational Rights and Privacy Act Office, Washington, D.C. concerning any alleged failures of this district to comply with the requirements of this act.

If you are the parent of an exceptional child who is or has been enrolled in a program for exceptional children, you may request the destruction of any records collected, maintained or used in the identification, evaluation, or placement of your child. Such request should be addressed in writing to the Superintendent. However, you should be informed that such records may be needed in the future for other purposes such as social security benefits.

Student names and photographs may be placed on banners and in the media on occasion consistent with the school's policy on directory information, above. If you do not wish for your student's names or photographs to be placed on banners or in the media, you must inform the principal in writing, as stated above.

#### **School Website**

For further information on staff and the school please visit the Shannon Johnson Elementary website at <http://www.madison.kyschools.us/sj/>

# **Student Code of Acceptable Conduct and Discipline**



## **Madison County Board of Education**

**550 South Keeneland Drive**

**Richmond, Kentucky 40476**

**Telephone: (859) 624 - 4500**

**[www.madison.kyschools.us](http://www.madison.kyschools.us)**

**Superintendent:**

**Elmer Thomas**

**Approved by the Madison County Board of Education**

## **REVISED Code of Acceptable Behavior and Discipline**

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

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

- Orderly operation of the schools,
- A safe environment for students, district employees and visitors to the schools,
- Opportunities for students to achieve at a high academic level in a productive learning environment,
- Assistance for students at risk of failure or of engaging in disruptive behavior,
- Regular attendance of students, and
- Protection of property.

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of the Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

**This code establishes minimum behavior standards. Recognizing that each school, grade or class may require special provisions, school councils, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.**

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report the Principal/designee for further action when

the report involved an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

Employees and other students shall not retaliate against a student because s/he reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

### **Academic Integrity**

Academic integrity is a fundamental value for the Madison County School System. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. Each school will develop policies to communicate and respond to instances where there is a lack of academic integrity. In each school's handbook, the repercussions of a breach in academic integrity will be addressed and communicated with students.

### **Forms of Academic Dishonesty**

**Cheating:** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise. Cheating includes, but is not limited to: - Giving or receiving assistance not authorized by the teacher; - Participating in unauthorized collaboration on an academic exercise; - Using unapproved or misusing electronic devices or aids during an academic exercise.

**Plagiarism :** Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to:

- Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation; - Facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

**Fabrication :** Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to:



- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;
- Listing sources in a bibliography not directly used in the academic exercise;
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

### **Student Rights and Responsibilities**

#### **Students have the right to:**

- An appropriate and free public education.
- Receive academic grades based only on academic performance.
- Be kept informed as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights.
- Personal safety and security while at school and school-sponsored activities.
- Involvement in school activities without being subjected to discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping condition.
- Present complaints or grievances to school authorities and receive authoritative replies from school authorities.
- Receive consultation or counseling in academic, personal, social and career related concerns.
- Protection of their personal property.

#### **Students have the responsibility to:**

- Attend school regularly and to arrive on time.
- Show consideration for the rights of others within the total school environment.
- Refrain from conduct that disrupts the educational process, creates disorder, or damages or destroys private or public property.
- Immediately report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teachers, coaches or other persons who work with them.

### **Staff Rights and Responsibilities**

#### **School Staff has the right to:**

- Expect all students to complete assignments.
- Work in a positive school climate with a minimum of disruptions.
- The support of fellow staff members, administrators and parents.
- Safety from physical and verbal abuse.
- Take action in emergencies to protect their own person and persons in their care.

#### **School Staff has the responsibility to:**

- Maintain a professional attitude and behavior toward all students, parents, administrators, teachers and the Board of Education.
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.

- Maintain an atmosphere conducive to learning with mutual respect and trust with appropriate discipline.
- Follow the policies, rules and regulations adopted by the Board of Education and/or school administration.
- Deal firmly, promptly, and consistently with disruptions or violations of board policy and school procedures, and if necessary, enlist the support of administrators.
- Provide adequate supervision for students in their care.
- Provide a learning environment free from harassment for students.

### **Parent/Guardian Rights and Responsibilities**

#### **Parents/Guardians have the right to:**

- Rights as guaranteed by the Family Educational Rights and Privacy Act.
- Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.
- Access to all school rules and regulations and the consequences for violation of these rules and regulations.
- Participate in meaningful parent-teacher conferences to discuss their child's progress and welfare.
- Expect school personnel to notify parents/guardians of important news, especially as they relate to children.
- Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

#### **Parents/Guardians have the responsibility to:**

- Accept their own role as the primary educators of their children.
- Instill in their child the values of an education, a sense of responsibility and a sense of respect.
- Understand and support school requirements, rules, and policies and to be knowledgeable of the consequences of violations by students.
- Communicate with their child concerning academic performance and behavior.
- Be familiar with the educational program and procedure.

### **Responses to Student Misconduct**

This code is part of the Madison County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

Out-of-school punishment should only be used for very serious infractions. Suspensions and expulsions tend not to help the individual student change their behavior. Rather, the student takes the bad behavior into the community, falls behind academically, and returns into the community, falls behind academically, and returns to school ready to repeat the cycle.

Schools should impose punishments progressively. Schools should not jump to the most severe

punishments but instead try to improve students' behaviors through a variety of less punitive interventions.

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>I.</b> Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school.</p> <p>Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.</p>	<ul style="list-style-type: none"> <li>• Inappropriate dress</li> <li>• Non-defiant failure to complete assignments</li> <li>• Failure to carry out directions (Refusal to comply with staff instructions or school rules)</li> <li>• Failure to follow rules</li> <li>• Minor misbehavior on bus, or during school sponsored or endorsed activities</li> <li>• School tardiness</li> <li>• Possession of an electronic device</li> <li>• Failure to bring needed materials to class</li> <li>• Disrupting classroom teaching</li> <li>• Impolite, discourteous, or disrespectful communication with peers or staff</li> <li>• Using obscenity or profanity with peers (This is in Level II for MC)</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</p> <p>Limiting options of extra activity for students. ie.. (structured recess)</p>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Special assignment</li> <li>• Counseling</li> <li>• Withdrawal of privileges</li> <li>• Time-out</li> <li>• Detention/I.S.S.</li> <li>• Verbal warning</li> <li>• Individual conference</li> <li>• Parent contact/conference</li> <li>• Confiscation of inappropriate materials</li> <li>• Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP).</li> <li>• Behavior contracts</li> <li>• In-school disciplinary action</li> </ul>

	<ul style="list-style-type: none"> <li>• Excessive noise</li> <li>• Inappropriate displays of affection</li> <li>•</li> </ul>		
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>II.</b> Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences require an administrative response.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		<p>Continuation of Level I responses</p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Parental conference/contact</li> <li>• Referral to outside agency</li> <li>• Counseling</li> <li>• Confiscation of inappropriate materials</li> <li>• Alternative Educational Plan</li> <li>• Suspension</li> <li>• Referral to FRYSC or other SAP</li> <li>• Verbal redirection to in-school disciplinary action</li> </ul>

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>III.</b> Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.</p>	<ul style="list-style-type: none"> <li>• during class time</li> <li>• Unexcused absence from class or school</li> <li>• Repeated Level II misbehavior</li> <li>• Vandalism</li> <li>• Theft , possession, sale of stolen property</li> <li>• Destruction of school property</li> <li>• Fighting (With no injury or weapon)</li> <li>• Threat/intimidation</li> <li>• Extortion</li> <li>• Use or possession of tobacco products</li> <li>• Harassment</li> <li>• (Racial, sex, sexual orientation or other similar harassment)</li> <li>• Activating false fire alarm</li> <li>• Academic dishonesty</li> <li>• Bullying</li> <li>• Behavior that demonstrates gang/neighborhood crew affiliation</li> <li>• Reckless behavior that may cause harm to self or others</li> <li>• Sexual acts on school premises or at school-related functions</li> <li>• Forgery</li> <li>• Gambling (Level II for MC)</li> <li>• Hazing</li> <li>• Inappropriate use of school computer or network</li> </ul>	<p>The student is referred to administrator for appropriate disciplinary action.</p> <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</p> <p>School officials will contact appropriate law enforcement agency if necessary.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>• Continuation of Level I and II responses</li> <li>• Alternative Education Plan</li> <li>• Suspension</li> <li>• Parental conference</li> <li>• Referral to appropriate law enforcement agency</li> <li>• Saturday school</li> <li>• Expulsion</li> <li>• Replacement of damaged property</li> <li>• Referral to FRYSC or other SAP</li> <li>• Verbal redirection to a 10-day out-of-school suspension</li> </ul>

	<ul style="list-style-type: none"> <li>• Leaving school without permission</li> <li>• Lying to school staff</li> <li>• Seriously offensive or abusive language or gestures</li> <li>• Possession of instruments which could be used as weapons</li> <li>• Possession or distributing of obscene or pornographic material (Level II for MC)</li> <li>• Posting or distributing material that is demeaning, humiliating or damaging to students and/or staff</li> <li>• Sale or distribution of any item without authorization</li> <li>• Trespassing</li> <li>• Unauthorized possession, use, or distribution of over-the-counter medication</li> <li>• Use of Alcohol (Level IV for MC)</li> <li>• Use of marijuana, controlled dangerous substances, or drug paraphernalia (Level IV for MC)</li> <li>• Threatening person or property</li> <li>• Behavior that causes significant disruption to the academic environment or causes harm to self</li> </ul>		
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	or others		
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LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p><b>IV.</b>            Serious misbehaviors which may result in violence to another's person or property, which pose a direct threat to the safety of others in the school or are a violation of the law.</p>	<ul style="list-style-type: none"> <li>• Continued or repeated Level III misbehaviors</li> <li>• Extortion/robbery</li> <li>• Bomb threat</li> <li>• Possession/use/transfer of dangerous weapons</li> <li>• Assault/battery</li> <li>• Arson</li> <li>• Furnishing/selling, possession and/or use of drugs or other controlled substances including alcohol (include "look alike" substances)(Level III?)</li> <li>• Sex offense</li> <li>• Possession/use of explosive devices</li> <li>• <b>Activating a false alarm</b></li> <li>• <b>Vandalism, destruction of property, or graffiti</b></li> <li>• <b>Contaminating food</b></li> <li>• <b>Theft of school or personal property without force</b></li> <li>• <b>Fighting which creates substantial risk of our results in minor injury</b></li> <li>• <b>Inciting others to violence or disruption</b></li> <li>• <b>Interfering with school authorities or participating major disruption of school's operation</b></li> <li>• <b>Lewd or indecent public behavior or sexual misconduct</b></li> <li>• <b>Persistent racial, sex, sexual orientation or similar harassment</b></li> </ul>	<p>Administrators are required to follow a set of responses outlined by the Madison County Board of Education.</p> <ul style="list-style-type: none"> <li>• Refer to emergency response action plan for procedures if necessary.</li> <li>• Follow due process as outlined by the disciplinary referral form.</li> <li>• The student is removed from the school environment by suspension. Parents are notified.</li> <li>• School officials will contact appropriate law enforcement agency and assist in prosecuting violator.</li> <li>• A complete and accurate report is submitted to the superintendent for</li> </ul>	<ul style="list-style-type: none"> <li>• Parental conference</li> <li>• Saturday school</li> <li>• Suspension from school and/or bus</li> <li>• Alternative Education Programs</li> <li>• Expulsion or other board action which results in appropriate placement</li> <li>• Referral to law enforcement agency</li> <li>• Make restitution for damages</li> <li>• Referral to FRYSC or other SAP</li> <li>• Referral for counseling or therapeutic services</li> <li>• <b>Automatically lead to out-of-suspensions of one to 90 days</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Possession of a weapon or replica not subject to the Gun-Free School Act</li> <li>• Retaliation for reporting harassment and sexual harassment</li> <li>• Sexual harassment</li> <li>• Tampering with an official school record</li> <li>• Using an object to intimidate or threaten another individual</li> <li>• Behavior that causes disruption to the school operation, destroys school property, or causes significant harm to self or others</li> </ul>	<p>consideration and possible board action.</p> <ul style="list-style-type: none"> <li>• Inform the student of counseling, therapeutic and/or other assistive programs.</li> </ul>	
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LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>V. Level 5 behaviors lead to the most sever punishments</p>	<ul style="list-style-type: none"> <li>• "Exceptional misconduct" at other schools</li> <li>• Violations of the Gun-Free Schools Act</li> <li>• Arson</li> <li>• Assault with a weapon</li> <li>• Assault/physical attack on student or staff</li> <li>• Biohazard</li> <li>• Bomb threat</li> <li>• Causing serious disruption to the school's computer system</li> <li>• Sexual assault or attempted sexual assault</li> <li>• Fighting which results in a serious physical injury</li> <li>• Participating in a</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or</p>	<ul style="list-style-type: none"> <li>• An out-of-school suspension for 11-90 days or expulsion.</li> </ul>



	<p>group fight which was planned, causes major disruption to school day or results in substantial bodily injury</p> <ul style="list-style-type: none"> <li>• Possession of illegal or drug paraphernalia, regardless of the amount of type of drug</li> <li>• Possession of fire works or explosives</li> <li>• Possession or distribution of alcohol</li> <li>• Selling or distribution of prescription drugs, illegal drugs, and limitation controlled substances</li> <li>• Theft or attempted theft using force or threat of violence</li> <li>• Use or threatened us of any weapon</li> <li>• Using an object to injure another individual</li> <li>• Vandalism/destruction of property over \$500</li> <li>• Behavior that is illegal, causes significant disruption to the school operation or causes substantial harm to self or other</li> <li>• Documented patter of Tier 4 behavior</li> </ul>	<p>administrator.</p>	
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- Punishments should avoid disrupting students' education
- Schools must implement progressive discipline, beginning with the leas severe punishment. Schools should not jump to the most severe punishment available for a first or second-time infraction
- Schools should involve family members to help them understand the roots of a student's behavior

- Schools must consider possible prevention and remediation strategies before choosing what punishment to apply
- Schools must consider all extenuating circumstance before imposing the punishment of expulsion

**Search and Seizure**

*See Board Policy 09.436*

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating the Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect complete privacy in their use of school property assigned for their use, such as desks and lockers.

**Physical Restraint**

*See Board Policy 09.433*

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

**Student Records**

*See Board Policy 09.14*

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program. For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and phone number listed on the cover.

**Reports to Law Enforcement Officials**

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:  
A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
  - Carrying, possession, or use of a deadly weapon; or
  - Use, possession, or sale of controlled substances; orAny felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

**KRS 158.156**

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

**Weapons**

See Board Policy 05.48

Students are *never* allowed to bring a weapon to school. The carrying, bringing, using, or possessing of any weapon or dangerous instrument, including any type of knife, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. A dangerous instrument is considered to be any device with the stated, implied or demonstrated intent to physically harm someone.

The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

If a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. In addition, when they have reasonable belief that a violation

has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

### **Suspension, Expulsion, and Due Process**

See Board Policies 09.434; 09.435; 09.431

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

### **Grievances**

See Board Policy 09.4281

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council;
4. Superintendent;
5. Board.

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

### **Bullying/Hazing**

See Board Policy 9.422

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

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> 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.

#### **Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

### **Harassment/Discrimination**

See Board Policy 9.42811

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422.

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Students who engage in harassment/discrimination of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to suspension and expulsion.

Students who believe they have been a victim of an act of harassment/discrimination or who have observed incidents involving other students that they believe to be an act of harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Without a report being made to the Principal, Superintendent or Title IX/Equity Coordinator, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who observe prohibited behaviors or with whom students share a complaint shall notify the Principal or their immediate supervisor, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of submission of the original written complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.  
The Superintendent/designee may take interim measures to protect complainants during the investigation. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
2. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
  - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
  - such other measures as determined by the Superintendent/designee.Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.
3. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

4. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

#### **Notification**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

#### **Prohibited Conduct**

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
4. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
5. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
6. Destroying or damaging an individual's property based on any of the protected categories.

#### **Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

#### **Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the Superintendent.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by an employee, immediate supervisor, Principal, and/or Superintendent to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective action shall be cause for disciplinary action.

### **Retaliation Prohibited**

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

### **False Complaints**

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

### **Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

### **Damages to School Property**

See Board Policy 9.421

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

### **Use of Alcohol, Drugs and Other Controlled Substances**

See Board Policy 9.423

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to/from school or a school-sponsored activity:

- Alcoholic beverages;
- Controlled drug substances and drug paraphernalia; **Any substance a) which is not legally obtainable b) may be legally obtainable but has not been legally obtained c) being used for a manner or purpose other than the prescribed or intended use. (RN)**
- Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation



has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

For access to complete and/or updated board policies, visit the district website at [www.madison.kyschools.us](http://www.madison.kyschools.us)

### **Notification of FERPA Rights**

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

**1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.** Parents or eligible students should submit to the school Principal/designee a written request that identify the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

**2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him / her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his / her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

STUDENTS 09.14 AP.111 Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

**4. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** Unless the parent or eligible student requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### ***NOTICE OF RIGHT TO REQUEST TEACHER QUALIFICATIONS***

The educators in the Madison County Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for Title 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, 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: 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. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree: and whether your child is provided services by para-educators, and if so, their qualifications.



## The Emergency Management Agency and Chemical Stockpile Emergency Preparedness Program

Dear Parents & Guardians:

It is only natural to want to get your child from school during an emergency. However, doing so could put your child and yourself at greater risk for harm. Following recommended plans and instructions will decrease your risk of harm in an emergency. **DO NOT GO TO SCHOOL** to get your child during a community emergency.

### **WHAT IS IN PLACE**

Madison County EMA/CSEPP continues working in partnership with Madison County Schools to update and exercise all emergency plans and procedures to provide the best possible safety for students, faculty, and staff. Each year schools conduct various safety drills to stay prepared for emergencies. Each year all Madison County Schools participate in the CSEPP annual exercise and evaluation. Additional emergency capabilities have been implemented at specific schools.

### **WHAT YOU CAN DO**

Educate yourself—as parents and/or guardians, you play an invaluable role in helping the schools keep your children safe.

**KNOW YOUR ZONE:** this will determine what action you will be instructed to take in an emergency.

Make an emergency plan for your family and then talk to your child or children about what each of you will do if an emergency happens during school/work hours.

Practice following your family's emergency plan.

Have an emergency kit ready with supplies to last 72 hours.

### **FOR MORE INFORMATION**

Talk with your school's principal.

Contact the Madison County EMA/CSEPP at 859-624-4787 with questions about emergency preparedness.

Refer to the Emergency Preparedness calendar sent to every Madison County resident from EMA/CSEPP.

Are you prepared? Our organization is here to help you answer that question.

Sincerely,

Carlis Richards  
Madison County EMA Director

Michael Bryant  
Madison County CSEPP Director

**Madison County EMA/CSEPP**  
**560 S. Keeneland Drive**  
**Richmond, KY 40475**

[www.madison-county-ema.com](http://www.madison-county-ema.com)  
[www.madisoncountyema.net](http://www.madisoncountyema.net)

If you know  
only one thing...

# KNOW YOUR ZONE

CSEPP SAFETY

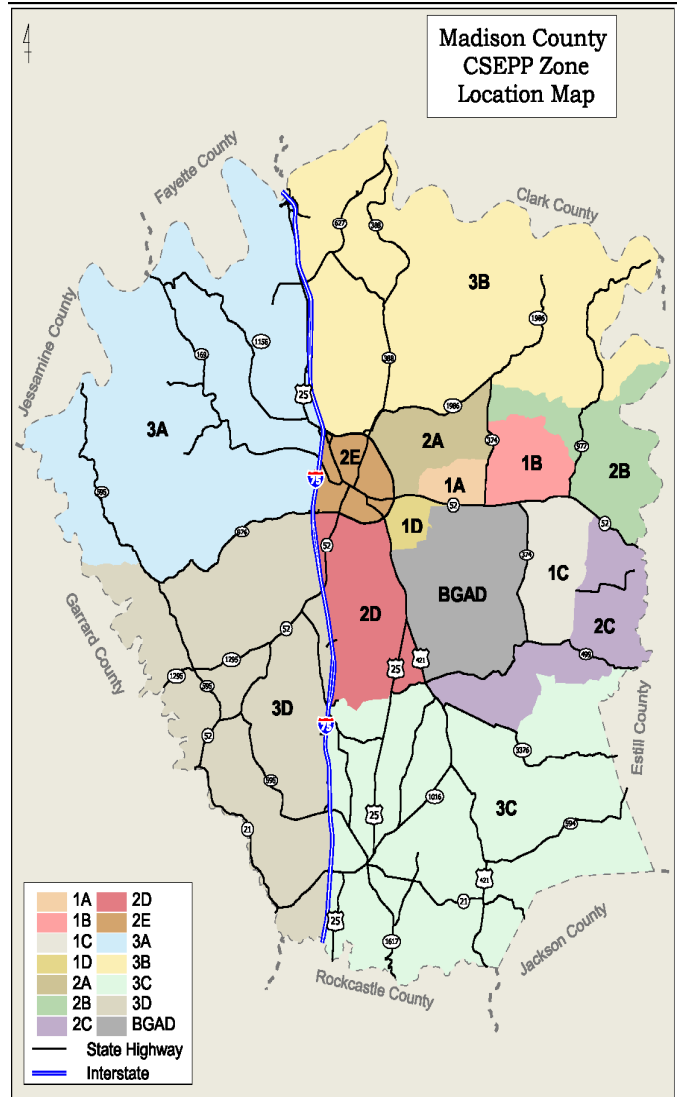
Knowledge is safety.

That's why the Chemical  
Stockpile Emergency Pre-  
paredness Program (CSEPP)  
urges you to **Know Your Zone.**

In the unlikely event of a chemi-  
cal accident at the Bluegrass Army  
Depot, which zone you are in will  
determine what action you should  
take to ensure your safety. Don't wait.  
Find out today and be prepared.

**(859) 624-4787**

**[www.Madison-County-EMA.com](http://www.Madison-County-EMA.com)**



# BASIC Emergency Procedures for Madison County Schools in the event of a **CHEMICAL ACCIDENT**

*(from a factory, railroad, interstate or the Blue Grass Army Depot)*

During an emergency from a chemical accident, your child's school will take appropriate protective actions based on the type of emergency if your child's school is at risk. The two basic types of protective actions that will be recommended are (1) *Shelter-In-Place* and (2) *Evacuate*. Below are general outlines of the steps your school will take to follow both plans. **BE SURE TO SEE YOUR SCHOOL'S PRINCIPAL AND STAFF FOR YOUR SCHOOL'S SPECIFIC EMERGENCY PLAN.**

## SHELTER-IN-PLACE

- Announcement over the public address (PA) system that an **EMERGENCY SITUATION** exists and everyone is to implement Shelter-in-Place procedures.
- All classes are to proceed (or remain) in their designated Shelter-in-Place location.
- Terminate all outdoor activities (i.e., physical education classes) and **BRING ALL STUDENTS INDOORS**.  
**NOTE:** If bus drivers or parents are outside, they will be brought inside the building. No one is to be left outside the building.
- Assigned staff will lock all doors and post Shelter-in-Place notices at building entrances.
- Ensure all heating/ventilation/air conditioning systems have been turned off.
- **NO ONE SHOULD LEAVE THE SHELTER-IN-PLACE PROTECTION AREAS** until told it is safe to do so.
- Assigned staff will monitor the Advisor Alert Radio and the local radio station or cable television for further emergency instructions and for information on when it is safe to ventilate the building. Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

**PARENTS: Do not interfere with Shelter-in-Place procedures or attempt to check out your child. Being exposed to the outside air could put you, your child, other children and staff at the school in danger. Because many chemicals cannot be seen or smelled, you may not be aware of the location or extent of a chemical release.**

**Frequently Asked Questions:**

*How long will the school be sheltered in place?*

- Typically 2-4 hours

*What happens after Shelter in Place?*

- If it is determined that your child's school and surrounding area was not and is not at risk of detrimental effects of a chemical incident/ accident, the school will be instructed to EXIT SHELTER IN PLACE, and may resume its normal activity.
- If it is determined that remaining at the school or in the surrounding area poses any health risks, the school will "Relocate" to the pre-determined host school outside of Madison County.

## **EVACUATE**

**The school will be alerted by an outdoor siren or indoor Advisor Alert Radio to evacuate based on the type of emergency that poses a risk, and if there is enough time to implement evacuation procedures.** Assigned staff should/ will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

- Announcement over the public address (PA) system that an *EMERGENCY SITUATION* exists and everyone is to prepare for evacuation.
- All students and staff will report to their pre-designated areas for loading on buses.
- Assigned Staff will ensure student rosters; medical cart, student identification wristbands, and other vital information for student release and family reunification are prepared for transport.
- Students and staff are loaded onto buses.



- Teachers and staff that have been CSEPP trained and with CDL licenses will transport students and staff to pre-designated host schools outside Madison County.
- Designated staff will assist with student accountability.
- Designated staff will “sweep” the building to ensure no one is left behind.
- Designated staff will post Notice of Evacuation.

**PARENTS: Do not interfere with evacuation procedures as it will slow the process and could put you, your child, other children, and staff at the school in danger. Listen for official instructions as to when it is safe to travel to the pre-designated host school and check out your child at that location.**

School Administration will be in contact with the Madison County EOC throughout the evacuation process to report the student census, confirm completion of evacuation, arrival at the host school.

To Learn More About Emergency Preparedness,  
contact:



Madison County EMA/CSEPP  
558 S. Keeneland Drive  
Richmond, KY 40475  
(859) 624-4787  
[www.madisoncountyema.net](http://www.madisoncountyema.net)