

Code of Conduct and School Information

McCreary County Schools 2011-2012



Destination: Graduation
Guiding Students to
Dream ... Achieve ... Succeed

Guide to Success



Vision

All of our students graduate with the skills to achieve their dreams and adapt in a changing global society.

Mission

To provide all students with individual educational and social experiences that enable them to succeed and attain maximum potential so they can be effective contributors to the community and nation.

Revision Committee

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MCCREARY COUNTY BOARD OF EDUCATION

Stuart Jones, Chairperson
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Arthur D. Wright, Superintendent

To become a national leader in education, we believe:

High Expectations: *Highest expectations lead to higher achievement.*

Teamwork: *Students, families, staff, and community working collaboratively and creatively best supports student success.*

Student Responsibility for Learning: *Our students must be active participants in their educational experience.*

Cultivation of Creativity: *Each student's creative potential must be nurtured, which leads to a love of learning and the ability to innovate.*

Diversity: *Embracing our diversity creates a stronger and enriched learning environment.*

Continuous Improvement: *Data must be used to evaluate and make changes when needed.*

Safety: *Schools and work sites must be safe and secure environments for students, families, and staff.*

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The Purpose

The purpose of the Code of Conduct is to provide information concerning the guidelines and procedures governing student conduct and discipline to ensure wholesome learning environments are maintained in all McCreary County Schools. The McCreary County Board of Education believes each individual student and situation must be considered and any extenuating circumstances must always be reviewed for the welfare of our students. The Code is intended to act as a guide to ensure students are treated fairly while exercising enough flexibility to address individual cases. This flexibility is meant to enhance the learning environment.

A secondary purpose of the Code of Conduct is to provide a 'one stop shop' for parents and guardians to obtain necessary forms, documents and information. Information on enrollment, student absenteeism, important dates and other compliance related issues are provided in this booklet. Our goal is to provide consistent, district-wide communication.

The Code of Conduct applies to all students enrolled in McCreary County Schools and is reviewed annually. Parents and students are asked to review this handbook. Please keep this handbook as a reference during the school year. Contact your child's principal if you should have any questions regarding the Code of Conduct or other information included in this handbook. Additional copies are available through your child's school office or online at www.mccrearyschools.us.

Superintendent's Message

Dear Parent/Guardian:

The McCreary County Board of Education is committed to maintaining a safe and orderly school environment in which students receive a quality education. To achieve this goal, the board has established a Code of Conduct to provide parents and students a set of expectations for student behavior. This Code of Conduct is designed to keep our students in school so they can continue to learn and be successful.

The success of school discipline depends upon a collaborative effort among home, school and community. By working together we can achieve the goals we all want - safe, orderly schools and a quality education for your child. Please read this Code of Conduct and discuss it with your child. With your support and encouragement, we are confident your child will be successful and will meet the behavioral expectations of McCreary County Schools.

Wishing you the best,



*Arthur D. Wright, Superintendent
McCreary County School District*

Parent Information

Parents/Guardians:

- 1) **Please review this document with your child.**

- 2) **Complete the forms on pages 50-54.**
The following forms need to be returned to the school as soon as possible:
 - Handbook Consent Form
 - Student Enrollment / Emergency Information Form
 - Consent to Release Student Information
 - Computer / Internet Acceptable-Use of Technology Agreement and Survey
 - School Bus Safety Agreement
 - Lunch Forms

- 3) **Please keep this Handbook for a reference during the school year.** Contact your school principal if you have any questions regarding the code of conduct or other information included in this document. An electronic copy is available on the District website at www.mccreary.kyschools.us

If you or someone you know needs this handbook and other school information translated to another language or another mode of communication, please contact the school or superintendent's office.

Non-Discrimination Notice

The McCreary county School District does not discriminate on the basis of sex, race, color, ancestry, religious or political beliefs, national origin, marital status, age or disability. Any persons having inquiries concerning this may contact The McCreary County Board of Education, 120 Raider Way, Stearns, KY. 42647

Policy and Philosophy Statement

The ultimate purpose of education is to help students explore and embrace their capabilities in order to become effective citizens. Developing personal discipline and accepting responsibilities is a major part of this task.

The McCreary County Board of Education's primary concern in the area of discipline is that all our students have the opportunity to learn in an environment most conducive to learning. Discipline interventions are used when a student displays unacceptable behavior. In order to ensure a safe learning environment for all other students, teacher Assistance Teams at each building may help provide intervention and strategies.

The following definitions serve as guidelines in the development of a district wide code of student conduct.

CITIZENSHIP is the status of being a member of McCreary County Schools, entitled to the privileges and obligations of that membership.

DISCIPLINE is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and the rights of self and others. Acceptable discipline ensures an orderly environment where all people can live and learn to their full potential.

Ideal discipline is self-directed and self-controlled. Schools, community, and parents share responsibility for helping every student develop positive self-discipline. A student's age is factored into determining appropriate expectations of self-control and self-discipline. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.

RESPECT FOR SELF, OTHERS, AND PROPERTY is based upon accepted traits acknowledged by a majority of the school community, which individuals are willing and able to recognize in themselves or others that leads to high standards of conduct.

The Code of Student Conduct provides grievance procedures to promote an atmosphere of open communication and fairness as required by constitutional due process.

This Code of Student Conduct encourages behavior that will enable students to develop to their fullest potential. Students are responsible for this Code in school, at school sponsored or school related activities, as well as to and from school. It is expected that sound, fair, and equitable judgment should be considered by students, teachers, principals, parents/guardians and others when applying the Code's policies. This policy applies to all students in the McCreary County School system.

Rights and Responsibilities

Student Rights and Responsibilities

In order to enable students to develop to their fullest potential it is necessary to establish cooperative relationships among students, parents, and educators. These types of cooperative relations are achieved through the following responsibilities.

Students have the *right* to:

- *exercise* their guaranteed rights as provided by the constitution of the United States and the Commonwealth of Kentucky;
- *express* their opinions as long as no evidence exists that they are interfering with the operation of the schools or that their assumed rights are infringing on the rights of others;
- *participate* without discrimination because of sex, race, color, national origin, religion or handicap in educational opportunities and school activities that the board sponsors and for which the student qualifies. (Title VI, The Civil Rights Act of 1964, Title IX, The Educational Amendments of 1972, and Section 504, Rehabilitation Act of 1973, American Disabilities Act of 1990);
- *be* treated as individuals and to expect equal, consistent and just decisions from employees of the district; procedural due process concerning major disciplinary actions against them;
- *file* grievances for alleged violations of federal laws in accordance with the grievance procedures established by Title IV (Sex Discrimination), the Rehabilitation Act of 1973 and others. Students have the right to a fair and impartial hearing before a board-appointed compliance officer;
- *receive* academic grades based only upon academic achievement;
- *access* their records, as well as the right to guaranteed confidentiality of their academic records outside the school system.

Students have the *responsibility* to:

- *assume* an increasing number of responsibilities as they mature and progress through the school system. Teachers shall guide students in defining and assuming responsibilities.
- *respect* the rights of all fellow students and to follow the regulations and policies established by school authorities;
- *treat* their teachers and other school employees with respect and to obey their directives;
- *join* with other members of the school community to establish a climate for learning that will permit all students to achieve their maximum potential.
- *respect* the rights of all fellow students and to follow the regulations and policies established by school authorities;
- *treat* their teachers and other school employees with respect and to obey their directives;
- *join* with other members of the school community to establish a climate for learning that will permit all students to achieve their maximum potential.

Rights and Responsibilities

Parent Rights and Responsibilities

Parents/Guardians have the *right* to:

- *send* their child to a safe and secure school where learning is valued;
- *know* that disruptions to the learning process will be dealt with fairly and swiftly;
- *expect* high academic standards to be maintained within the school environment;
- *receive* reports of their child's academic progress;
- *review* any pertinent information contained in their child's personal school records;
- *expect* their child's records are maintained in a confidential manner (KY Family Education Rights and Privacy Act and Federal Family Educational Rights and Privacy Act);
- *enroll* their child in the McCreary County School District where they shall attend classes regularly and promptly with minimal interruptions.

How Parents Can Get Involved in School

Ask your child,
"How was school today?"
Read to your child every day.
Check homework every night.
Attend teacher conferences.
Stay in touch with teachers all year.
Make sure your child gets plenty of
sleep.
Limit TV on school nights.
Acquire an Infinite Campus Parent
Portal Account
Join PAC

Parents/Guardians have the *responsibility* to:

- *establish* and maintain a positive attitude toward education, at home and outside of
- *show* an interest in their child's schoolwork and communicate with the school;
- *encourage* their child's regular attendance and report any absence to the school;
- *inform* their child about the disciplinary procedures of the school, emphasizing the importance of each procedure;
- *ensure* their child exhibits neatness and cleanliness in personal attire and hygiene;
- *cooperate* with the school when their child is involved in a discipline matter;
- *provide* written documentation of any student who has an existing, documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function (KRS 161.195);
- *support* the efforts of school personnel;
- *demonstrate* respect for teachers, administrators, and school personnel at school and at all school related activities;
- *provide* and keep current, accurate, up-to-date census information on file at each child's school;
- *provide* adequate supervision for their child at all times when they are absent or suspended from school.

Rights and Responsibilities

Teacher Rights and Responsibilities

Teachers have the *right* to:

- *receive* the support of co-workers, administrators, and parents;
- *work* in an educational environment with minimum disruptions;
- *expect* all assignments, including homework, to be completed and turned in as assigned;
- *remove* any student whose behavior significantly disrupts a positive learning environment for up to one (1) class period, during which time the student will be in the office or other designated areas; safely from physical harm and freedom from verbal abuse; written information, including the nature of the student behavior, on any student with whom they are to work with or come in direct contact with, when there is a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function (KRS 161.195);
- *provide* input that aids in the development of policies that relate to their relationships with students and school personnel;
- *take* action necessary in emergencies to protect their own person or property or the persons or property of others in their care.

Teachers have the *responsibility* to:

- *meet* and instruct assigned classes in the assigned location at the designated time;
- *plan* a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students;
- *create* a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students;
- *prepare* for classes and show written evidence of preparation upon request of immediate superior'
- *guide* the learning process through established curriculum goals and clear objectives to meet the goals;
- *maintain* student confidentiality;
- *employ* a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved;
- *implement* the district's philosophy of education, instruction goals, and objectives at all times;
- *regularly* assess the accomplishments of students and provide progress reports, including reports to parents as required, and/or Individual Education Program and course curriculum outlines when appropriate;

Rights and Responsibilities

Teacher Rights and Responsibilities (continued)

Teachers have the *responsibility* to: (continued)

- *regularly* assess the learning needs of students and seek the assistance of district specialists as required;
- *take* all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- *maintain* accurate, complete, and correct records and their confidentiality as required by law, district policy, and administrative regulation;
- *assist* administration in implementing all policies and rules governing student conduct for the classroom and school related activities as set forth by the McCreary County Code of Student Conduct;
- *make* provisions for being available to students and parents for education-related purposes outside the instructional day;
- *plan* and supervise purposeful assignments for aide(s) and volunteer(s) and evaluate their job performance in cooperation with department heads of instruction and guidance;
- *maintain* and improve professional competence;
- *attend* staff meetings and serve on staff committees required;
- *act* in accordance with the bylaws and policies as set forth by the McCreary County Board of Education, Kentucky Revised Statutes and Kentucky Administrative Regulations;
- *carry out* all duties as directed by the principal.

Notification to Parents of Teacher Qualifications

The federal law defines a Highly Qualified teacher as one who is: fully certified and/or licensed by the state; holds at least a bachelor's degree from a four-year institution; and demonstrates competence in each core academic subject area in which the teacher teaches. Core subject areas include: English, reading, language arts, mathematics, science, foreign languages, civics and government, social studies, economics, arts, history, geography, and kindergarten through Grade 5 (K-5).

The federal No Child Left Behind law requires that Title I schools inform parents if their child is assigned a teacher for four or more consecutive weeks who is not considered to be Highly Qualified as defined by the federal law. Should this be the case with your child's teacher, you will receive notification in the form of a letter from the school.

The McCreary County School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom.

If you have any questions regarding the teaching qualifications of your child's teacher, please feel free to contact [the personnel director at \(606\) 376-2591](mailto:personnel@mccreary.ky.gov)

Rights and Responsibilities

Principal/ Designated Educator Rights and Responsibilities

Principals/Designated Educators have the *right* to:

- *receive* the support of students, parents, teachers, and other school officials in order to carry out the educational programs and policies established by the school system;
- *provide* input for the establishment of procedures and regulations that relate to the school;
- *be* protected from physical harm and verbal abuse;
- *have* written knowledge of any student who has an existing, documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function (KRS 161.195);
- *take* necessary action in emergencies to protect their own person or property or the persons or property of those in their care;
- *suspend* any student whose conduct disrupts the educational process;
- *administer* a school environment that provides the proper learning environment.

Principals/Designated Educators have the *responsibility* to:

- *establish* and maintain an effective learning climate in the schools;
- *provide* leadership for the school in regard to community input and parental participation;
- *administer* fair and equal discipline that follows the guidelines set forth in the Code of Student Conduct;
- *provide* written documentation of a staff member who supervises any student and who has a history of physical abuse of a school employee or carrying a concealed weapon on school property or at a school function. (KRS 161.195);
- *maintain* confidentiality of student records in accordance with law;
- *plan*, implement, and evaluate the total instructional program;
- *establish* a program to disseminate information explaining the Code of Student Conduct to the school community.

SPIRIT OF SPORTSMANSHIP

McCreary County School system appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

Family Educational Rights and Privacy

The Family Education Rights and Privacy Act (FERPA) gives parents and eligible students (over 18 years of age or students attending a postsecondary institution), certain rights with respect to educational records.

The right to inspect and review the student's education records

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected. Records must be available to parents or eligible students within forty-five (45) days from the day the District receives a request for access.

The right to request an amendment to the student's education records

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, you will be notified of the decision and advised 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.

The right to consent to disclosure of personally identifiable information contained in education records.

One exception that permits *disclosure without consent* is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by a 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 when the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District will 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.

*The District has the right to disclose 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, guardian, or eligible student requests in writing that the District **not release** information, the student's name, address, and telephone number (if listed) will be released to Armed Forces recruiters upon their request. Please complete the form on page 50 for this purpose within thirty (30) days of the start of the school year or enrollment in the McCreary County School District.*

Family Educational Rights and Privacy

Confidential Records and Disclosure of Student Information

Confidentiality of student educational records

Student educational records are maintained in secure locations in each school and district office. Personnel are trained annually concerning confidentiality of student records. School and district administrators, teachers, clerical and support staff, nurses, counselors, paraprofessionals, contracted service providers, who are involved in a student's education, have a legitimate educational interest or the "need to know" has authority to access, review and/or release student records.

Disclosure of directory information

The District may disclose personally identifiable information from the educational records of a student if that information has been designated as "directory information." The Board of Education has approved "directory information" to include: student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs/picture, grade level, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended by the student.

Written consent to release student information and records

The written consent of the parent, guardian or eligible youth is required to release student information and records except as follows:

- to school officials with legitimate educational interests, such as administrators, supervisors, instructors, teachers, support staff (including health or medical staff, law enforcement unit personnel);
- to persons serving on the Board of Education;
- to persons or companies with whom the District has contracted to perform a special task (i.e. attorney, auditor, consultant, evaluator, or therapist, third party Medicaid biller);
- to 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;
- to school official who has a legitimate educational interest to review an education record in order to fulfill professional responsibilities including Kentucky Department of Education employees;
- to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals;
- upon the request of another school in which a student seeks or intends to enroll;
- to Armed Forces recruiters as requested (only student's name, address, telephone number (if listed));
- to others as authorized by federal and state laws, i.e. law enforcement officials with a subpoena.

Family Educational Rights and Privacy

Destuction of Records

Destruction of records

The District retains student records as required by the Commonwealth of Kentucky. A record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed are retained indefinitely. Other records are destroyed according to a prescribed schedule ranging from 1 year to 5 years following graduation or withdrawal. You may request a copy of the schedule of record retention from school principal or other District administrator.

Destruction of Special Education and Services Records

In accordance with district procedures and records retention guidelines, the following special education records housed at the McCreary County School District will be destroyed: Special Education Due Process Records for students who attended the McCreary County School District and graduated or dropped out prior to, or during the 2007 school year. The retention time for special education due process folders is 3 years from the date of the last activity. If your child is still enrolled in school and is receiving special education services, their records will not be destroyed. **This notice is applicable to individuals who have not received special education services for 3 years, dropped out 3 years ago or graduated 3 years ago.**

Parties requesting a copy of their records must notify the Records Clerk at McCreary Central High School at 1-606-376-5051 or the Director of Special Education at 1-606-376-2591 prior to August 20, 2011. **All special education records for students who dropped out, or graduated during the 2007 school year, will be destroyed after August 20, 2011.**

Please be aware that you may need information from the records for social security benefits.

The school district may maintain without time limitation a permanent record of a student's name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed.

CHILD FIND NOTICE

The McCreary County School District is committed to locate, identify and evaluate any child age 3-21 who resides in the District and who may have a disability and need special education or 504 services. This includes children attending public, private or home schools as well as those not attending school at all, migrant or homeless children, and children unable to access or progress in the general course of study as well as those advancing from grade to grade but who may need special education services.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the District find any child who may need special education services. If you know a child who lives within the District boundaries who may have a disability and need special education services, please contact the Director of Special Education, McCreary County School District, 120 Raider Way, Stearns, KY 42647 or by phone (606) 376-2591. The information provided is confidential and will only be used to contact the child's parent or guardian to find out if the child needs to be referred for an evaluation to access special education or 504 services.

Attendance

Attendance Philosophy

Missing school is OUT, Every Day Counts!

The progress of our students depends greatly on punctuality and regularity of attendance. All students are expected to attend class every day that school is in session. Regular attendance is the goal of the McCreary County Schools attendance policy. We firmly believe that attendance is the responsibility of the student as well as the parent/guardian. Students need to be present for instruction to achieve academic success. When students are absent they miss essential instruction, discussion, assistance, support and guidance from their teachers that cannot be “made up” by doing work at home.

We understand students may occasionally be called away from their daily work of learning due to medical or unexpected situations. Each student will be allowed six (6) excused absences per school year, when accompanied by a written parent/guardian statement. An additional ten (10) absences will be excused with a medical excuse/note. All medical excuses over 10 days requires the McCreary County Schools Medical Excuse Form. (see page 55)

Attendance Policy

Every student should be in the area designated by each building principal at least five minutes prior to the beginning of the school day. In addition, each student should be in each class on time. To secure such attendance we ask for your full cooperation. Of all the things we can teach in schools, one of the most important is being at school and being on time.

When a student must be absent from school, it is the responsibility of the parent or guardian provide a Dr. statement or parent note to the school within three (3) days after the student returns to school. When a Dr. statement or a note is not received by the school, the absence will be counted as unexcused.

HOW CAN I HELP MY CHILD BE READY TO READ AND READY TO LEARN?

- Talk to your infant and toddler to help him learn to speak and understand the meaning of words.
- Read to your baby every day starting at six months of age.
- Use sounds, songs, gestures and words that rhyme to help your baby learn about language and its many uses.
- Point out the printed words in your home and other places you take your child such as the grocery store.
- Take children’s books and writing materials with you whenever you leave home.
- Create a quiet, special place in your home for your child to read, write and draw. Keep books and other reading materials where your child can easily reach them.
- Help your child see that reading is important. Set a good example for your child by reading yourself.
- Limit the amount and type of television you and your child watch.
- Reach out to libraries and community and faith-based organizations.

Attendance

Attendance Laws, Reporting Absences, and Truancy

Kentucky Compulsory Attendance Laws

Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or authority of any child between the ages of six (6) and sixteen (16) will send the child to a regular public day school for the full term that the public school of the District in which the child resides is in session, or the public school that the board of education of the District makes provision for the child to attend. A child's age is between six (6) and sixteen (16) when the child has reached his sixth birthday and has not passed his sixteenth birthday. Any parent/guardian who elects to send a child five (5) years of age to school will keep the child in regular attendance. Every child who resides in Kentucky is subject to the laws relating to compulsory attendance, and neither he/she, or the person in charge of him/her, will be excused from the operation of those laws or the penalties under them on the grounds that the child's residence is seasonal or that his parent is a resident of another state. An unmarried child between the ages of sixteen (16) and eighteen (18) who wishes to terminate his/her public education prior to graduation from high school, will do so only after a conference with the principal or his designee; and the principal will request a conference with the parent, guardian, or other custodian. Written notification of withdrawal must be received from his parent, guardian or other person residing in the state and having custody or authority of him/her. The parent(s) and child will be required to attend a one (1) hour counseling session with a school counselor on potential problems of non-graduates. ***Residence of a child is the governing factor of school assignment.***

Students are responsible to make up all missed class work

It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. For every day the student has an excused absence, he/she will receive two days to complete make-up work. Any prescheduled assignments, projects, or tests that a student misses due to an absence must be completed immediately upon return to school.

Truancy

Any student who is six (6) years old, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) attendance events, or tardy on three (3) attendance events, is a truant. Any student enrolled in a public school who is eighteen (18) years old, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more attendance events, or tardy without valid excuse on three (3) or more attendance events, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. (Board Policy 09.122 and 09.123)

Attendance

Attendance Procedures, Prearranged and Excused Absences

Attendance Procedures

When a student returns to school after any absence, he/she must bring proper documentation signed and dated within three (3) days before his/her absence can be excused (*see page 56 for Absence Notes.*) Students understand that absences should be used for personal illness or injury, professional appointments (doctors, dentists, etc.).

Pupils are not reported as absent when participating in school activities which are authorized by the Board of Education and are a definite part of the instructional program of the school.

Pupils are not reported as absent when participating in activities which are provided in KRS 158.240 and 159.035. Pupils may not be excused when they are absent as spectators at school activities.

Participation in 4-H activities is considered attendance (KRS 159.035). Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in properly organized 4-H club are considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a county extension agent or the designated 4-H club leader for the 4-H club educational activity in which the student participates. Attendance at Kentucky State Fair (KRS 158.070 (2) This section states: a board of education “will use one day of valid absences for attendance at the State Fair for students applying for valid absence for this purpose.” Absences because of death in the immediate family require a written statement and phone call to the principal/designee.

Educational Enhancement Opportunity (EHO)

A parent may arrange for their child’s absence from school by obtaining an EHO form from the principal at their school. This form must be given to the principal or designee for approval at least 5 days before the absence. When approved, the timeline for completion of missed school work will be at the discretion of the teacher and/or principal. No EHO’s will be approved during the testing window.

Excused Absences

Parents must write a note for the following absences:

- Illness— (With a parent note – ***Not to exceed 6 days***)
- With a medical excuse
- Medical appointment for student
- Death in the family
- Religious holiday
- Reporting to court
- Driver’s test (1/2 day permitted up to two times)
- Prearranged absence
- Other circumstances approved by principal

Attendance

Unexcused Absences, Tardiness, and Leaving Campus

The following count toward truancy:

- Indifference of parent/guardian
- Out of town
- Poverty issues
- Juvenile detention-jail
- Working at home or business
- Babysitting
- Transportation
- Child Care
- At-home suspension
- Distance from school
- Truancy
- Oversleeping
- Skipping school (unknown by parent)
- Illness (*more than 6 unexcused with note from parent*)

Extra Curricular Activities

All absences for which parents/guardians have called and sent the proper written excuses giving valid reasons for the absence are excused. ***Invalid absences are considered unexcused.***

Any student with an unexcused absent or tardy from school **cannot** participate in extracurricular activities the day of the absence. Any student, with an excused absent or tardy from school, may participate in extra curricular activities on the day of the absence or tardy only with the approval of the principal or designee.

Tardy to School

Should a student be tardy, he/she must report to the principal/designee for proper admittance to school. The principal/designee will issue tardy slips. Chronic unexcused tardiness may result in assignment to Friday school, in-school detention, detention or truancy charges.

Tardy to Class

Any student who is not in their assigned area at the designated time is tardy to class. Being tardy to class may result in assignment to detention.

Leaving Campus

Students must remain at school at all times or check out through the principal's office. Students leaving campus during the school day without permission will be subject to disciplinary action, including suspension.

Attendance

Make-Up Work and Returning After an Absence

Make-Up Work

Students with excused or prearranged absences (acceptably documented) will be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work. For every day the student has an excused absence, he/she will receive two days to complete make-up work. If a student has been given a date or deadline by which assignments or projects are due to be turned in or for when a test will be administered, and the student is absent on that date, the student will be expected to turn in the assignment or project and/or to take the test on his/her first day back to school.

Returning after an absence

When your child returns to school, immediately send a signed and dated note stating the reason he/she was absent. Use the notes on the following page. All notes must be received no later than 3 days after the absence in order to be excused.

If your child is late for school because of a medical or other appointment, a note signed by the parent/guardian, doctor, and/or other professional providing a service to the student.

If your child must leave school early for a medical or other appointment, a note signed by the parent/guardian or medical professional must be provided.

A child who has accumulated more than three unexcused absences or unexcused tardiness may be referred to the McCreary County Juvenile Court. The principal of the school where the child is enrolled will enact fair consequences.

Ways to help your child catch up after absences:

Write a note to the teacher asking for work your child missed when absent.

Help your child complete the make-up work for homework.

Ask the teacher if your child can stay after school for help to make-up school work.

Make sure your child returns the completed work to his/her teacher for grading.

Attendance

Student Health

Student Health Requirements

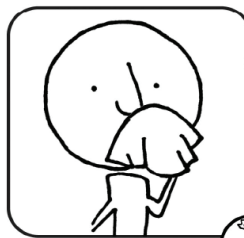
- All students are required to have a physical examination upon enrollment.
- All students entering the sixth grade are required to have a physical completed no more than one year before entering the sixth grade.
- All students are required to have a valid Kentucky Immunization Certificate on file at all times.
- All students under the age of 7 are required to have a vision examination by January 1 of the first year of enrollment.
- **All 5- or 6-year-old students are required to have a dental screen or exam by January 1 of the first year of enrollment**

Student Health Centers

- Hearing screens are completed on students in kindergarten, grades 1, 2, and 3.
- Students are screened for vision in grades K - 5.
- Height and weight are obtained on all students in preschool through grade 5.
- Scoliosis screening is completed in grade 8 with parent permission.

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze



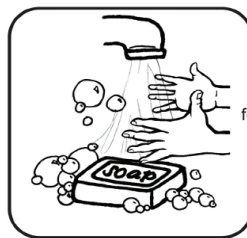
or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.



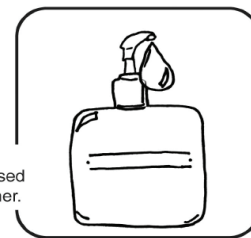
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or clean with alcohol-based hand cleaner.



Minnesota Department of Health
117 SE Delaware Street
St. Paul, MN 55104
612-676-6414 or 1-877-676-6414
www.health.state.mn.us



If you do not wish your child to participate in health surveys, studies, physical exams and screenings, please notify the principal in writing.

Attendance

Student Health

Medication Administration at School

With the exception of identified special education students requiring the administration of medication as a related service, the McCreary County School District is not required to provide for the administration of medications to students during school hours. Parents are encouraged to administer medication at home. In situations in which medication must be administered during school hours, parents are encouraged to administer medication at school themselves if possible. Health care providers are likewise encouraged to schedule usage of medication outside the school day when this is possible and consistent with proper medical practice. However, when administration of medication has to occur during the school day, the parent/guardian must provide written authorization. Parents must recognize that the medication may not be administered by a school nurse or other licensed health care provider, but may be administered by a teacher or administrator.

Unauthorized Use of Medication

Students observed by school personnel self-administering unauthorized medications will be reported to their parents/guardians and to the school administration.

Technology

Technology Philosophy

Connecting students to the future

The McCreary County School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Kentucky Educational Network. This access includes access to the Internet, email, the district internal network, and to any other technology resource, including computers accessed via that internal network (from this point on, all of these resources will be referred to simply as “The Network”). ***To gain access to the Network, all students must obtain parental permission by completing and returning the signature page at the end of the Student Code of Conduct.***

Access to the Network is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. This is a unique educational resource with innovative uses that is being provided at no cost to each student. The Network is to be used by students for educational purposes only.

While our intent is to make Internet and Email access available to further educational goals and objectives, students may find ways to access other materials as well. Although the district may implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. This may include fraudulent offers and communication with strangers. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the district.

Access to the Network is given to students who agree to act in a responsible manner. Access is a privilege and not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Every effort will be made to enforce the rules adopted by the school district; however, beyond the clarification of the following standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals using the Network. Additionally, Network server storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district computers or servers are not private. Students should not expect that anything they do on the Network will be private.

Technology

Internet and Email Use Policies

Acceptable Internet and Email Use Policy for Students

General Guidelines

The General Guidelines listed below apply to Internet Regulations and Electronic Mail Regulations.

Users SHALL

- use of your account must be in support of education/research and be consistent with the educational objectives of the McCreary County Schools;
- report all Network problems;
- print to local printers as installed by district personnel.

Users Shall NOT:

- use Hotmail, Google Gmail, or any other unauthorized e-mail service;
- give your password to anyone;
- log on with or use any other person's password or account;
- post or exchange personally identifiable information on the Network without permission from district personnel;
- transmit obscene, abusive or sexually explicit language;
- create or share computer viruses;
- alter another person's data;
- copy material from the Internet and represent it as your own, commonly known as plagiarism;
- use the Network for commercial purposes;
- monopolize the resources of the McCreary County Schools Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games;
- break or attempt to break into secure areas of this Network or other computer networks;
- interfere with, sabotage, or vandalize the computer hardware or software of others, including the school district;
- alter the Network system files for any reason;
- play non-educational games via the Network;
- get software from or put software onto the Network without first obtaining written preapproval from school personnel;
- violate any copyright or software license;
- circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the McCreary County Schools' technology department;
- promote any illegal conduct or the use of drugs, alcohol, or tobacco;
- use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability;
- to get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit;
- waste technology resources, such a paper, by printing excessive copies.

Technology

Internet and Email Regulations

Internet Regulations

Internet access through the school is to be used for instruction, research, and school administration.

Internet access through the school is NOT to be used for

- private business or personal, non-school related communications;
- harassing other Internet users. This includes such things as continuous talk requests and chat rooms;
- accessing social networking sites such as Myspace.com and Facebook.com;
- sharing access with other students who do not have a signed AUP on file;
- sharing access with any other individual via your account;
- revealing a student's name or personal information to, or establish relationships with "strangers" unless a parent or teacher has coordinated the communication.

As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Electronic Mail Regulations

Students and employees of McCreary County Schools are prohibited from using district resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems email can be used.

Users SHALL use the KETS email for polite messaging and avoid writing or sending any abusive, degrading, or defamatory messages to others.

Users shall NOT

- use electronic mail for communications that are not directly related to instruction or sanctioned school activities;
- use electronic mail for private business or personal, non-school related communications;
- swear, use vulgarities, obscenities, or any other inappropriate language;
- send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material;
- access, copy or transmit another user's messages without permission;
- send electronic messages using another person's name or account;
- send electronic messages anonymously.

Electronic mail is not private. District personnel and others who operate the Network do have access to all email, and email usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages which indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and other appropriate authorities.

Bus Use and Safety

Safety Rules and Regulations

School Bus Safety and Rules and Regulations

McCreary County Board of Education Policies 06.32, 06.33, 06.34, 06.342

The District has authority in all matters of student behavior, including when a student is on his/her way to or from school, or any school-related or school-sponsored activity. As such students are subject to the same code of conduct as presented in this handbook on any school-provided transportation.

Bus Conduct

Responsible student behavior is extremely important on the school bus to ensure the safety of the passengers and driver. All students must follow these bus conduct guidelines.

Students MUST

- treat the bus driver with the same courtesy and respect given teachers and respect that the driver is in charge of the bus;
- behave on the bus. Unacceptable behavior includes noncompliance, disrespect, disobedience, vulgar, foul and profane language, fighting, harassing, pushing, and shoving other students and other offensive acts.
- obey and respect the bus monitor, if a monitor is assigned to assist on the bus;
- board the bus quickly and take a seat immediately without disturbing other passengers and without running or shoving;
- stay on the bus while it is moving and remain seated until the bus comes to a complete stop.
- Only occupy the space in the seat that is required, especially when students are asked to ride three (3) to a seat;
- hold all of their personal items on their lap, items cannot be placed in the aisle, on another seat or in the front or rear of the bus.
- keep the bus clean and refrain from damaging it.
- arrive at the bus stop a few minutes early to be on time for the bus. The bus will not wait for students running late or because a parent requests they wait. The bus will not stop at unscheduled stops.
- ride only the bus to which they are assigned and remain on the bus until they reach their destination or transfer point. No student will be permitted to board a bus other than at their designated stop. All bus changes must be requested through the transportation office.
- when necessary, cross the road only in front of the bus and at a safe distance in order to be seen by the driver and on the driver's signal.
- In an emergency situation students should: Remain calm, listen for the driver's instructions and exit the bus promptly.

Bus Use and Safety

Emergency Procedures and Discipline Consequences

Bus Conduct (continued)

Students may NOT

- trade or move seats during the bus ride or when the bus is moving unless directed or given permission to do so.
- open or close windows without permission. Doors/exits may not be opened except in an emergency.
- engage in any activity which might distract the driver's attention from driving including: Loud talking, laughing, shouting or singing;
- Litter, damage, tamper, or cause excessive wear to the bus or other property.
- stand in the road or street while waiting for the bus or engage in activities such as: fighting, pushing, or rough housing at bus stop.
- extend any body part or object out the bus windows or doors;
- engage in unnecessary conversation with the bus driver
- Consume food or drinks on the bus.
- Use electronic devices such as radios, recorders, cell phones, etc. except with the permission of the bus driver or monitor.
- transport or have in their possession firearms or other dangerous weapons (real or pretend) while on the school bus. Students will be reported to the appropriate law enforcement agency for violations.

Parents/guardians may be held responsible for restitution of any damages, beyond normal usage, caused by their child.

Discipline Consequences

Any student who does not follow the above regulations and/or who refuses to promptly comply with directives regarding his/her behavior while on or waiting for the school bus will be documented in writing by the bus driver or bus monitor. This behavior report will be sent to the principal or designee of the school where the child attends, the Director of Pupil Personnel and/or the Director of Special Education. The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus riding privileges up to the remainder of the school year. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

Emergency Procedures

The Director of Transportation has a school bus transportation safety program as required by applicable law and administrative regulation. Appropriate safety information is disseminated annually in writing to employees, parents, and pupils of the school District. A series of four (4) bus evacuation drills are conducted during each school year. All enrolled students participate in these drills, unless absent on the day the drills are scheduled.

Bus Use and Safety

Tips for Parents

Tips for Parents for School Bus Safety

Tips

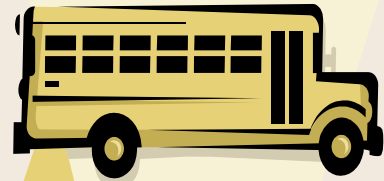
Parents, remember that you too have an important role in school bus safety.

- Make sure your child leaves the house on time to catch the bus.
- Make sure that your child does not bring food, drinks, toys, weapons or other unauthorized items on the bus.
- Remind your child every day to behave on the bus and cooperate with the bus driver and bus monitor.
- If you are expected to be at the bus stop when your child is dropped off you must be there on time. If you are not there the bus driver is required to return the child to the school building to wait for you.
- Make sure that your child's back pack straps and outer clothing belts/straps are secure and not hanging loose.
- Do not try to enter the bus without the bus driver's permission.
- Do not argue with the bus driver or monitor or interfere with movement of the bus. Do not try to block bus.
- Report all concerns to the school principal or to the Director of Transportation.

BUS SAFETY QUIZ ANSWERS

(Quiz on page 29)

1. Never put your arms or head outside the window.
2. A bus is yellow to make it easier to see by other drivers.
3. Leather seat covers are not important for safety.
4. It is never OK.
5. Do not reach under the bus to pick it up.
6. Tell a teacher or the office that you missed the bus.
7. No, it is never OK to eat food on a school bus.
8. No, it is not OK for you to ride a bus home with a friend.
9. The noise is distracting him from driving safely.
10. There is an emergency.
11. All of these, in an emergency *Stay Calm, Listen, Obey the Driver.*



Bus Use and Safety

Bus Safety Quiz: Just for fun!



1. You are in the school bus, and it is very hot and the window is open. You should NEVER ?

- Sit quietly and face forward
- Fan yourself with a piece of paper
- Stay in your seat
- Put your arms and head outside the window.

2. Why is a school bus painted yellow?

- The first school bus company was called yellow bird.
- To make the school bus easy to see.
- So it would not be confused with red stop sign.

3. Which one of these is NOT a safety features on a school bus?

- Seats all facing forward
- Emergency exit doors
- Leather seat covers
- Special flashing lights that come on when the bus is stopped.

4. When is it OK to play loud music on the school bus?

- When the class is going on a field trip
- Whenever you are bored.
- It is never OK.
- Whenever you feel like it.

5. Suppose that you are just about to get onto the school bus. Suddenly, you drop your pencil case and it slips underneath the bus. What should you NOT do?

- Tell the person behind you to pick it up.
- Reach under the bus to pick it up.
- Tell the bus driver what happened.
- Forget about it.

6. You are talking with your friend after school and you miss your bus. What should you do?

- Get on another bus.
- Walk home.
- Start crying and tell your friend that is her fault.
- Tell a teacher or go to the office to report that you missed your bus.

7. You have some candy and chips. Is it OK to eat this on the school bus?

- Yes
- No

8. Your friend invites you to his house after school. It is OK for you to ride his bus after school?

- Yes
- No

9. The bus driver tells everyone to sit down and be quiet, because?

- He is mad at everyone.
- She is a crabby old lady.
- He has a headache.
- The noise is distracting him from driving safely.

10. The bus driver stops the bus and tells everyone to turn around and go out the rear exit door because?

- There is an emergency.
- He needs a break.
- He is angry at everyone.
- None of these.

11. In the case of an emergency, everyone on the bus should?

- Stay calm
- Listen carefully to the bus driver.
- Do what the bus driver tells you to do.
- All of these.

Food Service Charge Policy

Breakfast / Lunch Rates



Children need healthy meals to learn. McCreary County Schools offer healthy meals every school day.

Adult Lunch—\$3.00

Adult Breakfast—\$1.75

- **The McCreary County School District has a zero charge Policy for all adults.**
- **Students may not charge ala carte items. (*ala carte items are items that are purchased separate from the meal or meal choices*)**
- **Students may bring their lunch , however, outside food vendors such as local restaurants are prohibited.**

Inquiries concerning the school lunch program may be directed to the school principal, or the Food Service Director at the Central Office.

Code of Conduct

Discipline Philosophy

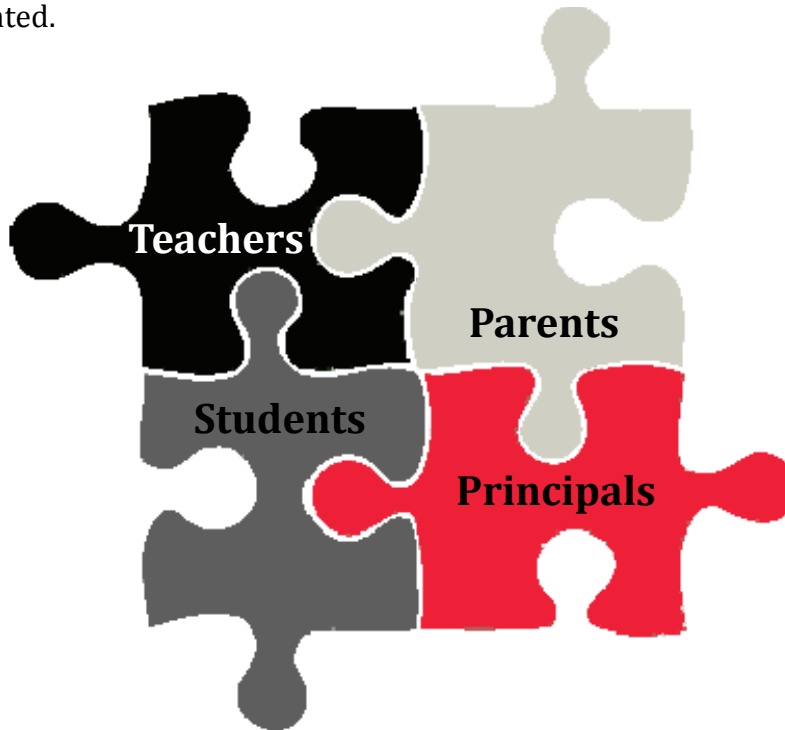
Discipline Philosophy

Each year all classroom teachers may develop and submit for approval from their building Principal a discipline plan unique to their individual classrooms. The plan consists of rules, consequences, and positive rewards. It is discussed with the students and shared with the parents before implementation. Students then have a choice in their behavior. They can choose to follow the discipline plan and receive a positive reward or exhibit an inappropriate behavior and receive a consequence. ***The cornerstone of the program is communication between the principal, teacher, parent, and student on an ongoing basis.***

Inappropriate Behaviors

The enumerated inappropriate behaviors listed here are applicable at all times while students are on school property, as well as off school property at school sponsored activities, and on the way to and from school or school sponsored trips and activities unless otherwise specifically accepted herein KRS 161.160 and KRS 158.150. Violations of these rules may result in appropriate discipline as outlined in Discipline Procedures on pages 32, 33 and 34.

It is very important that our schools maintain safe learning environments. Many of the rules contained in the Code of Student Conduct are also state laws. By violating the Code of Student Conduct, you may **also be breaking the law**. McCreary County Schools takes very seriously the obligation to provide safe schools. Violations of school and state law can and will be prosecuted. Even if you are under age 18, any violation of these rules is so extremely serious that suspension or expulsion of the violator, even for a first offense, may be warranted.



Code of Conduct

Reporting Incidents and Discipline Procedures

Reporting of Incidents

In compliance with KRS 158.154, 158.155 and 158.156 any employee of McCreary County Schools who knows or has reasonable cause to believe that a school student has been the victim of a felony offense shall immediately provide an oral or written report to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial or supervision of the student when the student is involved in an incident reportable under this section by use of the approved district form.

Within 48 hours of the original report, the principal will file a written report to the Director of Pupil Personnel containing the following information:

- The name(s) and address(es) of the student, victim, and his or her parent, guardian, or other person exercising control or supervision;
- Student's age
- Nature and extent of violation;
- Name and address of the student allegedly responsible for the violation;
- Any other information that the principal making the report believes may be helpful in furtherance of KRS chapter 158.

Any employee who knows or believes that an act has occurred on school property or at a school sponsored event, on a school bus, or within 1000 feet of a school that is a misdemeanor involving: a deadly weapon controlled substance, or any felony shall make a report to the School Resource Officer, local police, and or the Director of Pupil Personnel.

The McCreary County School District shall comply with KRS 620.030 which requires any person who knows or has reasonable cause to believe a child is dependent, neglected, or abused to immediately cause an oral or written report to be made to local law enforcement, Kentucky State Police, the Cabinet for Health and Family Services, the Commonwealth or County Attorney; by telephone or otherwise. Any supervisor who receives, for an employee, a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

The Director of Pupil personnel shall notify a local law enforcement agency (if necessary) or the county attorney, and McCreary County Board of Education; and assist in any investigation as required by KRS chapter 158.

Disciplinary Procedures

Disciplinary actions are guided by the nature of the offense. Please refer to the chart on the following page which shows the disciplinary action to result from each offense. In addition to the following disciplinary actions for Class I and Class II offenses, parents may be required to attend programs designed to reduce or eliminate their child's misbehavior.

Code of Conduct

Discipline Procedures Chart

OFFENSE

DISCIPLINARY ACTION

ELEMENTARY

CLASS I First Offense

In-school conference with student and/or parent.

CLASS I Second Offense and Subsequent Offenses

Parent notification and/or conference along with any of the following disciplinary actions:

- Extra academic assignment
- Detention
- Referral to In-School Suspension
- Out of School Suspension*
- Expulsion*

CLASS II Offenses

Parent notification and/or parent conference along with any of the following disciplinary actions:

- Detention
- In School Suspension
- Out of School Suspension*
- Expulsion*
- Modification of School Services, Bus Suspension, Extra Curricular Activities*
- Referral to Civil Authorities

SECONDARY

CLASS I First Offense

In-school conference with student and/or any of the following disciplinary actions:

- Detention
- Parent notification and/or conference.

CLASS I Second Offense and Subsequent Offenses

Parent notification and/or conference along with any of the following disciplinary actions:

- Detention
- In-School Suspension
- Out of School Suspension*
- Expulsion and/or Referral to Alternative Programs*

CLASS II Offenses

Parent notification and/or parent conference along with any of the following disciplinary actions:

- Detention
- In School Suspension
- Out of School Suspension*
- Expulsion and/or Referral to Alternative Programs*
- Modification of School Services, Bus Suspension, Extra Curricular Activities*
- Referral to Civil Authorities

** Suspensions from school or bus exceeding ten days, or placement in an alternative program, require central office review and written Superintendent approval. Written requests including incident summary, prior discipline history, and attempted interventions must be sent to Central Office / Director of Pupil Personnel within 24 hours of the incident.*

Code of Conduct

Rules and Regulations

Retaliation Prohibited

Any student (or parent on behalf of a student) who feels they suffered retaliation for reporting violations of the Code of Conduct should report the retaliation to the principal. Code 2.101 prohibits retaliation. The principal shall take seriously any report of retaliation by a student and take appropriate disciplinary actions in accordance with this Code of Conduct and shall consider a disciplinary hearing request with the discipline review committee to ensure the safety of the victim.

Corporal Punishment

Corporal punishment or paddling is a form of punishment in the McCreary County Schools, with parent/guardian consent.

After School Detention

Students may be kept after school for a period of fifteen (15) minutes without parent notification. Students who ride regularly scheduled school buses may be kept after school. However, arrangements must be made with the parents to have the child picked up at school or an alternative consequence will be substituted. Students may be kept after school for extended periods of time. Parents of elementary students must be notified prior to extended detention.

Gang Related Activities

To impede the growth of gangs and gang related activities in our schools; the district will not permit wearing of gang flags or other apparel that may indicate gang allegiance. This includes, but is not limited to, the following: (1) Pants worn down around the upper thigh instead of at the waist. (2) Pant legs must be down to the ankle or shoe top. (3) Colored key chains around the neck or dangling from the pocket. (4) Colored bandannas or headbands worn or left hanging out of pockets. (5) Hats worn cocked to one side or another that may indicate gang allegiance. (6) Writing or displaying gang codes or drawing gang emblems on folders or on any school materials or property.

Criminal Violations

It should be noted that all students are subject to the local, state, and federal penal codes in addition to the appropriate behaviors listed in the McCreary County Schools' Code of Student Conduct. When appropriate, a student will be referred to the civil authorities for adjudication

Code of Conduct

Index of Offenses (1.01-1.10)

Offenses

Class I Offenses

- 1.01 (O) Disruption of Class** is an intentional act, behavior, conduct, or possession of any device in the classroom that disrupts the educational process. (B)
- 1.011 (O) Disruption in Hallway** is an intentional act, behavior, conduct, or possession of any device in the hallway that disrupts the educational process. (B)
- 1.012 (O) Disruption in Restroom** is an intentional act, behavior, conduct, or possession of any device in the restroom that disrupts the educational process. (B)
- 1.013 (O) Disruption in Cafeteria** an intentional act, behavior, conduct, or possession of any device in the cafeteria that disrupts the educational process. (B)
- 1.014 (O) Disruption in Auditorium** is an intentional act, behavior, conduct, or possession of any device in the auditorium that disrupts the educational process. (B)
- 1.015 (O) Disruption in Gym** is an intentional act, behavior, conduct, or possession of any device in the gym that disrupts the educational process. (B)
- 1.016 (O) Disruption on School Grounds** is disrespect through an intentional act, behavior, conduct, or possession of any device on school grounds that disrupts the educational process. (B)
- 1.02 Excessive Tardiness** is the repeated failure to report with an acceptable excuse to assigned classrooms or other instructional areas after the “tardy bell” rings. Five (5) instances of such conduct at the start of the day is presumed to be excessive tardiness, and four (4) instances of being tardy to the same class during the school term is considered to be excessive. (B)
- 1.03 (O) Verbal Abuse of Another Student** is an intentional or willful maligning or gross insult of another student. (B)
- 1.04 (O) Use of Profane Language** is any language, act, expression, or remark that is offensive to modesty or decency. (B)
- 1.05 (O) Academic Cheating** is the use of unauthorized notes or other aids or the copying or using of the work of other students without prior permission of the teacher when such use or copying relates to required schoolwork. (B)
- 1.06 (O) Failure to Follow Directions or Rules** is the failure to complete assignments, including state-mandated test, and to follow other classroom or school regulations. (B)
- Note: Failure to complete assignments is considered an academic concern and will be addressed by teachers and counselors. A referral to the office may only be made after all efforts, including parental involvement, have failed.*
- 1.07 Unexcused Absence** is any unauthorized absence from class or school. A note from the parent or physician should be furnished for the day(s) that the student was absent. Failure to do so constitutes an unexcused absence. See statement on **Compulsory Attendance**, page 17, in this booklet. (B)
- 1.08 Peer Conflict / Physical or Verbal** is the intent to annoy another person, or engage in a course of conduct which serves no legitimate purpose. (B)
- 1.09 (O) Gambling** is the act of wagering, betting, or taking risks for gain, either monetarily or otherwise. Examples include but are not limited to: playing cards; throwing dice; or other like games. (B)
- 1.10 (O) Skipping Class** is the failure of a student to report to a scheduled class without first obtaining consent of the proper school authority. Skipping the last class of the day may also be considered as leaving school grounds w/o permission. (B)

Code of Conduct

Index of Offenses (1.1-2.05)

Class I Offenses (*continued*)

- 1.11 (O) Failure to Attend Administrator Assigned Detention** is the failure to attend an assigned detention. (B)
- 1.12 Out-of-Bounds** is the unauthorized entering of any campus area that is not consistent with the normal movements associated with assigned classes or activities. (B)
- 1.13 Use or Possession of Matches, Lighters or Ignition Instruments** is the unauthorized use or possession of matches, lighters, or any instrument that could be used to start a fire. (B)
- 1.14 Failure to Display Student I.D.** is the failure to show a student identification card accordingly to school-based guidelines. (All schools where applicable). (B)
- 1.15 Violation of Dress Code / Appearance Regulations** is any item not accepted within the school-based dress and appearance guidelines including, but not limited to “Heelys” and other shoes with wheels, skateboards and roller skates on or in school property.

Class II Offenses

The inappropriate behaviors listed here are unacceptable any time a student is on school property as well as off school property at school sponsored activities and on to way to and from school or school sponsored trips and activities unless otherwise specifically accepted here in KRS 161.180 and KRS 158.150.

Similar to Class I Offenses, any violation of the Code of Student Conduct, may **also break the law**. The McCreary County School District takes very seriously the obligation to provide safe schools. Violations of school and state law can and will be prosecuted. Even if you are under age 18, violations of these rules is so extremely serious that such behavior may warrant suspension or expulsion of the violator, even for a first offense.

- 2.01 Leaving School Grounds Without Permission** is leaving school grounds during the designated school day without first obtaining permission of the principal or his/her designee. (B)

Note: Elementary students may only leave the school premises during the school day with a person that the custodial parent has authorized on the Child's Enrollment/Emergency Form. High School and Middle School students may be excused early from school only with a note from the custodial parent and/or a verified phone call from an authorized person that the custodial parent has noted on the Child's Enrollment/Emergency Form.

- 2.02 (O) Skipping School** is the unexcused or unauthorized absence from school or class for a minimum of two (2) hours. (B)
- 2.03 (O) Unsworn Falsification** is altering or use of any document to falsify information or to deliberately deliver misleading or false information to school officials that leads to criminal violations. KRS 523.100 (L)
- 2.04 (O) Disruptive Behavior/Aggression** is the intentional striking or touching of another person or attempts to do so against the other person's will with the intent or likely result to cause harm. (This offense is not to be confused with “fighting” which is set out in number 2.07). (B)
- 2.05 (O) Defiance/Interference of Staff** is the willful refusal by a student to follow reasonable directives of authorized school personnel (including failure to identify oneself when requested) or to accept in-school disciplinary measures. KRS 161.190 (L)

Code of Conduct

Index of Offenses (2.06-2.13)

Class II Offenses (*continued*)

- 2.06 Bus Discipline** includes any situation arising within the bus or in the close proximity thereof that distracts from the safety of students and driver. KRS 158.110 subsection 4 (B)
- 2.07 (O) Fighting** is any physical conflict between two (2) or more people arising from anger or sudden passion. (B)
- 2.08 (O) Vandalism** is the willful or malicious destruction, defacement or fouling of any property. Vandalism includes, but is not limited to, computer hardware and/or software, breaking windows, writing on walls, destroying restroom fixtures, or use of paint or like materials to deface any portion of the interior or exterior of school property or public conveyance to or from school or a school sponsored activity. See definition of **Fouling**, page 37. KRS 512.020 (L)
- 2.09 (O) Theft** is the unlawful taking or disposition of property of another with intent to deprive the owner of the property. Receiving stolen property or possession of stolen property is included in this offense. KRS 514.030 (L)
- 2.10 (O) Terroristic Threatening** is the threat to cause serious physical injury or death to another. KRS 508.078 (L)
- 2.11 (O) Harassment/Bullying** is a person harassing another with the intent to intimidate, harass, annoy, or alarm a person while enrolled as a student in this district, and while on school premises, on school sponsored transportation, or at a school-sponsored event he or she:
- Damages or commits a theft of the property of another student
 - Substantially disrupts the operation of the school; or
 - Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.
- Retaliation for reporting harassment/bullying is also considered harassment/bullying and is prohibited under this code. KRS 502.070 (L)
- 2.102(O) Harassing Communications on School Property or at a School Sponsored Event** is the intent to intimidate, harass, annoy, or alarm a person while enrolled as a student in this district he or she communicates with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation or embarrassment. KRS 502.080 (L)
- It should be noted that harassing communications is a law violation whether on or off school property and may be reported to law enforcement for criminal prosecution. KRS 502.080 (L)
- Extortion** is the solicitation, verbally, in writing or by printed communication, of money or anything of value from another person (regardless of amount) in return for protection or in connection with a threat to inflict harm. KRS 514.080 (L)
- 2.12 (O) Arson or Attempted Arson** is the intentional damaging of property by starting a fire or causing an explosion or the attempt to start a fire or cause an explosion that would likely result in property damage. KRS 513.020 (L)
- 2.13 (O) Possession or Use of an Explosive Device** is the possession or use of any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion explosion, deflagration or detonation. KRS 237.040 (L)

Code of Conduct

Index of Offenses (2.14-2.23)

Class II Offenses (continued)

2.14 (O) Possession or Use of Weapons or Dangerous Instruments is the possession or use of any object that could do harm or create fear of harm or injury, including, but not limited to, laser pins/pointers. KRS 527.070, 500.080 (L) for example:

- Any knife on school property is a board violation, any knife other than an ordinary pocket knife is a (felony law violation)
- Billy, nightstick or club; (felony law violation)
- Blackjack or slapjack; (felony law violation)
- Nunchaku karate sticks; (felony law violation)
- Shuriken or death star; (felony law violation) or
- Artificial knuckles made from metal, plastic, or other similar hard material (felony law violation)

2.15 (O) Possession of Weapons or Use of Firearms is the possession or use of any instruments which can expel a projectile which can be or could be used to do harm or create fear of harm or injury or any weapons of mass destruction. KRS 527.070 (L)

2.16 (O) Inciting Student Disorder is the intentional promotion or advocacy by word or deed to incite student misconduct by any student for any purpose. (B)

2.17 Activation of a Fire Alarm is the intentional unjustified activation of a fire alarm or like warning devices. KRS 525.060 (L)

2.18 (O) Commission of Sexual Acts is the attempt or solicitation by word or gesture of any act of a carnal nature including, but not limited to, touching, fondling, sexual intercourse, rape or sodomy of any kind. Indecent exposure of any part of the body and sexual harassment are offenses within the meaning of this section. KRS 510.040 (L)

2.19 Use of Opposite Sex Facilities is the entering of an area designated for the use by a different gender, such as restrooms, locker rooms, etc. (B)

2.20 Trespassing is the entering or remaining in any structure, means of conveyance, or property without being authorized, licensed, or invited, or having been authorized, licensed or invited, and refusing to depart after being warned or directed to do so by proper authority. KRS 511.070 (L)

Students who enter buildings or loiter on school grounds during school hours or at school sponsored events held on school grounds while on suspension and/or expulsion, will be considered trespassing and subject to removal by the police.

2.21 Possession, Display or Distribution of Obscene Materials or Objects is possession or circulation of obscene materials or objects as defined in KRS 531.010 (B) Distribution of said materials may also be a law violation KRS 531.030 (L)

2.22 Truancy / Excessive Absenteeism is unauthorized absence from class or school in excess of six (6) days for the total school year, unless accompanied by a physician's statement reporting these days absent and the nature of the illness. KRS 159.150 See statement on **Compulsory Attendance**, pages 17 in this booklet. (B)

2.23 Beyond Control is the persistent violations of the Code of Student Conduct or persistent violations of the criminal laws of Kentucky. Any combination of ten (10) CLASS I or II OFFENSES during one (1) school year can be considered "persistent". KRS 630.020 and 600.020(4) (L)

Code of Conduct

Index of Offenses (2.24-2.31)

Class II Offenses (continued)

- 2.24 Abuse of School Personnel** is an act that directs speech or conduct toward a teacher, school administrator, or any other school employee functioning in an official capacity as an employee of the board when the student knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. KRS 161.190 (L)
- 2.25 Offenses Against School Personnel** is assault or physical or verbal abuse to any school personnel; including stealing, willfully defacing, destroying, or damaging the property of school personnel on school property, off school property, or at school sponsored activities. KRS 161.190 (L)
- 2.26 Use of Cell Phone/ Electronic device** is the use of a device while on school property during school hours that emits an audible or visible signal or transmission, vibrates, displays a message or otherwise summons or delivers any text or verbal communication to the possessor. Possession of such a device in a powered “on” mode is considered use and also prohibited under this section. KRS 158.165 (L) See page 15.
- 2.27 (O) Use or Possession of Tobacco or Tobacco Products** is the use or possession of tobacco products while in or upon school premises, including, but not limited to, smoking, chewing, or inhaling tobacco or having such products on one’s person, in one’s school desk, or in one’s school locker KRS 438.311 (L)
- 2.28 (O) Use, Possession or Distribution of Controlled Substances, or simulated (Drugs or Alcohol)** is the use, possession or distribution of any drug or substance which is defined by KRS 218A or a look-alike substance defined in KRS 218A350 as a controlled substance or any substance which the possessor believes is a controlled substance or the distribution of any alcoholic beverage. Any student under the influence of any controlled substance (drugs or alcoholic beverage) is in violation of this section. KRS222.202 (L)
- 2.29 Use, Possession or Distribution of Inhalants** is the use, possession, or distribution of halothane, nitrous oxide, amyl nitrite or butyl nitrate, on school property or at a school sponsored activity. Furthermore, it is the use, with the intent of producing a mood altering effect, of any volatile substance that produces psychoactive vapors. Any student found to be under the influence of any inhalant is in violation of this statute. KRS 217.900 (L)
- 2.30 Use, Possession or Distribution of a Noxious Substance** is the use, possession or distribution of any irritant, device or substance, on school property or at a school sponsored event, which has the potential to cause a disturbance, annoyance or damage to people or property. KRS 512.050 (L)
- 2.31 Improper Use of Prescription or Nonprescription Medication** is the possession or use of a prescription or non- prescription medication by an individual unless the medication is in its original container, clearly and properly labeled, accompanied by a physician’s order and/or written permission of the parent and registered with the Principal or his/her designee. Students shall not share any prescription or nonprescription medication with another student. The unauthorized possession and/or use by students of prescription or nonprescription drugs or medications during the school day may result in disciplinary actions against the student. KRS 218A.210 (L)

Code of Conduct

Index of Offenses (2.32-2.37)

Class II Offenses (continued)

2.32 (O) Sexual Harassment is a form of prohibited sex discrimination. It is the unwelcome verbal or physical conduct of a sexual nature that is undesirable or offensive to that individual. (B).

Something for something (Quid Pro Quo): a “power relationship” in exchange for sexual favors.

Hostile Environment: symbolic gestures or verbal comments that makes another feel uncomfortable.

Prohibited Conduct

1. Physical assaults of a sexual nature such as rape, sexual battery, molestation, or attempts to commit such acts.
2. Intentional physical conduct which is sexual in nature such as touching, pinching, patting, grabbing, brushing against another student’s body, or poking another student’s body.
3. Communication of unwanted sexual advances, propositioning or other sexual conduct such as sexually oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality.
4. Displaying or distributing anywhere on school property sexually related materials such as pictures, posters, calendars, graffiti, reading materials that are sexually suggestive, sexually demeaning or pornographic, bringing onto school property or possession on school property of any such material to read, display or to be viewed on school property. If a student thinks he/she is being harassed, he/she is encouraged to talk to a teacher, counselor, principal, or Director of Pupil Personnel the Central Office. Specific procedures have been developed to follow through on complaints.

2.33 Possession of Look-alike Items is the possession of any item designed in any manner to simulate a device, weapon, gun, or the possession of which is prohibited by this code. (B).

2.34 Making of a False Report is the false allegations of misconduct of another person or the fabrication of an incident or act. (B) False report to police KRS 519.040 (L)

2.35 Use, Possession, or Distribution of Drug Paraphernalia. No student shall possess drug paraphernalia. Drug paraphernalia means all equipment, products, and materials of any kind that are used, intended for use, or designed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Drug paraphernalia includes, but is not limited to pipes, scales, roach clips, hypodermic syringes, needles, containers, spoons and other objects designed or intended for use, storing, or concealing controlled substances. KRS 218A.500 (L)

2.36 Use, Possession or Display of Gang Paraphernalia. No student shall be permitted, while on school property, to use, possess, or display gang related paraphernalia including but not limited to color flags, emblems, or codes that may indicate gang allegiance. **(B) Gang recruitment is a law violation, KRS 506.140 (L)**

2.37 Misuse and/or Abuse of Technology is the malicious or unauthorized use of technological or media equipment for purposes including, but not limited to, fraud, deception, harassment, or other unlawful or non-academic reason. (B)

Code of Conduct

Index of Offenses (2.38-2.43)

Class II Offenses (continued)

- 2.38 (O) Assault in the First Degree** serious physical injury to another person by means of a deadly weapon or a dangerous instrument; or under circumstances manifesting extreme indifference to the value of human life he/she wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person. KRS508.010 (L) (NCLB)
- 2.39 (O) Assault in the Second Degree** is the intention to cause serious physical injury to another person; or he/she intentionally causes injury to another person by means of a deadly weapon or dangerous instrument; or he/she wantonly causes serious physical injury to another person by means of a deadly weapon or dangerous instrument. KRS 508.020 (L) (NCLB)
- 2.40 Kidnapping** is when a person is guilty of kidnapping when he/she unlawfully restrains another person and when he/she intend to: hold him/her for ransom or reward; or to accomplish or to advance the commission of a felony; or to inflict bodily injury or to terrorize the victim or another; or to use him/her as a shield or hostage; or to deprive the parent or guardian of the custody of a minor, when the person taking the minor is not a person exercising custodial control or supervision of the minor. KRS 509.040 (L) (NCLB)
- 2.41 Robbery** is when a person is guilty of robbery when, in the course of committing theft, he/she uses or threatens the immediate use of physical force upon the other person with the intent to accomplish the theft and when he/she: causes physical injury to any person who is not a participant in the crime; or is armed with a deadly weapon; or uses or threatens the immediate use of a dangerous instrument upon any person who is not a participant in the crime. KRS 515.020 and KRS 515.030 (L) (NCLB)
- 2.42 Criminal Homicide** is when a person is guilty of criminal homicide when he/she causes the death of another human being under circumstances that constitute murder, manslaughter in the first degree, manslaughter in the second degree, or reckless homicide. KRS 507.010 (L) (NCLB)
- 2.43 Violation of Suspension Regulations** Suspended students may not be on any McCreary County Schools' property, buses, or attend school activities without permission of the school administrator. Students violating suspension conditions are subject to prosecution for criminal trespass. In addition, further administrative actions may be taken.

Code of Conduct

Suspension/Expulsion Procedures

Suspension/Expulsion Procedures for Identified Educationally Disabled Students

(Revised June 2011)

Due Process Procedures

1. The Superintendent, Director of Special Education, and the building principals make sure that appropriate procedures are followed in the suspension and expulsion of children and youth with disabilities.

Suspensions of less than ten (10) days in length, which are utilized as temporary discipline measures (if the suspension is for a minor infraction and no further disciplinary action is planned), an Admissions and Release Committee (ARC) meeting is not required unless requested by the parent, Principal or other service providers. However, for an aggregate of ten (10) days of suspension for the year, or where expulsion is contemplated, the ARC convenes. Special Education services and access to the general curriculum shall continue for suspensions beyond ten (10) days.

2. For suspensions of ten (10) days in length where expulsion is contemplated, parents are given prior written notification of the Admissions and Release Committee meeting. The notice must meet regulatory criteria for an admissions and release committee meeting notice as set forth in 707 KAR 1:060, the Due Process Policy and Procedures Manual. Parents are given a copy of their rights, which include that they have the right to a due process hearing if they disagree with the committee's determinations.

Interim Alternative Education Settings for Up to Forty-five (45) Days. A child with a disability is subject to placement in an interim alternative educational placement for up to forty-five (45) days if the child; a.) Carries a weapon to school or to a school function under the jurisdiction of the District or the State; b.) Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the District or the State; c.) Is in a current placement that is substantially likely to result in injury to the child or others.

3. Once the Admissions and Release Committee is convened, the Admissions and Release Committee must make the following determinations:
 - If the Individual Educational Plan and placement are appropriate and being fully and correctly implemented, and,
 - Whether or not the behavior or misconduct is a manifestation of the pupil's disabling condition.

Code of Conduct

Suspension/ Expulsion Procedures (continued)

Due Process Procedures (continued)

4. If the Admissions and Release Committee finds that the Individual Educational Plan or placement are not appropriate and being fully and correctly implemented, appropriate modifications should be determined at the Admissions and Release Committee meeting and no further disciplinary action beyond the suspension should occur.
5. If the Admissions and Release Committee finds that the IEP and placement are appropriate and being fully and correctly implemented, they must then consider whether or not the behavior or misconduct was a manifestation of the disabling condition.
6. If the Admissions and Release Committee finds that the student's misconduct was a manifestation of the student's disabling condition, this should be set down as a written determination and transmitted directly to the local superintendent. If this determination is made, the local superintendent may not recommend expulsion to the local board of education: however, if a proper determination has been made that the student's conduct was a manifestation of the disabling condition and, therefore, is not eligible for expulsion, another course of action may be available. In instances of extreme serious misconduct in which it appears that maintaining a student in her/his current educational placement is substantially likely to result in injury to self or others, districts may pursue, through the judicial system, exclusion of the student from school.
7. If the Admissions and Release Committee finds that the student's misconduct was not a manifestation of the student's disabling condition, this should be set down as a written determination and transmitted directly to the local superintendent. If this determination is made, the local superintendent may recommend expulsion to the local board of education.

Code of Conduct

Grievance Procedures and Search and Seizure

Grievance Procedures

Procedure Overview

This procedure is for the use of any parent or guardian to appeal disciplinary measures in regard to any CLASS II OFFENSE or CLASS I OFFENSE that results in suspension. A parent or guardian desiring to question actions taken by school personnel may follow this procedure.

If the problem is related to the classroom, the parent or guardian will contact the Principal to arrange a conference with the classroom teacher, as soon as possible, to discuss the problem.

If this conference does not resolve the situation, the teacher and the parent or guardian will arrange for a conference with the Principal or the Principal's designee with a minimum of delay.

If the problem is not related to the classroom, the parent will contact the Principal directly.

If none of the above procedures results in a satisfactory solution to the problem, the parent or guardian may state the complaint in writing and request a conference with the Superintendent or the Superintendent's designee. During this conference, either party shall be notified in advance if such persons are to be present.

The Superintendent or the Superintendent's designee will advise the parent or guardian within fourteen (14) days after the conference.

Further details of the grievance procedure for parents can be found in the McCreary County Board of Education's Administration Bylaw, Policy and Regulation Manual. Copies are available in the Principal's office.

Search and Seizure

Search of Student or Personal Property by School Authorities

When a principal or his/her designee has reasonable cause to believe that a student possesses or is carrying a dangerous, illegal or stolen item, the Principal, his/her designee, or a faculty member of the same sex as the student may search the student's person and remove the item. The board does not approve of "strip search" under any circumstances. The Principal, his/her designee may search, or permit the search, of a student's personal property when there is a reasonable cause to believe the student possesses dangerous, illegal or stolen items.

Code of Conduct

Search and Seizure (continued)

Search of Lockers and Other School Property by School Authorities

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. Although the student and the board may have joint control of lockers, desk or other school property, the student never has exclusive control of this property. Students are solely responsible for the contents of their lockers. Materials, articles, lockers, desk or other school property, that are in violation of school policy, will result in consequence for the student who has been assigned such, locker, desk, or other school property.

Random Search of Lockers, Desk, and Other School Property

Random search of school property, such as desk and their contents, have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety for pupils and personnel. Accordingly, the Principal or his/her designee may search all or a limited number of lockers, desk or other school property (including all contents) at any time, without notice, and without parental/guardianship or student consent. The Principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Principal or his/her designee shall supervise all searches. In the course of a search, the Principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Reasonable Suspicion of Locker, Desk and Other School Property

When a Principal or his/her designee has reasonable suspicion that a locker, desk or other school property (including all content) may contain articles or materials that are dangerous, illegal, stolen or likely to pose a threat to the maintenance of discipline or order in the school, the Principal or his/her designee may conduct a search of that locker, desk or other school property (including all contents). The Principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting the search.

Seizure

When conducting searches, the Principal or his/her designee may seize any illegal or unauthorized items, items in violation of policy and rules, or any other items reasonably determined by the Principal or his/her designee to be a potential threat to the safety or security of others. Any items seized by the Principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the Principal or his/her designee of items removed from the locker.

Police Officers

Administrators may request sworn peace officers employed, contracted, or otherwise requested by the district to assist in conducting searches for the safety of our staff and students.

Code of Conduct

Bullying

Stop Bullying Behavior

What is Bullying?

When someone uses POWER and INTIMIDATION to hurt or scare another person. See page 31 of this handbook for discipline guidelines on Harassment, Discrimination and Bullying.

What do Bullying Behaviors Look Like?

- Hitting, kicking, shoving, pushing
- Inappropriate physical contact
- Intimidating and threatening
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do
- Setting someone up to be bullied
- Excluding from the group
- Spreading rumors of hurtful gossip
- Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Sending notes, e-mails or text messaging with bullying words or threats
- Standing by and watching bullying behavior

What are Some Things You Can do to Help Stop Bullying?

Tell a trusted adult what is happening (i.e. teacher, principal or guidance counselor).

Don't join the person who is doing the bullying behavior.

Stop the rumor or gossip that is being told to you.

Be unwilling to listen to the put-downs about others.

Be a respectful person and role model.

KRS 158.440 requires any employee who knows that a student has been the victim of a violation of a felony offense committed by another student, shall immediately cause an oral or written report to be made to the principal of the school.

The principal shall notify the parent/guardian of the students involved, and file a report with the local law enforcement agency within 48 hours of the original report.

Anyone acting with reasonable cause in making a required report shall have immunity from any liability that may be incurred.

McCreary County Schools

Directory

McCreary County Board of Education

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McCreary County Middle School

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McCreary Academy

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Pine Knot Primary

Stuart Shepherd, Principal
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Pine Knot Career Institute

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Pine Knot Pre-School

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Jenny Wilson
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Marilyn Casada
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Whitley City, KY 42653
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Food Service Director/ Buildings and Grounds

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School Health Coordinator

Judy Chaney
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Stearns, KY 42647
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FAX (606) 354-1230

Supervisor Of Instruction

Tim Moore
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Stearns, KY 42647
(606) 376-2591 ex 1015
FAX (606) 376-5584

Forms

Please complete the following forms and return them to the school as soon as possible.

Handbook Consent Form	49
<i>Please return to the school as soon as possible</i>	
Consent to Release Student Information	50
<i>Please return to the school as soon as possible</i>	
Computer/Internet Acceptable-Use of Technology Agreement	51
<i>Please return to the school as soon as possible</i>	
Computer/Internet Survey	52
<i>Please return to the school as soon as possible</i>	
School Bus Safety Agreement	53
<i>Please return to the school as soon as possible</i>	
Medical Excuse From	54
<i>To be used if your child has used 10 or more Dr. Statements</i>	
Absence Notes	55
<i>To be used when your child returns from an absence</i>	

Handbook Consent Form

We are partners in your child's education. We need you to help.

***SIGN AND RETURN THIS AND OTHER SIGNATURE PAGES
TO YOUR CHILD'S SCHOOL AS SOON AS POSSIBLE***

Name of Student: _____

Name of Parent / Guardian: _____

School: (please check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> McCreary Central High | <input type="checkbox"/> Pine Knot Pre-School | <input type="checkbox"/> Pine Knot Primary |
| <input type="checkbox"/> McCreary County Middle | <input type="checkbox"/> Pine Knot Intermediate | |
| <input type="checkbox"/> McCreary Academy | <input type="checkbox"/> Whitley City Elem. | |

By signing below, I have:

- read and understand the information contained in this **Handbook**;
- reviewed the **Code of Conduct** with my child;
- read and signed the **Publication Release Consent** * on page 50
- read and signed the **Computer/Internet Agreement** * on page 51
- completed the **Technology Survey** * on page 52
- read the **School Bus Safety Rules and Regulations** * on page 26—28 and
- signed the **School Bus Safety Agreement** * on page 53.

** Please return these forms to the school along with this form*

Will someone please contact me about the following questions?

Parent or Guardian Signature: _____ Date: _____

Sign and return this page to school.

Publication Consent Form

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE SCHOOL.

Dear Parent/Guardian:

At some time during the school year, school/District personnel or other District-authorized persons may videotape or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes.

Under 09.14 AP.12, the District has designated student photographs as “directory information”. Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indicating that they do not wish photographs of the student to be released.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District’s web site.

Please review this form carefully, sign and date the form, and submit the form to the school.

Once signed and dated, this form shall remain in effect for your child’s enrollment in the District schools. If at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal.

As the parent(s)/guardians(s) of _____, I/we give the McCreary County School District permission to release my/our child’s name, photograph, work, and/or audio/video reproduction for publication to the general public concerning school functions and activities, including academic and athletic activities.

Name of Parent(s)/Guardian(s) (Please print.) _____

Parent/Guardian’s Signature

Date

Computer / Internet Acceptable-Use of Technology Agreement

Computer/Internet Acceptable-Use of Technology Agreement and Parent/Guardian Permission Form

Student Name: _____ Grade: _____ Teacher: _____

(Please Print)

School: (please check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> McCreary Central High | <input type="checkbox"/> Pine Knot Pre-School | <input type="checkbox"/> Pine Knot Primary |
| <input type="checkbox"/> McCreary County Middle | <input type="checkbox"/> Pine Knot Intermediate | |
| <input type="checkbox"/> McCreary Academy | <input type="checkbox"/> Whitley City Elem. | |

School Year _____

As a user of the McCreary County School District computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

CONSENT FOR USE OF LIVE@EDU

The Outlook Live e-mail solution is provided to your child by the District as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in District policy/procedure as provided, and that the data stored in such Live@edu services, including the Outlook Live e-mail service, is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child can also be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems is managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.

Name of Student _____

School _____ Grade _____

Parent/Guardian Signature _____ Date _____

Street Address _____

City/State/Zip _____

Home Telephone _____

Computer / Internet Survey



Technology Survey

Connecting Students to the Future



Do you have an e-mail address?

Yes No

If yes, please write the address on the line below:

Does your child have an email address?

Yes No

If yes, please write the address on the line below



Does your child have a cell phone?

Yes No

If yes, please circle the type of cell phone service.

- Voice only
- Voice and texting
- Smart cell phone-voice texting and Internet/data

Do you or your child have a desktop computer at home?

Yes No

If yes, is the desktop computer less than 5 years old? _____

Please circle any device below that you or your child may have at home:

Ipad Nook Kindle Other electronic reader device

Do you have Internet access at home?

Yes NO



This information will assist the District in future technology decisions and strategies, and will not be shared with any other organization.

Thank You!

School Bus Safety Agreement

Your child may ride the bus everyday or only once a year to go on a field trip with their class. We know that as a parent you expect that your child will be transported safely and that you value the convenience bus transportation offers. We want you to know that we are dedicated to providing the safest and most professional transportation program of any school district in the Commonwealth. Bus driver distraction is one of the most common causes of school bus accidents. And most often driver distraction is caused by improper student behavior on the bus. We need your support to continue our outstanding safety record.

Please review **SCHOOL BUS SAFETY RULES AND REGULATIONS** (pages 26 -28) with your child.

SIGN AND RETURN this agreement to your child's school.

Please Print		
Name of Student: _____	Grade: _____	
Name of Parent/Guardian: _____		
School: <input type="checkbox"/> McCreary Central High	<input type="checkbox"/> Pine Knot Primary	<input type="checkbox"/> Whitley City Elem.
<input type="checkbox"/> McCreary County Middle	<input type="checkbox"/> Pine Knot Intermediate	
<input type="checkbox"/> McCreary Academy	<input type="checkbox"/> McCreary County Pre-School	
Please check one: <input type="radio"/> My child is a regular bus rider.		
<input type="radio"/> My child may ride the bus sometime during the school year to attend a school sponsored activity (such as a field trip, sporting event, etc.)		

FOR ALL STUDENTS IN GRADES 6 THROUGH 12):

I have read and understand the regulations for students riding school buses and agree, as a passenger, to abide by said regulations.

Student Signature: _____ **Date:** _____

FOR PARENTS OF ALL STUDENTS, PRESCHOOL THROUGH GRADE 12:

I have read and understand the regulations of students riding school buses and agree to assume full responsibility for my child's conduct on buses.

Parent/Guardian Signature: _____ **Date:** _____

PLEASE CALL (606) 376-8199 TO REPORT HEALTH ISSUES THAT MAY IMPACT THE SAFETY OF YOUR CHILD ON THE SCHOOL BUS.

Note: Please be aware that the Patriot Act classifies school buses under the United States mass transportation system. Therefore, it is a *Federal Offense* to interfere with the safe operation of a school bus. This includes blocking the passage of the bus, threatening or fighting with the driver or passengers. As a federal offense this is punishable by a fine or imprisonment for not more than twenty years or both.

Medical Excuse Form



McCreary County Schools
120 Raider Way
Stearns, KY 42647
(606) 376-2591

Medical Excuse Form

(This form is required after 10 Dr. Statements for absence from school)

I hereby authorize this health care provider to release the information requested on this form for my child listed below.
The purpose of this section is to ensure your child's educational needs are being met.

Parent or Guardian Signature

Date

Student Name: _____ Date of Birth: _____

Date of Appointment: _____ Time of Appointment: _____

Time In: _____ Time Out: _____

Reason for Appointment: (chronic condition, routine office visit, follow up visit, orthodontist, dentist, emergency, tests, etc.)

Was it medically necessary for this student to be absent on date of appointment? Yes No

If no, would student have missed all day due to office location, etc.? Yes No

Comments: _____

Will this student need to be absent more than one day? Yes No

If yes, how long? _____

(If this student will be out for five days or longer, please complete a homebound application.)

This student may return to school on: ____/____/____

Health Care Provider Name: _____

Address: _____

Phone: _____ Fax: _____

Signature of Physician/ARNP: _____ Date: _____

Note: McCreary County Schools students will be allowed six (6) absent events to be excused with a written parent note each school year.

Absence Notes

PLEASE SAVE AND USE THESE SCHOOL ABSENCE NOTES

Date: _____ **Date Absent from School:** _____

Please excuse (student name) _____. He/she was absent because of

illness or injury medical appointment death in family religious holiday court

other: _____

Signed: _____

A medical professional's written excuse is needed to exceed 5 absences due to illness.



Date: _____ **Date Absent from School:** _____

Please excuse (student name) _____. He/she was absent because of

illness or injury medical appointment death in family religious holiday court

other: _____

Signed: _____

A medical professional's written excuse is needed to exceed 5 absences due to illness.



Date: _____ **Date Absent from School:** _____

Please excuse (student name) _____. He/she was absent because of

illness or injury medical appointment death in family religious holiday court

other: _____

Signed: _____

A medical professional's written excuse is needed to exceed 5 absences due to illness.



Date: _____ **Date Absent from School:** _____

Please excuse (student name) _____. He/she was absent because of

illness or injury medical appointment death in family religious holiday court

other: _____

Signed: _____

A medical professional's written excuse is needed to exceed 5 absences due to illness.



McCreary Co Schools Notification System

The McCreary County School District uses **One Call Now** as the primary communications method to keep our families informed about such things as school closings, important district events, or during an emergency type situation where we need to quickly inform a large number of people. The **One Call Now** service also provides "text messaging" capability in addition to voice message delivery options.

Here are some Frequently asked questions as related to the One Call Now Service:

1. How are phone numbers added into McCreary Co Schools One Call Now service?

There are two different methods (one automated and one manual) for including phone contact information within One Call Now. The automated method applies only to parents, guardians, or other authorized care-takers of students enrolled within our school system. When a student enrolls within a given school, the school enrollment clerk enter phone contact information (obtained from the Medical Permissions form) into Infinite Campus (our student information system). The One Call Now system is then automatically updated each night based upon the phone contact information entered by the school enrollment clerk. The manual entry method applies only to those persons that do not have a student enrolled within our school system but also wish to receive One Call Now messages. For persons that fall into this category, please contact the Technology Department at 376-5754.

2. How do I sign up to receive text messages from the One Call Now service?

Text messaging via One Call Now is an optional service that you may wish to sign up for. For parents, guardians, or other authorized student care-takers to receive a One Call Now text message you must have a cellular phone number listed as a primary phone contact number within our student information system (Infinite Campus). Please contact the enrollment clerk at the school where your student is enrolled to include your cell phone number. Once you have ensured that your cell phone is entered within Infinite Campus, you must "opt in" to the One Call Now service via your cell phone. To accomplish this step you simply send a text message with the word **Alert** to 22300 (which is One Call Now's SMS identification number).

For those within our community that do not have a student enrolled within our district but wish to receive One Call Now text messages, please contact the Technology Department at 376-5754.

It is very important to note that cellular service providers do not provide "text messaging" services for free. There is a fee associated either per text message or with a "text messaging" plan. Anyone that wishes to sign up for this optional text messaging service should first ensure that they have a text messaging plan associated with their current cellular service plan.

The McCreary Co School system will not be responsible for any fees or charges associated with receiving text messages from the One Call Now service.

3. Who do I contact if I want my phone number to be included, removed, or modified within the schools One Call Now service?

If you are a parent, guardian, or other authorized care-taker of a student enrolled within our district, you should contact the school enrollment clerk within the specific school where your student is enrolled. If you do not have a student enrolled within our school system and you want to be a part of the One Call Now service, please call the Technology Department at 376-5754.

School Calendar Summary 2011- 2012

August 12, 15, 16	Professional Days	Staff Only
August 17	Opening Day	Staff Only
August 18	First Day For Students	
September 5	Labor Day Holiday	No School
October 14	Professional Day	Staff Only
October 17	Fall Break	No School
November 8	Election Day	No School
December 19-31	Christmas Break December 23 & 30 Holidays	No School
January 16	MLK Day	No School
April 5-6	Spring Break	No School
May 8	Anticipated Last Day for Students	
May 9	Closing Day	Staff Only

HAVE A GREAT YEAR!

Calendar Committee

Schyler Jones/DPP, Robert Jones/Athletic Director, Russell Gilreath/MCHS, Rebecca Blakley/PKIS, Lynn Terry/PKIS, Lisa Gilreath/PKIS, Stuart Shepherd/PKPS, Syndi Morgan/PKPS, Michael Cash/MA, Margie Chestnut/Sec

McCreary County Schools Live Tip Line

ANONYMOUS TIP LINE FOR SCHOOL SAFETY

A SAFETY LINE FOR OUR DISTRICT

As a student or parent, you have the power to keep our school district safe. Administrators rely on you to be their eyes and ears - letting them know when a member of our schools or a district building is in danger. Be a life saver and help stop school crises before they happen!

1-866-LIVE-TIP EXT. 227
(1-866-548-3847 EXT. 227)

The SafeSchools LiveTip is a completely anonymous, toll-free tip line that you can access 24/7/365 - any time you need to tip off school administration about a potential crisis:

- School Violence - weapons, bomb threats
- School Damage - vandalism, theft
- Physical / Sexual Abuse or Harassment
- Drug & Alcohol Issues
- Fights
- Gang Activity
- Discrimination

WHAT HAPPENS WHEN YOU CALL

- A recorded message will prompt the caller to either speak with a live operator or leave a recorded message.
- Live operators are available 24/7/365 to take emergency calls.
- Messages are transcribed and emailed to the assigned district contacts. In the case of an emergency, district administrators are called at work, home, or on their cell phones.
- Each call is assigned a case number the district can use for follow up.

