

Metcalfe County Elementary School



**STUDENT HANDBOOK
2024-2025**

Metcalfe County Elementary School 2024-2025

August 22, 2024	Opening Day
August 23, 2024	Teacher Work Day
August 26, 2024	First Day for Students
September 2, 2024	Labor Day (No School)
September 3, 2024	First Day for Pre-School
October 7-October 11, 2024.....	Fall Break (No School)
November 5, 2024	Presidential Election Day (No School)
November 27-29, 2024	Thanksgiving Break (No School)
December 23, 2024-January 3, 2025.....	Christmas Break (No School)
January 6, 2025.....	Second Semester Begins
January 20, 2025.....	Martin Luther King Day (No School)
February 14, 2025	Teacher Work Day (No Students)
February 17, 2025	Presidents Day (Possible Make-Up Day)
April 7-April 11, 2025.....	Spring Break (No School)
May 6-May 23, 2025	*State Testing Window
May 16, 2025.....	*Last Day for Pre-School
May 23, 2025.....	*Last Day for Students (Full Day)
May 27, 2025.....	*Closing Day

Put First Things First

**State Testing Window, Last Day for Students, Last Day for Pre-School and Closing Day for Teachers and Staff are subject to change due to weather, emergency, illness, etc.*

Student Handbook

2024-2025

Welcome to the beginning of a new year and the continuing of your educational experience. The faculty, staff and administration are excited about the upcoming year and are working hard to ensure your success in our school.

The purpose of this handbook is to provide you with the necessary information to make sure we are all striving toward the same goals. We need some common guidelines so we can create and maintain an atmosphere of teaching and learning. We are dependent on each one of you for us to have a successful year.

We believe that Metcalfe County Schools provide a comprehensive program of educational experiences designed to serve the interests, goals, aptitudes and abilities of all of our students.

Metcalfe County Schools do not discriminate on the basis of race, color, national origin, religion, marital status, sex or handicap in its treatment of students.

PRINCIPAL'S MESSAGE

At Metcalfe County Elementary School, it is our goal to instill a positive work ethic, responsibility, dependability and a desire to achieve in our students, faculty and staff. As we continue throughout this school year at Metcalfe County Elementary School, we will provide an educational setting that is safe, loving, and inviting for all students! We believe in each and every child and our motto is... "Together WE can, Make Connections with Every Student." WE are all in this together! Thank you in advance for being a wonderful parent/guardian, an awesome grandparent, community member, teacher, staff member, etc.

Sincerely,
Michael Gill
MCES Principal

PARENT TEACHER ORGANIZATION

MCES is proud to have an active PTO. The PTO enhances the programs we have with their dedicated donation of time and effort. Anyone wishing to be a part of the PTO should join through their child's class during the membership drive or contact the school.

VISITORS

Doors will open each morning at 7:10 a.m. *School day begins at 7:45 a.m. *Early dismissal will begin at 2:35 p.m.

Students are not allowed to bring or visit with friends that are not enrolled in this school. Visitors must sign in at the office, present a photo ID to be held during the visit, and wear a visitor tag when in the building.

ENROLLING IN SCHOOL

Students that are new to the school are required to enroll with their parent or legal guardian. When enrolling, the parent will need to bring the following:

- | | |
|--|-------------------------------|
| 1. Birth certificate | *4. Proof of immunization. |
| 2. Court papers allocating Parental rights and responsibilities or custody | 5. Social Security Card |
| | 6. Eye Exam |
| 3. Proof of residency | *7. Physical Examination |
| | 8. Dental Exam (Kindergarten) |

*These documents must be on file before student is allowed to attend school. All out of district students and his/her parent/guardian will sign the Metcalfe County School District Non-Resident Attendance Contract. Contracts will be kept on file and enforced upon non-compliance of rules and expectations specified by the contract.

SCHOOL-BASED DECISION MAKING COUNCIL (SBDM)

The SBDM council consists of the principal, three teachers, and two parents. The council will set up their meeting times as soon as school begins. To address the council at one of its meetings, notify the principal to place your concerns on the monthly agenda. We encourage and need your input.

GRADING SYSTEM

Grades K-2

4	Working Independently At or Above Grade Level
3	Working At Grade Level with Minimal Support
2	Working Below Grade Level
1	Working Significantly Below Grade Level
Blank	Standard Has Not Been Assessed

Grades 3-5

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

The school year is divided into four nine-week grading periods. Report cards are issued at the completion of each nine weeks of study. It is the responsibility of the students to present these report cards to their parents and return them to their teacher.

Progress reports will be sent in the middle of each grading period to inform the parents of student progress.

Testing Window

*Last two weeks of school according to district calendar- (Subject to change.)

*Each school will test (5) consecutive days during this 14 day testing window.

METCALFE COUNTY DRESS AND APPEARANCE EXPECTATIONS

All students deserve the best opportunity for learning. Clothing that distracts attention from the learning environment cannot be permitted. It is the obligation of our district to educate our students socially as well as academically.

The Metcalfe County School District has established the following guidelines for school dress and appearance:

- Any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions that, in the judgement of the Principal, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.
- Hats or headdresses may only be worn inside the school if they are necessary for health or safety purposes, with the exception of Hat Day or special occasions.
- Sunglasses shall only be worn inside the school building with a medical statement. A medical statement must be presented to the school office prior to sunglasses being worn in the building.
- The hair shall be cleaned and well groomed. Distracting extremes shall not be permitted.
- Shorts and skirts must be fingertip length or longer to be worn to school. Off the shoulder shirts or blouses shall not be permitted.
- No spaghetti strap tops or halter tops. Tops may not have armholes large enough to see the student's ribs. Undergarments should not be exposed. (This applies to ALL students.)
- Belly buttons and/or midriff are not to be exposed.
- Patches, emblems, and clothing depicting vulgarity or advertising alcoholic beverages or illegal substances shall not be permitted.
- Shoes shall be required at all times.
- Cut or torn articles of clothing are prohibited.
- Students are expected to wear properly fitted and neat clothing that does not pose a safety hazard. Baggy or sagging trousers will not be permitted. Clothing should fit the student's body and pants will not be allowed that "sag" below the waistline.
- This dress code is adopted in the interest of developing and maintaining a student body, which is well groomed and neat. If violations of these policies occur, the Principal or his designee will inform the student of the violation and instruct him/her in the correction of the discrepancy. If the student fails to follow the established policy, disciplinary action may result.
- Students may not wear any apparel that displays the confederate flag or any type of discriminatory clothing.*

RIGHTS AND RESPONSIBILITIES

I. Rights and Responsibilities of Students

Your rights are mostly things that you can expect from others. Your responsibilities are things that others can expect from you.

- A. Due process is a right of all students. Students will be treated fairly. Students may tell their side of the story.
- B. Students may express themselves. If it hinders classes or school work, they may not speak out. They may not speak out if doing so would hurt another person.

C. Students should respect the flag. During the Pledge of Allegiance, they should Participate; however, they may refrain for personal reasons.

D. The principal must approve any student handout that is not school related. Students may use the bulletin board with permission from the principal.

E. If they feel their rights have been violated, students may speak with the principal or designee.

F. Rights and Responsibilities

a. Right-Students have a right to make use of all school resources.

Responsibility-Students must be prepared for class. They must take an active Part in class. They must do their work.

b. Right-Students have a right to qualified teachers who respect them. Their classroom must be free of prejudice and harassment. Students have the to report such incidents.

Responsibility-Students must respect their teachers and other adults. They must conduct themselves so that others may learn.

c. Right-Students can expect classes to run smoothly. Necessary interruptions will be kept to a minimum.

Responsibility-Students must make good use of class time so they can learn.

d. Right-Students may help set school rules. They may also give input about their learning.

Responsibility-Students must obey school and class rules.

e. Right-Students may take part in school activities.

Responsibility-Students must follow the school rules to take part in activities.

Grade and conduct must be acceptable to participate in school activities.

f. Right-Students can expect the school to be clean and orderly.

Responsibility-Students shall show respect for personal and school property.

Students must respect the rights of others.

g. Right-Students have a right to attend school without incident of discrimination, bullying or harassment of any nature.

Responsibility- Students who think they are victims of discrimination, bullying or harassment of any nature should talk to appropriate school authorities (ex: teacher, guidance counselor, assistant principal, or principal).

h. Right-Students have the right to use school technology for learning.

Responsibility-Students must use school technology in a way that helps them to learn, does not harm others and does not damage school property.

II. Student Responsibilities

A. Absences from School (See ATTENDANCE POLICY page 13)

B. Students Arriving or Leaving During School Day

If a student comes to school late or leaves early, parents/guardians must come to the office to check in or check out the student.

1. Students may leave school only with persons on the "check out" form. (maybe asked to show identification)

2. Unless the school is furnished with a certified copy of the court order that specifically designates custody and visitation rights to a specific person, all biological parents have rights to check out a child.

C. Student Safety

1. Student Pickup Area-Each principal will decide where students will be dropped off and picked up. Students are expected to stay in that place, and obey the adults who are supervising.

D. Student Conduct and School Rules

If your behavior is inappropriate, you could get into serious trouble. You could be suspended, expelled or even referred to the law. Every student enrolled in Metcalfe County Schools must follow the rules on the bus, inside the building, on the school grounds and at school-sponsored activities, both on and off campus. Students must obey the principal, teachers, members of the school staff, bus drivers and anyone who is placed in charge by the principal. Any student who is suspended or expelled may not be on school grounds for the allotted time frame submitted for suspension or expulsion. Behaviors that are subject to suspension or expulsion, or referral to law enforcement for criminal prosecution include, but are not limited to:

1. Possessing any item not allowed on campus by state law, Board Policy or the school principal.
2. Cheating.
3. Fighting.
4. Hurting another student.
5. Making threats or false reports.
6. Defiance of authority.
7. Misconduct in class or any setting while under the supervision and authority of district personnel.
8. Stealing.
9. Breaking school, School Board or state rules.
10. Destruction of school property including:
 - a. Willful or malicious tampering with, altering, deleting or otherwise changing any computer software files.
 - b. Willful or malicious tampering with, defacing, altering or reconfiguring computer hardware.
11. Major violation of the District's computer rules, particularly;
 - a. Using a computer and another person's password to see, change, or erase information or work.
 - b. Using computer to scare or harm others.
 - c. Intentional damage of computers or networks.
12. Possession/distribution, use or sale of alcohol, tobacco products, drugs, vapes or imitation of drugs.
13. Possession of a weapon, a firearm, a knife, including a common pocket knife, facsimile (toy gun/model gun, etc. of a weapon or firearm, any instrument or object used to inflict harm or intimidate another person.
14. Making or putting something together that is intended to be a weapon.
15. Bullying-Per KRS 158.148 bullying means 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: That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or 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.

Bullying takes many forms, but is not limited to:

- a. Physical-hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding a student's movement, or other unwelcome physical contact.
- b. Verbal-taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological-spreading rumors, manipulation of social relationships, coercion, extortion, or intimidation.
- d. Cyber bullying-using technology such as email, cell phones, and pager text messages, instant messaging, personal websites to support intentional, repeated and hostile behavior by an individual or group that threatens or harms others or substantially disrupts the operation of a school or individual student's ability to receive a quality education.

Note: The school district has added a tip line button on each schools' web page where instances of bullying may be reported anonymously.

- 16. Harassment-Harassment is making threatening, insulting or distasteful gestures, use of data or computer software, or written, oral or physical conduct directed against a student or school employee that:
 - a. Places a student or school employee in fear of harm to himself or his/her property.
 - b. May substantially interfere with a student's educational achievement, opportunity or benefit.
 - c. May substantially disrupt the orderly operation of school.
- E. Student Property
 - a. The school is not responsible for loss of student property. Students should not bring valuable items to school.
- F. Secret Clubs
 - a. It is against the law to have a secret club at school. A secret club excludes some children from membership for unallowable reasons. It is not part of a school activity.

- 17. Buying, selling, or trading personal items while on school property.

III. Respectful Students

It is wrong for you to hurt, bother or harass anyone that works at your school. It's wrong for you to steal or damage a school employee's property. If you damage school property, your parents will have to pay for it.

- A. Harassing School Personnel
 - a. Students shall not harass school personnel at school or at home.
 - b. Harassment includes but is not limited to, inappropriate language, false accusations about school personnel in front of other people, on

the telephone, in letters, notes or other documents and destroying or damaging something that they own.

- c. If students do any of the above, they may be suspended, expelled, or taken to court.
- B. Damage to school
 - a. Parent/Guardian of students who damage or steal school property (e.g. textbooks, materials, equipment) must pay for the damage.
- C. Visitors
 - a. For the safety of students, all parents/guardians and visitors **MUST** check in at the front office. Visitors shall remain in the designated area until directed to the appropriate room or area.
- D. Assaults on Personnel
 - a. It is illegal to assault or battery any person employed by Metcalfe County Schools at work or away on official school business. Any student that commits assault or battery on school personnel may be expelled and or placed at an alternative school setting or referred for criminal prosecution. Assault or threat to school bus drivers may result in the loss of the privilege to ride the bus.

IV. Safe Students

You can be suspended if you threaten to hurt people. You must obey the bus rules to be safe and keep others safe.

- A. Threats of Physical Harm

Any student who threatens to harm another student, school district employee or faculty member may be suspended, reported to the appropriate law enforcement agency and/or recommended for expulsion. If a student presents an imminent threat of harm to himself or herself, to others, or of damage to property appropriate restraint may be used.
- B. Prohibited Substances

The possession or use of an illegal drug or alcohol is unlawful. If used, these substances could be harmful to your health. Students found in violation of this rule are subject to arrest, as well as disciplinary action by the School District. Students who find or see inappropriate items on campus should not pick up or touch them. Student should immediately notify the bus driver, teacher and/or principal.
- C. Searches

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education. If there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided with lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not prevent searches. Anything that is found in the course of a search that may be evidence of violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

D. School Bus Responsibilities

Riding the bus is a privilege for students. The school bus driver has the responsibility to take care of the students. Students have the responsibility to obey the driver. These responsibilities include:

1. Obey the bus driver. The bus driver is the adult in charge.
2. Talking in a normal voice is allowed on the bus. Talk to your seat mates only. Sudden loud noises can cause accidents.
3. Keep all objects inside the bus (hands, feet, book bags, papers, etc.) and keep your hands to yourself.
4. Stay seated on the bus at all times.
5. You may not eat or drink on the bus.
6. Get on or off at your regular bus stop.
7. To **make transportation changes**, the parent/guardian must write a note and it must be approved by the principal/designee. Every attempt should be made to notify school personnel of transportation changes by noon.
8. Offensive language shall not be used at any time.
9. You should be at your bus stop at least five (5) minutes before pick-up time.
10. When crossing the road, you should cross in front of the bus, after the driver signals it is safe.

E. Bus Rule Infractions

Minor Infractions

1. Eating, drinking, spitting or chewing gum.
2. Failing to remain seated as instructed.
3. Extending body parts or other objects from the window.
4. Annoying or bothering others, including horseplay.
5. Using profanity.
6. Failing to follow the bus driver's instructions
7. Creating a distraction to the bus driver.
8. Possessing skateboards, skates, wheeled shoes, etc.
9. Engaging in behaviors that contribute to disorder, misbehavior of others, or decrease the bus driver's capacity to attend to the safe operation of the bus.

Major Infractions

1. Possessing, using or selling any item not allowed on school grounds by law, board policy or principal.
2. Fighting or hurting others, including harassing, bullying, intimidating or threatening behavior.
3. Engaging in other acts that place the safety and well-being of students or others at risk.
4. Demonstrating rebellious behavior or open defiance of the bus operator's authority.
5. Stealing
6. Engaging in willful destruction or defacement of district property or the personal property of others.
7. Engaging in lewd or lascivious behaviors.
8. Throwing objects in or outside the bus.

9. Using cell phones on the bus unless permission is granted by the bus driver.
- F. Consequences for Violation of School Bus Responsibilities
- The driver will maintain a log of student misbehavior. If the misbehavior continues, the driver will report the student to the principal using a "report of misconduct on school bus" form. The consequence may include, but is not limited to:
- 1st offense: Warning and/Parent letter
 - 2nd offense: Parent contacted/change of seat assignment/Monitor
 - 3rd offense: Bus Safety Class After School for 1 hour/Behavior Contract
 - 4th offense: Parent Conference with Student, Bus Driver, and Administrator
- *Extreme offenses may result in bus suspension.
- V. Students Have Consequences for Their Actions
- Using proper procedures, a teacher has the authority to remove a student from his/her class for repeated incidents of disruptive behavior for a violent act.
- A. Discipline Problems
- Before a child is disciplined, the parent/guardian may be asked to help the school solve behavior problems. One or more of these actions may be taken:
1. The principal/designee will meet with the student and specify the nature of the offense, the expectation of school authorities, and alternative positive behaviors available to the student.
 2. Someone from the school will telephone the parent/guardian.
 3. The parent/guardian conference will be held with the principal and/or designee.
- B. Range of Discipline
- Depending on the nature and/or severity of a student's behavior, the following may be imposed:
1. Warning
 2. Removal from class
 3. Behavior contract
 4. Parent conference
 5. In-school suspension
 6. After-school detention
 7. Saturday school
 8. Suspension from school and/or bus
 9. Expulsion
 10. Criminal proceeding
- C. Detention
- The parent or guardian of a student assigned detention must be notified of the student's detention at least 24 hours prior to the start of the detention. When students are kept after school for detention the parent or guardian must provide the student's transportation from school.
- D. Suspension
- Restrictions during suspension:
1. Students may not come to school.
 2. Students may not take part in school activities.

7. The principal may suspend a student for a time up to ten (10) days per infraction. This does not apply to emergencies. No child will be suspended for unexcused tardiness, absences or truancy. Parent contact will be made to inform of the suspension process.
- E. Due Process Procedures for Suspension
 1. The students will be told of any charges. Written notification of charges will also be provided.
 2. The student will be asked whether or not he/she is guilty.
 3. The student may tell his/her side of the story.
 4. All sides of the story will be considered by the principal.
 5. The severity of the charge will determine the punishment.
 6. Due process is a student right and not a parent/guardian right.

Note: Unless suspension exceeds ten (10) days, the student is not entitled to legal counsel, to cross examine witnesses or to call his/her own witnesses.
- F. Expulsion
 1. If a student is recommended for expulsion, the student and or his/her parent/guardian will receive a hearing concerning the expulsion ruling. If expelled, a student may not come to school for the remainder of the school year and/or possibly the next school year. Restrictions are the same for expulsion as they are for suspension.
- G. Suspension/Review of Placement of a Student with a Disability
 1. A student with a disability may be suspended from one (1) to ten (10) days for infractions of rules. The Individual Education Plan (IEP) team will convene to develop a functional behavior assessment plan or review the student's existing behavioral intervention plan if there is one. The IEP team will meet in all cases in which a school is proposing to suspend a student for more than ten (10) days in a given year or to explore an alternative setting. The IEP team will make a determination of whether or not the behaviors reflect a manifestation of the student's disability. Any change in educational placement must not result in complete cessation of services for the student with a disability.

MENTAL HEALTH

Metcalfe County Elementary School students may be recommended/required to visit with the school mental health counselor for major disciplinary issues, repeated disciplinary issues, safety concerns, or to assist students coping with traumatic/interpersonal issues interfering with the school day.



Expectations for Virtual Learning

Metcalfe County Schools

STUDENT Expectations

1. Adhere to the Code of Conduct and Acceptable Use Policy while participating in Virtual School.
2. Be available, as directed by the teacher(s), on school days, to participate in online learning activities.
3. Participate each school day in every enrolled class.
4. Participate in all live classes via Microsoft Teams.
5. Attend meetings at school, by appointment. (MAP, KSA)
6. Seek help from the teacher, as needed.
7. Complete and submit all coursework on time.
8. Communicate with your teacher and peers in a respectful manner.
9. Acknowledge that the school district has access to your schoolwork and comments posted within the online courses.

PARENT Expectations

1. Ensure that your child has the necessary equipment and internet access to participate in Virtual School.
2. Provide your student with a safe and appropriate place to work while at home.
3. Ensure that your student has sufficient time in his/her schedule to work each day on the scheduled courses and live classes.
4. Become familiar with Edgenuity and Canvas, and ask your child to show you his/her course work and progress.
5. Encourage your child to seek help from the teacher, as needed.
6. Ensure that all tests are completed by your child without the aid of others.
7. Ensure your student's daily participation in classes and live meetings. Students that do not meet daily progress will be counted absent. Attendance is based on time spent on Edgenuity, Canvas, and live classes.
8. Be aware of all deadlines.
9. Communicate academic concerns with teachers as necessary through ClassDojo.

DISTRICT Expectations

1. The school will develop and explain the Virtual School process and expectations so that students and parents can make informed decisions when choosing to participate in Virtual School.
2. Teachers will be available during scheduled hours (as communicated by the teacher) to provide academic assistance, when needed.
3. If the student has an active 504 Plan or IEP, the district will help determine if the accommodations and support can be delivered virtually or if they will have to be modified.
4. When students select the option for virtual school, they are making a year-long commitment.
5. Students that choose virtual school may participate in in-person extracurricular programs activities.

LIBRARY POLICY

At Metcalfe County Elementary School, we believe that the love of reading is the greatest educational gift we can give our students. We have worked hard to provide a variety of reading material for our classrooms and library.

When a student borrows (checks out) a book, he/she assumes the responsibility to return the book in good condition and on time for others to use. To ensure that the students have the opportunity to use all books and materials at MCES, we have approved the following Circulation Policy.

- Students in grades 2-5 may check out 2 books. K-1 may check out 1 book.
- Books are due in 2 weeks. (10 school days, not counting holidays)
- To renew a book, the student must have the book with him/her.
- Students will NOT be allowed to checkout another book if he/she has an overdue book(s).
- If a book has been lost or damaged beyond repair, the student/parent will be charged the current replacement cost of the book OR students shall do school chores to pay off the charges of the book. Payments can be made in small amounts weekly, until the charges are paid in full.
- Reminders will be sent out with the Report Card.
- Books not returned after 30 days are considered lost and the child/parent is responsible for the replacement cost.

All students must have parental permission on file, prior to checking out library books. Please help us stress the importance of taking care of borrowed materials and returning them promptly. This is a good way for children to learn responsibility.

HOMEBOUND PROGRAM

This program is designed to provide individualized home instruction for students who cannot attend a regular day of school due to a physical, mental, emotional or social condition which prevents attendance at school. If the need arises to use this program, contact the principal or Allen Trotter, DPP, at the board office.

ATTENDANCE

Regular attendance at school fosters the development of important life habits which are prized by employers and others. Every school day is very important and missing hinders learning and causes students to fall behind in their work. Good attendance leads to success in school and at a work place in the future.

Excused absences are granted for:

1. Death in the pupil's immediate family-Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood-related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student,

2. Illness of the pupil- The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor. This statement should be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused,
3. Court appearance- A note of verification shall be required,
4. Religious holidays and practices,
5. Doctor and dental appointments,
6. One (1) day for attendance at the Kentucky State Fair,
7. Family emergencies approved by the Principal,
8. Documented military leave.
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty.
11. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
12. The Principal shall give a student an excused absence of up to (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value including, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Note: Perfect attendance for the year means present 100% of days with no tardies. An excused absence is still an absence.

ATTENDANCE POLICY

1. Parents are expected to call school by 9:30 a.m. when a student is absent. If parents do not call, then the school may call them.
2. In addition to the phone call, a written excuse from the parent is required.
The school will accept 3 parent notes per semester. Upon returning to school, the student is expected to bring to the homeroom teacher a parent note or doctor's statement giving the reason for his absence. Please include: student's full name, date of absence, reason for absence, date note was written and a parent or doctor signature. **Notes should be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused.**
3. After accumulating three (3) unexcused absences, the student shall be asked to meet with a School Attendance Review Committee to review the reasons for the unexcused absences. After a student has accumulated six (6) unexcused absences, the DPP will notify the parent/guardian, by home visit or mail, that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences, for students from six (6) to twelve (12) years of age, the DPP will file a report of educational neglect on the parent/guardian with the County Attorney.

ILLNESS OR INJURY

If a student becomes ill or is injured while at school, while using school transportation or while engaging in school activities, these procedures are followed:

1. In the event of serious illness, injury (dislocation, fracture, burn, sprain) or other condition (such as foreign body in the eye, nose, ear which cannot be easily removed), the parent is notified immediately.
2. If the parent cannot be located, or if the injury or illness is so potentially dangerous as to require almost instantaneous treatment, the student will receive treatment from school nurse, or to the most feasible source of emergency treatment and care (in this event, school staff personnel will continue attempts to locate the parent until he or she is notified.)

No drugs or medication of any kind, including aspirin or cough medicine, will be given. A student who has, or who is suspected of having, a communicable disease may not attend school until after the illness has passed or until the school receives written notice by a physician that the disease is no longer contagious.

NTI DAYS

Students in grades Pre-K through 5th Grade will have work assigned on CANVAS on-line and/or student packets. The due dates for NTI Day work will be as follows:

- Work is due two days after an individual NTI Day.
- If we have two or more consecutive NTI Days, the NTI Day work will be due two days after students return to school following consecutive NTI Days. If this method changes, students and parents/guardians will be informed.

ASBESTOS MANAGEMENT PLAN

The Metcalfe County Board of Education has adopted an Asbestos Management Plan for all school buildings. This is in accordance with (AHERA) Asbestos Hazard Emergency Response Act of 1987-40 CFR-763-subpart E. A copy of this plan is maintained at the Metcalfe County School Bus Transportation Office by the Districts AHERA designated person, Herby Bunch. Office is open Monday-Friday. The phone number is 270-432-4634.

PEST MANAGEMENT PLAN

All Metcalfe County School facilities have implemented a program of Integrated Pest Management (IMP) in order to control pests in a way that minimizes economic, health and environmental risks.

HEAD LICE POLICY

Head lice are passed from person to person by direct contact or on shared objects (hats, combs, towels, barrettes, headphones, etc.), so every member of the family should be treated. The most common symptom of infestation is intense itching on the back of the head or neck. Head lice cannot survive without a human host for more than 24 hours. Don't panic-just follow the steps below to take care of the problem.**When returning to school, student must be accompanied by an adult.**

1. Treat every member of the family. Consult your doctor for children under two. Lice are hard to spot, so look for tiny white eggs (nits) on hair shafts, near the scalp, especially at the nape of the neck, and behind the ears. Head lice are small, wingless, gray/tan insects. Treat all family members.

2. Treat all family members. Use an effective head lice treatment. Several are available without a prescription, or you may call your family physician.
3. Remove all nits. Gently comb the child's hair with the special nit removal comb. The combs are provided with most lice treatment products. Schools require students to be nit-free before they can be re-admitted. Many times, a comb will not work alone and nits must be removed by hand. There are also new products available over-the-counter that help loosen nits; however, a comb and removal by hand are still necessary.
4. Wash clothes, bed linens, and towels. Use hot water, then dry on the hot cycle for at least 20 minutes. Items such as stuffed animals, headphones, hats, barrettes, and hair bows that are not machine washable must be dry cleaned or stored at room temperature in a tightly sealed plastic bag for at least two (2) weeks.
5. Soak combs, brushes, etc., in hot water. The hotter the better, but the temperature should be at least 130* F. Items should soak for at least 10 minutes. Bleach may be added.
6. Vacuum everywhere. To make sure the rest of your home is lice-free, you should vacuum carpets, pillows, mattresses, upholstered furniture, and even the car seats.

DISPENSING OF MEDICATION TO STUDENTS

Medication must be brought to school in a container appropriately labeled by a pharmacist or physician. The parent/guardian must bring the medication, physician orders and parent permission slip to the school nurse. All medication will remain in a locked cabinet in the nurse's office. The student is not to take any medication without prior authorization. Records will be kept on a medication sheet that includes: date, time, student, medication and initials or person dispensing medication.

Medication taken over a prolonged period should be brought to school with more than one dose. The physician's orders and parent's note should explain this. A school nurse or trained staff member will be available to administer medication.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, i.e. asthma inhaler.

EMERGENCY/DISASTER PROCEDURES

FIRE DRILLS

In order to secure a speedy and safe exit from the building in a fire or a drill, the following rules should be observed:

1. Walk, do not run, keep moving, do not try to save personal belongings.
2. Do not talk, be prepared to take instructions from firemen and teachers.
3. The first two students to reach the door should hold it open for others.
4. Close all windows before leaving, if possible.
5. Do not re-enter the building until given notice by the administration.

TORNADO DRILLS

In case of tornado, the teacher should:

1. Close all windows and doors.
2. Bring all children into designated emergency area.
3. Check the room to ensure that all pupils are out.

4. Move with the class to the assigned area taking with you a class roster.
5. Have children sit with their back against the wall, legs doubled up, arms resting on knees, and head between arms. Cover the head.
6. Check roll as soon as possible and report to the principal if anyone is missing.
7. Require the class to wait quietly for the return signal.
8. Lead the class silently back to the classroom.

WHEN THE ALARM SOUNDS, THE CLASS SHOULD:

1. Stop work immediately.
2. Stand and pass empty-handed into column formation.
3. Walk quickly and silently to the assigned area.
4. Stay away from windows, outside doors, and exterior walls.

WEATHER-RELATED EVENTS

In case of snow during the night, always listen to your local radio or TV channels for information. Our district will also issue a “One-Call” to each household in any weather-related event. This would also apply to other storms and high water, as well as electrical outages and emergencies. Information is also posted on the district website and social media.

If a storm or snow should occur during the school day, we will get the students home; in case of snow before there is very much accumulation. If a severe storm occurs we will follow the emergency plan for taking care of the students here at school.

The emergency plan will be followed on the emergency sheet that you filled out for your students at the beginning of the school year on all other early dismissals that could occur during the school year.

Any time that we have a ball game scheduled during the school year or any other meeting, and we have to miss for snow or any other emergency, the ball game or meeting will be canceled for that night.

INTRUDER DRILLS

For the safety of the students, faculty, and staff, intruder drills will be practiced. These drills will consist of a lock down of the building and grounds and safety procedures practiced in each classroom.

REPORTING CHILD ABUSE OR NEGLECT

In compliance with Kentucky law, any employee of the Metcalfe County Schools who knows or who has cause to suspect that a child’s health or welfare may have been harmed as a result of abuse or neglect must immediately report such information to the Kentucky Department of Human Services. State law also provides that the identity of the person making the report will remain confidential and the person is presumed to be acting in good faith and is immune from civil or criminal liability for such action. No disciplinary action shall be taken against any employee who makes a report of child abuse. Even if the investigation indicates that the employee was in error in presuming abuse. The employee acted in good faith, and is immune from any liability. Guidance services include: assisting all students in making appropriate and satisfying educational, vocational, and personal social adjustments and plans; assisting teacher, other staff members and the community in understanding the needs and problems of student groups; and assisting

administrators, staff members and the community in understanding the needs and problems of student groups.

The guidance program provides the following six basic services:

1(Information; 2) Guidance and Counseling; 3) Appraisal; 4) Consulting; 5) Referral; and 6) Placement and Follow Up. These services will primarily be provided through the school guidance counselor and the guidance committee.

Metcalfe County Elementary School Cell Phone Policy

Metcalfe County Elementary School recognizes the importance of communication and collaboration, and provides Chromebooks and iPads for students to be productive in the classroom. However, to keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults, we feel it's imperative to reduce the unnecessary distractions that our elementary school-aged children are facing.

- All phones/electronic devices that are brought on campus will be brought at one's own risk.

MCES will not be responsible for lost or stolen devices.

- Electronic devices such as cell phones/gaming devices and or apple watches are to be turned off during the school day and must remain in the student's locker or backpack~ not in clothing pockets or on the person.
- Cell phones may be turned on after school but must still remain all the way inside the backpack~ not in clothing pockets or on the person.
- Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day to include classrooms, library, playground, cafeteria, common areas or restrooms.

Consequences for Non-Compliance of the Cell Phone/Gaming Device Policy

- First offense: Warning is given to student and parent is notified.
- Second offense: Phone/device is collected from the student to be picked up in the main office at the end of the school day. Parent is notified.
- Third offense: Phone/device is collected from the student to be picked up by the parent. The phone/device is not to return to the school site for the remainder of the school year.

Metcalfe County School District Student Acceptable Use Policy (AUP)

The Metcalfe County School District has made a significant investment in technology so that our students will have the opportunity to develop the skills necessary to excel in our modern world. With this investment in technology, comes a great responsibility to provide our students with a positive, structured learning environment that will foster creative learning and the skills necessary for our students to prepare for a post-high school education or a successful career in the job market of their choice.

Adherence to the following policy is necessary for the continued access to the school district's technological resources:

Students must:

- Use only their assigned login accounts to access computers, network resources, email, Infinite Campus Portal and internet.
- Not view, use, or copy passwords or data, or access network resources to which they are not authorized.
- Be aware that the School Principal, Network Administrator, Chief Information Officer or Superintendent has the right to access information stored in any user directory, on any current screen, in electronic mail, or computer storage device. Network monitoring of random student monitor screens and/or directories is done to review progress and to ensure data security.
- Be aware that all internet web sites viewed and duration of time viewing such sites will be recorded.
- Never distribute private information about themselves or others.

- Never knowingly download/upload inappropriate graphics or text from their workstation using the internet or email.
- Agree not to circumvent the school district's internet proxy or firewall services.
- Agree not to alter the setup of any school district computer or equipment by loading programs or services, or disabling approved programs and/or services, without the expressed permission of the Network Administrator, Chief Information Officer, School Principal and/or Superintendent.

- Report any security risk or violations to a teacher, principal or network administrator.
- Never access newsgroups, chatrooms, or similar services. All third party email accounts, such as but not limited to Hotmail and Yahoo mail, is expressly prohibited.
- Never destroy or damage data, network, or other resources that do not belong to them.
- Not infringe copyrights, such as using software without the appropriate licensing, or making or transmitting illegal copies of music, games or movies.
- Never plagiarize from any source.
- Always communicate in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Never intentionally transmit or copy material that violates their school's code of conduct.
- Never send spam, chain letters or other mass unsolicited mailings or telephonic messages, nor buy, sell, advertise or otherwise conduct business unless it is an approved school project.
- Be aware that there will be occasions when the Internet will be used for a whole class presentation. This will only happen under the direction of a staff member and will be for educational purposes only.
- Acknowledge that computers and related technology is the property of the

Metcalfe County Board of Education and any information stored on them is the property of the School District. Vandalism or destruction of such property is punishable according to local school, school district, and/or Kentucky Department of Education policies and procedures, as well as legal action.

This Acceptable Use Policy is in accordance with:

701 KAR 5:120-Prevention of Objectionable Material Transmitted to Schools via Computer
 KRS 434.520-Unlawful access to a computer in the second degree
 KRS 434.845-Misuse of Computer Information

Prior to the student's being granted independent access privileges, the following sections must be completed for students under 18 years of age:

As the parent or legal guardian of the student (under 18), I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

Consent for Use: By signing this handbook, you hereby accept and agree that your

Services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT DEFINITIONS

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS- Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Staff should refer to federal regulations for examples of documents that are not considered education records.

Student records shall include disciplinary records with regards to suspension and expulsion.

PERSONALLY IDENTIFIABLE INFORMATION-Includes, but is not limited to, the following:

1. Student’s name
2. Name of the student’s parent or other family member
3. Address of the student or student’s family
4. Any personal identifier, such as the student’s social security or student number
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the schoolcommunity, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

NOTE: Unless the parent/guardian or secondary school 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.

STUDENT-Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

ATTENDANCE-District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other

electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

DISCLOSURE-Refers to permitting access to or release or transfer of, personally identifiable information contained in a student's education record to any party except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

REFERENCES:

34 CFR Part 99, 20 U.S.C. 1232g

P.L. 107-110 (No Child Left Behind act of 2001)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their right under the Family, Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.

2. Unless the parent or secondary school 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.

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the central office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student unless a court order provides that the parent/eligible student is not to be notified.

As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when A written agreement has been established with the organization. Such disclosure

does not require parent/eligible student consent.

6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.

7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:

- a. Disclosures made to parents or eligible students
- b. Records released pursuant to written consent
- c. Access by school officials and others having a legitimate educational interest under FERPA
- d. Disclosures of directory information
- e. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.

8. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with 702 KAR 1:140.

RELATED PROCEDURES:

All 09.14 procedures

NOTIFICATION OF FERPA RIGHTS

DISTRIBUTE THIS NOTICE ANNUALLY TO PARENTS AND STUDENTS

The Family Educational 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 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.

Exceptions that permit disclosure without consent include:

a. Disclosure to school officials without 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 until 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 to the District.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

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

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

The Superintendent/designee is authorized to release Board-approved student directory information. Approved “directory information” shall be: name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent. Designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

5. 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 secondary school 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.

6. 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 20202-8520**

Child Find for Children with Disabilities in Need of Special Education or 504 Services

Metcalfe County Schools Child Find Notice

The Metcalfe County School District keeps educational records in a secure location in each school and Board office.

The Metcalfe County School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parents when they are no longer needed to provide educational programs or services. The Metcalfe County School District may destroy the educational records of a child without parent request five years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Metcalfe County School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

Children eligible for 504 services include those children in a public elementary and secondary education program who have a current physical or mental impairment that currently substantially limits some major life activity which causes the student's ability to access the school environment or school activities to be substantially limited.

Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 150%. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.

The Metcalfe County School District has an ongoing "*Child Find*" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education or 504 services. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education or 504 services.

The district's "*Child Find*" system includes children with disabilities attending private or home schools within the school district boundaries who may need special education services.

The Metcalfe County School District will make sure any child enrolled in its district who qualifies for Special Education or 504 services, regardless of how severe the disability, is provided appropriate Special Education or 504 services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Metcalfe County School District find any child who may have a disability and need Special Education or 504 services. The District needs to know the name and age, or date of birth of the child; the name, address, and phone number(s) of the parents or guardian; the possible disability; and other information to determine if Special Education or 504 services are needed.

Letters and phone calls are some of the ways the Metcalfe County School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education or 504 services.

If you know of a child who lives within the boundaries of the Metcalfe County School District, who may have a disability, and may need but is not receiving Special Education or 504 services, please call 270-432-3171 or send the information to:

Director of Special Education
Jamie Moss
Metcalfe County Schools
709 West Stockton Street
Edmonton, KY 42129
Ph. 270-432-3171

Section 504 Coordinator
Jamie Moss
Metcalfe County Schools
709 West Stockton Street
Edmonton, KY 42129
Ph. 270-432-3171

If you know of a child who attends a private or home school within the boundaries of the Metcalfe County School District, who may have a disability, and may need but is not receiving Special Education services, please call 270-432-3171 or send the information to:

Jamie Moss
Director of Special Education
Metcalfe County Schools
709 West Stockton Street
Edmonton, KY 42129
Ph. 270-432-3171

"*Child Find*" activities will continue throughout the school year. As part of these efforts the Metcalfe County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education or 504 services. Any information the District collects through "*Child Find*" is maintained confidentially.

Written *Policies and Procedures* have been developed which describe the District's requirements regarding the confidentiality of personally identifiable information and "Child Find" activities. There are copies in the Principal's office of each school, and in the Board of Education office. Copies of these *Policies and Procedures* may be obtained by contacting:

**Director of Pupil Personnel
Allen Trotter
Metcalfe County Schools
709 West Stockton Street
Edmonton, KY 42129
Ph. 270-432-3171**

The District office is open Monday through Friday, from 8:00 a.m. to 3:00 p.m.

The Metcalfe County School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the *Director of Pupil Personnel*, the *Director of Special Education* or the *Section 504 Coordinator* at the address or phone number listed above for the Metcalfe County Schools.

Revised March 2011 per KDE

**PLEASE READ
THE FOLLOWING PAGES
AND COMPLETE,
SIGN & RETURN
PAGES 29, 30, 31 & 32**

Metcalf County Board of Education

709 W. Stockton St. • Edmonton, KY 42129 • Phone (270) 432-3171 • Fax (270) 432-3170
Josh Hurt, Ed. D, Superintendent

Our most important function in Metcalf County is to provide the safest learning environment possible for all of our students and school staff members.

Unfortunately, in recent years, Kentucky's P-12 schools have experienced an escalation of terroristic threats being made by students with intent to do harm to either other students or school staff members. Plainly stated, these are threats being made to shoot people or detonate bombs with lethal intent. In fact, between January 23 and April 30th of last school year (2018), Kentucky schools experienced (294) terroristic threats that caused widespread fear throughout the school's community and resulted in total disruption to the educational process. In many of those cases, school officials and law enforcement officials were forced to close schools to investigate the threats that had been made. In other cases, school attendance plummeted for days after the threat was made. Many school leaders have said that the emotional, instructional, and financial impacts of these acts are incalculable.

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

(1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
 2. Causing cancellation of school classes or school-sanctioned activity; or
 3. Creating fear of serious bodily harm among students, parents, or school personnel
- (For the complete text for KRS 508.078 please see the attached page.)

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this letter is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences. Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please contact your school principal at your convenience.

PLEASE CAREFULLY REVIEW DETAILS OF KRS 508.078 ON FOLLOWING PAGE

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

(a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

(b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.

(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or \$1,000-\$10,000 fine (KRS 532.020).

Violating a felony (juvenile) fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

METCALFE COUNTY SCHOOLS

Josh Hurt, Superintendent
709 West Stockton Street
Edmonton, KY 42129



Phone: (270) 432-3171
Fax: (270) 432-3170
www.metcalfeschools.com

CURRICULUM AND INSTRUCTION

08.2323 AP.11

Student/Parent Chromebook Agreement

THIS IS NOT A CONTRACT.

There has been no exchange of consideration for the use of the computer. The computer remains the property of Metcalfe County School District.

Please print all information.

Student Name:

Last Name _____ First Name _____ Middle Initial _____ Grade _____ Teacher _____

Parent/Guardian Name:

Last Name _____ First Name _____ Middle Initial _____ Phone _____

Address:

Street _____ City _____ Zip _____

Device Asset Tag Number: _____ Device Serial Number: _____

Chromebook Agreement:

- ☐ During the registration process, I read and accepted the Acceptable Use Policy for Technology.
- ☐ I HAVE read and accept all the terms of this Student/Parent Chromebook Agreement.
- ☐ I HAVE read and accept my school's behavior and discipline policy.
- ☐ I AGREE to allow my child to participate in digital instruction using this Chromebook.
- ☐ I ACCEPT the responsibility of my child's use of the Internet and its associated risks.
- ☐ I WILL have the fully charged Chromebook with my child each day he/she is in school.
- ☐ I WILL discuss appropriate Digital Citizenship topics with my child.
- ☐ I AGREE to return the Chromebook to my school upon request.
- ☐ I ACKNOWLEDGE that Chromebook use may be monitored and its location may be obtained.
- ☐ I ACKNOWLEDGE that failure to return the Chromebook will result in the charge of a replacement fee.
- ☐ I ACKNOWLEDGE the primary use of the Chromebook is to access instruction and produce assigned work.

Chromebook Agreement:

As a parent and/or student, I understand that my right to use and possess a district-owned Chromebook terminates the last calendar day of the student's enrollment in the Metcalfe County School District, unless terminated earlier by the school. I also understand that as a parent or student I will be responsible for any accidental or willful damage to the Chromebook or peripherals (such as a charger/power adapter). If the assigned Chromebook is not returned when requested, Metcalfe County Public Schools will consider the Chromebook or peripherals stolen and a replacement fee may be required.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Publication Consent Form 09.14 AP.251

At some time during the school year, school/District personnel or other district authorized persons may video or photograph classroom activities or special projects in which your child participates during or after the school day for public awareness purposes. Under 09.14 AP.12, the District has designated student photographs as "directory information." Consistent with that annual notice, a photograph of an individual student may be released to others and/or reproduced in school yearbooks as long as the parent or adult student has not submitted written notice indication that they do not wish photographs of the student to be released. This covers permission for the District to record and use the recorded image, voice or work of the student (photographed, filmed, taped or digitally recorded) for public awareness purposes, including publication on the school and/or District's Web site. Please review this form carefully, sign and date the form, and submit the form to the school. Once signed and dated, this form shall remain in effect for your child's enrollment in the District's schools. However, at any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.

School Year: 2024-25

By signing this form, I agree that _____

Printed Student Name

has my permission and/or consent to be videoed or photographed during classroom activities or special projects in which my child participates during or after the school day for public awareness purposes.

Parent/Guardian's Signature

Date

PERMISSION/AGREEMENT FORM FOR TECHNOLOGY ACCESS

Please sign, date, and return the form below to: Metcalfe County Elementary School

The permission/agreement form below must be signed by the parent or legal guardian of minor students (under 18 years of age) and also by the student prior to the student being granted access to electronic media involving district or school technology resources.

This document will be kept on file at the school during the school year indicated on this form. In order to cancel the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the school administration with a written request.

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

School Year: 2024-25

By signing this document, I agree that _____

Printed Student Name

has my permission to access district and school technology resources.

Parent/Guardian Signature

Date

By signing this form, I _____ agree to follow all

Printed Student Name

district and school rules and procedures concerning the use of district/school technology resources and I understand that access is a privilege.

**Insurance Information Form
2024-25 School Year**

The Metcalfe County Board of Education has purchased supplemental insurance for students while at school or participating in school activities. The coverage is limited and only pays after other insurance companies have fulfilled their obligations. The board paid insurance will only pay if we have this form on file prior to any accident that may be covered. All possible claims must be reported to the school secretary within 24 hours of the accident. **There is no charge to the student or parent for this coverage but this sheet must be completed and on file in the school office.**

Student Name: _____ Age: _____

Parent Name: _____ Date: _____

Student Address: _____

Phone Number: _____

Name of Insurance Company: _____

Insurance Policy: _____

Name of Local Agent: _____

2024-25 School Year

School-Related Student Trip Permission Form and Medical Release Form

Student's Name _____
Last Name First Name Middle Initial

School MCES Grade _____ Homeroom/Classroom _____

☐ All School-Related Trips for the **2024-25 School Year**

I hereby give permission for my child to participate in All School-Related Field Trips during the 2024-2025 school year.

In addition, in the event of an accident or sudden illness while on the school related student trip, I authorize school personnel to contact the physician(s) listed on my child's school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

Please detach, sign and return to your child's school.

Please detach, sign and return to your child's school.

Below, please sign and date to confirm that you have:

1. Received and understand the Metcalfe County Elementary School Student Handbook
2. Received and completed the Student Publication Consent Form
3. Received and completed the Student Insurance Information Form
4. Received and completed the Acceptable Use Policy for Technology Use
5. Received and completed the School Related Student Trip Permission Form and Medical Release Form

Printed Student Name

Date ____/____/____

Student Signature

Date ____/____/____

Parent Signature



Title I School-Family Compact

Every school receiving Title I funds must have a School-Family Compact. The compact is an agreement between the school and the home. The goal is to promote parents as partners with the school in their child's education.

Please read and sign this compact pledging your commitment to the education and success of your child.

School Staff/Teachers will:

- Encourage children to respect each other.
- Foster a healthy, safe, and nurturing environment.
- Promote communication between parents, students, and teachers.
- Set academic and behavioral expectations and communicate responsibilities.
- Teach the skills and concepts appropriate for my students to achieve at their highest level.
- Continue their lifelong learning by taking advantage of professional development opportunities.

Families/Parents will:

- Ensure that my child attends school regularly and on time.
- Encourage my child's efforts and support their learning.
- Provide a safe and positive place for my child to do their homework.
- Welcome teachers as partners in the education of my child.
- Participate in opportunities to learn about the school, needed services, and ways to support my child.
- Talk with my child daily about their school experience.

Students will:

- Attend school regularly and on time.
- Produce quality work and do my best each day.
- Show respect for my teacher, other adults, students, and school property.
- Welcome teachers and parents as partners while they work to help me achieve.
- Participate in school activities and always try my best.
- Talk with my parent(s)/guardian(s) daily about my school experience.

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Metcalfe County Elementary School

Michael Gill
Principal

703 West Stockton Street
Edmonton KY 42129

(270) 432-2051 or 2010



*Together We Can . . . **Make**
Connections with
Every
Student*