



# ***Farristown Middle School***

**Angie Alexander, Principal**

**Ben Colbert, Assistant Principal**

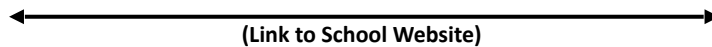
**Chelsea Tipton, Counselor**

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Farristown Middle School  
751 Farristown Industrial Rd., Berea, KY 40403  
Phone: (859)387-8600

<https://ftms.madison.kyschools.us/>



Dear Students of Farristown Middle School:

The content of this handbook serves as a guide to understanding the policies and procedures at Farristown Middle School and the Madison County School District. It does not contain every school policy, nor can it address every possible situation that may occur in our school, but it does explain vital information to help you at Farristown. Our school is a place of which you can be very proud. We are dedicated to finding ways that will help you reach your goals, and we encourage you to dream big!

We hope that you have a very successful middle school experience. Our staff is dedicated to you. We ask that you dedicate yourself to the task at hand, which is to provide you with the best possible education. We also believe it to be important to help you develop as a person. You are a great influence to those around you. We expect you to be able to think critically, to be creative, and to make good decisions.

Nothing is more important than you. We look forward to the future. Dream big; your future is what you make it. In the end you will get out of life what you put into it.

Sincerely,

Farristown Middle School Administration

Numerical Grade	Letter Grade	Point Value
100-90	A	4
89-80	B	3
79-70	C	2

69-60	D	1
59-0	F	0

### **Grading Scale**

### **AGENDA/HANDBOOK**

Students shall be issued an agenda at the beginning of each year. It is the student’s responsibility to use this agenda as a way to stay organized. If a student loses his/her handbook, additional handbooks must be purchased for \$5.00. The student HANDBOOK is only posted on the school website now.

### **HALLWAY CONDUCT**

Students are not permitted in the halls during class periods unless they have permission from a teacher during regular class time. Students who have received permission to be in the hallway during instructional time should proceed to their designated location and purpose in a timely, direct, and non-disruptive manner.

### **COUNSELING SERVICES**

The Counseling Department provides a very important service to the total school population. Students, parents, and teachers are encouraged to use the services at any time.

The counselor's door is always open to students who need advice on matters pertaining to school, personal problems, future occupations or educational plans. Likewise, the counselor is available to discuss any concerns parents may have regarding their child’s development and success. Parents wishing to consult with our counselor may make an appointment by calling (859)387-8600.

### **YOUTH SERVICE CENTER**

ZAC WRAY, YSC DIRECTOR  
 Zac.wray@madison.kyschools.us  
 859-387-8615

THE YOUTH SERVICE CENTER SERVES FAMILIES AND STUDENTS BY REMOVING BARRIERS TO EDUCATION. ENACTED AS PART OF KERA, KENTUCKY LAW MANDATES YOUTH SERVICE CENTERS TO MEET A VARIETY OF COMPONENTS.

THOSE COMPONENTS ARE:

- *HEALTH AND SOCIAL SERVICES*
- *FAMILY CRISIS AND MENTAL HEALTH*
- *SUMMER AND PART-TIME JOB DEVELOPMENT*
- *EMPLOYMENT COUNSELING, TRAINING, AND PLACEMENT*
- *Drug and Alcohol Abuse Counseling*

To meet those components, a variety of services are offered:

- Parent Education
- Basic Needs Assistance
- Anger Management
- Home Visitations
- Support Groups
- Education Groups
- Referrals for Tutoring Services

Learn more information by visiting <http://chfs.ky.gov/dhss/frysc/default.htm>

## **MEDIA CENTER/LIBRARY**

The media center is open from 7:45 a.m. until 3:30 p.m. during normal operating days. A student must be accompanied by a teacher or have a valid, signed media center pass to be admitted to the media center during the normal school day. A variety of printed, recorded, and electronic media are available to enrich the student's educational experience.

### **BOOK FINES/FEES:**

- A. Books may be checked out for 2 weeks. (May be renewed if available)
- B. Any student who keeps a book after the checkout period will be charged 5 cents for every school day the book is overdue. A student, who accumulates an excess of \$1.00 in fines will lose the privilege of checking out books until the book is returned and the fines are paid.
- C. Students will be responsible for the replacement cost for any lost book. Books not returned before the last day of school will be considered lost and students will be charged the cost of the book to replace it.
- D. Any student who damages a book will be charged for the repair, rebinding, or replacement cost of the book.
- E. Any student who withdraws and fails to turn in a book will have a charge entered on his/her permanent record.
- F. Any library fines not paid at the end of the current school year will be carried over to the next year.

## **MADISON COUNTY SCHOOLS**

### **LUNCH PROGRAM**

**Fees** – Students have free breakfast and lunch every school day. It is important for students to use this free lunch service daily. They are permitted to bring lunch if they choose, but no energy drinks please and no drinks in glass bottles. Even though our breakfast and lunch are served for free, PLEASE COMPLETE THE HIF FORM ANYWAY. Many services at school (besides food) are funded through the household information. It is really important those forms are completed for everyone.

### **A LA CARTE items (buying individual items)**

1. A la Carte items can only be purchased with cash or from the student accounts.
2. A la Carte items cannot be charged.
3. A la Carte choices can be different at every school.

### **Lunch Applications:**

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

1. Please fill out only one application per family. List all students, social security number(s) and school(s) attending on one application. They can be turned in at any school.
2. If your student received free/reduced meals last year that status is good for thirty (30) days from the first day of school. After thirty (30) days they will be switched to paid lunch status.
3. You must fill out an application every year.
4. Do not fill out an application if you know you do not qualify for free/reduced meals.
5. Foster children must be on a separate application.
6. Families that receive food stamps or K-Tap must list the child's name, social security number, school, and food stamp or K-Tap number. The application must be signed by an adult household member with social security number.
7. Families that are applying based on income must include the total monthly GROSS income of each household member. The application must be signed by an adult household member with social security number.
8. Do not list money that is paid out. (Example: child support, personal bills). The applications are processed by income only.
9. Contact the food service office at 625-6026 with any questions concerning lunch applications.

## **Medical Transportation:**

It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

**\*A SIGNED EMERGENCY RELEASE CARD MUST BE ON FILE IN THE OFFICE FOR EVERY STUDENT. The school must be able to reach a parent or guardian during the school day in case of emergency.**

**If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the office.**

## **SCHOOL NURSE**

Students will have access to a school nurse that is employed by the Madison County Board of Education.

If a student becomes ill during school hours, he or she should report to the classroom teacher and then be dismissed to the office to see the school nurse. The school nurse determines if a student should be sent home due to illness. Any student having a medical problem of any kind should notify the secretary and the school nurse.

## **LOCKERS**

Each student is responsible for the care of his/her locker and liable for any damage. Locks must be locked at all times. **DO NOT SHARE YOUR COMBINATION WITH OTHERS.** Loss or damage of a lock will require payment for damages. Stickers or questionable pictures are not to be placed in or on the lockers. The school reserves the right to inspect any locker at any time. Farristown Middle School is not liable for personal property. The best plan is to not have valuables at school. The school cannot accept responsibility for stolen money or other items. All lockers must be emptied at the end of the school year.

## TECHNOLOGY POLICIES

All Technology Equipment owned by the Madison County Board of Education and/or Farristown Middle School is accessible to its student body to assist in the performance of educational responsibilities. (*See Madison County Acceptable Use Policy*) It is a student's privilege to be allowed to use the school's technology equipment. Therefore, each student should treat the computer/technology equipment as if it were his or her own.

### A student should not:

1. use the school's technology equipment for purposes unrelated to the educational instruction such as recreation and/or "personal" business.
2. copy programs from the network/computer terminal for his/her personal use.
3. install programs/games on any of the school's computer terminals/networks. Only authorized personnel may install programs. This includes material uploaded from jump/flash drives.
4. print unnecessarily.
5. access the Internet without proper authorization from the legal guardian and supervising teacher and/or access unauthorized web sites (blocked or unblocked by filtering devices).
6. send or display offensive or sexually explicit material.
7. use obscene language.
8. harass; insult or attack others.
9. violate copyright laws.
10. use another's password and/or share his/her password with others.
11. trespass in another's folder, work or files.
12. use non – KETS e-mail services.
13. respond to or initiate junk mail such as chain letters.
14. maliciously deface the equipment in any manner. (rearrange keys on the keyboard, remove mouse-tracking balls, place foreign objects in the disk drive, etc.)

*Violations of any of these rules will result in a loss or reduction of computer privileges. Loss of Network Access will related to the offence (i.e. Internet related offenses will result in loss of Internet and E-Mail; computer offenses related to hard drive or network resources will related to computer access being terminated).*

## POSSESSION OF TELECOMMUNICATION DEVICES

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process. **Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, phones and smart watches should be stored in lockers until after the school day is over.** *FTMS accepted policy.*
2. When students violate this phone/watch rule, the phone will be **confiscated and stored in the office until the following MONDAY.** If the same problem persists with a student, the privilege of bringing the device onto school property will be terminated. *FTMS accepted policy.*
3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. **Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.**
5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its' *Code of Acceptable Behavior and Discipline.*

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

Reference: KRS 158.165 Related Policies: 09.426 and 09.438

## Consequences of Technology Violations:

**Minor Offenses:** (Includes accessing unauthorized websites, disrespecting classroom rules related to computer usage, using other passwords to gain access to resources without malicious, and/or items not considered a major offense and outlines in the Guidelines of Discipline Offenses and Actions approved by the Madison County Board of Education. )

1. First offense : Warning from Supervising Faculty Member
2. Second Offense: Loss of Network access for 2 weeks
3. Third Offense – Loss of Network access for 4 weeks

4. Fourth Offense – Loss of Network access for 18 weeks
5. Fifth Offense – Loss of Network access for the year

**Major Offense** (Includes vandalism and harassment as well as any infraction considered a SERIOUS OFFENSE as defined by the student handbook). Guidelines for Discipline Offenses and Actions as outlined in this handbook will be followed unless administration deems it necessary to follow guidelines listed below.

1. First Offense – Loss of Network Access for 9 weeks.
2. Second Offense – Loss of Network Access for school year.

*(See your School Technology Coordinator for information about specific technology policies such as Internet Policies, Student E-Mail Policies, and Web Page Policies)*

## **Positive Approach to Student Success (Pass Program):**

The PASS Program is a process for managing the behavior of students who continually violate the student code of conduct. The program utilizes daily behavioral evaluation software and weekly behavioral analysis to guide intervention. Students may be referred to the program by the PASS Committee, or the Principal/Assistant Principal.

## **Extended School Services—ESS**

Extended school Services will be offered throughout the year and during the summer. ESS is designed to offer students instructional support to foster learning. ESS opportunities will be open to all students. ESS offerings will be based on student needs.

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

### ATTENDANCE

1. The following reasons will be accepted as an excused absence, tardy, or check-out:
  - a. Death or severe illness in the pupil's immediate family.
  - b. Illness of pupil. FOUR PARENT NOTES\* PER 18 WEEKS. The note must be submitted within three days of the absence. Each note will excuse only 1 day. (For multiple days a student should have a doctor's statement).
  - c. Religious holidays.
  - d. One day for attendance to the KY State Fair.
  - e. Other valid reasons as determined by the principal, i.e., doctor/dental appointments.
3. A letter will be sent home after the third unexcused absence/tardy.
4. A phone call will be made to the parent after the fifth unexcused absence.
5. A final notice letter will be sent home after the sixth unexcused absence.
6. A conference, home visit, and/or referral to our truancy diversion program may be requested when a student reaches three or more unexcused absences or tardies.
7. If a student has twelve tardies and/or nine unexcused absences in a school year a referral to the court system may occur.
8. Students are always responsible for classroom work when they are absent from school.

### SUSPENSION

Students who are suspended are responsible for all classroom work during the time of suspension. Graded work not turned in will result in the grade of incomplete.

### UNEXCUSED TARDIES

Once a student receives his/her fourth tardy to a class per semester, they will be sent to the office for appropriate disciplinary action.



## TRUANCY

HB 72 – AN ACT relating to habitual truancy.

- Identifies any public school student who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant.
- Identifies as a habitual truant, a student who has been reported as truant two or more times.
- Hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. Hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws. This law holds the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy

\*Parent notes may include notes from the guardian or anyone having custody or charge over the child. Each student has FOUR parent notes per 18 weeks for absences, tardies, or check-outs.

## TRUANCY DIVERSION

Farristown has an agreement with Truancy Diversion through the Madison County Court System. If a student has more than 4 unexcused absences, the parent/guardian may receive a letter to meet with that representative.

# DRESS CODE

## ALL CLOTHING

- **Must be in good condition with no tears, cuts, or holes.**
- **Must be appropriate and show no visible undergarments.**
- **All students must remain in dress code until they exit the building or are in attendance at an extracurricular activity.**

## Pants/Skirts

- **Must be full length, denim or khaki pants. Pants that fit tight like leggings are not permitted. Leggings and jeggings are not permitted. Cargo pants are not permitted. Khakis may be any color as long as they are khaki material and do not fit too tight.**
- **Pants must be worn at the waist.**
- **Shorts are not permitted. (Athletic practices and wellness classes are exceptions.)**
- **Belts do NOT have to be worn (unless the student does not wear pants at waist, then a belt may be required).**
- **Skirts must be knee-length or longer and must be khaki or denim material as well.**

## Shirts

- **Solid color polos or solid color sweatshirts are approved for dress code as long as no logo appears on the shirt.**
- **Approved school t-shirts or sweatshirts (non-hooded) may be worn on any day.**
- **All shirts must be the appropriate size for the student. Oversized shirts are not permitted.**
- **No garments considered to be undergarments shall be visible.**
- **Jackets, coats, and hoodies must be stored in lockers during the day**

## Accessories and Backpacks

- **No hats, sunglasses, bandanas, chains, or objects that are deemed to be disruptive to the learning environment shall be worn.**
- **All purses should be the size of a three-ring notebook or smaller.**
- **All backpacks (including cinch sacks) are to be stored in lockers during the day. Space will be designated for sports bags and equipment.**

## “Dress-down” Code

- **On dress down days, students must still adhere to the “appropriate attire” rule.**

- Students will be told what is expected on any given dress down day.
- No holes or tears in jeans or shirts are permitted.
- Shirts must not have inappropriate ads or logos.
- No see through garments are permitted – even if clothing is worn underneath.
- Principal has discretion to make exceptions or add guidelines when necessary.

## **NEW CELL PHONE POLICY (ADOPTED 2018)**

### Cell Phones and Mobile Devices

The severe kinds of problems that we have faced through student use of cell phones and social media have caused us to develop a new cell phone policy beginning with the 2018-2019 school year. This policy will be in place in school years that follow August 2018.

- Students are discouraged from bringing cell phones to school.
- If students carry phones, the phones should remain in lockers until the final bell rings at 2:55 pm.
- Cell phones that are out before 2:55 pm will be confiscated and held in the office until Monday.
- Phones can be picked up in the front office on Monday at 2:55 only. No exceptions.
- Farristown teachers and staff will not be responsible for lost or stolen phones.
- Students have access to phones and other devices in each classroom if they should need to call parents.
- **Note:** Students who choose to bring phones will want to use the locks for their lockers and **NOT** share the combination to the lock with other students.

## **DELIVERIES PROHIBITED**

In the interest of safety and to preserve instructional time we prohibit the commercial or private deliveries of flowers, balloons, food and other favors to students during the school hours.

## **MADISON COUNTY RETURN CHECK POLICY**

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

## **EVACUATION DRILLS**

Tornado and fire drills are held each month, and each room has a specific pattern of evacuation. Each student and teacher should be familiar with any room they occupy. All alarms are to be followed unless persons in the office indicate otherwise by means of the intercom. Copies of each room's evacuation pattern should be posted by the door in each room. **Students must remain with their assigned teacher at all times during an evacuation.**

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

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

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

### **SHELTER-IN-PLACE**

- Announcement over the public address (PA) system that an **Emergency Situation** exists and everyone is to implement Shelter-in-Place procedures.
- All classes are to proceed (or remain) in their designated Shelter-in-Place location.
- Terminate all outdoor activities (i.e., physical education classes) and **bring all students indoors.**

**NOTE:** If bus drivers or parents are outside, they will be brought inside the building. No one is to be left outside the building.

- Assigned staff will lock all doors and post Shelter-in-Place notices at building entrances.
- Ensure all heating/ventilation/air conditioning systems have been turned off.
- **No one should leave the shelter-in-place protection areas** until told it is safe to do so.
- Assigned staff will monitor the Advisor Alert Radio and the local radio station or cable television for further emergency instructions and for information on when it is safe to ventilate the building. Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

**Parents:** Do not interfere with Shelter-in-Place procedures or attempt to check out your child. Being exposed to the outside air could put you, your child, other children, and staff at the school in danger.

### **Frequently Asked Questions:**

How long will the school be sheltered in place?

- Typically 2-4 hours.

What happens after Shelter in Place?

- If it is determined that your child's school and surrounding area was not and is not

at risk of detrimental effects of a chemical incident/accident, the school will be instructed to EXIT SHELTER IN PLACE, and may resume its normal activity.

- If it is determined that remaining at the school or in the surrounding area poses any health risks, the school will “Relocate” to the pre-determined host school outside of Madison County.

### ***EVACUATE***

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

- Announcement over the public address (PA) system that an **Emergency Situation** exists and everyone is to prepare for evacuation.
- All students & staff will report to their pre-designated areas for loading on buses.
- Assigned Staff will ensure student rosters, medical cart, student identification wristbands, and other vital information for student release and family reunification are prepared for transport.
- Students and staff are loaded onto buses.
- Teachers and staff that have been CSEPP trained and with CDL licenses will transport students and staff to pre-designated host schools outside of Madison County.
- Designated staff will assist with student accountability.
- Designated staff will “sweep” the building to ensure no one is left behind.
- Designated staff will post Notice of Evacuation

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

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

The  
**ABC's**  
of  
Emergency Preparedness

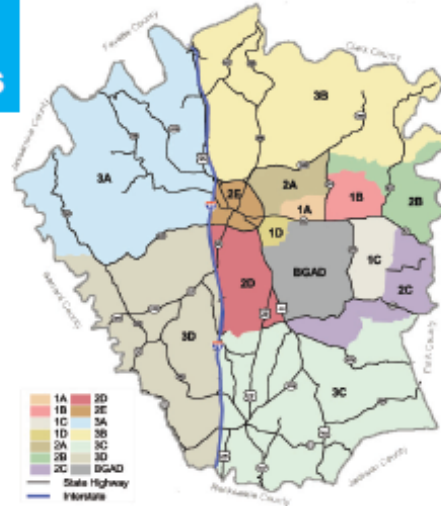
As your child begins a new school year, take some time to learn about your school's emergency plan.

For more information on emergency preparedness, contact:



Madison County EMA/CSEPP  
Emergency Management Agency  
Chemical Stockpile  
Emergency Preparedness Program

560 S. Keeneland Drive • Richmond, KY 40475  
859-624-4787



**A**

**DON'T**  
get your child from school during an emergency.

Although it may seem like the natural thing to do, going to the school may put yourself, your child, and others at a greater risk.

**B**

Know your school's emergency plan.

Talk to your school's principal. Each school has specific emergency plans and your principal can share this information with you.

**C**

Know your **ZONE** and how to **SHELTER-IN-PLACE**.

Have an emergency plan ready for your family and talk to all family members about the plan. Emergency information will be provided based on what zones are affected by the emergency.

LOST AND FOUND

Students who find lost articles are asked to bring them to the Youth Service Center office where they can be claimed by the owner.

### **DAMAGE TO SCHOOL PROPERTY**

Students will be financially responsible for any damage to school property whether deliberate or accidental. If damage is deliberate, the student will also be subject to disciplinary action. Cost will be assessed by the supervisor in charge based on replacement or repair.

### **VISITORS**

**All visitors** to the school **must present identification to secure a visitor's pass and sign in** from the main office before contacting students or staff members. PERSONS VISITING AT HOME WITH A STUDENT ARE NOT PERMITTED TO ACCOMPANY THE STUDENT TO THE SCHOOL AND VISIT DURING SCHOOL HOURS. Any exception shall be made by principal or assistant principal.

### **SMOKING & VAPING STRICTLY PROHIBITED**

**SMOKING OR VAPING ON SCHOOL PROPERTY OR USE OF ANY TOBACCO PRODUCT IS PROHIBITED AT FARRISTOWN MIDDLE SCHOOL.** Students are not allowed to have in their possession cigarettes, smokeless or other tobacco products, lighters or matches. Any tobacco product, lighters or matches found in the possession of students will be taken and not returned. Farristown Middle School must also maintain compliance with the Clean Indoor Air Regulation (MCHR 700.00). Students found using or possessing tobacco products are subject to disciplinary actions.

### **SCHOOL AND CLASS FEES**

1. Students will pay an \$8.00 school fee. **(Students who qualify for free and reduced lunch are exempt from school fees.)** This fee covers the cost of books, lockers, instructional fees, handbooks, etc. The only additional fee would be for materials for individual projects in classes such as industrial tech, etc. where the student takes the finished project home.
2. No refunds will be made at the end of the school year.
3. Any student entering school during the first semester will be required to pay the full fee. Students entering any time during the second semester will pay half of the school fee.
4. Teachers will collect fees the first few days of school. After this time the bookkeeper will handle all fees.

All policy is subject to KRS 160.330 which states: "The board may furnish necessary school supplies free of charge to an indigent student."

### **WITHDRAWAL FROM SCHOOL**

The Commonwealth of Kentucky has a compulsory school attendance statute which requires school attendance for students age 6-18.

### **USE OF POLICE AT SCHOOL**

It is the philosophy and belief of the administration at Farristown Middle School that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings.



## **MADISON COUNTY SCHOOLS**

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David Gilliam, Superintendent

301 Highland Park Drive  
Richmond, KY 40475  
859.624.4500

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

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

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

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

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

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

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

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

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

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

## Academic Integrity

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

### Forms of Academic Dishonesty

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

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

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

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

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;
- Listing sources in a bibliography not directly used in the academic exercise;
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;

- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.



## **Student Rights and Responsibilities**

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

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

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

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

## **Staff Rights and Responsibilities**

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

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

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

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

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

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

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

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

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

## **Responses to Student Misconduct**

This code is part of the Madison County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

**Out-of-school punishment should only be used for very serious infractions. The student takes the bad behavior into the community, falls behind academically, and returns to school ready to repeat the cycle.**

**Schools should impose punishments progressively. Schools should not jump to the most severe punishments but instead try to improve students' behaviors through a variety of less punitive interventions. However, at Farristown Middle School, acts of harassment, fighting or bullying will be dealt with severely from the first offense.**

Other than the serious offenses referred to above, Farristown Middle School does have a tiered system of consequences for behaviors. Common results of misbehavior are conferences with administration or counselor, conferences with other students involved, in-school suspensions (ISS), lunch detentions, termination of privileges, after-school detentions, Saturday school, and suspensions. We also have many educational tools to assist students with making positive behavior changes. Our PASS program is one of those tools.

Records for student misbehavior and misconduct are kept by the administration to allow us to provide positive interventions to change behaviors when possible. It is our goal to help middle schoolers correct their behavior instead of simply delivering consequences to misbehavior.

- Punishments should avoid disrupting students' education if possible.
- Schools must implement progressive discipline, beginning with the least severe punishment. Schools should not jump to the most severe punishment available for a first or second-time infraction.
- Schools should involve family members to help them understand the cause of a student's behavior.
- Schools must consider possible prevention and remediation strategies before choosing what punishment to apply.
- Schools must consider all extenuating circumstances before imposing the punishment of expulsion.

## **SEARCH AND SEIZURE**

### **SEE BOARD POLICY 09.436**

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

## **PHYSICAL RESTRAINT**

### **SEE BOARD POLICY 09.433**

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

## **STUDENT RECORDS**

### **See Board Policy 09.14**

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

## **REPORTS TO LAW ENFORCEMENT OFFICIALS**

### **KRS 158.154**

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

### **KRS 158.155**

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

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
  - A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
    - Carrying, possession, or use of a deadly weapon; or
    - Use, possession, or sale of controlled substances; 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.

**WEAPONS**

See Board Policy 05.48

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

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

If a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

**SUSPENSION, EXPULSION, AND DUE PROCESS**

See Board Policies 09.434; 09.435; 09.431

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

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

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

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

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of

educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

## **GRIEVANCES**

See Board Policy 09.4281

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

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

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

## **BULLYING/HAZING**

See Board Policy 9.422

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

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

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

### **Other Claims**

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

## **HARASSMENT/DISCRIMINATION**

See Board Policy 9.42811

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

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

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with

employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

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

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

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

The Superintendent shall provide for the following:

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

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

#### **Notification**

Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

#### **Prohibited Conduct**

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

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

### **Confidentiality**

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

### **Appeal**

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

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

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

### **Retaliation Prohibited**

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

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

### **False Complaints**

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

### **Other Claims**

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

## **DAMAGES TO SCHOOL PROPERTY**

See Board Policy 9.421

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

## **USE OF ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES**

See Board Policy 9.423

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

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

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

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other schoolsponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

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

## **Notification of FERPA Rights**

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

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

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

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

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

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



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

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

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

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

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



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

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

Superintendent:  
David Gilliam

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

Reference: KRS 158.165 Related Policies: 09.426 and 09.438

