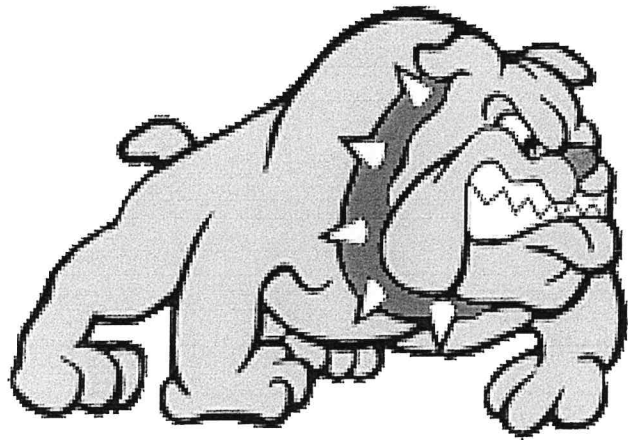


McKee Elementary School

Home of the Bulldogs



Student Handbook
2023-2024

Mission Statement:

M- Meeting goals through

C- Care and Love

K- Keeping promises

E- Everyday by

E- Everyone

McKee Elementary School Objectives



We, the teachers at McKee Elementary School, have placed ourselves in the position as educators in our community, assuming the primary responsibility to educate, train, and develop citizens of today and the future. With this in mind, we believe it is necessary to always remember and strive for the following objectives:

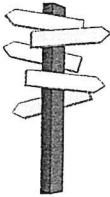
- ◆ Provide classroom atmosphere and arrangement conducive to self-directed motivation of the learner
- ◆ Provide instructional provisions to meet individual differences
- ◆ Make use of resource persons
- ◆ Assist each student in developing a positive self-image
- ◆ Teach our students:
 - To think intelligently, constructively, and creatively
 - The basic fundamentals of education
 - Citizenship
 - To accept responsibilities
 - To respect the rights of others
 - To cultivate self-confidence
 - Character building techniques
 - To have positive health habits
 - To assume positive attitudes toward work
 - The knowledge, duties, and skills necessary in becoming a productive, economically self-sufficient citizen acceptable in a democratic society

Jackson County Board of Education Policy Governing Entry Age of Students

Primary School: A child who becomes five (5) by October 1 may enter primary school. A child who becomes six (6) by October 1, but who has not attended a public school or non-public kindergarten, shall enter kindergarten upon entering the public schools.

Proof of Age: Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide a certified copy of the student's birth certificate.

References: JCBE Policy #09.121, Adopted/Amended: 04-21-92 via Order # 9535; KRS 157.226; KRS 157.3175; KRS 158.030; 704 KAR 5:050; OAG 85-55; KRS 158.140; OAG 82-408; KRS 158.032; KRS 158.990; KRS 159.010



ENROLLMENT PAPERWORK

It is vital that the parent/guardian fill out an emergency form for students enrolled at McKee Elementary School. This form provides an official signature(s). Both parents may sign the form, if both will be writing excuses and check-out information for their child. This form is retained for the current year, and must be updated every year. If during the current school year any information changes, please notify the school in writing. This form will show who is allowed to check your child out of school. For security reasons, no student will be released to anyone other than a parent who is not listed on their emergency form. If a student's parents are divorced or separated, a copy of the legal document pertaining to the child's custody should be attached to the emergency form, especially if a parent, step-parent, etc., custody rights are restricted by this document. It is the responsibility of the parent to provide a copy of this document to the school.

SERVICES AVAILABLE

The staff at McKee Elementary School cares about all aspects of our students' lives. We feel that any event or situation that affects a child also affects his/her education. Therefore, we offer a variety of services and support to students and to families of those students. Our aim is to foster the maximum development in every aspect of our students' lives. Some of the services available to students and their families are:

Free breakfast and lunch program

Counseling services, which include:

Classroom guidance	Small group counseling
Individual counseling	Consultation with parents
Consultation with teachers	Referral to community agencies
Consultation with other professionals	

Title I services, which include:

Extra instructional/academic assistance	
Instructional materials	Parent workshops/trainings
Assistance with vision concerns	

McKee Family Resource Center

GED classes and assistance	Sign language classes
Arts and crafts for all ages	Referrals to child care
CPR and First Aid training	Training for child care providers
Crisis counseling and referrals	Recreational activities/events
Assistance with ACC/SCF	Health services/workshops
Exercise classes for adults	Summer camp programs

Save the Children After-School Literacy Program

Special Education, which includes services for:

Autism	Communication Disorders
Mild Mental Disabilities	Functional Mental Disabilities
Other Health Impaired	Physical Disabilities
Visual Disabilities	Developmental Delay
Blind-Deaf	Emotional/Behavioral Disabilities
Hearing Impairments	Traumatic Brain Injuries
Specific Learning Disabilities	Multiple Disabilities

Section 504

Response to Interventions (RtI)

Promise Neighborhood Academic Specialist and Programs

PBIS Expectations

McKee Elementary School participates in a Positive Behavior Intervention and Support System (PBIS.) A Positive Behavior Intervention and Support System is a systems approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. This is a school-wide approach to behavior. "BARK" is our PBIS expectations for students at McKee Elementary.

B.A.R.K.

- B. Be Respectful**
- A. Act Responsibly**
- R. Remember Safety**
- K. Kindness Matters**

Bulldog Paws

Bulldog Paws are handed out to students that go above and beyond what is asked of them. Whether this helping a friend, picking up a piece of trash, completing an extra I-Ready lesson or any number of any other positive behaviors students can earn paws that are then put into the Bulldog Paw box that sits at the front of the school. Each Friday 20-30 students are drawn out of the box to receive a multitude of prizes to reward their positive behavior. We encourage our bulldogs to Be a Buddy, Not a Bully!

Curriculum and Instruction

Grading

Achievement Teachers shall maintain detailed, systematic records of the achievement of each student.

Grade Reports Grade reports shall be insured every 9 weeks for all students. These evaluations shall provide a record of academic progress as well as conduct.

Reports of unsatisfactory progress will be sent to parents midway through the grading periods as specified by administrative procedure.

Parent/Teacher Conferences Parent/Teacher conferences may be scheduled when requested by the parent or teacher.

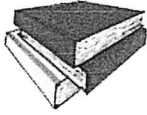
Grading System The following scale shall be used to indicate the progress of primary students.

- M Mastery
- S+ High Achievement
- S Satisfactory
- S- Lower Satisfactory
- P Participation
- N Needs Improvement
- U Unsatisfactory

Continuous progress for primary students will be monitored through the use of district standards established from state goals and academic expectations.

The progress of students in Grades 4 and 5 shall be evaluated by the following:

- A (92-100) Excellent
- B (81-91) Above Average
- C (70-80) Average
- D (60-69) Below Average
- F (59 & Below) Failure



GRADING AND REPORTING POLICIES

Primary: The non-graded primary will utilize the Jackson County Elementary Report Card, issued at the end of every nine (9) week period.

Fourth and Fifth Grades: The 4th and 5th grade report cards will be issued at the end of every nine (9) week period. Parents of 4th and 5th grade students may monitor their child's academic status at any time during the grading period by utilizing Infinite Campus Parent Portal. See the school secretary for a password and to register for this opportunity. The following grading scale is adopted by the Jackson County Board of Education for fourth and fifth grade students:

92-100	(A)	60-70	(D)
81-91	(B)	Below 60	(F)
80-71	(C)		

McKee Elementary Homework Policy

A. Purpose

This policy on assignment of homework to students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework assignments.

B. Scope

This policy is intended to guide teachers for all students in McKee Elementary School. It does not apply to students receiving homebound instruction or whose instructional program is governed by an individual education program when that plan excludes the prospect of homework.

C. Definition

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

D. Commitment

The development of study skills must be an integral part of McKee Elementary School's educational policies. McKee Elementary School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is the policy of McKee Elementary School that homework will be assigned to students in accordance with their individual needs and abilities, and in support of the learning objectives of the particular curricular area. It should be recognized that not all homework needs to take the form of written assignments. Some homework, especially in the primary program, should involve students in reading to their parents and vice versa, or in taking part in cultural and creative activities.

E. Policy

- The principal will see that a copy of this policy is distributed to and understood by all students, their parent/guardian(s), and all teachers.
- It is the policy of McKee Elementary School that teachers will assign homework as appropriate and on a regular basis to all students capable of completing

assignments and that homework will never be used as part of a system of punishment and/or rewards.

- The appropriate ranges of hours of homework per week to be assigned are:
Primary- 1 to 3 hours per week
4th and 5th grade- 4 to 6 hours per week
- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
- Assigned homework will be accomplished outside of class time.
- The burden that homework places on a student will be considered when assignments are made, and considerations should be given to school events and other subject area requirements.
- The principal shall periodically compile information about best practices regarding homework, and share these practices with all teachers.
- Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parent/guardian(s) of the student's academic progress toward mastery of learning objectives.
- Teachers shall decide the degree to which homework affects the determination of a student's grade.
- Teachers shall provide clear and concise directions for the completion of homework assignments.

F. Parental Support

Parents are urged to actively involve themselves with their child's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

- Showing interest in the schoolwork their children bring home.
- Provide a suitable place to study, free from distractions.
- Supply needed materials for completing homework.
- Offer to clarify instructions and answer questions.
- Check to see that the work is completed.
- Encourage your children to do their best work, and praise a job well done.
- Assist in use of time and monitor the type and amount of television your children watch.
- Stay in close communication with teachers.
- Reward your children in appropriate ways for completed work.

G. Student Responsibilities

Students are responsible for completing homework, and with support from their parent/guardian(s), may want to follow some of the following practical suggestions:

- Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
- Keep homework in the same place at home each day and take books and materials directly to this study area.
- Plan the best time to complete homework.
- Complete work that is neat and legible.

The district office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

The district provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the district to the extent feasible. If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the Director of Special Education at the address or phone number above.

ATTENDANCE POLICY

Pupils are required to attend regularly and punctually at McKee Elementary School. Students may enter when the doors open at 7:15 a.m. The students are to report to the cafeteria for breakfast upon arrival at school. After finishing breakfast, students are to report to a designated area in the gym. The instructional day begins at 7:50 a.m. It is desirable that every student is in class on time, if they are to receive adequate guidance through their class work and benefit from discussions. **If a student arrives after 8:00 a.m., he/she needs to check in with the attendance clerk and take a sign-in slip to the teacher.** All students are expected to attend class every day school is in session. When a student must be absent from school for any of the reasons listed under EXCUSED ABSENCES, it is the responsibility of the parent/guardian to write a note to the school or return a doctor's excuse. A written excuse is needed, even if a phone call is made to the school regarding the absence. It shall be the student's responsibility to give the attendance clerk the excuse for the day(s) absent. Work may be made up for days considered excused absences. Students must ask for make-up work from their teacher(s).

Tardiness: A student who arrives at school between 7:50 a.m. and 10:00 a.m. is considered tardy. A student that leaves school after 12:30 p.m. and before 2:50 p.m. is considered tardy. Tardies may accumulate into absences when the amount of time not present accumulates to the amount of time considered to be an absence.



Excused Absences: The following rules and regulations do not take precedence over the truancy laws of the Commonwealth of Kentucky, but shall be considered for excused absences:

- Illness of student. Only six (6) days per year shall be excused with a note from home. One (1) doctor's statement will be sufficient for students who are sick for three (3) or more consecutive days.
- Severe illness in the pupil's immediate family.
- Death in the pupil's immediate family (limited to three (3) days except for extenuating circumstances).
- Medical and/or dental appointments that cannot be made after school.
- Court appearances.
- Participation in school-related activities, including school-related trips, approved by the principal (students shall be responsible for make-up work).
- One (1) day for attendance at the Kentucky State Fair.
- Participation in 4-H activities which are under the supervision of a county extension agent or the designated 4-H leader.
- Natural disasters beyond the student's control.
- Tests administered by school counselors.
- Religious holidays.
- Other valid reasons as determined by the principal.

Truancy Defined: Any pupil who has been absent from school without valid excuses for three (3) days or more, or tardy three (3) days or more is considered truant. A pupil who has been reported as a truant three (3) or more times is a habitual truant. Absences for less than half a day (see times listed under "Tardiness") shall be considered as tardiness.

Suspension: Days missed due to suspension shall be considered unexcused and no make-up of daily work will be allowed.

Early Dismissal: If a student is counted in attendance in the morning, but is checked out before 10:00 a.m., the student is considered absent all day. If the student is checked out between 10:00 a.m. and 12:30 p.m., the student is considered absent for half a day.

**Remember that early checkouts are excused only for the valid reasons for absence/tardiness listed in the Board Policy.

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, and both shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

EXCUSED ABSENCES

An excused absence or tardiness is one for which work may be made up, such as:

1. Severe illness in the pupil's immediate family;
2. Illness of the pupil - Only three (3) days per semester shall be excused with a note from home. One (1) doctor's statement will be sufficient for students who are sick for three (3) or more consecutive days and have a doctor's statement/hospital slip;
3. Death in the pupil's immediate family (limited to three [3] days except for extenuating circumstances that may be approved by the Principal);
4. Medical and/or dental appointments that cannot be made after school. Such appointments shall be verified by physician's or dentist's statement confirming date and time;
5. College or vocational school interviews which are pre-approved by a school official (verification of interview shall be required);
6. Driver's license permit or tests (limited to one-half [1/2] day). Verification shall be required;
7. Court appearances (verification shall be required);
8. Religious holidays and practices that are pre-approved by a school official;
9. One (1) day for attendance at the Kentucky State Fair;
10. Natural disasters beyond the student's control;
11. Tests administered by school or college personnel (documentation of attendance shall be required);
12. Documented military leave;
13. One (1) day prior to departure of parent/guardian called to active military duty;

Absences and ExcusesEXCUSED ABSENCES (CONTINUED)

14. One (1) day upon the return of parent/guardian from active military duty,
15. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
16. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to ~~make-up-school-work-missed-and-shall-not-have-their-class-grades-adversely-affected~~ for lack of class attendance or class participation due to the excused absence.

UNEXCUSED ABSENCES

All other absences shall be considered unexcused. Verification of the absence for the purpose of determining whether or not it will be excused shall be presented to the Attendance Clerk of the student's school no later than the second day after the student's return to school and shall include the date of and reason for the absence. The Principal/designee shall determine whether the absence is excused. That determination shall be furnished to the student's classroom teacher(s) within one (1) day:

When a pupil has accumulated three (3) unexcused absences, the Director of Pupil Personnel or his/her designee shall send a letter to the pupil's parent/guardian providing suggestions and stating the implications of additional unexcused absences.

When a pupil in an elementary school has accumulated six (6) unexcused absences, the Director of Pupil Personnel or his/her designee shall send a letter to the pupil's parent/guardian reiterating the points of the previous letter and stating the implications of additional unexcused absences. A copy of the letter shall be sent to the pupil's Principal and to the Kentucky Cabinet for Health and Family Services. The pupil's guidance counselor shall counsel with the pupil about the implications of missing six (6) or more days, exploring ways to avoid future absences.

Absences and Excuses

UNEXCUSED ABSENCES (CONTINUED)

When a pupil in a middle or high school has accumulated six (6) unexcused absences, the Director of Pupil Personnel or his/her designee shall instigate the Truancy Diversion Program Pre-complaint Phase (The pupil, the pupil's parent/guardian, school officials, and other stakeholders will be invited to a Truancy Diversion Workshop.)

In addition, after a student has been absent six (6) times in a semester course without a valid excuse, the Principal or Assistant Principal shall impose the following penalties:

1. Loss of parking privileges for twenty (20) school days, which may be carried over to the following school year if necessary.
2. Loss of the privilege to participate in extracurricular activities for the remainder of the school year.
3. Loss of eligibility for academic or other honors for the current school year.

Loss of privileges, as outlined above, may be appealed in accordance with the appeals process outlined in the section entitled "Appeals of Unexcused Absences".

When a pupil accumulates nine (9) or more unexcused absences, the Director of Pupil Personnel or his/her designee shall send a certified letter of final notice to the pupil's parent/guardian in accordance with KRS 159.180. A copy of the letter shall be sent to the pupil's Principal and to the Kentucky Cabinet for Health and Family Services. The pupil's guidance counselor shall counsel with the pupil about the implications of missing nine (9) or more days, exploring ways to avoid future absences. After sending the final notice, the Director of Pupil Personnel or his/her designee shall file neglect or habitual truancy charges against the pupil and/or the parent/guardian in the event the pupil has further unexcused absences or tardies during the school term.

Documentation of all letters sent and of attendance at the Truancy Diversion Workshop shall be maintained.

A student or a student's parent/guardian may appeal to a School-Based Appeals Committee to waive and/or modify a loss of privilege(s) or to excuse an absence that has been ruled unexcused by either the Principal/designee. A student or a student's parent/guardian who wishes to appeal must notify the Principal of the desire to appeal within three (3) school days of receiving notice that an absence has been determined to be unexcused by the Principal/designee.

APPEALS OF UNEXCUSED ABSENCES

The School-Based Appeals Committee shall be composed of the school's Principal and two (2) teachers. The School-Based Appeals Committee shall meet periodically, as required, to consider appeals in a timely fashion. The Principal shall chair the committee and determinations of the committee shall be appropriately distributed within one (1) school day of its action.

Absences and ExcusesMAKE-UP

Make-up work for credit shall be permitted for excused absences only. The student shall be responsible for making arrangements with his/her teacher(s) to make up and turn in work missed. The teacher(s) shall notify the Principal/designee if the student's make-up work was not completed. The teacher(s) shall furnish this notification within one (1) day of the deadline set for completion of the make-up works.

SUSPENSION

Days missed due to suspension shall be considered unexcused and no make-up of daily work for credit shall be permitted. Projects or work assigned prior to a suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted.

EARLY DISMISSAL

Early dismissals shall be approved in accordance with Policy 09.1231 and shall be excused only for the valid reasons listed above for excusing absences.

EXTENDED ABSENCE

If possible, when an extended absence is anticipated, prior arrangements for the continuation of schoolwork should be made through the Principal/Counselor.

SCHOOL HANDBOOKS

Each school's handbook shall include specific attendance requirements.

REFERENCES:

702 KAR 007:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

702 KAR 007:100

OAG 76-566, OAG 77-514, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

RELATED POLICIES:

09.111, 09.122, 09.4281, 09.4294, 09.432

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 07/16/2013



McKee Elementary School

P.O. Box 429 Hwy 89 McKee, KY 40447

Phone: (606) 287-7157 Fax: (606) 287-4775

<http://www.jackson.k12.ky.us/mckee>



Tim Truett, Principal

Guidelines for Participation in Extra-Curricular Activities Policy

Any student participating in extra-curricular activities must maintain at least a 90% attendance average up until that point in the school year (the date of the activity.) If a student participant's attendance average drops below 90% he/she cannot participate in any extra-curricular activity until the percentage is raised to 90%. Excused absences will not be calculated against the child's attendance percentage (Amended Sept. 2010.)

Students who are absent on the day of extra-curricular activity may not participate unless a valid excuse (dentist, optometrist, funeral, etc.) can be provided. Students who are sick and excused from school by a doctor due to illness will not be permitted to play to limit the spread of sickness.

Administration has the ability to hear extreme absence cases and make participation decisions accordingly.

Any fourth or 5th grade student participating in extra-curricular activities must maintain at least a C average overall. Any primary student participating in extra-curricular activities must be making adequate progress in the primary program of studies in order to be eligible to participate in extra-curricular events. Any student that drops below an overall C average or is not making adequate progress in the primary program will not be allowed to participate in extra curricular events until his or her grades/academic progress is raised to the above stated levels.

A student may be denied the privilege of participation in extra-curricular activities for disciplinary reasons.

In addition, coaches may set additional requirements for students to be eligible for participation.

SBDM Effective Date 1/10/23

HEALTH INFORMATION



Health and Immunization Regulations

In order to be in compliance with state laws and board policy, students who are enrolling in school must present an Initial Entry Preventative Health Exam form (it must be on the Initial Entry Health Exam form); an up-to-date, valid KY immunization certificate on the KY Immunization Certificate form (This record must be furnished to the school prior to enrollment.); a copy of the social security card, a copy of the state issued birth certificate, and an eye exam by an ophthalmologist or optometrist on the Kentucky Eye Examination Form for School Entry. Also, effective the 2010-2011 school year, a dental screening or examination for entry-level students with the results of the examination reported on the state-required Dental Examination Form. The only exceptions to the above policy are described in KRS 214.036. Any child transferring into the Jackson County Public School System is required, by law, to have complied with the above regulations.

Dispensing Medication

There are very strict guidelines governing the dispensing of medication (either Over-the Counter or prescription medication) at school. If your child needs to take medication at school, the parent/guardian must bring the medication to school and fill out the appropriate paperwork to allow the medication to be dispensed. Please contact Deanna Rogers, 287-7157, if your child needs medication while at school.

Nit-Free Policy

Children returning to school after being suspended for having parasites (head lice or nits):

1. After school officials determine that a student is infected with parasites, the student will be suspended until they are completely parasite free according to our school board policy (09.213).
2. The student can return to school after being examined by a school official or licensed medical professional.
3. The student's parent/ guardian must meet with the school principal or his/her designee before riding a school bus or entering the school building, except to the principal's office.

Accident and Injury Procedures

Even though McKee Elementary is a safe facility, you might hurt yourself during the regular school day or during an extracurricular activity. If you happen to be in an accident, report it to the teacher or coach in charge of the activity immediately. If you need medical attention, the school secretary, teacher, or coach will contact your parents/guardians and follow the procedures listed on your emergency form. Your teacher or coach will then fill out an accident report and file it in the secretary's office.

MCKEE ELEMENTARY SCHOOL SAFE SCHOOLS/VISITORS POLICY

Jackson County Public Schools have updated Safe Schools Policies. We, at McKee Elementary, updated our Safe Schools/Visitors Policy as part of this initiative.

These policies are in no way intended to eliminate or limit parent involvement in a child's education and learning. We, as a school, understand that your children are the most important things in your lives. We also recognize that without your help and involvement in their education, your child will not be as successful and, in turn, we will not be as successful as a school. **We need and desire your involvement. These procedures are just to enable us to better monitor who is in our school, and why they are here, and where they are located within our building so that we can keep your children safe.** The staff and administration at McKee Elementary School continues to welcome you to our school, but we are requiring the following safe schools procedures be followed to ensure the safety of your children:

Morning Drop-Off

All students and visitors must enter through the main front entrance or the side gym doors to the school. There will be personnel assigned to supervise your children and ensure that they reach their appropriate destination. Preschool assistants and/or teachers will meet preschool students in the front reception area to escort them to the classrooms. While preschool classes are in breakfast or the gym, one preschool assistant will remain up in the front reception area to receive and escort preschool students. After that time, the reception will call the preschool (or the appropriate classroom for older students that may require adult assistance) to come to the reception area to receive the child. All parents/guardians of students preschool through 5th grade, are to part from the student at the door and not accompany them into the building.

7:50 AM -2:50 PM

1. If a parent or visitor needs to see a staff member for any reason, he or she should schedule an appointment to see that teacher during his or her planning time if at all possible. This will keep classroom disruptions to a minimum and allow for better instruction and supervision of all children. You may schedule an appointment by calling the school and speaking with the receptionist or the teacher. Then when you arrive at school for the

scheduled appointment, enter through the main front doors, sign in as a visitor, and the receptionist will call the staff member, who will then come to the front to receive you at the appointed time.

2. If an emergency should arise and a parent/guardian needs to see or talk to a staff member without an appointment, he or she may enter through the main front doors, sign in, and the staff member will be notified to meet the visitor in the reception area. The staff member can then accompany the visitor to an appropriate area to discuss his or her business.
3. If a family member needs to bring something to a student (i.e. homework, lunch, ball uniforms, etc.), it can be left with the receptionist, who will make sure that the item is given to the student.
4. If a parent/guardian needs to pick a student up from school early (before 2:50), please enter through the main front doors, sign the child out with the receptionist, and wait in the reception area. The student will come to the reception area to leave with you. Please remember that only those people who are listed on the child's sign-out sheet will be allowed to pick students up from school.

Afternoon Pick-Ups (2:50-3:15)

1. Afternoon pick-ups for those students that are leaving at dismissal time and will not be counted tardy will now take place in the gym/cafeteria.
2. The doors at the side of the building that go into the gym/cafeteria will be opened at 2:50 in the afternoon. Staff will walk each student to the awaiting car in the pickup line.
3. If a student is not a pick-up every day, **the parent/guardian must send a note to school or call the school as early in the day as possible in order to allow adequate time for the receptionist to notify the child's teacher** that he or she will be picked up instead of riding the bus that day. Then the person picking the child up will follow the procedure described above in #2.
4. **Please do not wait until the end of the day to call the school to notify personnel that a student's routine method of getting home is going to be different.** When phone calls come in too close to the arrival time for the busses (2:00 and after), it does not allow adequate time to contact the

necessary people to let them know the arrangements have changed for that student. We understand that emergencies sometimes arise, but please call as early in the school day as possible.

5. The only place that students can be signed out at regular pick-up/dismissal time is the gym/cafeteria. Those doors will not be opened until 2:50 PM. If a person picking a student up does arrive before 2:50 and does not want to sign the student out of school early (tardy), he or she will need to wait in their vehicle until 2:50 when the doors will be opened.

Beginning of the School Year Procedure

1. An Open House will be held prior to the beginning of school for parents, family members, and students to meet with teachers and visit the classroom area. We encourage all students and families to participate in that event to facilitate a good beginning to the school year and to become familiar with the classroom and teachers.

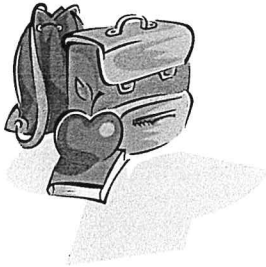
DRESS CODE

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other students, is prohibited. The Jackson County Board of Education has established the following standards of dress:

- A clean and neat appearance is required for all students.
- All students shall wear shoes.
- NO hats, caps, head scarves (including bandannas) or headdresses may be worn in school unless worn for health, safety, or religious reasons (prior approval of the principal is required).
- No student may wear as an external garment any of the following:
 - See-through, transparent, or nude looks without appropriate undergarments
 - Garments which expose the bare midriff or back
 - Shirts that display scenes that promote fighting, wrestling, violence or other disruptive themes or that promote vulgarity, and or endorse illegal activities
 - Torn, ripped, or ragged articles of clothing
- Shorts must be fingertip length. Those of a shorter length, which are worn in physical education classes or athletic events, shall be acceptable when students engage in such activities.
- Sunglasses shall not be worn inside the school building without a medical excuse- a doctor's note must be presented beforehand.
- Skirts and culottes shall not be shorter than fingertip length. This rule refers to shorts also.
- Jewelry and other forms of ornamentation may be worn as long as they do not make distracting noises, espouse violence, promote vulgarity, or endorse illegal activities.
- Biking apparel shall not be worn. This rule refers to all tight spandex clothing.
- Clothing designed to fit at the waist shall be worn at the normal waist level (no sagging).
- Trench coats or coats longer than knee level shall not be worn to school.

Principals shall enforce the dress codes in their schools. They shall confer with students whose appearance does not conform to these rules. Repeated violations of the personal appearance code may result in suspension from school and referral of

the students to the Jackson County Board of Education. Should exceptions to the dress code standards be necessary due to special occasions, such as plays, the principal is authorized to grant the exception, provided s/he notifies the superintendent in advance.



BOOK BAGS/ BACKPACKS

To promote the safety of students and staff, students in grades kindergarten through 5th grade (K-5) shall be permitted to bring backpacks onto school property or to any location of a school-sponsored activity, including buses.

Exceptions: The only standing exceptions to this prohibition shall be student musical instrument cases and athletic bags, necessary for carrying required equipment and clothing. In such instances, these items shall be stored immediately on arrival at school as directed by the principal/designee and shall not be retrieved until needed. Should special circumstances arise when students need to transport items (science projects, etc.) in a large, non-transparent container, they shall first obtain permission as directed by the principal/designee. Authorized school personnel may search purses or other items carried by students when reasonable grounds exist to believe that a search will reveal evidence that the student has violated or is violating either a school rule or a law. Students who violate this policy shall be subject to appropriate disciplinary action.

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

~~AUTHORIZED PERSONNEL~~

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

WITNESS/PERSONAL SEARCHES

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

STRIP SEARCHES

No strip searches of students shall be permitted.

FAILURE TO COOPERATE

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

REGULAR INSPECTION

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

ILLEGAL ITEMS

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Search and Seizure

OTHER DISRUPTIVE ITEMS

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

DISPOSITION OF ITEMS

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)

KRS 161.180; KRS 531.335

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICIES:

08.2323; 09.4261

STUDENT EXPECTATIONS



RESPECTFUL BEHAVIOR

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated. The refusal to follow reasonable directions from the teachers and/or other school personnel will be considered insubordination and could result in suspension. The directives from school personnel shall be presumed reasonable, and therefore, the burden of proving the directive unreasonable will be upon the student. Walking away while a staff member is talking to you or talking back to a staff member are examples of disrespect. A student shall comply with reasonable directives when at school activities, functions, events off school grounds, or while under school supervision. The staff is responsible for school sponsored activities. Students will be expected to show respect to themselves, staff, and fellow students.

REPORTING OF CODE VIOLATIONS (09.438.AP.1)

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or report that may be required by law, including reports to law enforcement.

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

BULLYING

(HOUSE BILL 91- KRS 158.156)

House Bill 91 was enacted during the 2008 legislative session. During the legislative process, House Bill 91 was sometimes referred to as the "Golden Rule Bill" or the "Bullying Bill". This legislation focuses on students who are victims of felony offenses (specified under KRS Chapter 508).

House Bill 91 (KRS 158.156) requires that any school employee who has reasonable cause to believe that a student has been the victim of a felony offense under KRS Chapter 508 by another student shall immediately make an oral or written report to the principal of the school attended by the victim. After receiving the initial report and determining that it is a reportable incident, the principal must notify the parents, legal guardians, or other persons with custodial control of the students involved in the incident. If the principal determines there is a reportable incident, he/she

shall file a written report within forty-eight (48) hours of the original report. The written report will be filed with the local Board of Education (through the superintendent), and one of three state agencies (local law enforcement agency, or Kentucky State Police, or the County Attorney.)

Students who believe that they have been a victim of a felony offense under the provisions of House Bill 91 (KRS 158.156) may report it to the classroom teacher or any school employee. The teacher/school employee shall refer the report to the principal, so that effective and appropriate action can take place to ensure the safety and well-being of all students.

STUDENT RULES AND REGULATIONS

- ✓ Students are expected to report to the cafeteria immediately upon arriving at school each morning.
- ✓ Students may purchase paper and pencils from the office, prior to class in the morning.
- ✓ Students are expected to report to homeroom and class on time, and with all necessary supplies.
- ✓ Students are expected to obey classroom rules, and respect the rights and property of fellow classmates, teachers, and other school personnel.
- ✓ Students are expected to act in a respectful manner to teachers, school staff, and classmates.
- ✓ Students are expected to respect school property. Vandalism (the destruction of public and private property) will not be tolerated. The student and/or parent/guardian will be expected to make restitution.
- ✓ Students are expected to practice good manners.
- ✓ Students are expected to discard trash in the containers provided. Keep the school clean by picking up trash and papers from the floor.
- ✓ No running in the school building (except in the gym during PE class).
- ✓ No radios, tape players, or toys should be brought to school, unless requested by a teacher.
- ✓ No student is allowed in the gym or breezeway (hallway between the elementary and primary building) during break, unless instructed to do so by the teacher.
- ✓ Fighting, scuffling, horseplay, pushing, shoving, profane language, and throwing rocks are strictly prohibited on school property.
- ✓ Creating false emergencies, such as pulling the fire alarm or making a bomb threat, which necessitates the school to remove all or part of the students for their safety, thus disrupting the school day and endangering the health and welfare of individuals in the building, may result in suspension.
- ✓ Tobacco products on school property are strictly prohibited.
- ✓ No alcohol or drugs are permitted on school property.
- ✓ No food, drinks, or chewing gum is allowed the library.
- ✓ All fund-raising projects must be cleared through the principal's office.

CAFETERIA PROCEDURES



- All students are expected to go through the cafeteria line and get a tray for breakfast and lunch.
- Students are to purchase any extra items they may want when they go through the line.
- All students are expected to remain in their seat, unless taking their tray to empty.
- Quiet voices are to be used in the cafeteria.
- Food and condiments are to be eaten and not used for inappropriate actions (throwing, etc.)
- Walk at all times.

- Push your chair in to the table when lining up. Line up and stand quietly in a straight line, keeping hands and feet to yourself.

McKee Elementary Positive Behavior Intervention System

B - Be respectful.

A- Act responsibly.

R- Remember safety.

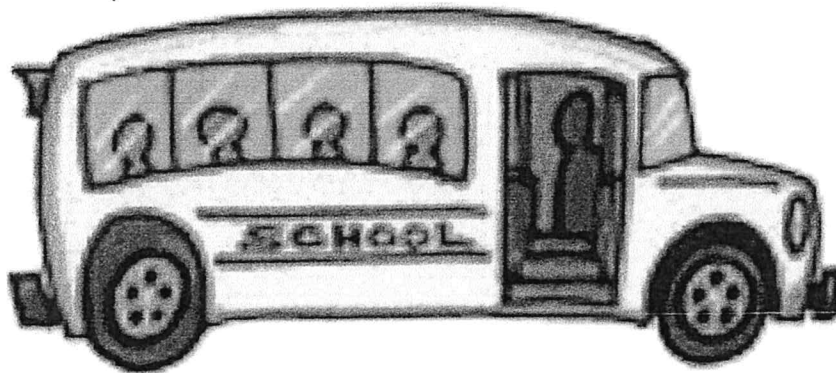
K- Kindness matters.

CONDUCT ON A SCHOOL BUS

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations. Instruction on bus conduct and safety shall be provided to all transported students. Instructions shall include the following rules:

- The bus driver has complete authority over the conduct on his/her bus.
 - Students shall wait at their assigned bus stop off the roadway and remain there until the driver has stopped the bus, opened the entrance door, and signaled to the students to enter the bus.
 - When students enter the bus, they shall proceed directly to a seat.
 - Students shall remain seated until the bus has come to a complete stop.
 - Students shall have written permission from a parent to leave the bus at a stop other than home of school.
 - Students shall not extend their arms, legs, or heads out of the bus windows.
 - Students shall not change from one seat to another while the bus is in motion, unless given permission by the driver.
 - Students shall not create noise on the bus to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.
 - Students shall not place anything in the aisle of the bus.
 - Always use the steps when entering or leaving the bus.
 - No smoking allowed on the bus.
 - No fighting allowed on the bus.
 - Do not tamper with emergency doors or windows.
 - Water devices (water guns, spray bottles, etc.) are not allowed on the bus.
 - Students are not to stand or sit on the bus steps while the bus is in motion.

Violations of bus rules may result in, but is not limited to, detention, suspension from the bus, and/or suspension from school.



FIGHTING

Fighting will not be tolerated at McKee Elementary School. When assigning punishment for fighting, the following circumstances will be taken into account:

- Who initiated the fight?
- Could the fight have been prevented by either person?
- Is this occurrence a repeat offense?
- Did the participants stop when asked to?
- Did the fight result in injury to other persons?

Disciplinary actions could include the following:

- Verbal reprimand for non-instigators who stopped when asked, etc.
- Parent contact/conference
- Detention
- Suspension
- Referral to the Board for expulsion
- Arrest warrant signed for wanton endangerment, disturbing the peace, etc.
- Referral to proper authorities

HAZING

Hazing, harassment, or abuse of students by other students or groups of students will not be tolerated.

HARASSMENT

Harassment of any type toward students and/or staff members will not be tolerated.

CRIMINAL VIOLATIONS

The Jackson County Board of Education believes that students are accountable to their school in their role as students as well as to the law in their capacity as citizens. Violations will be dealt with according to these laws and local school board policy. A student charged with criminal misconduct will be subject to expulsion from school and be given a full due process hearing before the Board, which will take prompt and appropriate actions. Examples of offenses that the Board considers criminal include, but are not limited to, are: extortion; bomb threat; possession, use, and/or transfer of dangerous weapons; assault; battery; fighting; vandalism; theft; possession or sale of stolen property; arson; furnishing, selling, or possession of unauthorized substances.

CORPORAL PUNISHMENT

Corporal punishment refers to the striking of the student's buttocks with a paddle. No other form of corporal punishment may be administered. Written parental permission to administer corporal punishment shall be on file in the school's office, prior to the administering corporal punishment on the student. If parental permission is not on file, other appropriate punishment shall be administered. Corporal punishment may only be administered by the principal or assistant principal in the presence of two (2) certified staff members. The principal or assistant principal who administers the corporal punishment shall be the same gender as the student being punished. Both official witnesses shall be informed beforehand and

in the student's presence of the reason for the punishment. Corporal punishment shall not be administered in the presence of other students. Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that the misbehavior could result in corporal punishment. Each student who receives corporal punishment two (2) or more times during the year shall have the goal of eliminating the future necessity for corporal punishment of that student. A behavior improvement plan shall be developed with input from the student, teacher, parent/guardian(s) and other professionals as needed.

ALCOHOL

School Board Policy 09.4321 states that no pupil should possess, use, be under the influence of, sell, or transfer any alcoholic beverage on or about school property, at any location of a school-sponsored activity, or in route to or from school or a school-sponsored activity. The sheriff will be called to take into custody intoxicated students. Violation of this policy may constitute reason for assignment to the alternative school, suspension, and/or expulsion.

DRUGS AND OTHER CONTROLLED SUBSTANCES

School Board Policy 09.4233 states that no pupil shall possess, use, or be under the influence of, sell, or transfer any controlled substance, or any substance which "looks like" a controlled substance, on or about school property or any location of a school-sponsored activity, or in route to or from a school-sponsored activity. Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. However, these prescription drugs must be carried in appropriately labeled containers. These prescriptions must be checked into the office. Drug violations may constitute reason for suspension or expulsion. In addition, violations may result in notification to proper authorities. Vapes are also prohibited on all school grounds.

TOBACCO PRODUCTS

A new part of the Educate America Act became effective December 28, 1997. This act bans smoking in any building owned, leased, or used for routing primary, elementary, or secondary education or library services to children. The law carries a \$1,000.00 penalty for each violation of the act. Infraction of the above policy shall result in the student being punished. Since students cannot use tobacco products on school property, they should not have it in their possession. If found in your possession, these products will be confiscated.

WEAPONS

School Board Policy 09.424 states that pupils shall not carry on their person or cause to be brought to school firearms, knives, or any other object that can be classified as a dangerous instrument. Knowledge of the possession of a weapon by another student is a serious offense and will be dealt with severely if not reported. If a student becomes aware that another student is in possession of a weapon, the only acceptable behavior is to report such information to the nearest authority. Violation may constitute reason for suspension or expulsion. In addition, violations may result in notification to legal officials. Unlawful possession of a weapon on school property in Kentucky is a felony, punishable by a maximum of five years in prison and a ten thousand dollar (\$10,000.00) fine.

MES Student Cell Phone Policy:

- Personal electronic devices **shall not be used, turned on nor activated** by students while attending school-sponsored or school-related activities that are held **during the instructional day**.
- If students are asked by the teacher to use phone for instructional purposes, it should be turned off and fully put away at the end of that class. **Earbuds should also be put away and not worn between classes.**
- Cell phone use shall **not be used as teacher rewards**.
- Cell phones **in use will be confiscated** even if the student is speaking or texting with a parent.
- Staff members are **not responsible for any device** that is lost, damaged or stolen.
- McKee staff members have the **right to confiscate any electronic device or item that is in violation** of this policy.

These **devices will remain in the possession of the administrative team** until a parent/guardian has been notified according to the guidelines below.

1st Violation - Confiscation of the device returned the same day to the student after notifying the parents.

2nd Violation-Confiscation of the device and returned to the parent after 3 school days.

3rd Violation-Confiscation of the device and returned to the parent after 5 school days.

4th Violation-Appropriate consequences determined by the principal as outlined in Behavior Consequences Chart

Parents will be notified any time a cell phone is confiscated. The front office keeps a running record of each student and cell phone violations if they occur.

If a cell phone is out, for ANY reason, it may be confiscated. If a student refuses to comply with the request for confiscation, it will be an automatic suspension from school.

JACKSON COUNTY
DISTRICT WIDE TITLE I
PARENT INVOLVMENT POLICY

1. STATEMENT OF PURPOSE

Jackson County is committed to the goal of providing quality education for every child in the district. To this end, we want to establish partnerships with parents/caretakers and the community. Everyone gains when school and home work together to promote high achievement by our children. Neither home nor school can accomplish this task alone. Parents/caretakers play an extremely important role as a child's first teacher. Parent/caretaker support for their children and for the school is critical to the child's success.

2. PARENTAL INVOLVMENT IN DEVELOPING THE POLICY

An advisory council consisting of parents/caretakers, teachers, members of the community and principals will meet to develop/refine the district Parental Involvement Policy in the spring. Parents/caretakers will be encouraged and invited to participate in development of the Comprehensive District Improvement Plan (CDIP) and Comprehensive School Improvement Plans (CSIP's). After appropriate publicity regarding the need for parent/caretaker volunteers, the advisory council will be comprised of volunteers from each school in the district. Special attention will be given to recruiting parents/caretakers of children in the Title 1 program.

3. ANNUAL MEETING FOR TITLE I PARENTS/CARETAKERS

At the annual meeting for parents/caretakers, which will be held in early Fall in each school in the district, parents/caretakers will be given information about the guidelines for the Title I program. Parents/caretakers will be given copies of the district's current Parental Involvement Policy and will be offered a chance to become involved in revising that policy as needed. Parents/caretakers may volunteer to serve on either the district wide or individual school advisory council or both. Parents/caretakers will be provided notice about the annual meeting times and will also be contacted through telephone calls by the Family Resource/Youth Service Center (FRYSC) Coordinator at each school.

4. SCHOOL PARENT COMPACT

Each school will share responsibility with parents/caretakers for improving student academic achievement and school performance by jointly developing Title I policy with the parents/caretakers of children participating in the program. The policy will outline how parents/caretakers, staff and students will share responsibility for promoting high student achievement. Parents/caretakers on each school's advisory council will be involved.

5. TYPES OF PARENTAL INVOLVEMENT

There are many ways in which parents/caretakers can become involved with their children's education. This school district values both the at-home contributions and those that take place at school and in the community. Many types of parental/caretaker involvement are needed in a school-home-community partnership that will help our children succeed. The FRYSC

Coordinators and Title I Representative will provide parent/caretaker training on how parents/caretakers can become active participants in their children's education.

6. MATCHING PROGRAMS TO THE NEEDS OF OUR COMMUNITY

Each year, the school district will assess the needs of parents/caretakers and children in the community through a variety of measures – including questionnaires sent home to parents/caretakers – so that the Title I program will be tailored to meeting those needs.

Workshops and other activities will be available for parents/caretakers and some children to match the needs expressed. The FRYSC Coordinators will notify parents/caretakers about these opportunities at the individual schools. Parents/caretakers may call the District Central Office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions.

7. STAFF-PARENT COMMUNICATION

There will be notices and activity packets sent home with children, phone calls, conferences, and home visits as needed. Parents/caretakers are encouraged to take the initiative in contacting their child's teacher when they are concerned about a problem. They may also contact the school office and ask for a translator for conferences. As much as possible, receiving training on how to improve home/school communications, some parents/caretakers will be asked to participate in these training sessions.

8. EVALUATION

The district wide Title I Advisory Council will be involved in the process of school review and improvement. Parents/caretakers of children in the Title I program will be part of this group. The aim will be to evaluate the schools in the district, collecting information in a variety of ways, including visits to the schools and observation of classes.

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program, and parents/caretakers will be asked for their input. The evaluation will include an assessment of how much parental/caretaker involvement is increasing and what barriers to parental/caretakers participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review in the spring of each year.

All parents will be invited to attend an annual meeting at their local schools during the year to discuss the design and implementation of Title I, Part A activities. Current year activities will be presented and discussed. Parent input will be gathered and incorporated into the Parental Involvement plan for the coming school year.

This commitment to family involvement has been approved by the Jackson County School Board. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.

CURRICULUM AND INSTRUCTION
~CURRICULUM~

Title I Parent Involvement Policy

The District Board of Education declares its intention to involve Parents/Caretakers of students in the Title I project as follows:

1. To involve Parents/Caretakers in policy decisions through public group meetings.
2. To encourage general support through Parent/Caretaker teacher organizations and conferences;
3. To engage Parents/Caretakers directly in influencing their children's ability to achieve through in-home Parent/Caretaking tutoring; and
4. To encourage Parents/Caretakers to express ideas, concerns and judgements about the Title I program through written suggestions/proposals, presentations at public meeting (called annually by the Title I coordinator), and responses to surveys made through interviews, written instruments or other means.

Related policy: 08.1345

Londa Freeman, Title I Coordinator

NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

Our district receives federal funds for Title I programs as part of the *No Child Left Behind Act (NCLB)*. Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

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

If you would like to request this information, please contact your school's principal. Please include your child's name, the names of your child's teacher(s), and an address or 3-mail address where information may be sent. Thank you for your interest and involvement in your child's education.

CRIMINAL CHECKS FOR VOLUNTEERS & PARENTS/GUARDIANS

Anyone who wishes to volunteer in the school must complete the Youth Leader Request form (pursuant to KRS 17.160) for a criminal check. The form is available from the McKee Family Resource Center. The volunteer must supply the needed information. The school must receive a copy of your criminal check and clearance to volunteer in school, prior to you volunteering. Any parent/guardian who wishes to attend a school-sponsored field trip or activity with his/her child must complete this entire process, prior to the trip or activity. A CAN Check will also need to be completed through the Jackson County Board of Education.

SECURITY VIDEO CAMERAS

To help ensure the safety and security of students and staff at McKee Elementary School, the Jackson County Board of Education has installed video cameras outside and throughout the school.

STUDENT CHECK-IN/CHECK-OUT PROCEDURES

Check-In: Any student arriving to their homeroom after 8:00 a.m. must check in with the attendance clerk. The attendance clerk will issue a check-in slip to the student, which must be presented to his/her teacher. The student will be considered tardy.

Check-Out: Parents or persons authorized by the parent (and listed on the emergency form or in the parent's handwriting) may check out a student during the school day. The person wishing to check the student out must do so with the attendance clerk or the designated person to release students. The student emergency form will be checked to see if the person is authorized by the parent to pick up the student(s). If the person is not recognized by the principal, secretary, attendance clerk, or teacher, that person will be asked to show picture I.D. **Students that are being checked out early (before 2:50) will be called to the office by the attendance clerk. Parents are not to go to the classroom to pick up their child. Permanent passes will no longer be issued or utilized in the check-out procedure for students at any time of day.**

HOUSE BILL 330

House Bill 330 is legislation that was enacted during the 1998 Kentucky General Assembly. This legislation was sponsored by H. Moberly and was a response to the growing concern of violence in schools across the nation. This bill is also known as the "Safe Schools Act" and established a Center for School Safety with a board of directors. The bill provides for research relating to school violence, grant monies for implementing school safety programs, and mandates that schools develop and implement comprehensive safety plans in an attempt to ensure maximum safety for all students and staff members.

CHILD FIND SYSTEM

The Child Find System is designed to locate, identify and evaluate any child, age three (3) to twenty-one (21) year, who resides in a home, facility or residence within its geographical boundaries, who may have a disability and be in need of special education. This includes children who are not in school; those are in public, private or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving special education.

The district makes sure any child enrolled in the district who has a disability, regardless of how severe the disability, is provided an appropriate education at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the district find any child who may have a disability and need special education services. The district needs to know the name and age, or date of birth of the child; the name, address and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways the district collects the information needed. The information the district collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for special education services.

If you know of a child who lives in the district, who may have a disability, and may need but is not receiving special education services, please contact:

Director of Special Education
Jackson County Public Schools
P.O. Box 217
McKee, KY 40447
(606) 287-7187

Child Find activities continue throughout the school year. As part of these efforts, the district uses screening information, student records, and basic assessment information collected on all children in the district to help locate those children who have a disability and need special education. Any information the district collects through Child Find is maintained confidentiality.

Written policies and procedures are on file that describe the district's requirements regarding the confidentiality of personally identifiable information and Child Find activities. Copies are maintained in each school and in the Board of Education office. Copies of the policies and procedures may be obtained by contacting:

Director of Special Education
Jackson County Public Schools
P.O. Box 217
McKee, Kentucky 40447
(606) 287-7187

Electronic Resources -- Acceptable Use Policy

Jackson County Public Schools

Version 5.0

Access Privileges to Electronic Materials

The Jackson County Public School District and the Board of Education supports the rights of students, staff, and community members to have reasonable access to various electronic media and believe it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner.

This policy provides appropriate standards to guide the behavior of students, staff, and community members involved in accessing electronic media. ~~Electronic resources include but are not limited to the~~ following types of materials:

- a. computers and related equipment
- b. computer network resources including the Internet and electronic mail
- c. electronic media such as software, cd-roms, video files, and audio files
- d. telephones

Prior to accessing the district network, all users must sign an Acceptable Use Policy agreement form. In addition, students, under the age of eighteen, must submit an Acceptable Use Policy agreement form signed by their parent/guardian prior to being given access to the Internet or individual e-mail accounts. The required form shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Educators may use the Internet and email during whole class instruction with or without parental consent. Permission for students to observe such presentations is not required, as these presentations are teacher controlled.

Upon signing an agreement form, a private login and password will be assigned to each user. The user is responsible for any activity performed under that login and password; therefore, passwords must be kept private.

All network use should be in support of education and research and be consistent with the educational objectives of the Jackson County School District. Students, staff and community members will be held accountable for violations of the JCPS Acceptable Use Policy agreement and understand that disciplinary action may be taken.

Privacy

Users should not expect that use of the internet or email use will be private. The District monitors internet usage and filters email. Sites visited by users are logged and reviewed for suitability to assure compliance with the JCPS Acceptable Use Policy and state law. Federal law requires the District monitor online activities for minors. Violations relating to or in support of illegal activities may be reported to authorities.

Electronic Access/Usage Plan (Continued)
Electronic Resources -- Acceptable Use Policy
Jackson County Public Schools
Version 5.0

Network and Internet Regulations for All Users

The following are not permitted.

- Using any email system other than the District email system (i.e. PRTC, hotmail, gmail and other external electronic mail accounts may not be accessed from the District network)
- Passing on chain mail, jokes, links to websites that are not educational, spam or animations through electronic mail
- accessing inappropriate sites
- displaying or sending offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- trespassing in other users accounts, files, directories or work and harming or destroying data of another user
- breaking in or attempting to break in to the computer network
- monopolizing the resources of JCPS network by running large programs (this includes but is not limited to downloading copyrighted music files, creating P2P networks and/or applications over the network, sending large amounts of mail that are not educational or streaming video or audio that is not educational)
- violating copyright laws
- installation of any unauthorized software obtained from any source
- playing MUD (multi-user games) via the JCPS network
- conducting illegal activities via the network
- bypassing the District's monitoring and/or security system
- modifying system files used in the operation of the computer, the network or software installed on the computers
- revealing personal information, including but not limited to personal addresses or phone numbers
- using technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals
- employing the network for commercial purposes (i.e. personal business) or financial purposes
- entering chat rooms except under the supervision of a teacher for a planned instructional activity
- damaging computers, school/district websites, computer systems, or computer networks, including intentional uploading of a computer virus or creation of a virus
- vandalism/defacement of the physical equipment (Vandalism is defined as any attempt to harm or destroy property tags, data, hardware, operating systems or applications of another user.)
- posting on the internet of a student's personal identity, picture or student work is not permissible without written parent/guardian consent.

Chatting, blogging, instant messaging, video conferencing and other web 2.0 tools must be directly related to educational purposes. Student use of these tools must be under direct supervision of an educator.

Community Members

Community members may have access to the internet when deemed appropriate by the superintendent. Community members must, however, attend a training/awareness session provided by the network administrator or designee prior to being given a user login.

Loss of Network Services

~~The administration, faculty or staff of JCPS may also request the system administrator or District~~
Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of network and Internet access will be for a period determined by the appropriate building level administrator. Users (students, staff or community members) whose accounts are denied, suspended, or revoked have the following rights:

1. To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
2. To submit a written appeal to the Superintendent
3. Pending the decision of the committee, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

Reliability of Networks

Jackson County Public Schools will not be responsible for any damages or loss of data. This includes but is not limited to delays, non-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.

Security

Security on any computer system is high priority, especially when the system involves many users. If any user can identify a security problem on JCPS network, he/she must notify a system administrator. Do not demonstrate the problem to others. As a user of this system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

Responsibility for Damages

Individuals shall reimburse the Jackson County Board of Education for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. Vandalism or theft shall also result in cancellation of privileges. Students or staff members who deface a District web site or otherwise make unauthorized changes to a website shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

This document replaces any previous acceptable use procedures for Jackson County Schools.

Board Approved 8/18/2009



TELECOMMUNICATION REGULATIONS

Violations of the following terms and conditions will result in the immediate loss of telecommunication services including, but not limited to, the Internet, telephone, and electronic mail.

The use of your account must be in support of education and research consistent with the educational objectives of the Jackson County Public School District:

- ✦ You may not send or display offensive messages or pictures.
- ✦ You may not use obscene language.
- ✦ You may not give your password to anyone.
- ✦ You may not use or alter anyone else's account.
- ✦ You may not offer Internet access to any individual via your JCPS account.
- ✦ You may not break in or attempt to break in to the computer network.
- ✦ You may not create or share computer viruses.
- ✦ You may not destroy another person's data or trespass in another user's files.
- ✦ You may not monopolize the resources of JCPS network by running large programs and applications over the network or sending large amounts of mail to the users.
- ✦ You may not play games over the network.
- ✦ You may not violate copyright laws.
- ✦ You are not permitted to get from the network or put onto the network any copyrighted material.
- ✦ You may not use MUD (multi-user games) network via the JCPS network.
- ✦ You may not purposefully annoy other Internet users, on or off the JCPS system. This includes continuous talk requests.
- ✦ You may not use e-mail systems that do not meet state standards (i.e. hotmail or other free e-mail services).
- ✦ As a user of this system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- ✦ No illegal activities may be conducted via the network.
- ✦ All communication and information accessible via the network should be assumed to be private property.
- ✦ Do not reveal your personal address or home address or that of students or colleagues.

***Note that e-mail and other files are not guaranteed to be private. People who operate the system do have access to all data. Messages relating to or in support of illegal activities may be reported to the authorities.**

- I. **Loss of Network Services:** A network administrator may suspend or close any account at any time. The administration, faculty, or staff of JCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of network privileges and/or Internet access will be for a period determined by the appropriate building level administrator. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:
 - ✓ To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
 - ✓ To submit a written appeal to the superintendent.
 - ✓ Pending the decision of this committee, a user can make a final appeal to the Board of Education. The decision by the Board is final.
- II. **Reliability:** JCPS will not be responsible for any damages or loss of data. This includes, but is not limited to, delays, not-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.
- III. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem of the JCPS network, s/he must notify a system administrator or send e-mail to Rhonda.thompson@jackson.kyschools.us Do not demonstrate the problem(s) to others.
- IV. **Vandalism:** Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, hardware, operating systems, or applications of other use.



ELECTRONIC ACCESS/USAGE PLAN

*Note: You must sign an Agreement Form in order to use the services described below.

ELECTRONIC RESOURCES-ACCEPTABLE USE PROCEDURES

(Including all network (JCPS Net), Telephone, and Internet access privileges)

Version 2.1-Access Privileges to Electronic Materials

In the Jackson County Public Schools (JCPS), access to electronic information resources can range from telephone usage, read-only access to instructional software, or full search capability of the Internet. For these reasons, the JCPS maintains the right to limit access to software and/or documents found on JCPS Net or the Internet, via technical or human barriers.

*This document replaces any previous acceptable usage plan for Jackson County Public Schools.

General Standards-Users

The following standards are used as a general structure for student, staff, and community member access to electronic resources:

Primary (P-3) Students:

- Primary students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e. portfolios).
- Primary students are not allowed to have unsupervised access to the Internet at school. Primary students' access to the Internet is only available under the direct supervision of a teacher, instructional assistant, or other trained adult volunteer.
- Internet access software is installed only on the primary teachers' workstations. It is not installed on primary students' workstations.

Elementary (4th and 5th grade) Students:

- Elementary students are allowed to use network resources using a student login. This type of user login allows the student access to instructional software and a private storage directory for student work (i.e. portfolios).
- Elementary students are not allowed to have unsupervised access to the Internet at school. Elementary students access to the Internet is only available under the direct supervision of a teacher, instructional assistant, or other trained adult volunteer.
- Elementary students can be given access to electronic mail if requested by a sponsoring teacher. Students with electronic mail accounts must attend a training/awareness session provided by the network administrator or designee prior to being given the account.

Internet Access Software

JCPS Net shall utilize the latest available filtering technology to make it more difficult for objectionable material to be received or accessed. Logs of Internet activity shall be examined to detect access to sexually explicit or other objectionable material.

JCPS Network Access Terms & Conditions (Including Internet Access)

Acceptable Use: Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material produced by trade secret. Use for product advertisement or political lobbying is not consistent with the purpose of the JCPS network is inappropriate. Illegal activities are strictly prohibited.

Rights, Responsibilities, and Privileges: This document of the terms and conditions for use of JCPS network access must be signed by all students and adults to receive an individual user account. It is designed to enable all users to understand clearly their responsibilities as users of the Internet via the JCPS network. The required form shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request. If you have any questions about these responsibilities, please contact your network administrator or the District Technology Coordinator.



MEDICAID

Jackson County School District is an approved provider of health services as defined by Medicaid. Billable health services include:

- *Speech/language therapy

- *Occupational therapy

- *Physical therapy

- *Mental health

- *Health services supervised by a nurse, such as CIC, tube feeding, suctioning, etc.

- *Evaluation provided by Speech Therapist, OT, PT, and the psychologist that results in the inclusion of any of the previously identified services in the IEP, or reevaluations that result in the continuation or exit of the student from any of those services.

If you have questions concerning Medicaid billable health services, please contact the Director of Special Education at the Jackson County Board of Education Central Office.

MEDICAID

Jackson County School District is an approved provider of health services as defined by Medicaid. Billable health services include:

*Speech/language therapy

*Occupational therapy

*Physical therapy

*Mental health

*Health services supervised by a nurse, such as CIC, tube feeding, suctioning, etc.

*Evaluation provided by Speech Therapist, OT, PT, and the psychologist that results in the inclusion of any of the previously identified services in the IEP, or reevaluations that result in the continuation or exit of the student from any of those services.

If you have questions concerning Medicaid billable health services, please contact the Director of Special Education at the Jackson County Board of Education Central Office.

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1. *The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.*

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. *The right to inspect and review logs documenting disclosures of the student’s education records.*

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. *The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.*

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. *The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

Notification of FERPA Rights

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

- 5. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

- 6. *The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.*

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

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

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

Review/Revised:7/19/2016

Notification of PPRA Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:**
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◆ **Inspect, upon request and before administration or use:**
 1. Protected information surveys to be used with students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Notification of PPRA Rights

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D. C. 20202-8520*

Review/Revised:4/19/2016

Gifted and Talented Students

SELECTION FOR SERVICES

The District shall systematically collect data on an ongoing basis that will provide the target population of candidates for services.

Primary students shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with 704 KAR 003:285.

Once selected as qualifying for Primary Talent Pool services, a primary student need not be re-evaluated, except to determine suitability of services, until the end of the P4 year.

Once identified as qualifying for gifted education services in grades four through twelve (4-12), a student need not be re-evaluated, except to determine suitability of services.

CURRICULUM

Each school shall provide a differentiated, articulated curriculum in accordance with Kentucky Administrative Regulations.

Service options for the formally identified gifted learner (grades 4-12) shall be described in the gifted and talented student services plan (GSSP).

PROGRAM EVALUATION

Each year the Gifted-Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent for his/her information prior to forwarding it to the Kentucky Department of Education.

PROCEDURAL SAFEGUARDS AND GRIEVANCES

Parents and/or students (Grades P12) may petition for identification or may appeal nonidentification or appropriateness of services.

1. The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why s/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration given.
2. The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information. If the appeal concerns the nonavailability of appropriate service options, the Committee shall consult with the school council.

Gifted and Talented Students

PROCEDURAL SAFEGUARDS AND GRIEVANCES (CONTINUED)

4. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
 - a) S/he may participate in the program as soon as the parent or guardian signs the required permission form.
 - b) A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
5. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
6. Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

Review/Revised:4/19/2016

THE KENTUCKY GENERAL ASSEMBLY PASSED HOUSE BILL 11, WHICH LEGALLY REQUIRES ALL LOCAL SCHOOL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON, OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT AT ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. BELOW IS THE KENTUCKY SCHOOL BOARD ASSOCIATION (KSBA) RECOMMENDED POLICY THAT THE JACKSON COUNTY BOARD OF EDUCATION ADOPTED.

COMMUNITY RELATIONS

10.5

Visitors to the Schools

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.

3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;

10.5
(CONTINUED)

Visitors to the Schools

REGISTRANTS (CONTINUED)

- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305, is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

10.5

(CONTINUED)

Visitors to the Schools

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED (CONTINUED)

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law², are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.³

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

IMPLEMENTATION

The Principal shall be responsible for implementing this policy.

REFERENCES:

¹KRS 438.345

²KRS 438.050

³KRS 511.070; KRS 511.080; OAG 90-11

KRS 17.545; KRS 17.500; KRS 17.510

KRS 160.380; KRS 211.394; KRS 211.395; KRS 438.305

KRS 600.020; KRS 620.146

OAG 91-137

P. L. 114-95, (Every Student Succeeds Act of 2015)

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII

42 U.S.C. 12101 et seq., Americans with Disabilities Act

10.5

(CONTINUED)

Visitors to the Schools

RELATED POLICIES:

01.1

03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262; 05.3; 05.31; 06.221

09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811

10.2

THE KENTUCKY GENERAL ASSEMBLY PASSED HOUSE BILL 11, WHICH LEGALLY REQUIRES ALL LOCAL SCHOOL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON, OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT AT ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. BELOW IS THE KENTUCKY SCHOOL BOARD ASSOCIATION (KSBA) RECOMMENDED POLICY THAT THE JACKSON COUNTY BOARD OF EDUCATION ADOPTED.

STUDENTS

09.4232

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

KRS 160.290; KRS 160.340; KRS 161.180

KRS 438.050; KRS 438.305; KRS 438.345; KRS 438.350

OAG 81-295; OAG 91-137

P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 05.31; 06.221; 10.5

MCKEE ELEMENTARY SCHOOL COMPACT 2023-2024

It is important that families and schools work together to help students achieve high academic goals and standards. Therefore, a partnership has been established between teachers, parents, and students at McKee Elementary School. We, as partners, have agreed upon roles and responsibilities that we will carry out to support student success in school and in life. We commit to carrying out the following responsibilities:

STAFF PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- *Teach classes through interesting and challenging lessons that promote student achievement
- *Endeavor to motivate students to learn
- *Have high expectations and help every child to develop a love of learning
- *Communicate regularly with families about student progress
- *Provide a warm, safe, and caring learning environment
- *Provide meaningful, daily homework assignments to reinforce and extend learning
- *Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- *Actively participate in collaborative decision making and consistently work with families and my colleagues to make school accessible and welcoming places for families which help each student achieve McKee Elementary high academic standards
- *Respect the diversity and needs of McKee Elementary students, parents, staff, and families

STUDENT PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- *Come to school ready to learn and work hard
- *Bring necessary materials, completed assignments, and homework
- *Know and follow school and class rules
- *Communicate regularly with my parents and teachers about school experiences so they can help me to be successful in school
- *Limit my TV watching and instead study or read every day after school
- *Respect the diversity and needs of McKee Elementary students, parents, staff, and families

FAMILY/PARENT PLEDGE:

I agree to carry out the following responsibilities to the best of my/our ability:

- *Provide a quiet time and place for homework and monitor TV viewing
- *Read to my/our child or encourage my/our child to read everyday
- *Ensure that my/our child attends school every day, gets enough sleep, regular medical attention, and proper nutrition
- *Regularly monitor my child's progress in school
- *Participate in school activities such as school decision making, volunteering, and /or attending parent-teacher conferences
- *Communicate the importance of education and learning to my/our child/ren
- *Respect the diversity and needs of McKee Elementary students, parents, staff, and families

Jackson County Public Schools Title I Program

Please read the information in this handbook, and then sign the form below, tear it out of the handbook, and return it to your child's teacher no later than _____.

My signature below indicates that I have received the Student Handbook for McKee Elementary School. I understand that if I have questions regarding the information contained within the handbook, I may contact staff at McKee Elementary School for clarification of the information.

Student's Name

Parent/Guardian Signature

Date