

White Hall Elementary



Student Handbook 2023-2024

2166 Lexington Road
Richmond, KY 40475
859-625-6134

Dr. Ashley Cornelison, Principal
Mrs. Kelly Livers, School Counselor

Table of Contents

Content	Page Number
General Information	2
Mission & Vision	3
Communication	4
Attendance Policies	5-7
Check In & Check Out Procedures	8
School Cancellations, Delays, and NTI Days	9-10
Transportation	11-12
Food Service	13
Student Discipline	14-17
Dress Code & Use of Personal Technology Devices	18
District Documents	19-35

Please review this handbook in its entirety.

General Information

**White Hall Elementary
2166 Lexington Road
Richmond, KY 40475**

Phone Number: 1-859-625-6134

Fax: 859-624-4512



School Hours: 8:00-3:00, Monday-Friday

Morning Drop Off Circle: 7:30-8:00

Afternoon Pick-Up Circle: 3:00-3:15

Annual Student Fees: \$7.00



Madison County Schools Notice of Non-Discrimination



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

Mission Statement



Every Lion, Every Day

Vision Statement

White Hall Elementary is committed to helping students achieve their fullest potential by providing an inclusive learning environment that elicits academic, behavioral, and social emotional growth.

Anchor Statement

White Hall Lions are

Responsible students who

Offer kindness,

Always do their best, and

Respect others

White Hall Lions ROAR Success!

Communication

White Hall Elementary strives to keep families informed. Please see below for the various methods of communication White Hall utilizes to share important information.

Communication Method	Information Shared
School & District Website	General Information
White Hall Facebook Page	Reminders of School Wide Events & Pictures from School Events
Send It Communication	Via Text, Email, and/or Phone Call: Reminders of School Wide Events School Closures/Delays Important Information
Class Newsletters & Classroom Communication Apps	Direct Communication from Your Student's Teacher
Report Cards	Academic Progress
Fall & Spring Parent Teacher Conferences	1:1 Communication with Your Student's Teacher

White Hall Website: <https://www.madison.kyschools.us/11/home>

Madison County Schools Website: <https://www.madison.kyschools.us/>

 Follow WHE On Facebook: whelionsroar 

Attendance Policies

Student achievement is directly related to school attendance. White Hall Elementary expects excellent attendance from all students. In the event that your student must be absent from school, please follow the procedures outlined below.

Absence Procedures

1. When possible, notify your student's homeroom teacher of the absence.
2. Return required excuse documentation within **5 school days of your student's return to school.**
3. Complete and return missed assignments within **7 days.**

Types of Absences

There are two types of absences:

1. Excused
 - o Absence due to a valid reason (see chart on page 6)
 - o Absence accompanied by a parent note

Parent Note Allowances	
Fall Semester	Spring Semester
4 Parent Notes and 2 Parent Notes for Tardies 1 Note=1 Day Unused Notes DO NOT Carry Over	4 Parent Notes and 2 Parent Notes for Tardies 1 Note=1 Day Unused Notes DO NOT Carry Over

Parent notes should include: student's first and last name, date of absence(s), reason for the absence, and parent/guardian signature

2. Unexcused
 - o Absences for reason other than those identified as valid excuses

Excused Absences and Tardies

The following reasons will be accepted as an excused absence or tardy.

Valid Excuse Reason	Required Documentation
Death or Severe Illness in Student's Immediate Family	Verification of Funeral, Doctor's Excuse, or Note from Parent (Allowed 4 Parent Notes Per Semester)
Illness of Student	Doctor's Excuse or Note from Parent (Allowed 4 Parent Notes Per Semester)
Religious Holidays & Practices	Consultation with Principal
1 Day for Attendance at Kentucky State Fair	Parent Note with Verification of Attendance Attached
1 Day Prior to the Departure of Parent/Guardian Called to Active Military Duty	Letter from the Military
1 Day Upon the Return of Parent/Guardian from Active Military Duty	Letter from the Military
Visitation for up to 10 Days with the Student's Parent/Legal Guardian Who, While on Active Military Duty Stationed Outside of the Country, is Granted Rest and Recuperation Leave	Letter from the Military
Up to 10 Days to Pursue Educational Enhancement	Completion of Educational Enhancement Form 5 Days Prior to Absence & Principal Approval https://www.madison.kyschools.us/departments/pupil-personnel/files_-documents

*Please note: Absences or tardies for any reason other than those listed above are considered **UNEXCUSED**.*

Tardiness

A tardy will be recorded when a student reports late to school, leaves school early, or checks out for 2 ½ hours or less during the school day. In order for a tardy to be excused, it must meet the criteria outlined in the chart above. Required documentation must be provided within 5 days of the student's return to school.

Truancy

Any student who has been absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, is considered **truant**. Any student who has been reported as **truant two or more times is a habitual truant**.

Procedures for Truancy Notification & Interventions

Point of Truancy: 3 unexcused absences or tardies in a school year	Letter Home
Point of Habitual Truancy: 6 unexcused absences or tardies in a school year	Letter Home & Conference between parent(s)/guardian(s) and the principal
9 unexcused absences in a school year	Home Visit by Attendance Advocate This is the FINAL NOTICE
More than 12 unexcused absences or tardies in a school year	Referral to Court

Check In & Check Out Procedures

Check In Procedures

Car rider line will be open from 7:30 a.m.- 8:00 a.m. each school day. Any student that arrives after 8:00 a.m. will need to be accompanied by an adult into the school building to be checked in and will be marked tardy.

Check Out Procedures

In the event that a student must leave school prior to the end of the school day, the student must be checked out from the front office. In order for a student to be released the adult picking them up must meet the following criteria:

- The adult is the parent, legal guardian, or designated adult listed on the student's yellow check out card.
- The adult shows a valid picture i.d. to verify their identity.

This policy is put in place to protect the safety of the students.

ABSOLUTELY NO EXCEPTIONS WILL BE MADE.

School Cancellations, Delays, and NTI Days

In the event that severe weather, excessive illness, or an emergency necessitates the delay or cancellation of school, that information will be communicated through multiple means including local TV stations, email, phone call, and/or text messaging services.

Delay

A one or two hour delay will be announced utilizing the same methods as a school cancellation. (TV, phone call, email, and/or text)

One Hour Delay	Buses run one hour later than their regularly scheduled route times. Car riders may be dropped off beginning at 8:30 a.m.
Two Hour Delay	Buses run two hours later than their regularly scheduled route times. Car riders may be dropped off beginning at 9:30 a.m.

- Breakfast and lunch will still be provided for all students.
- Dismissal times will remain the same.

Early Dismissal

In the event that students are dismissed prior to the end of the regularly scheduled school day, homeroom teachers will contact each family to determine if the student will maintain their normal mode of afternoon transportation. Any plans for early dismissals will be communicated utilizing the same methods as a school cancellation or delay. (TV, Sendit, email, and /or text)

Non-Traditional Instructional Days (NTI Days)

A NTI day can be used at the superintendent's discretion to accommodate any unforeseen circumstance that causes a cancellation of a regularly scheduled school day.

- A NTI day will be communicated utilizing the same methods as a delay or cancellation. (TV, phone call, email, and/or text)
- Students do not report to school on NTI days. Instead, students will be given 3-4 hours of specific assignments to complete at home.
- Teachers will be available by phone and email to assist students and families with any questions.
- Students will be required to complete and submit their work within **7 calendar days** from the date of return to school following a NTI day. NTI work will be counted as a grade.
- NTI Days count towards student instructional days and will not have to be made up at the end of the year.

Transportation

Transportation Changes

Please send a note to your child's teacher or stop by the front office to notify the school of any transportation changes. Due to student safety, transportation changes over the phone or via email will not be accepted.

Bus Transportation

Riding the school bus is a privilege. This privilege is conditioned upon good behavior and observance of all school bus rules and regulations set forth by Madison County Board of Education. Any student in violation of bus rules or regulations will be reported to the principal for disciplinary action.

- Families are provided with a copy of the full list of *Regulations for Pupils Riding Madison County Buses* at the beginning of the school year.

Car Riders

The car rider line in the back of the school is utilized for morning drop off and afternoon pick up. **Dropping off or picking up students in the staff parking lots, Harper's Square, or in the bus lane is strictly prohibited.** The hours of operation are listed below.

Morning Drop Off Circle: 7:30-8:00

Afternoon Pick-Up Circle: 3:00-3:15

Shuttle Buses to MKA, MMS, & MCHS: Leave WHE at 7:40 A.M.

To Access the Car Rider Line from Lexington Road:

1. Turn on Keystone Drive
2. Turn on Aqueduct Drive
3. Proceed to the end of Aqueduct

Car Rider Procedures

In order to allow the car rider line to operate efficiently, please adhere to the following procedures:

Morning Drop Off

1. Pull forward as far as possible to maximize the number of students that can exit their cars at one time. There will be a staff member positioned at the end of the sidewalk to identify how far to pull forward.
2. Ensure that your student is ready to exit the vehicle. All materials needed for the day should be readily available, allowing your student to exit the vehicle quickly.
3. Please stay in your vehicle. Have your student exit the vehicle on the **RIGHT** hand side in the designated drop off areas. Students should only exit the vehicle when they are positioned by a sidewalk.
4. Move with the flow of traffic. To ensure the safety of our students, we ask that no vehicle attempt to pass another vehicle waiting to drop off students.

Afternoon Pick Up

1. Ensure that your **White Hall Car Rider Tag is Visible**. To ensure the safety of our students, no students will be released to individuals without a valid car rider tag. Anyone attempting to pick up a student without a tag will be asked to report to the front office to verify their identity and ensure that they are listed on the check out card.
2. After exiting the building students will remain on the sidewalk until your vehicle is positioned by the sidewalk area.
3. Move with the flow of traffic. To ensure the safety of our students, we ask that no vehicle attempt to pass another vehicle waiting to pick up students.

Food Service

White Hall Elementary is pleased to be able to provide **FREE** breakfast and lunch meals for **all students**

<https://myschoolmenus.com/organizations/1971>

Extra Items

Extra items are available for an additional cost. If you would like for your student to be able to purchase additional items we recommend that you deposit money into your student's online account. You may also send cash or a check. Any money sent in with your student will need to be placed in an envelope with your child's name on it and given to your student's homeroom teacher upon arrival to school.

Online Meal Prepayment System

Utilize the My School Bucks online system to prepay for your student's extra items or track your student's meal account. www.myschoolbucks.com

Prohibited Items

Fast food items and **soda** are not allowed to be packed in lunch boxes or to be brought in by parents during school lunches.

Eating Lunch with Your Student

Parents are welcome to eat lunch with their student! All lunch guests must be on the student's yellow emergency/check-out card. Lunch guests will be required to check-in at the front office and obtain a visitor's badge. Lunch guests will sit with their student at a designated table.

Adult Meal Prices

Breakfast: \$3.25

Lunch: \$5.00

Student Behavior

The “White Hall Way” is the foundation of our school’s community. We expect that all White Hall lions exhibit behaviors that align with our anchor statement.

White Hall Lions are

Responsible students who
Offer kindness,
Always do their best, and
Respect others



White Hall Lions **ROAR** Success!

The “White Hall Way” is part of WH’s Positive Behavior Interventions and Supports(PBIS), a framework that focuses on proactive behavior interventions and instruction. Utilizing our anchor statements, behavioral expectations for each area of the school will be explicitly taught to all students beginning on the first day of school. Throughout the course of the school year students will be rewarded for demonstrating behaviors that align to our anchor statement.

Paw Points

When students demonstrate behaviors that align to White Hall’s belief statement they may earn “paw points.” Paw points can be redeemed for prizes once per nine weeks at “The Lion’s Den” shop. Specific behavior expectations can be found on the common area matrix on page 16.

Lion Pride Day

Each 9 weeks, White Hall will celebrate student achievements in a day-long celebration known as “Lion Pride Day.” Rewards will be based upon the student’s reward level. Levels will be determined by behavior, academic achievement, and attendance.

Student Recognition Opportunities (7 possible)

- **Behavior**
 - Less than 5 tallies on the behavior chart for the 9 weeks
 - 0 Tallies on the behavior chart for the 9 weeks
 - 20 or More “ Paw Points”
- **Academic Growth & Achievement**
 - All As & Bs (3rd-5th), Performing at Grade Level (1st-2nd)
 - Growth & Effort in Reading
 - 1st & 3rd Nine Weeks: 10 passed lessons on i-Ready
 - 2nd & 4th Nine Weeks: Meeting Growth Goal
 - Growth & Effort in Math
 - 1st & 3rd Nine Weeks: 10 passed lessons on i-Ready
 - 2nd & 4th Nine Weeks: Meeting Growth Goal
- **Attendance**
 - Zero unexcused absences or tardies

Reward Level	Reward Earned
Everyone	Spend Paw Points at the Lion’s Den Store
Yellow (3 Criterion Met)	Lion Pride Lunch
Orange (4 Criterion Met)	Lion Pride Lunch + Activity
Green (5 Criterion Met)	Lion Pride Lunch + Activity + Game Room + Extra Recess + <u>1 Ticket in Big Prize Drawing</u>
Blue (6 Criterion Met)	Lion Pride Lunch + Activity + Game Room + Extra Recess + Activity # 2 + <u>2 Tickets in Big Prize Drawing</u>

White Hall Elementary

Common Area Expectations

WHE Students ROAR!	Classroom	Hallway	Bathroom	Cafeteria	Playground	Assembly	Car Rider Line	Bus
Responsible students who	-Be prepared for learning -Use materials appropriately -Clean up after yourself	-Face forward and stay in line -Use walking feet -Go directly to your destination	-Walk when entering and exiting -Use it, flush, wash, leave -Clean up after yourself	-Walk when entering and exiting -Stay in your seat -Clean up after yourself and throw all trash away	-Stay in designated area -Use equipment appropriately -Listen for teacher signal	-Walk when entering and exiting -Sit in designated area	-Keep walkway clear -Keep all belongings in your backpack -Listen for your name to be called	-Stay seated -Keep belongings in backpack -Watch for your stop
Offer kindness	-Use kind words and actions	-Use kind words and actions -Wave or smile	-Use kind words and actions	-Use kind words and actions -Wave or smile	-Use kind words and actions -Take turns on equipment -Be a good sport	-Use kind words and actions -Wave or smile	-Wave or smile	-Use kind words and actions
Always try their best	-Follow directions -Give your best effort -Raise your hand for help	-Follow directions of staff -Raise your hand for help	-Follow directions of staff -Report issues to staff	-Follow directions of staff -Wait quietly in line -Raise your hand for help	-Follow directions of staff -Report issues to staff	-Follow directions of staff -Actively listen and participate -Raise your hand for help	-Follow directions of staff -Raise your hand for help	-Follow directions of bus driver -Raise your hand for help
& Respect others	-Use voice level assigned -Keep hands and feet to self -Use good manners	-Voice level 0-1 -Keep hands and feet to self -Stay on the right side of the hallway	-Voice Level 0-1 -Keep hands and feet to self -Honor the privacy of others	-Voice Level 0-2 -Keep hands and feet to self -Use good manners	-Use appropriate voice level -Keep hands and feet to self	-Eyes on the speaker -Respond appropriately -Quiet hands and feet	-Voice Level 0 -Keep hands and feet to self	-Voice level 0-2 -Keep hands and feet to self

Managing Student Misbehaviors

Any student not adhering to the behavioral expectations of a White Hall lion will be managed following the WHE Behavior Flow Chart. The flow chart can be found on page 17.

White Hall Elementary Behavior Flow Chart

Classroom Managed: (Minor Misbehavior)	Office Managed: (Major Misbehavior)
<p style="text-align: center; color: red;"><u>Classroom Managed Behaviors</u></p> <ul style="list-style-type: none"> Excessive Talking Disruptive Behavior Defiance Disrespect Inappropriate Language/Gestures Physical Contact Cheating/Plagiarism Unprepared for Class Stealing Minor Dishonesty Electronic Devices Playground, Cafeteria, Bathroom, and Hallway Behavior Property Misuse 	<p style="text-align: center; color: red;"><u>Office Managed Behaviors</u></p> <ul style="list-style-type: none"> Bullying Harassment Fighting/Major Physical Aggression with the Intent to Cause Harm Safety Concern Major Defiance Major Disruption Major Disrespect Major Stealing Drugs or Alcohol Vandalism Weapons Chronic/Repetitive Minor Behavior
<p><u>Event 1</u></p> <ul style="list-style-type: none"> Redirect Student <p><u>Event 2</u></p> <ul style="list-style-type: none"> Reteach Appropriate Behavior and/or Conduct a verbal reflection with Student Document on Class Behavior Chart <p><u>Event 3</u></p> <ul style="list-style-type: none"> Reteach Appropriate Behavior and/or Conduct a Verbal Reflection Student Document on Class Behavior Chart Contact Family & Log in PLP <p><u>Event 4</u></p> <ul style="list-style-type: none"> Complete Madison County Schools Behavior Incident Report Refer to Office 	<p><u>Administrative Procedures</u></p> <ul style="list-style-type: none"> Investigate Incident Conference with Student Contact Family <p><u>Administrative Response:</u></p> <ul style="list-style-type: none"> Complete Madison County Schools Behavior Incident Report Determine Appropriate Intervention Record Incident in IC Provide Feedback to Staff Member Reporting
Possible Interventions	
<ul style="list-style-type: none"> Verbal Warning Redirect Reteach Appropriate Behavior Practice Desired Behavior Conference with Student Family Contact Loss of Privilege Change of Seating Assignment Completion of Think Sheet Walking Laps at Recess Restitution Referral to School Counselor 	<ul style="list-style-type: none"> Referral to Family Resource Center Referral to Outside Agency Creation of Individual Behavior Chart Development of Behavior Intervention Plan Cool Down Time Quiet Corner Classroom Jobs Use of Nonverbal Cues Use of Proximity by Teacher Threat Assessment In School Suspension Out of School Suspension

Dress Code

All clothing should be appropriate for school and undistracting to the learning environment. If a student is in violation of the dress code they will be provided with items from the Family Resource Center.

1. Clothing should be free of any reference to offensive gestures, foul language, alcohol, drugs, or other content that is considered inappropriate.
2. Undergarments should not be visible.
3. Dresses, skirts, and shorts should be of appropriate length.
4. Shirts should provide appropriate coverage. Wide strapped tank tops and sleeveless shirts with arm hole seams are acceptable.
5. Head coverings and sunglasses are not permitted. Exceptions may be made for school wide celebrations and will be announced in advance. (Hat day, Beach day, etc.)
6. Students are strongly encouraged to wear tennis shoes daily.

Personal Technology Devices

It is recommended that all personal technology devices are left at home.

However, if they are brought to school they will need to **stay turned off and in the student's backpack.** If a device is visible during the school day, the following procedures will be taken:

1st Offense: Warning. Student will be reminded of rules regarding personal technology devices and instructed to turn the device off and put it away.

2nd Offense: Item confiscated by the teacher and returned at the end of the school day. Teacher notifies the student's family.

3rd Offense: Item turned into the principal. The student's family will be responsible for coming to school to retrieve the item.

White Hall Elementary is not responsible for any lost or stolen items during the school day.

District Documents

Madison County Schools

Code of Acceptable Behavior and Discipline

David Gilliam-Superintendent

301 Highland Park Drive

Richmond, Kentucky 40475

Telephone: (859) 624-4500

www.madison.kyschools.us

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

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

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

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

implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code standards in the classroom, halls, and other duty assignment locations.

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

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, counselor, or any administrator within the building 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 a report that may be required by law, including reports to law enforcement.

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

Student Rights and Responsibilities

Students have the right to:

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

- Protection of their personal property.

Students have the responsibility to:

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

Staff Rights and Responsibilities

School Staff has the right to:

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

School Staff has the responsibility to:

- Maintain a professional attitude and behavior toward all students, parents, administrators, teachers and the Board of Education.
- Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- Maintain an atmosphere conducive to learning with mutual respect and trust with appropriate discipline.
- Follow the policies, rules and regulations adopted by the Board of Education and/or school administration.
- Deal firmly, promptly, and consistently with disruptions or violations of board policy and school procedures, and if necessary, enlist the support of administrators.
- Provide adequate supervision for students in their care.
- Provide a learning environment free from harassment for students.

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

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

Parents/Guardians have the responsibility to:

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

Responses to Student Misconduct

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

Out-of-school punishment should only be used for very serious infractions. Schools should impose punishments progressively. Schools should not jump to the most severe punishments but instead try to improve students' behaviors through a variety of less punitive interventions. Schools should involve family members to help them understand the roots of a student's behavior and consider possible prevention and remediation strategies before choosing what punishment to apply. Schools must consider all extenuating circumstance before imposing the punishment of expulsion.

Levels of Misconduct	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I.</p> <p>Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school.</p> <p>Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Inappropriate dress ● Non-defiant failure to complete assignments ● Failure to carry out directions ● Minor misbehavior on bus, or during school sponsored or endorsed activities ● School tardiness ● Failure to bring needed materials to class ● Minor disruption of classroom instruction ● Impolite, disrespectful, or dishonest communication with peers or staff 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff.</p> <p>Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.</p>	<ul style="list-style-type: none"> ● Verbal reprimand/warning ● Special assignment ● Counseling ● Withdrawal of privileges ● Time-out ● Detention/I.S.S. ● Individual conference ● Parent contact/ conference ● Confiscation of inappropriate materials ● Referral to Family Resource Center, Youth Service Center (FRYSC) or other ● Student Assistance Program (SAP).

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p style="text-align: center;">II.</p> <p>Student misbehavior which increases in frequency or severity, disrupting classroom procedures or interfering with the orderly operation of the school.</p> <p>Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences require an administrative response.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Continuation of Level I misbehavior ● Truancy ● Using forged notes or excuses ● Directing profanity or obscene/offensive gestures toward staff ● Disruptive physical contact with other students ● Leaving class without permission 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to the administrator.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator</p>	<ul style="list-style-type: none"> ● Continuation of Level I responses ● Referral to outside agency ● Suspension

Levels of Misconduct	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p style="text-align: center;">III.</p> <p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Repeated Level II misbehavior ● Vandalism ● Theft ● Possession of stolen property ● Use or possession of tobacco/e-cig/vaporizer products. ● Academic dishonesty ● Behavior that demonstrates gang/neighborhood crew affiliation ● Sexual acts on school premises or at school related functions ● Leaving school without permission 	<p>The student is referred to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s).</p> <p>School officials will contact the appropriate law enforcement agency if necessary.</p>	<ul style="list-style-type: none"> ● Continuation of Level I and II responses ● Alternative Education Plan ● Expulsion ● Referral to appropriate law enforcement agency ● Replacement of damaged property

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p style="text-align: center;">IV.</p> <p>Serious misbehaviors which pose a direct threat to the safety of others in the school or are a violation of the law.</p>	<p>Including but not limited to:</p> <ul style="list-style-type: none"> ● Repeated Level II misbehaviors ● Harassment ● Bullying ● Threat/intimidation ● Assault/battery ● Arson ●Furnishing/selling drugs or other controlled substances including alcohol and "look alike" substances. ● Activating a false alarm ● Inciting others to violence or disruption ● Possession of a weapon or replica not subject to the Gun-Free School Act 	<p>Administrators are required to follow a set of responses outlined by the Madison County Board of Education.</p> <ul style="list-style-type: none"> ● Refer to the emergency response action plan for procedures if necessary. ●Follow due process as outlined by the disciplinary referral form. ●The student is removed from the school environment by suspension. Parents are notified. ● School officials will contact the appropriate law enforcement agency and assist in prosecuting violator. ●A complete and accurate report is submitted to the superintendent for consideration and possible board action. ●Inform the student of counseling, therapeutic, and/or other assistive programs. 	<ul style="list-style-type: none"> ● Parental conference ● Suspension from school and/or bus ● Alternative Education Programs ● Expulsion or other board action which results in appropriate placement ● Referral to law enforcement agency ● Make restitution for damages ● Referral for counseling or therapeutic services

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p style="text-align: center;">V.</p> <p>Level 5 behaviors lead to the most severe punishments</p>	<ul style="list-style-type: none"> ● Pending/current expulsion from district of prior enrollment ● Violations of the Gun Free Schools Act ● Threat of violence against school/students/staff which causes the cancellation/dismissal of school ● Documented pattern of Tier 4 behavior 	<p>Administrators are required to follow a set of responses outlined by the Madison County Board of Education.</p> <ul style="list-style-type: none"> ● Refer to the emergency response action plan for procedures if necessary. ● Follow due process as outlined by the disciplinary referral form. ● The student is removed from the school environment by suspension. Parents are notified. ● School officials will contact the appropriate law enforcement agency and assist in prosecuting violator. ● A complete and accurate report is submitted to the superintendent for consideration and possible board action. ● Inform the student of counseling, therapeutic and/or other assistive programs. 	<ul style="list-style-type: none"> ● An out-of-school suspension for 11-90 days or expulsion.

Related Board Policies

- **Alcohol, Drugs and Other Controlled Substances-Board** Policy 9.423
- **Assaults and Threats of Violence-Board** Policy 9.425
 - KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least \$1000** up to \$10,000 under KRS 534.030.
- **Bullying/Hazing-Board** Policy 9.422
 - **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.
- **Damages to School Property- Board** Policy 9.421
- **Grievances-Board** Policy 09.4281
- **Harassment/Discrimination -Board** Policy 9.42811
 - **False Complaints:** Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.
 - **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.
- **Physical Restraint- Board** Policy 09.433
- **Search and Seizure-Board** Policy 09.436
- **Student Records-Board** Policy 09.14
- **Weapons-Board** Policy 05.48
- **Suspension, Expulsion, and Due Process-See Board Policies 09.434; 09.435; 09.431** **For access to complete and/or updated board policies, visit the district website at www.madison.kyschools.us**

Reports to Law Enforcement Officials

KRS 158.154

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

KRS 158.155

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

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes: A misdemeanor or violation offense under the laws of this Commonwealth and relates to:

- Carrying, possession, or use of a deadly weapon; or

- Use, possession, or sale of controlled substances; or any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

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

KRS 620.030

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

Statement on Academic Integrity

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

Notification of FERPA Rights

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal/designee a written request that 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 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 to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him / her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his / her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. STUDENTS 09.14 AP.111 Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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

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

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

NOTICE OF RIGHT TO REQUEST TEACHER QUALIFICATION

The educators in the Madison County Schools are committed to providing a quality instructional program for your child. This letter is just one of the

ways of keeping you informed of the educational
commitment of our schools and our district.

Our district receives federal funds for Title 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following: Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and whether your child is provided services by para educators, and if so, their qualifications.

LEGAL: SB 9 CREATES A NEW SECTION OF KRS 508 WHICH MAKES HAZING A
CRIMINAL OFFENSE AND INCLUDES DEFINITIONS OF HAZING AND AN
ORGANIZATION.FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS 09.422

Bullying/Hazing

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

ACTIONS NOT TOLERATED

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the

educational opportunities offered. These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. Students who violate this policy shall be subject to appropriate disciplinary action.

BULLYING DEFINED

Per KRS 158.148, "bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

HAZING DEFINED

Per KRS 508.150, "hazing" is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

- (a) Violate federal or state criminal law;
- (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
- (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;

(d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;

(e) Endure brutality of a sexual nature; or

(f) Endure any other activity that creates a reasonable likelihood or mental harm or physical injury to the minor or student.

*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

REPORTS

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action. Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party. Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer

bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior. In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

OTHER CLAIMS

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

REFERENCES:

1

KRS 158.150

KRS 158.148

KRS 158.156

KRS 160.290

KRS 508.180

KRS 525.080

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92

L.Ed.2d 549

(1986)

Mahanoy Area School District v. B. L., 594 US _ (2021)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733,

21 L.Ed.2d

731 (1969)

RELATED POLICIES:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438
09.2211 (re: reports required by law)