

# *White Hall Elementary*

*A Tradition of Academic Excellence - WH - A Future of Leaders -*

Established 1919 -

## **Student Handbook**



### **Student/Parent Handbook Communication Plan:**

• A student/parent handbook will be placed on the White Hall website. • This handbook has been prepared to assist students and parents with the understanding of procedures and policies at White Hall Elementary. • It is to be read and discussed between the parent and child, for this is the basis of a successful collaboration between the home and school.



**MADISON COUNTY SCHOOLS NOTICE OF NON-DISCRIMINATION**

**Madison County Schools does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, or genetic information in educational programs, activities, and employment and provides equal access to the Boy Scouts and other designated youth groups as set forth in compliance with federal and state guidelines. The following person is responsible for coordination of compliance efforts and has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Madison County Schools, 301 Highland Park, Richmond, KY; 859-624-4500.**

## **ATTENDANCE POLICY**

Every student is required to attend school all day in the state of Kentucky. White Hall Elementary expects excellent attendance. Student achievement is directly related to school attendance.

Kentucky State Law (KRS 159.010) places the responsibility of school attendance with the parents/ guardians. District policy (09.123) allows four (4) parent notes per semester for excused student absences. Note must be received within three (3) days upon student returning to school.

School Hours: 8:00a.m. – 3:00p.m

**Excused Absences: (KRS 159.010)** Students who are absent (away from school more than 60 minutes a day) must have a legitimate excuse. Some examples are: illness, doctor visits (medical, dental, eye, orthodontic), observance of religious holidays and/or activities, serious illness of immediate family member, death in family or other valid reasons as determined by the principal. When a student is absent, within 3 days of the student's return to school, the parent/guardian must send a doctor's note or valid parent note to the teacher with the necessary information (**student's first and last name, date of absence(s), reason for the absence and parent/guardian signature**). If the teacher does not receive the note within 3 days, the absence will be considered unexcused. The student will be allowed to have 4 excused absences with a valid parent/legal guardian note per semester. Each semester after the 4<sup>th</sup> excused absence with a valid parent/guardian note, the student must have a doctor's note in order for the absence to be excused. First semester unused valid parent/guardian notes will not carry over to the second semester.

### **Tardiness**

A tardy will be recorded when a student reports to school between the hours of 8:00 a.m. and 10:30 a.m. or checks out for 2 ½ hours or less. Doctor notes or valid parent notes are required to excuse a tardy.

### **Late Arriving To School**

When a student arrives at school after 8:00 a.m., the parent/legal guardian (or designated adult) must come to the office with the student to sign in the student.

### **Leaving School Early**

When a student must leave school before 3:00 p.m., the parent/legal guardian (or designated adult) must come to the office to check-out the student. The person checking out the student must show their driver's

license to the office person. Also, the person must be on the student's signature card, which is given out at the beginning of the year. If that person is not on the card, the student will not be allowed to go with the person.

### **Unexcused Absences and Tardies**

According to the Madison County Board of Education Policy on Absences and Excuses, "Any pupil who has been absent from school without valid excuse for three (3) days or more, or tardy six (6) days or more, is truant. A pupil who has been reported as truant two (2) or more times is a habitual truant." At WHES, a student cannot have more than 6 unexcused absences or 12 unexcused tardies in a school year. More than 6 unexcused absences are considered habitual truancy. If necessary, truancy/educational neglect may be filed.

### **TRUANCY – HB 72**

- 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 3 or more days or tardy without valid excuse on 3 or more days as **truant**.
- Identifies as a habitual truant, a student who has been reported as truant 2 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 18<sup>th</sup> 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.

### **School Cancellations/Emergency**

Severe weather or an emergency can necessitate the delay or cancellation of school. Whenever schools are delayed, dismissed, or cancelled, an announcement will be made using the OneCall Now system, local radio stations, TV stations and Madison County cable television channel 9.

## **FOOD SERVICE**

Children need healthy meals to learn. Madison County School District offers healthy meals every school day at White Hall with no charge to students.

The cafeteria also offers extra items at an extra charge. We recommend that you put money on your child's account for such items. You may do so by using the "New Online Meal Prepayment System" at **mySchoolBucks.com**. You will be able to track your student's meal account through this online system. The food service staff is preparing meals for the students and interruptions throughout the day effects the food preparation. You are always welcome to send a note and/or payment with your student. Please send in a sealed envelope with the student name. If you need information concerning your child's account please

contact:

\* Helen Rhodus, Cashier – available 10:00-10:30a.m. (859)625-6134

\* Stacey Wilhoite, Child Nutrition Manager –([stacey.wilhoite@madison.kyschools.us](mailto:stacey.wilhoite@madison.kyschools.us)) available 2-3p.m. (859)-625-6134.

**Parents and guardians are strongly encouraged to eat with their child during breakfast and lunch, but NO COMMERCIALY sold food/drink will be allowed or carried into the cafeteria during these times.**

### **ITEMS ALLOWED AT SCHOOL**

Students may have portable games and any other hand held electronic devices. The student may use them while riding the bus, while waiting to go to class in the mornings, and during recess. **Students may have cell phones, iPads, etc., but they will need to stay off and in their backpack. An exception will be eBook devices with no internet connections.**

**Consequence:** If any of the items listed in the above paragraph are visible during any other part of the day, the teacher or staff person will take it away from the student and turn it over to the Principal. The parent will have to come to school to retrieve the item. Then, the student will not be allowed to bring the item to school again. If a student chooses to use a cell phone or have it turned on during the day, the phone will be turned over to the principal. The parent must retrieve it from the principal with the understanding the student will not be allowed to bring it to school.

**WHITE HALL ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR ANY OF THE ABOVE ITEMS IF THEY ARE LOST OR STOLEN DURING THE SCHOOL DAY.**

## **TRANSPORTATION**

### **BUS RIDERS**

- Loading and Unloading: All students should board and disembark only in the designated area. - A child may ride a different bus than assigned as long as there is a written note from the parent that is dated and specifically states the changes.
- White Hall's school personnel will escort students to the school bus.

### **DROP OFF and/or PICK UP POLICY for PARENTS of CAR RIDERS**

The safety and welfare of our students is a top priority at White Hall. In order to provide a safer environment for the students, it has become necessary to address some concerns in regard to the morning drop-off and afternoon pick-up procedures. We are asking for your cooperation in following those procedures. The limited parking in the back of our school creates a safety concern for our students and faculty; **therefore, drop-offs on the side and parking in the back are not permitted.** Compliance to these safety guidelines will make it possible for our facility and staff to provide a safer and more efficient environment for the students at White Hall Elementary. We must work together for the safety of ALL our students!

**\*No student should be dropped-off or picked up in the faculty/staff parking lot or Harper's Square, unless prior arrangements have been approved by the principal.**

1. **Location of the Car Rider Circle:** the care rider circle is located in the back of our school. To reach this circle, turn on Keystone, then Aqueduct.

2. **All Car Riders:** All students that are car riders should be dropped off and/or picked up at the car-rider circle. If you have a student enrolled at White Hall and/or a middle/high school student that rides the shuttle bus to White Hall, they must be picked up/dropped off in the back. Your older children may walk through the building to reach the car-rider circle. **Please stay in a single file line, have your car tag and please drive through the circle to pick up your child. Walking to pick up your child in the back is a safety risk. If you do not have your car tag, you will be asked to pull around and come into the office to check your child out.**

3. **Morning Drop-Off:** Students need to be dropped off in the car-rider circle from 7:30a.m. to 8:00a.m. **NO student should be at the car-rider circle after 8:00a.m. All students must be signed in at the front office after 8:00a.m.**

4. **Afternoon Pick-ups:** School is dismissed at 3:00p.m.; your child will be available for pick-up in the car rider circle at that time. Pick-up generally lasts until 3:20p.m., so please make sure that your child is picked up by that time. **ALL CAR-RIDERS SHOULD BE PICKED UP IN THE CAR-RIDER CIRCLE, UNLESS YOU ARE CHECKING YOUR CHILD OUT OF SCHOOL EARLY, THEY WILL BE DISMISSED TO THE CIRCLE.**

5. **Daily Transportation Changes:** If there is a transportation change for your child, the best method is to send a note to the homeroom teacher. Any transportation **changes need to be made to the school office before 11:00a.m.** When calls are made after this time to change a child's PM transportation, both difficulties and liabilities for the students and teachers are increased. Interruptions to the class also interfere with the learning taking place in the classroom for students. Please do not text, email or fax transportation changes; emails may only be checked at the beginning and end of the school day – this method is not reliable for daily changes.

## **RULES AND REGULATIONS FOR STUDENTS WHO ARE CAR RIDERS**

### **Rules To Follow While Waiting Inside:**

- Remain seated until your name is called
- Whisper if you must talk.

Students who break these rules will be given a strike. Three strikes will result in a mandatory phone conference by the teacher. If misbehavior continues, a conference with the school principal will be scheduled.

### **Rules To Follow When Outside:**

- Walk on sidewalk
- Wait until vehicle stops before entering and exiting
- Listen and obey adults on duty

### **Helpful Hint to Ensure Safety and Efficiency:**

\*The child's last name will be called over the intercom by the back-door staff. Child will exit building. \*You will be given a vehicle tag to hang from your mirror – make sure it is visible to the person calling names.

\***SAFETY PRECAUTION:** Any person without a name tag will be asked to go to the office to collect your child. **NO EXCEPTIONS.**

\*Please notify your child's teacher if you need additional car tags.

\*Please pull forward to the sign at the end of the sidewalk pulling up as close as you can to the vehicle in front of you allowing more students to exit/enter at the same time.

Each child should be ready to enter/exit when the vehicle comes to a complete stop. \*Cars are to stay in a single file line. **There should be no cars passing other cars for safety reasons.**

## GENERAL INFORMATION

### School Fees:

A \$7.00 per student fee is to be paid to the homeroom teacher. This fee will be waived for some students and they will be notified by the teacher.

### Student Health Services

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. White Hall will have a school nurse on staff Monday-Thursday and 1/d day on Friday. Whitney Cox and Robin Swafford are White Hall's assigned nurses.*

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.

### Visitors and Volunteers

Visitors are welcome. For safety the front door is locked and monitored by camera. Please ring the bell and answer the speaker. The secretary will release the lock. **All visitors must sign-in at the office, show a driver's**

license or valid picture ID and obtain a visitor's pass. This pass must be worn at all times. This is for your child's protection! All visitors to the school must conduct themselves so as not to interfere with instruction or operation of the school. You are encouraged to volunteer and welcomed to schedule visits with the classroom teacher. Making appointments are highly encouraged.

### **Notice of Right to Request Teacher Qualifications**

Because our District receives federal funds for Title I programs as a part of the No Child Left Behind Act (NCLB), you may request information regarding the professional qualifications of your child's teacher(s).

If you would like to request this information, please contact Dustin Brumbaugh, Human Resource Director by phone at 624-4500 or by e-mail at [dustin.brumbaugh@madison.kyschools.us](mailto:dustin.brumbaugh@madison.kyschools.us) Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or e mail address where the information may be sent.

### **North Madison Family Resource (FRC)**

The Kit Carson/White Hall Family Resource Center was created as part of the Kentucky Education Reform Act (KERA). The Center is another way that the White Hall community provide services to enhance the students' ability to succeed in school. Our services of the Family Resource Center are available at no cost to all children, parents and families with students who attend White Hall Elementary School. The North Madison Family Resource Center is here to assist children and their families in any way we can. Please contact the center at (859)625-6136, ext. 1731.

Stephanie Beard, Director FRC [stephanie.beard@madison.kyschools.us](mailto:stephanie.beard@madison.kyschools.us)

Tonia Sparks, FRC [tonia.sparks@madison.kyschools.us](mailto:tonia.sparks@madison.kyschools.us)

### **Food Donations for School Parties or Functions**

All food that is sent or brought to school for students must be store bought and in the original container with the label attached. **We cannot accept home baked goods for students.** With student allergies, this is a way to ensure the safety of the students.

### **Outside Food from Restaurants or Fast Food**

No outside food can be brought into the cafeteria for students or adults. If you are visiting to have lunch with your child, please plan to either eat in the cafeteria or bring a sack lunch from home.

### **White Hall Parent Teacher Organization (PTO)**

The White Hall PTO meets monthly at school. This organization is comprised of parents and teachers supporting their school. Attendance is open and interested persons are invited.

### **School Based Decision Making Council**

The Council is an elected representation of teachers and parents under the leadership and guidance of the school principal. "The school council shall have the responsibility to set school policy consistent with district board policy providing an environment to enhance student achievement and help the school meet the goals established by KRS 158.645." For more information on the White Hall School Council, please visit the Madison County Schools/White Hall webiste.



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

### **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.

### **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 & 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 of 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.



## 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 Madison County School is requested to 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 EMA Deputy Director

Madison County CSEPP Director

### **Integrated Pest Management Notification**

*Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are*

*present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.*

## **Madison County Schools Code of Acceptable Behavior and Discipline**

David Gilliam-Superintendent  
301 Highland Park Drive  
Richmond, Kentucky 40475  
Telephone: (859) 624-4500  
[www.madison.kyschools.us](http://www.madison.kyschools.us)

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 of reporting 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.

### **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.

## **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. 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. Schools should involve family members to help them understand the roots of a student's behavior and consider possible prevention and remediation strategies before choosing what punishment to apply. Schools must consider all extenuating circumstance before imposing the punishment of expulsion

### **Five Levels of Misconduct:**

1. Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school. Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.

- Examples: Including but not limited to:

- Inappropriate dress
- Non-defiant failure to complete assignments
- Failure to carry out directions
- Minor Misbehavior on bus, or during school sponsored or endorsed activities
- School tardiness
- Failure to bring needed materials to class
- Minor disruption of classroom instruction
- Impolite, disrespectful, dishonest communication with peers or staff

- DISCIPLINARY RESPONSE PROCEDURES:

- There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
- Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.
- Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.

- RESPONSE OPTIONS:

- Verbal reprimand/warning
- Special assignment
- Counseling
- Withdrawal of privileges
- Time-out
- Detention/I.S.S.
- Individual conference
- Parent contact/conference
- Confiscation of inappropriate materials
- Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP)

2. Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school. 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.

- Examples: Including but not limited to:
  - Continuation of Level I misbehavior
  - Truancy
  - Using forged notes or excuses
  - Directing profanity or obscene/offensive gestures toward staff
  - Disruptive physical contact with other students
  - Leaving class without permission
- DISCIPLINARY RESPONSE PROCEDURES:
  - There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
  - Teacher's response includes documentation of misbehavior and notification is sent to administrator.
  - The administrator meets with the student and/or teacher and effects the most appropriate response.
  - A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
- RESPONSE OPTIONS:
  - Continuation of Level I responses
  - Referral to outside agency
  - Suspension

3. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

- Examples: Including but not limited to:
  - Repeated Level II misbehavior
  - Vandalism
  - Theft
  - Possession of stolen property
  - Use or possession of tobacco/e-cig/vaporizer products.
  - Academic dishonesty
  - Behavior that demonstrates gang/neighborhood crew affiliation
  - Sexual acts on school premises or at school-related functions
  - Leaving school without permission
- DISCIPLINARY RESPONSE PROCEDURES:
  - The student is referred to administrator for appropriate disciplinary action. ○ The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
  - The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).
  - School officials will contact appropriate law enforcement agency if necessary.
- RESPONSE OPTIONS:
  - Continuation of Level I and II responses
  - Alternative Education Plan
  - Expulsion
  - Referral to appropriate law enforcement agency
  - Replacement of damaged property

4. Serious misbehaviors which pose a direct threat to the safety of others in the school or are a violation of the law.

- Examples: Including but not limited to:

- Repeated Level II misbehaviors
- Harassment
- Bullying
- Threat/intimidation
- Assault/battery
- Arson
- Furnishing/selling drugs or other controlled substances including alcohol and “look alike” substances.
- Activating a false alarm
- Inciting others to violence or disruption
- Possession of a weapon or replica not subject to the Gun-Free School Act.
- DISCIPLINARY RESPONSE PROCEDURES:
  - Administrators are required to follow a set of responses outlined by the Madison County Board of Education.
  - Refer to emergency response action plan for procedures if necessary.
  - Follow due process as outlined by the disciplinary referral form.
  - The student is removed from the school environment by suspension. Parents are notified.
  - School officials will contact appropriate law enforcement agency and assist in prosecuting violator.
  - A complete and accurate report is submitted to the superintendent for consideration and possible board action.
  - Inform the student of counseling, therapeutic and/or other assistive programs.
- RESPONSE OPTIONS:
  - Parental conference
  - Suspension from school and/or bus
  - Alternative Education Programs
  - Expulsion or other board action which results in appropriate placement
  - Referral to law enforcement agency
  - Make restitution for damages
  - Referral for counseling or therapeutic services

5. Level 5 behaviors lead to the most severe punishments.

- Examples: Including but not limited to:
  - Pending/current expulsion from district of prior enrollment
  - Violations of the Gun-Free Schools Act
  - Threat of violence against school/students/staff which cause the cancellation/dismissal of school
  - Documented pattern of Tier 4 behavior
- DISCIPLINARY RESPONSE PROCEDURES:
  - Administrators are required to follow a set of responses outlined by the Madison County Board of Education.
  - Refer to emergency response plan for procedures if necessary
  - Follow due process as outlined by the disciplinary referral form.
  - The student is removed from the school environment by suspension. Parents are notified.
  - School officials will contact appropriate law enforcement agency and assist in prosecuting violator.
  - A complete and accurate report is submitted to the superintendent for consideration and possible board action.
  - Inform the student of counseling, therapeutic and/or other assistive programs.

• RESPONSE OPTIONS:

- An out-of-school suspension for 11-90 days or expulsion.

## Related Board Policies

### Alcohol, Drugs and Other Controlled Substances-Board Policy

#### 9.423 Assaults and Threats of Violence-Board Policy 9.425

- KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least \$1000** up to \$10,000 under KRS 534.030.

#### Bullying/Hazing-Board Policy 9.422

- **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.

#### Damages to School Property- Board Policy 9.421

#### Grievances-Board Policy 09.4281

##### Harassment/Discrimination -Board Policy 9.42811

- **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.

#### Physical Restraint- Board Policy 09.4

#### Search and Seizure-Board Policy 09.436

#### Student Records-Board Policy 09.14

#### Weapons-Board Policy 05.48

#### Suspension, Expulsion, and Due Process-See Board Policies 09.434; 09.435; 09.431

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

## **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; or

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.

## **Statement on 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 procedures to communicate and respond to instances where there is a lack of academic integrity.

### **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

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## **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.

