

# MADISON SOUTHERN HIGH SCHOOL

279 Glades Road

Berea, KY 40403

Phone: (859) 625-6148

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



*“Home of the Madison Southern Eagles”*

Mr. Jeremy Phillips, Principal

Mr. Calvin Creech, Associate Principal

Mr. Cory Stringfield, Assistant Principal

Mrs. Jessica Bevins, Assistant Principal

Mrs. Kallie Hamilton, Counselor (Seniors)

Mrs. Ashley Hall, Counselor (A-K 9th-11th)

Mrs. Hayley Bryan, Counselor (L-Z 9th-11th)

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Dear Students of Madison Southern High School:

On behalf of the faculty and staff, I take pleasure in welcoming you to Madison Southern High School. This handbook is published so that all students and parents may have a ready reference to information that is necessary to the understanding of the daily operation of our school. It is essential that all students and parents read the information in this handbook so there will be as few misunderstandings as possible. When this handbook does not give you the information you need, please contact a principal, counselor, or teacher for assistance.

All students are expected to display those high standards of behavior, citizenship, and leadership that exemplify Madison Southern High School's tradition of excellence. We are here to provide services for you, and we wish you much success.

Sincerely,

Jeremy Phillips  
Principal



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

## MISSION STATEMENT

### TEAM Southern!

**TEACH** (skills for present and future success)

**EMPOWER** (students to be life-long learners)

**AFFIRM** (students as valuable individuals who can contribute to their community)

**MOTIVATE** (students to set and reach high goals for themselves)

## VISION STATEMENT

The vision of Madison Southern High School is to be the most effective place for students to acquire the skills needed for success.

### S.O.A.R.

At Madison Southern High School, we have a set of academic and behavioral expectations that we are confident will promote student success in the classroom and other settings. We want all of our students to **S.O.A.R.** Our staff expects you to **Show** integrity, to **Own** your learning, to **Accept** responsibility, and to **Respect** yourself and others. In doing so, you will be doing your part to keep our Madison Southern community safe, connected, inclusive, and thriving.

## YOUR RESPONSIBILITY TO MADISON SOUTHERN

Madison Southern requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and shall abide by the administrative procedures of the school district and the laws of the community and state. Each pupil is responsible for maintaining good order of their conduct, attitude, and attire. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and schoolmates.

Pupils shall be held responsible for damage to school property and may face criminal prosecution. 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 liable for the cost of restoring the property. Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. Parents shall be liable for property damage caused by their minor children.

### As a student you should:

- Have high expectations for yourself.
- Always try to do your best in your work and in your behavior.
- Attend school regularly.
- Ask for help when you feel that you do not understand.
- Report to an adult, any problems that you may have at school or at home.
- Have respect for yourself, for those around you, and for your school.
- Resolve conflicts in a positive way.
- Obey ALL rules.
- Report any activities that might endanger others or yourself.
- Be proud of your school.

## ADVISORY PROGRAM

Upon enrollment at Madison Southern High School each student is assigned an advisor. The advisor will serve as a mentor to the student and assist the student in developing a focused plan for success in high school by developing an individualized graduation plan, focusing on career goals, encouraging strong academic performance, and providing guidance toward post-secondary education. The advisor will also assist the student with scheduling classes.

### GRADING SCALE

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

### GRADUATION REQUIREMENTS

- A total of 22 credits are required to graduate.

## REQUIRED CLASSES

English (4 Credits) <small>English I and II plus two (2) credits aligned to the student's ILP</small>	Math (4 Credits) <small>Algebra I and Geometry plus two (2) credits aligned to the student's ILP</small>	Science (3 Credits) <small>Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP</small>	Social Studies (3 Credits) <small>Two (2) plus one (1) credit aligned to the student's ILP</small>	Health/Physical Education (1 Credit)	Humanities (1 Credit)
English I or Honors English I	Algebra I, Hon Algebra I, Geometry, or Honors Geometry	Science Foundations or Pre-AP Science Foundations	Integrated Social Studies or AP Government	Physical Education (1/2) and Health (1/2)  <u>Alternatives</u> ROTC I (with PT Component) (1 Credit for PE)	1 credit in either Art Drama Band Chorus or The History of Visual and Performing Arts Floral Design - (prerequisite Intro. to Agri. Science)
English II or Honors English II	Geometry, or Honors Geometry or Algebra II, Hon Alg II	Biology AP Biology	World Civilization or AP European History		
English III or Honors English III or Dual Credit	Algebra II, Hon Alg II, or Pre-Cal	Chemistry or Physics or Conceptual Science 2	U.S. History or AP U.S. History		
English IV or A.P. English IV or Dual Credit	Additional Math Course				

Graduation Requirements will be prorated for students transferring into MSHS that have been on a different day/period schedule at their former school.

**Academic and Career Interest Standards-based Learning Experiences: Six (6) Credits total Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP**  
**Technology Demonstrated performance-based competency**  
**Financial Literacy One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.**

## **GRADUATION PLANS**

Madison Southern recognizes that students have individual interests, needs, and achievement levels. Therefore, MSHS offers students the opportunity to choose a graduation plan that meets their academic potential. We at MSHS recommend that students take a course of study that will challenge them to reach their maximum potential and to find their proper place in life.

- **MSHS Standard Curriculum**

This graduation plan consists of core courses and electives that meet the MSHS minimum graduation requirements. *This plan must be achieved by all students to graduate from MSHS.*

- **Career and Technical Education Completer**

This graduation plan consists of the MSHS Standard Curriculum with the addition of elective courses taken in a specific vocational area. To be a completer, a student must successfully complete four credits (4) in a specific vocational area as outlined in the career pathway for that discipline and earn a Career Major Certificate in the specific vocational area. *(This plan may be combined with the Pre-College Curriculum.)*

- **KY Pre-College Curriculum**

This graduation plan is recommended for those students desiring to attend college following graduation. Students must complete all core courses and electives that meet the MSHS minimum graduation requirements. In addition students should earn two successive credits in a foreign language, one credit in a course that develops computer literacy, and 3 additional credits in courses that are considered rigorous.

- **Credit Recovery**

Credit recovery courses are available to help students who have fallen behind in the number of credits needed to graduate. Students are admitted to the credit recovery program by recommendation of his or her counselor or administrator.

In order to qualify for Summer School, students must earn at least a 50% in the course that the student failed. Students who participate in summer school are required to be present each day. Any absence must be approved by administration prior to the absence. Only one full day absence will be considered for approval. Students will be automatically dismissed from summer school for behavioral issues or unapproved absences. Students may earn only 1 full credit during summer school.

Note: The grades for these courses will not replace the F previously earned.

- **Advanced Scholars Academy**

Qualifying students will have an option to participate in the Advanced Scholars Academy. Graduates from the MCASA will receive a special designation at the time of graduation.

- **KDE Early Graduation**

Per KRS 704 KAR 3:305, Early Graduation has been possible for students who intend to progress through high school on an accelerated timeline and graduate college-ready in three years or less.

Students must:

- Notify the school counselor and pick up an intent form.
- Submit the Intent for Early Graduation form within thirty (30) days of the year in which they intend to graduate early and the school shall flag the participant in IC by October 15th of the

academic year in which the student intends to graduate.

- Graduate in three years or less. Students exceeding three years do not qualify for the incentives identified with Early Graduation.
- Meet with the Guidance Counselor to utilize the student's ILP to assist with post-secondary goals and career aspirations. The student's ILP will be utilized to identify remaining EGP requirements and develop a strategy within the ILP for meeting those requirements for the academic year they intend to graduate (ten foundational credits).
- Working with the Principal or designee to help prepare the student for completion of an entrance interview articulating post-secondary goals and career aspirations. The student must then complete an entrance interview with the principal, or designee to discuss those aspirations.
- The student must complete a professional resume and complete one (1) postsecondary admissions application to a Kentucky public two-year community and technical college, or a Kentucky four-year public or nonprofit independent institution accredited by SACS that qualifies for the EGP scholarship offered through KHEAA.
- Obtain a passing grade on the civics test (70% or higher), complete the financial literacy requirement, and demonstrate established district essential workplace ethics indicators.
- Take the state-administered college readiness exam and meet the college readiness exam benchmarks as set by the Council on Postsecondary Education in 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

For any EGP student who enrolls in the 2024-2025 academic year and beyond, program requirements will include an additional performance-based component. By July 1, 2024, 704 KAR 3:305, Section 5 requires each local board of education to establish a policy for expectations of EGP students in completing a performance-based requirement. The local schools shall determine performance descriptors and evaluation procedures for an EGP performance-based project, portfolio, or capstone.

704 KAR 3:305, Section 4(4) requires all Kentucky students to complete the following foundational credits and demonstrated competencies as provided in the Kentucky Academic Standards (KAS), established in 704 KAR 3:303 and 704 KAR Chapter 8:

- English/language arts - two credits (English I and II)
- Social studies - two credits • Mathematics - two credits (Algebra I and Geometry)
- Science - two credits that shall incorporate lab-based scientific investigation experiences
- Health - one-half credit
- Physical education - one-half credit
- Visual and performing arts - one credit
- Financial Literacy - one credit (Starting with the ninth graders in the 2025-2026 school year)

EGP Performance-Based Requirement (effective 2024-2025)

Any student who chooses to enroll in the EGP for the 2024-2025 academic year and beyond must meet all state and local graduation requirements specified under 704 KAR 3:305, Section 5, including the successful completion of a performance-based project, portfolio, or capstone, which shall be required of all EGP students.

EGP Design Considerations

A capstone is a multifaceted assignment that serves as a culminating academic and intellectual experience for students, typically during their final year of high school or middle school or at the end of an academic program or learning-pathway experience. Capstone projects may take a wide variety of Characteristics of a High-Quality Performance-Based Experiences form, but most are long-term investigative projects that culminate in a final product, presentation or performance Elicits evidence of learning that matters:

- The critical skills being demonstrated are in high demand and/or are highly transferable to the real world.

- The capstone aligns to the Kentucky Academic Standards so that the student may demonstrate acquisition of knowledge.
- The capstone is cognitively complex and challenges students to apply higher-order thinking skills while navigating and adjusting to novel experiences.

Criteria is specific:

- It is clear to students what skills and knowledge are required to successfully complete the capstone.
- Students know what learning is expected of them in order to demonstrate the requirements of the capstone, at a developmentally appropriate level.

Student-led:

- Students are expected to take charge of their capstone experience.
- The capstone experience is personalized by allowing students to:
  - o Choose and design their own process and product;
  - o Express their own views; and Access personal strengths, interests, passions, backgrounds and cultures.

Authentic:

- The capstone is driven by a clear purpose and offers solutions to real-world problems that directly impact the community and the world around them.
- Provides opportunities for the student to engage with people of influence.
- The capstone allows the student to take intellectual risks.

A learning experience in and of itself:

- Students learn through the capstone experience itself.
- Learners can see how they have been challenged to think differently.
- Students understand the importance of their ability to effectively apply critical skills needed for postsecondary success.

Example Capstone Types:

As a student-led experience, capstones can take many forms, and 704 KAR 3:305, Section 5 does not limit students in their design. Some examples may include, but are not limited to:

Action research project, Co-curricular experience, Community engagement experience, Portfolio Design/Prototype, Independent research project, Oral/visual presentation, Experience-based reflection Argument or informational text.

The principal shall select a committee of three to evaluate the student's capstone project utilizing the Madison County Schools EGP rubric. It is suggested that the committee be composed of a teacher, guidance counselor, and administrator.

## **SERVICE LEARNING POLICY**

The Madison Southern SBDM Council agrees that students must complete 10 hours (actual clock hours) of approved service learning activities by 3pm on the last day of Senior final exams to participate in the graduation ceremony at Madison Southern High School.

**Approval of Activities:** Any registered non-profit agency or organization may request approval of activities from Madison Southern High School by completing a form that is presented to the Principal for approval. The school will maintain a list of approved activities from which a student may choose activities. Activities that are not approved in conjunction with this policy will not satisfy the requirement for graduation.

**Documentation of Hours:** Students must complete a form documenting hours and contains the signature of the supervising activity sponsor. The student shall keep a copy of the documentation for their personal records and submit one copy to the guidance office within the school year that the hours are completed.

## **GRADUATION RECOGNITION**

Students graduating with a cumulative G.P.A of 3.7-4.0 will be recognized with High Distinction. Students graduating with a cumulative G.P.A. of 3.4 – 3.699 will be recognized with Distinction.

Students graduating from the Advanced Scholars Academy will have a special designation.

## **GRADUATION CEREMONIES**

### **GRADUATION CEREMONIES**

Students must meet all requirements for graduation by 3pm on the last day of Senior final exams in order to participate in graduation ceremonies. In addition, students must have paid all fees and made restitution for all fines prior to participation in graduation ceremonies. MSHS reserves the right to deny participation in graduation ceremonies to any student for disciplinary reasons. (The graduating student is responsible for signing the diploma list and for the name/spelling printed in the graduation program and on their diploma.) This is a reminder that the graduation ceremony is a public event. Those students who choose to participate in the graduation ceremony acknowledge/understand that they are likely to be photographed, audio/videotaped, or interviewed and that the district graduation permission slip must be signed by the student/guardian to participate.

### **Photo and Video Release Statement**

The student and parent/legal guardian, individually and on behalf of this student, give the high school and the Madison County School District permission to release this student's demographic information (including motion picture and still photographic images) and other information as may be requested or presented for the graduation ceremony event and other events and activities leading up to the graduation ceremony. The student and parent/legal guardian, individually and on behalf of this student, agree that the student may be photographed or otherwise digitally or electronically captured during all graduation ceremonies and all related events and such product may be used in the course of normal business including commercial and internet-based video and still images. All material may be used without permission or compensation and without such use constituting a violation of rights under the Family Educational Rights and Privacy Act.

By signing this permission slip, you acknowledge that you understand the requirements/rules you must meet in order to participate in the graduation ceremony. You also acknowledge/understand that this is a public event, and by participating, you are likely to be photographed, audio/videotaped, or interviewed, and those items will be available to the general

## **HANDBOOK**

The student handbook will be accessible to parents and students on the school website. Teachers will demonstrate how to access the handbook and go over all contents on the first day of school with students. Parents and students are responsible for the content in this handbook and should notify the administration of any requested accommodations.

## **COLLEGE BOUND STUDENT ATHLETES**

Student-athletes intending to participate in athletics at the college level must meet initial NCAA and/or NAIA qualifications. These qualifications may exceed the requirements for graduation and vary depending on the level of participation. Students should visit the NCAA and/or NAIA website for eligibility details.

### **GRADE CLASSIFICATION REQUIREMENTS**

<b>Freshman</b>	Any student in their first year of high school.
<b>Sophomore</b>	Any student in their second year of high school.
<b>Junior</b>	Any student in their third year of high school.
<b>Senior</b>	Any student in their fourth year of high school.

## **ADVANCED PLACEMENT COURSES**

A student taking an AP course may take the AP Exam associated with that course on the date assigned by the College Board to receive college credit for the AP course. Any costs associated with the exam is the responsibility of the student/parent.

## **SEMESTER EXAMS AND COURSE CREDIT**

Students must take a mid-term/final assessment at the completion of each semester. Madison Southern High School does not allow for semester exams to be taken prior to scheduled test date(s). If students have a qualifying excused absence, they may take their semester exams at a later date. Credit will be awarded at the completion of each semester. The grade for the semester will be computed as 40% for term 1, 40% for term 2, and 20% for the semester exam. The ½ credit grade will be posted to the student's official transcript.

Ignite South has a grading computation of 45% for term 1, 45% for term 2, and 10% for the semester exam.

## **STUDENT REWARDS**

Student participation in reward activities will be based on three areas: attendance, behavior, and academic performance. Our goal is to promote growth and improvement among all students.

## **WOW DAY**

In order to participate in WOW Day, students must meet the following criteria:

1. Good Faith Effort in Testing: Students must demonstrate a "good faith" effort on all state and standardized tests. This will be determined by teachers, staff administering the test, and administrators.
2. Students must be passing at least 5 of 6 classes. Students failing more than one class at the time of WOW Day, will not be permitted to attend.

(No one may return to WOW Day once he/she has been checked out of school for any reason.)

## **Field Trips**

1. Students who have 6 or more unexcused absences may NOT be permitted to attend.
2. Students who have been suspended for 4 or more days during the school year, who are currently suspended, or who have attended alternative school at any point during that school year may not be permitted to attend a field trip.
3. Students who have been assigned ISD on 3 separate occasions (full day) may not be permitted to attend.
4. Students who are failing any class at time of field trip may not be permitted to attend.

## **Title IX**

### **Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination**

Madison County Schools (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment. Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator

[Drew Muntz](#)

301 Highland Park  
Richmond, KY 40475  
859-624-4500

Assistant Secretary for Civil Rights

U.S. Dept. of Education Office for Civil Rights

400 Maryland Ave., SW Washington, D.C. 20202-1100

1-800-421-3481; 1-800-877-8339 (TDD)

202-453-6012 (Fax)

OCR@ed.gov

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

### **Who is the Title IX Coordinator?**

The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator

[Drew Muntz](#)

301 Highland Park  
Richmond, KY 40475  
859-624-4500

### **Who can contact the Title IX Coordinator?**

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

### **How can I contact the Title IX Coordinator?**

Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

## ACADEMIC HONORS – UNDERCLASSMEN AWARDS

Each year, the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> students of MSHS are rewarded for their academic achievements. The academic awards are based on the average of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> term GPAs. These awards are given based on the following GPA averages:

Distinction: 3.4 – 3.6999

High Distinction: 3.7 – 3.999

Academic Excellence: 4.0 and above

## SCHEDULE CHANGES

The Principal has discretion to assign students to courses. Once school begins schedule change requests may be made **within the first 3 days** (1st midterm for AP courses) and will be considered for the following reasons:

- The student needs to enroll in a class that is required for graduation.
- The student has a class on their schedule for which they have previously received credit.
- In the case of exceptional circumstances, the teacher may recommend schedule changes.
- All exceptions must be approved by the principal before the schedule can be changed.

### Dropping and Adding Classes After 3 Days

If a student is granted permission to change a class after the class has been in session for 20 class periods (unless the change was due to an ARC meeting for a special needs student) the student will receive a “Withdrawal” notation on his/her transcript for the class dropped. The notation will also designate whether the student was passing or failing at the time of the change.

For any class added after the first 20 class periods the grade for the added class will be prorated based on the number of days the student is enrolled in the class and the student will receive a score of “0” for any days they were not enrolled in the class unless the change was due to an ARC meeting for a special needs student. (A lateral change is not considered an added or dropped class for the purpose of this policy and therefore no “Withdrawal” notation will be placed on the transcript and the current average in the class will transfer into the new class with new period or new teacher)

## EXTENDED SCHOOL SERVICES

Madison Southern offers a variety of opportunities for learning in addition to the regular classroom schedule. Students in need of additional assistance may be eligible for tutoring or summer school. *A schedule of after-school ESS classes will be posted on the school's website or can be obtained from the counselor's office and/or principal.*

## IGNITE ACADEMIES MADISON COUNTY

Students enrolled in Madison Southern have the opportunity to take classes on the campus of Ignite Academies North and South located in Berea and Richmond, KY. Ignite Academy offers a variety of programs which provide students, whether career or college bound, the opportunity to learn special skills which fit their abilities and interests. High school students wishing to enroll in a class or program at the Ignite Academy should see their high school advisor or counselor. *(See Course Offerings or Course Description Booklet for a complete list of classes.)*

Transportation is provided, if needed, to and from classes at Ignite South. Students are allowed to drive to and from Ignite for the purpose of attending class at the Ignite Academy.

If you wish to self-transport, all previous rules and policies for student drivers still apply. In addition:

- Students may not transport any other students to or from the Ignite Academy.

- Student drivers must sign in and out of their home school’s front office when leaving and returning from either Ignite location.
- Students driving to and from either Ignite location are expected to immediately check-in with their assigned classroom teacher once they arrive at their destination and have signed in.

Failure to adhere to any rule or policy may result in the student's parking privilege or ability to self-transport to any Ignite Academy being revoked. This decision is left to the discretion of the student's administration.

Students who violate transportation rules or who do not show up for their scheduled class at Ignite South, Ignite North, Madison Southern High School, or any other school-related placement after leaving campus will receive the following consequences:

1st Offense: Loss of Driving Privileges for two (2) weeks from date of violation.

2nd Offense: 3 Day Suspension and Loss of Driving Privileges for nine (9) weeks from date of violation.

3rd Offense: 3 Day Suspension and Loss of Driving Privileges for one year from date of violation.

When students fail to maintain a “C” in any course taken at the Ignite Academy, it will be left to the discretion of the Ignite Academy Admin whether or not to re-enroll students. Students will be re-enrolled after parents, students, and high school administration has agreed to a plan of action.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a valid, signed hall pass. Verbal permission is not acceptable. No hall passes shall be issued 10 minutes before the end of class, or in the 10 minutes directly after the bell rings to begin class. Each student in the hallway must have their assigned hall pass with them. However, permission to leave the classroom during instructional time is at the discretion of the teacher and requests may be denied by teachers. 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. Students also may NOT use an electronic device (phone, ipod, etc.) when outside the classroom during class time. Any violation will result in disciplinary actions and **may result in being placed on the “No Hallway List”.**

### **GUIDANCE AND COUNSELING SERVICES**

The Guidance 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 counselors are happy to talk to parents needing information concerning things such as financial aid, scholarships, college entrance exams, testing dates, scheduling and other issues associated with school. Parents wishing to consult with a counselor may make an appointment by calling 625-6148.

The Dean of Students at Ignite Academy South will also be available to those students attending the Ignite Academy.

### **COURSE OFFERINGS**

*See course description booklet or school website.*

### **STUDENT AIDES**

Students may serve as an aide to a teacher/staff member if their schedule permits, it is approved by the principal, and they are ***college and/or career ready***. Students who serve as an aide must have a positive attitude

toward the class material and toward other students. A staff member/teacher may only have one aide per class. Student aides must follow the same classroom rules as the class, hall pass procedures, and take lunch with the class.

### **MEDIA CENTER/LIBRARY**

The media center is open from 8:00 a.m. until 3:00 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. (*All fines must be paid before students are permitted to participate in dances, prom, and/or graduation.*)

### **STUDENT DRIVERS AND PARKING PERMITS**

Madison County Schools provides transportation to and from school for each student living within the Madison County School District. We prefer that students use the bus transportation provided; however, we do have on-campus parking spaces available for those students who wish to drive and park their vehicle on campus. Students must obtain a valid parking permit before parking on the MSHS campus during normal school hours. Students and parents are reminded that **on-campus parking is a privilege and it may be revoked at any time by school administrators for any reason deemed necessary (including but not limited to disciplinary action, violation of parking rules, excessive tardies/absences (9), and lack of academic performance).**

Parking permits will be issued to faculty and staff members and then to seniors on a first come, first served basis and then to juniors on a first come, first served basis. A limited number of permits will be issued based upon the number of spaces available. No parking permits will be issued after spaces have been filled.

### **To apply for a parking permit students should**

1. Obtain a parking application from the MSHS bookkeeping office.
2. Fill out all pertinent information.
3. The student and parent/guardian must sign the policy and application stating that they have read, understand and agree to abide by the policy.
4. Return forms to the bookkeeping office along with a valid proof of insurance, copy of driver's license, and \$25 parking permit cost.
5. Follow rules and policies as outlined and signed.
6. A \$5 cost will be assessed to replace a "lost" parking permit decal.

### **General Parking Regulations**

1. Must have a parking permit application on file in the office.
2. Must have the permit properly displayed and park in designated BLUE or ORANGE lot.

3. Vehicle must remain on campus until school is dismissed or the student is properly dismissed through the office.
4. Parking permits are non-transferable.
5. Students may not remain in the vehicle once it has been parked.
6. Students are not allowed to go a car during the day unless accompanied by an administrator and/or authorized personnel.
7. If the driver changes vehicles during the school year a new information sheet must be completed and returned to the office.
8. If a student arrives on campus without a parking tag they should immediately report to the office and notify school officials that the vehicle is parked without proper authorization.
9. 5 MPH Speed limit on school grounds.

Madison Southern High School is not responsible for accidents or thefts that may occur.

ANY VEHICLE PARKED IN VIOLATION OF PARKING PERMIT REGULATIONS IS SUBJECT TO BE TOWED AT THE OWNER'S EXPENSE.

**KRS 159.051 "No Pass/No Drive"** Student must pass 66% of classes (4 of 6) to keep license and must not drop out of school if between the ages of 16 and 17, and students must have fewer than 9 unexcused absences

## **MADISON COUNTY SCHOOLS LUNCH PROGRAM**

### **Payment Procedures**

Students and adults may pay by cash, check, or e-funds. Money can be deposited in student/adult (staff) accounts for future purchases. Meals and A la Carte items may be purchased from student and adult accounts unless otherwise noted.

### **Online Meal Payment**

[www.myschoolbucks.com](http://www.myschoolbucks.com) is an on-line payment system that will allow you to make deposits into your student's school meal accounts.

My School Bucks Offers....

- Safety – virtually eliminates worries about your child carrying money to school
- Convenience – Make payments when it's convenient for you, 24 hours a day, 7 days a week
- Control –
  - Receive low balance email reminders (set your own limits!)
  - Monitor your student's account balances online
  - View your student's cafeteria purchases-this option is still available even if you do not make any online deposits
- Efficiency – Make payments for all your children in one easy step, even if they attend different schools in the district
- Flexibility
  - Make payments using your Visa, Master Card, Discover, checking account (credit/debit)
  - Option to have payments automatically each month
  - Receive deposit confirmations sent directly to your email account
- Money deposited into mySchoolBucks.com will usually arrive at the school by the next morning. You can set your low balance settings to remind you when it's time to add more money, but don't set it too low.
- Security is a priority at mySchoolBucks.com – The system is secure and provides the highest level of protection for all of your information. All transactions use 128-bit encryption. Any information

provided by you remains confidential. For more information, the Privacy Policy and Terms of Use can be found on the website.

- Getting started is easy! Simply go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and register using the “Start Here” link on the right side of the page. A confirmation email will be sent to the address you provide...simply follow the link included in that email and your registration will be complete. Once you log in, you can add as many students as you’d like by entering each student’s school, their name and date of birth.
- My School Bucks allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge. A small convenience fee may apply if you make payments to your child’s account, but you will have the opportunity to review any fees (and cancel, if you choose) before you are charged. A suggestion, if you have more than one student make all deposits at one time-you will only be charged one convenience fee. If you make deposits individually you will be charge the convenience fee each time. If you have any questions, you can email [Support@myschoolbucks.com](mailto:Support@myschoolbucks.com)

### **Returned Checks**

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

### **Meal Charges** MCBOE Policy 07.11

Meal charges are for emergency use only and are allowed for students who have forgotten to bring money for breakfast or lunch and have no way to secure any money at the time. The District has implemented a computer system to accurately track activity on student accounts.

#### All Students (K-12)

- ❖ Students may not charge extra purchases at any time (a la carte items such as extra juice, water, fries, meat, cookies, etc). A la carte items may be purchased with cash or from the student’s account.
- ❖ Extra purchases will not be permitted if a student has a balance due on their account. Charges must be paid in full before extra purchases will be allowed. If parents do not want their children purchasing extra food or want to limit the amount of extra purchases, they may notify the school and the student’s account will be limited accordingly.
- ❖ Students may not accumulate a charge balance of more than \$10.00. Parents will be notified of outstanding meal charges by telephone, email or letter starting when student meal charges accumulate to \$5.00. If the outstanding amount reaches \$10.00, the student will be offered a basic meal that meets minimal nutritional requirements (i.e., sandwich, fruit, and milk). If the account is not settled in a timely manner, the student’s name will be turned over to the Principal/designee for corrective action.

Parents are asked to monitor the amount of their student’s account. A summary of student purchases will be provided to parents upon request.

- ❖ No charges will be allowed during the last two (2) weeks of school. A basic meal will be offered.
- ❖ All unpaid charges will be carried over to the next school year.

#### Adult Meals

- ❖ The price for adult meals shall, at a minimum, total the highest charge to students in the paid category, plus the paid rate of reimbursement, plus the state matching funds, plus commodity assistance.
- ❖ No adult meals may be charged at any school

### **A LA CARTE 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.
4. Students approved for free lunch must purchase milk if they bring their lunch.

### **NEW MENU REQUIREMENT FOR THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010**

- **ALL STUDENTS WILL BE REQUIRED TO TAKE EITHER A FRUIT OR VEGETABLE TO COMPLETE THE REIMBURSABLE MEAL REQUIREMENT.**
- **OVS – OFFER VERSUS SERVE: UNDER OVS, SCHOOLS MUST OFFER ALL THE REQUIRED FOOD COMPONENTS AND QUANTITIES, AND STUDENTS ARE REQUIRED TO SELECT AT LEAST 3 FULL COMPONENTS.**
- **STUDENTS MAY SELECT ALL FIVE COMPONENTS**
- **ALL STUDENTS EXCEPT PRESCHOOL PARTICIPATE IN THE OVS OPTION.**
  - **SCHOOLS MUST OFFER 5 FOOD COMPONENTS AS LISTED:**
    - MEAT/MEAT ALTERNATE
    - FRUIT
    - VEGETABLE
    - GRAIN
    - MILK
  - **STUDENTS ARE ALLOWED TO DECLINE 2 OF THE 5, BUT MUST SELECT AT LEAST A FRUIT OR VEGETABLE AS ONE OF THEIR 3 CHOICES TO MEET THE REIMBURSABLE MEAL REQUIREMENT.**
- **CONTACT THE FOOD SERVICE OFFICE AT 859-625-6026 FOR QUESTIONS**

### **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 a 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 a 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 624-3208 with any questions concerning lunch applications.

### **ACCIDENTS/INSURANCE/ILLNESS**

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

Hence, we urge all students to have the protection afforded through school insurance. Each student will be given information regarding various insurance plans during the first week of school. In case of an accident, no matter how minor, the student should report the accident to the teacher immediately. In the case of severe

accidents or acute illness, emergency care will be given and the parents will be notified. Madison Southern High School is not responsible for filing accident claims. Claim forms are available in the office. Students and/or parents are responsible for filing claims.

**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.**

**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. All student medication should be kept with the school nurse. Students found in possession of medications are subject to disciplinary action.**

If a student becomes ill during school hours, he or she should report to the classroom teacher and then be dismissed to the office with a hall pass. Any student having a medical problem of any kind should notify the secretary and the school nurse.

*The Madison County Board of Education carries a secondary student and athletic accident insurance policy with secondary coverage up to \$25,000. Free health coverage may be available to qualified students through a state funded Insurance Program known as KCHIP. See your advisor or the school counselors for more information.*

**MADISON COUNTY SCHOOL HEALTH CLINIC**

The mission of the Madison County School District School Health Clinic is to protect the health and well-being of all students thereby promoting student success. *Clinic days and times vary from school to school. Contact your child's school to learn the nurses' clinic schedule.*

The following is available to all students **whose consent forms have been signed:**

- 1. Nursing Assessment of health problems with referral to Local Health Care Provider as needed**
2. Over the Counter GENERIC medication
3. Hearing, dental, vision screenings
4. Immunization outreach and follow-up
5. Writes Emergency Action Plans for chronic health conditions which require care at school for:
  - **DIABETES**
  - **ASTHMA** that requires the use of a nebulizer or inhaler
  - **SEIZURES**
  - **ALLERGY** (food allergy, bee sting allergy, or any allergy requiring the use of antihistamines or EPI-PEN)
  - **Other EAP's for other special health conditions** as needed

**Confidentiality:**

All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.

- We protect the privacy of your child's health information by:
- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
- Training employees about privacy policies and procedures.

**In order to protect all students and their families from vaccine preventable diseases students are required (per 902 KAR 2:060, KRS 158.035, local school board policy 09.21 AP.2) to be up to date with their immunizations and current immunization certificate must be on file in the student health record. Failure to comply may result in exclusion from extracurricular activities.**

### **LOCKERS**

Lockers and locks are assigned to each student upon request and payment of school fees. **Lockers are not to be shared without office approval.** Each student is responsible for the care of his/her locker and liable for any damage. **Locks must be locked at all times.** 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. (*See dress code*) The school reserves the right to inspect any locker at any time. Madison Southern High School is not liable for personal property. ALL valuables should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles. All lockers must be emptied at the end of the school year.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure that your name, grade, and classroom teacher's name are written on the book label in case the book is misplaced. Textbooks are tracked through the classroom teacher and a student will be required to pay for lost or damaged books. Failure to clear your textbook record will result in a letter of non-payment being placed in your permanent-record file. Once a textbook has been declared lost and paid for, no money will be returned if the textbook is found.

### **CANCELLATION and/or ONE/TWO-HOUR DELAY OF SCHOOL**

In case of inclement weather, radio station WKXO Berea, WEKY, WMCQ and WCBR Richmond will announce any school closings and delays. WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 television stations usually show school closings. Also, messages will be sent out to all students or guardians through SendIt.

### **PHOTO RELEASE**

During the course of the school year newspapers and television often use photographs of students in stories. By signing the acknowledgement of receipt of this handbook parents are releasing a student's photograph to be used in these newspaper and television stories as well as school publications such as the yearbook, school website and school newsletter. **If parents do not wish for a student's photograph to be used in any of the previously mentioned stories or publications, the school should be informed in writing.**

### **TECHNOLOGY POLICIES**

All Technology Equipment owned by the Madison County Board of Education and/or Madison Southern High 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 relate to the offense (i.e. Internet related offenses will result in loss of Internet and E-Mail; computer offenses related to hard drive or network resources will result in computer access being terminated).*

### **Consequences of Violations:**

**Minor Offenses:** (Includes accessing unauthorized websites, disrespecting classroom rules related to computer usage, using other passwords to gain access to resources without malice, and/or items not considered a major offense and outlined 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 the school year.

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

### **SCHOOL CLUBS AND ORGANIZATIONS**

Students may participate in several clubs and organizations at Madison Southern. Information about these clubs may be obtained from any staff member. All clubs will meet during club day or before/after school.

### **EXTRA-CURRICULAR SPORTS/ACTIVITIES REQUIREMENTS**

*This includes such organizations and individuals  
as Dance Team, Flag Corps, Cheerleaders, and Athletics.  
(Refer to the Madison Southern Athletic Handbook)*

*For more information contact the school's Athletic Director.*

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

### ATTENDANCE (KRS 159.010)

#### ***Absences and Excuse Guidelines***

*Excused absences and tardies require documentation consistent with the absence (Ex: Note from a licensed medical provider, a letter from the military, KY State Fair ticket, a letter from General Assembly, EHO form). If official documentation is not provided the student may provide up to 4 parent notes per semester. (Each note may excuse 1 day's absence). Each student is also allotted 2 parent notes for tardies per semester, separate from, and in addition to, the previously referenced 4 parent notes for absences.*

- *Note should be received within five (5) school days upon returning to school*

1. The following reasons will be accepted as an excused absence:
  - a. Death or severe illness in the pupil's immediate family.
  - b. Illness of pupil. Doctor's note is required or a parent note on a limited basis (student(s) may use a total of **FOUR PARENT NOTES PER 18 WEEKS** for any combination of absences or check-outs). The note must be submitted within five (5) school days upon returning to school from the absence. Each note will excuse only 1 day absence or check-out. (For multiple days a student should have a doctor's statement.)
    - a. Religious holidays.
    - b. One day for attendance at the KY State Fair.
    - c. Other valid reasons as determined by the principal, i.e. court appearances, driver's license - ½ day, and doctor/dental appointments.
2. A phone call will be made to the parent after the third unexcused absence.
3. A letter will be sent home after the third unexcused absence. The letter sent home will inform the parent that after the eighth absence the students will be referred to the court system for mediation.

#### **Dance Policy**

1. MSHS dances are for MSHS students and their guests. Picture identification is required to enter a dance - guests included. MSHS students may bring a guest from outside the school. All students who plan to bring a guest, who does not attend Madison Southern, must pick up a Madison Southern Dance Student/Guest Agreement form to be signed by the student, student's parent/guardian, guest, guest's parent/guardian, and both the guests and student's school. It will be the responsibility of the student to inform any guest that they must provide a signed policy form indicating their understanding no later than Monday prior to the dance. Middle school students, students attending the Alternative School or Day Treatment, or students who have been expelled or who have dropped out of school are not permitted to attend. Guests age 21 or older are not permitted to attend a dance.
2. Drugs, alcohol, cigarettes or any other illegal substances are not permitted into a school function or dance: penalties follow guidelines set in the student handbook. Students will be immediately removed from dance and law enforcement may be notified.
3. No one may return to a dance once he/she has left the building. Students with a valid reason to exit must receive approval from, and be escorted by, a school official or school-designated adult to and from their destination.
4. Students who have been suspended for 4 or more days during the school year, who are currently suspended, or who have attended alternative school at any point during that school year will not be permitted to attend any school dance.
5. Students who have been assigned ISD on 3 separate occasions (full day) will not be permitted to attend any school dance.
6. Students who have 6 or more unexcused absences, prior to the purchasing of dance tickets will NOT be permitted to attend. This includes any and all school dances.

7. Students who have 8 or more unexcused tardies which include late to school check-ins/tardies and/or unexcused early checkouts prior to the purchasing of dance tickets will NOT be permitted to attend. This includes any and all school dances.
8. Tickets may not be re-sold or transferred.
9. Any student who owes school fees or debts of any kind related to school WILL NOT receive an invitation to a school dance/prom, WILL NOT be able to attend a school dance/prom as a guest, and WILL NOT be eligible to be a candidate for Prom King/Queen. *Only those students whose names appear in a junior or senior homeroom are eligible to receive a prom invitation.*

## SUSPENSION

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of suspension. Long-term projects assigned during the suspension and due at a later day shall be accepted. Work assigned and due during suspension may not be accepted. Upon returning to school, students must pick up an admission slip from the attendance office.

Make-up work may NOT be accepted for any unexcused absence. The advisor will check grades and attendance on the report cards and question any discrepancies.

## EXCUSED TARDIES (KRS 159.150)

*Each student is also allotted 2 parent notes for tardies per semester, separate from, and in addition to, the previously referenced 4 parent notes for absences.*

- *Note should be received within five (5) school days upon returning to school*

## CHECK-OUTS

Checkouts will be excused for the following reasons.

1. Death or severe illness in the pupil's immediate family.
1. Illness of pupil. (student(s) may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within two days of the check-out. Each note will excuse only 1 day absence or 1 tardy/check-out.
2. Religious holidays.
3. One day for attendance at the KY State Fair.
4. Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments. Tardies will be excused for the following reasons.
  1. Death or severe illness in the pupil's immediate family.
  1. Illness of pupil. A Doctor's note is required or a parent note on a limited basis- (student(s) may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within five (5) school days of the tardy. Each note will excuse only 1 day absence or 1 tardy/check-out.
  2. Religious holidays.
  3. One day for attendance at the KY State Fair.
  4. Other valid reasons as determined by the principal, i.e., court appearances, driver's license - ½ day, and doctor/dental appointments.

## UNEXCUSED TARDIES

After four (4) UNEXCUSED tardies to school, a student with parking privileges may lose his/her parking permit for 9 weeks. During this parking suspension, another unexcused tardy will cause the loss of parking privileges for another 9 weeks. Once a student receives four (4) UNEXCUSED tardies to school or receives his/her fourth tardy to a class per semester, they will be sent to the office for appropriate disciplinary action. If a student is tardy to any class, the teacher will record the tardy and upon their fourth tardy, disciplinary action will be taken.

5. Students must provide a note for an excused checkout when returning to school.

All other checkouts are unexcused. *Note: Work may not be accepted for the time the student was tardy or checked out if the absence was unexcused.*

When returning from a checkout, students are required to pick up an admission slip before proceeding to class. Doctor and dental appointments are excused for appointment times only and students must bring a note from the appropriate office.

## MAKE-UP WORK

Students are responsible for obtaining assignments and scheduling make-up tests/quizzes. The student must return the work or complete the test/quiz in a reasonable time (usually 1 or 2 days following an absence) in order to receive credit.

## 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. 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 laws.
- Requires school district personnel to inform students (between 18 and 21), parents, guardians, and custodians that they are subject to the truancy laws.

## 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.

## GOING TO FOLEY MIDDLE SCHOOL

Students at Madison Southern High School are not allowed to go to Foley Middle School. If for some reason a student must go to Foley, he/she must report to the office for permission. Upon arrival at Foley, a student should first report to the FMS office to get permission from the principal for the visit.

## EVACUATION DRILLS

Tornado and fire drills are held from time to time 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.**

## LOST AND FOUND

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

## **SUBSTITUTES/STUDENT TEACHERS**

Substitute/student teachers are to be given the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute/student teacher will be dealt with appropriately. The responsibility is on the student to treat a substitute/student teacher with the respect and courtesy that is due all persons at Madison Southern High School.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) shall assist the superintendent, principals, faculty, and staff in enforcing the school code of conduct and other rules in order to maintain a safe learning environment.

## **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 secure a visitor's pass** from the principal's office before contacting students or staff members. All visitors will also be escorted or be with a staff member at all times, certain exceptions may be approved by the principal. This regulation applies to salesmen, parents and relatives, as well as any other visitor. The principal may make exceptions.

## **SMOKING PROHIBITED**

**SMOKING CIGARETTES, ELECTRONIC CIGARETTES, ALTERNATIVE NICOTINE PRODUCTS, OR USE OF ANY TOBACCO PRODUCT IS PROHIBITED AT MADISON SOUTHERN.** Students are not allowed to have in their possession cigarettes, e-cigarettes (juuls, vapes, etc), smokeless or other tobacco products, lighters or matches. Any tobacco product, e-cigarettes, lighters or matches found in the possession of students will be taken and not returned. Madison Southern 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. *See pages 36 and 41.*

## **MADISON COUNTY DRUG TESTING POLICY**

*Applies to all athletic participants.*

(Refer to Madison Southern Athletic Handbook  
and/or County Drug Policy Handout.)

## **SCHOOL AND CLASS FEES**

1. Students will pay a \$45.00 flat fee. (**Students who qualify for free and reduced lunch are exempt from school fees.**) This fee covers the cost of books, lockers, instructional fees, class fees, library, etc. The only additional fee would be for materials for individual projects in classes such as industrial tech, where the student takes the finished project home.
2. No refunds will be made at the end of the school year.
3. If a student withdraws before September 18, and has paid the full fee and his/her record is clear, he/she will receive a refund of \$30.00. If a student withdraws after September 18, and before the start of the second

semester, he/she will receive a refund of \$20.00. If a student withdraws after the second semester starts, no refund will be made.

4. 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 full fee.
5. Advisory teachers will collect fees during the first few days of school. After this time the bookkeeper will handle all fees.

Any student who owes school fees or debts of any kind related to school WILL NOT receive an invitation to a school dance/prom, WILL NOT be able to attend a school dance/prom as a guest, and WILL NOT be eligible to be a candidate for Prom King/Queen. *Only those students whose names appear in a junior or senior homeroom are eligible to receive a prom invitation.*

### **WITHDRAWAL FROM SCHOOL**

The Commonwealth of Kentucky has a compulsory school attendance statute which requires school attendance for students age 6-18. Students must be age 18 in order to withdraw or drop out of school. Students who withdraw from school must report to the office and follow the proper procedure for withdrawal.

A student wishing to withdraw must first have a conference with the principal or counselor. Written signed permission for withdrawal must be received from the parent, guardian, or other person residing in the state and having custody or charge of the student. The written permission must be dated and the signature witnessed by the principal or his/her designee.

### **USE OF POLICE**

It is the philosophy and belief of the administration at Madison Southern High 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. MSHS may comply with requests by police officers to assist in the service of court related documents.

### **MADISON SOUTHERN DRESS CODE**

Except for students who enroll in courses which require special prescribed attire, students have the right of freedom on dress and on dress and appearance so long as dress or appearance does not present health, or safety hazards, cause disruption of the educational process, violate any Kentucky Revised Statutes or Kentucky State Board of Education rule or regulation. The principal, staff, student body, and community-at-large shall be appropriate in dress, personal appearance, and grooming in terms of the varied situations in which the school community operates. The principal or his/her designee on an individual basis shall deal with extremely exaggerated or immodest modes of dress and personal appearance. Any member of the faculty *or staff* who observes the violation shall send a pupil who is in violation of the dress code herein described to the principal *or assistant principals*. The principal *or his/her designee* may contact the parent/guardians and may send the student home to correct the violation if the violation cannot be corrected at school and shall assign punishment. The student may remove the offending clothing if appropriate, or exchange it for other appropriate clothing. The student will be allowed to return to school/class as soon as the correction is made.

- A. Any decal-type patch or emblem that is obscene, sexually suggestive, disrespectful, or which contains slogans, words, or in any way depicts alcohol, drugs, tobacco, or any illegal, immoral, or racist implications is prohibited.

- B. Shorts and skirts which are non-revealing are acceptable. Shorts and skirts must reach the tips of fingers when arms are fully extended at the side. Body parts and underwear must be covered from the fingertips to the natural waist.
- C. Midriff blouses, halter-tops, backless tops, cut-away shirts, low-cut, form-fitting, or see-through clothing are not allowed. Sleeveless shirts are acceptable as long as the material covers the entire shoulder area and the entire undergarment. Any shirt, top, blouse, sweater, etc. must be long enough to tuck into the lower garment.
- D. Hats, hoods, bandannas (or other pieces of cloth worn as covering), blankets, and sunglasses are not allowed to be worn in the building.
- E. Shirts and shoes must be worn at all times.
- F. Clothing and jewelry that could be harmful or dangerous to other students is not allowed.
- G. No gang-related apparel or items are allowed. Gang symbols are defined as any article of clothing, badge, sign, lettering, hairdo, jewelry, emblem, symbol or other personal display or adornment which is intended by the student or is recognized or acknowledged by students or faculty to designate a gang symbol or signify affiliation with, participation in or approval of a gang.
- H. Pupils shall observe modesty, appropriateness, and neatness in clothing and personal appearance. Students are not permitted to wear pants, slacks, shorts, overalls, etc, so that the waist area of the garment is lower than the waist area of the student. Students are not appropriately dressed if a teacher or an administrator feels they are a disturbing influence in class or school because of their mode of dress.

### **PROHIBITED ARTICLES**

Problems arise each year because students have articles which are hazardous to the safety of others, or interfere in some way with school procedure. It is now against the law to possess a firearm or deadly weapon on school property. A firearm is defined as “any weapon which will expel a projectile by the action of an explosive.” KRS 527.010 (2). A deadly weapon means “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; any knife, billy, nightstick or club; blackjack or slapjack, nunchaku karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material. KRS 500.080.

**According to KRS 500.080, pocket knives are not specifically defined as deadly weapons, but they will not be permitted at school. If found on school property they will be taken and may not be returned.**

**Other articles prohibited are water devices, audio recorders, video games, pornography, drug-related magazines, and any items that create a disruption to the learning environment. Also, no skateboards, roller skates, roller blades, skate shoes, or motorcycles are allowed in the building or on campus. If these articles are brought to school, they will be taken and returned only to a parent/guardian.**

### **Integrated Pest Management Notification**

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified

pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

### **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 during instructional time or 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.**
2. **Students shall not photograph or video other students or personnel without school/teacher approval.**
3. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, any school employee may confiscate the device, which shall only be returned to the student's parent/guardian.
4. 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.
5. **Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication devices.**
6. 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

### **Alternative School**

It is the philosophy and intent of the Madison County Board of Education to provide an education for all youth in the Madison County School District. If the youth's behavior in school is assessed to be detrimental to their own educational needs or the needs of others; the Madison County Board of Education has made available the Alternative School/Day Treatment Program.

Madison County Day Treatment Program is a specialized treatment and educational Program for both male and female youth, ages twelve (12) through age seventeen (17), who present problems of pre-delinquent or delinquent behavior, family dysfunction, and are having difficulty in school. Youth with no pending or past delinquent charges are also admitted due to indications of delinquent and acting-out behaviors such as chronic classroom disruption, truancy, chronic absenteeism and violation of student discipline code, etc.

It is understood by the Madison County Board of Education that each student has unique needs, and to respond to those needs, the Madison County Board of Education has developed different levels of care. A student will be placed in the appropriate level of treatment based on the least restrictive environment for that student. There are several methods in which a student can be placed outside of their School of Enrollment. It should also be noted that the parents or guardians retain the right to request a hearing before the Madison County Board of Education at any time during the delivery of Services.

### **REFERRAL PROCESS**

#### School of Enrollment Referral

If a student is referred by the School of Enrollment which includes all middle and high schools in the Madison County School System, the levels of care and structure will proceed as follows:

1. School of Enrollment
2. Alternative School
3. Madison County Day Treatment Program
4. Madison County Board of Education disciplinary hearing

The following options will be given to each student at each level of care:

1. School of Enrollment:

If the student exhibits behavior problems, the School of Enrollment may suspend, place in ISD, or other measures relevant to that school and their Discipline Code. If the student continues to misbehave, the School of Enrollment will refer to the most appropriate level of care, with the Madison County Alternative School being the least restrictive of the available options. It should be noted that if the Alternative School is not deemed appropriate, The Madison County Day Treatment Program or a Madison County Board of Education disciplinary hearing may be considered. If one level of care is deemed inappropriate at that time, it will be understood that the bypassed option will no longer be considered at a later date. This will be documented by the School of Enrollment. If in-school disciplinary measures are successful no referral will be made.

2. Madison County Day Treatment Program:

Once placed in Day Treatment the student has two (2) options:

- a. Successfully complete the program and return to School of Enrollment.
- b. Persist in negative behavior which warrants a Madison County Board of Education hearing.

#### OTHER REFERRAL SOURCES

If a student is referred by an outside source which may include parent(s), the Department for Social Services, Madison Juvenile Court or any other possible source; the level of care and structure will vary from that of the School of Enrollment referral. However, it is desired that the level of care remains consistent with the aforementioned School of Enrollment referral process.

In these unique situations, a student shall be referred directly to The Madison County Day Treatment Program. When the referral is made, the following are options:

1. The Madison County Day Treatment Program admits a student and that student successfully completes the program and returns to the School of Enrollment.
2. The Madison County Day Treatment Program admits a student and that student fails to successfully complete the program. The student then returns to the School of Enrollment. (This option will only be used when the student has not had previous or current behavior or problems in the school.)
3. The Madison County Day Treatment Program does not admit the student and suggests a more appropriate level of care to the referral source.

It should be understood that if a student who has been referred by an outside source and has been denied admission to the Madison County Day Treatment Program, then that student will continue to attend their School of Enrollment while the outside referral source finds other options. If the student, while awaiting these other options, should become a school behavior problem, then the School of Enrollment may begin the logical process of referral to the Alternative School.

#### CORPORAL PUNISHMENT

The Board does not permit use of corporal punishment as a disciplinary technique.

## **INTERVIEWING STUDENTS**

When it is alleged that a student has committed a criminal offense, is a witness to a criminal offense or has information/material to a criminal investigation and law enforcement officers, or court-designated workers (CDW), come to school requesting to interview a student, the principal, while attempting to assist with legitimate criminal investigations, shall protect the student's rights and see that any discussions or interviews with a student are conducted under circumstances that minimize the disruption to the student's attendance in class. In carrying out this policy, it shall be the principal's decision as to whether a student will be asked to answer questions and in making this decision, the principal shall consider the following factors:

1. The seriousness of the offense;
2. Whether the student is a suspect or a witness;
3. Whether the crime was committed on or off school property;
4. The information that the peace officer or CDW believes the student has;
5. The difficulty the officer or CDW will have in interviewing the student off school property and the possible consequences this will have for the investigation;
6. The effect the interview may have upon the student and the need for parental approval;
7. The disruption the interview will have upon the student's attendance in class.

If the principal decides that based upon a consideration of these factors, it would be appropriate for the student to be interviewed the principal shall follow these procedures:

- a. **ADULT STUDENTS** -- If the student is an adult (18 years of age or over), the student shall be informed of the request and the student may decide whether or not he or she wishes to comply with the request. The decision shall be the student's. Prior to any interview, the principal shall attempt to notify the student's parents. If unable to notify a parent, the principal shall attempt to notify a relative or other adult so that a parent can be notified. In the event the student agrees to be questioned, the principal shall attend the questioning. A memorandum noting the interview shall be kept by the principal. Attempts to notify a parent or other adult shall be documented by the principal.
- b. **JUVENILE STUDENT** – If the student is a juvenile, the principal shall notify the student's parent of the request. If unable to notify a parent, the principal shall attempt to notify a relative or other adult so that a parent can be notified. Once notified, the decision of whether to permit the student to be interviewed shall be made by the student and the parent. The parent may elect to come to school and attend the interview or may authorize the principal to attend the interview on behalf of the parent. If a parent cannot be notified, the principal shall determine whether the student may be interviewed using the factors set forth above. Attempts to notify a parent or other adult shall be documented by the principal.

Nothing in this policy shall be interpreted to mean that students shall be forced to answer questions and in the event the principal concludes that the interview has become coercive or improperly intimidating to the student, he or she may terminate the interview.

- c. **EMERGENCY SITUATIONS** – In emergency situations involving matters of public safety, the principal may determine that officers will be permitted to interview a student even though the student's parent has not been notified.
- d. **SCHOOL RESOURCE OFFICERS** – It is the intention of this policy that school resource officers shall be authorized to carry out their responsibilities in providing security for the schools and in taking whatever law enforcement actions are necessary pursuant to agreements executed by the school district and the municipality providing the officers. Nothing in this policy should be interpreted to give a principal any control over any criminal investigation.

## **SERVICE OF COURT-RELATED DOCUMENTS**

School personnel shall assist law enforcement or court personnel who come onto school property for the purpose of serving court-related documents such as summonses, subpoenas, or other documents. The principal

shall use his or her discretion in facilitating service of these documents in a manner that causes the least disruption to the students' education. If custodial arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

## **STUDENTS WITH DISABILITIES**

State and federal law requires reasonable accommodations for students with disabilities.

# **MADISON SOUTHERN DISCIPLINE CODE OFFENSES AND ACTIONS**

*(Any violation of a KENTUCKY REVISED STATUTE including, but not limited to those included in the list below, is grounds for disciplinary action.)*

Madison Southern High School shall maintain compliance with the Madison County Schools Code of Acceptable Behavior and Discipline. In administering this code MSHS may use the following options: Student-parent-administrator conference, Assigned seating, Schedule change, Modify day, Peer isolation, Confiscation of item, Clean-replace-repair damaged items at current replacement value, Counseling sessions, Detention, Parent-administrator conference, Probation, School service (work detail), In-School Detention (ISD), Suspension, Referral to outside agency-including the court system, Administrative Expulsion Hearing, Other appropriate actions. The charts found on pages 34-35 will serve as a guide for disciplinary actions but the administration of MSHS reserves the right to increase the severity of disciplinary actions in accordance with the severity of the violation and the impact of the violation on the school environment. Repeated violation of any rule may subject the offender to more serious disciplinary action. Students are responsible for following all school rules during the school day, to and from school, at school events, on MSHS campus, and/or any time they are representing Madison Southern High School.

### **Behavior Intervention Program**

Behavior intervention program provides focused behavioral education with both formal and informal social skills training. The program emphasizes academic and behavioral success, treating students with dignity and respect, and providing collaborative support among teachers and staff.

Students are referred as candidates to the BIP program as a result of their behavioral concerns in the classroom. Teachers, administrators, and parents meet to refer a student to the BIP program. Parent permission is required for participation. Students who participate in the BIP program are provided direct instruction regarding their behaviors and receive feedback, tokens, and rewards for appropriate targeted behaviors. The overall goal of the BIP program is to improve student behavior in the general education classrooms and programs to decrease the need for out of school and in school suspension.

### **DEFINITIONS OF DISCIPLINARY ACTIONS**

**PROBATION:** A probationary period may be established for students when a teacher or principal determines either that it would better benefit the student to remain in the classroom than to incur a suspension, or after a suspension to establish a level of behavior which will prevent additional problems

**DETENTION:** After school detention is a period in which the student is detained for rules violations as assigned by the principal or assistant principal. The parent/guardian will be responsible for transportation of the student. School personnel supervise the student during the detention.

**IN-SCHOOL DETENTION (ISD):** The ISD program is a short-term in-school suspension program. It is one possible way to deal with less serious discipline problems and prevent a student from being suspended from school and losing school time. It is not a substitute for students who require more serious forms of discipline. Assignments are made by administrators only and continuous assignments to ISD may lead to a referral to Alternative School/Day Treatment. The student is expected to follow the strict guidelines of behavior while in

ISD. The student is allowed to do classroom assignments, take tests, and be counted present at school. The student will be restricted from participation in the normal school program while assigned to ISD.

**SUSPENSION:** Suspension shall mean a denial of attendance at any single subject or class or any full schedule or class. The student shall not participate in any school activity during the time of suspension. This includes both co-curricular and extracurricular activities. See Madison County Schools policies on pages 51-52.

**ALTERNATIVE SCHOOL/DAY TREATMENT:** See Madison County Schools Policies on page 56-59.

**ADMINISTRATIVE HEARING:** See Madison County Schools policies on pages 51-52.

**EXPULSION:** See Madison County Schools policies on pages 51-52.

### **DEFINITION OF OFFENSES**

1. **DISRUPTION OF SCHOOL ENVIRONMENT:** Any offense which disrupts the school's ability to deliver instruction such as:

- A. Chronic Talking: Repeated talking in classrooms without permission.
- B. Throwing Objects: Involved in the throwing of any object in any part of school or school grounds in such a way as to be disruptive and endanger anyone.
- C. Horseplaying: Engaging in conduct that disrupts the educational process or interferes with teaching, learning and/or the operation of the school.
- D. Harassing: Engaging in any activity that afflicts mental distress, anguish, or agitation to another person.
- E. Repeatedly getting out of the seat without permission of the school staff member.
- F. Rude Noises: Making any unnecessary noise that disrupts the teaching and learning and/or orderly operation of the school.
- G. Use of profanity.
- H. Disorderly Conduct.
- I. Other: Any action that causes disruption of the school environment.

Level I, II, III, IV, V, and VI Offense

2. **DEFIANCE OF AUTHORITY:**

- A. Refusal to comply with reasonable requests of school personnel or disobeying any general rule of school conduct.
- B. Repeatedly failing to comply with directions of teachers, student teachers, and/or school personnel when the student is properly under the authority of school personnel.

Level I, II, III, IV, V, VI, and VII Offense

3. **LACK OF CLASS PARTICIPATION/SLEEPING/UNPREPARED:**

Students are expected to come to class prepared to learn and do so actively upon arrival. Failure to do so may result in disciplinary action. LEVEL I, II, III, IV, V, and VI Offense

4. **UNLAWFUL ASSEMBLY**

A person is guilty of unlawful assembly when:

- A. He/she assembles with five or more persons for the purpose of engaging or preparing to engage with them, in disorderly behavior.
- B. Being present at an assembly, which either has or develops such a purpose, and he/she remains there with intent to advance that purpose. Level I, II, III, IV, V, and VI Offense

5. **WANTON ENDANGERMENT (KRS 508.060):**

A person is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury or death to another person. Level IV, V, VI, and VII offense

6. **FIGHTING:**

Mutual Combat involves the exchange of mutual physical contact between students by pushing, shoving, or hitting either with or without injury. At such times a fight or assault occurs, the incident may be reported to local law enforcement and disorderly students may be taken into custody by local law enforcement. Students involved will be suspended (length of time determined by Principal/Superintendent) Repeated occurrence of fighting/assault may lead to recommendation to Bellevue Center or expulsion. Level V, VI, and VII Offense

7. **INSTIGATING OR INCITING A FIGHT:**

Any student who urges another student or students to become involved in a fight, videos a fight, or follows others to a fight is guilty of instigating or inciting a fight. Level V, and VI Offenses

8. BULLYING/INTIMIDATION (KRS 158.148)

“Bullying” is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process. Level II, III, IV, V, VI, or VII offense.

9. HARASSMENT (KRS 525.070):

A person is guilty of harassment when, with intent to harass, annoy or alarm another person he/she:

- A. Strikes, shoves, kicks or otherwise subjects him/her to physical contact or attempts or threatens to do the same; or
- B. In a public place, makes offensively coarse utterance, gesture or display, or addresses abusive language to any person present;
- C. Follows a person in or about a public place or places;
- D. Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such persons and which serve no legitimate purpose. Level IV, V, and VI offense

Hazing (KRS 508.150)

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

- (a) Violate federal or state criminal law;
- (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
- (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- (d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
- (e) Endure brutality of a sexual nature; or
- (f) Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

10. SEXUAL HARASSMENT:

Conduct and/or actions prohibited under this policy include but are not limited to:

- A. Unwanted touching, sexual name calling, sexual jokes and spreading sexual rumors;
- B. Members of one gender in class being subjected to sexual remarks of the other gender in the context of the classroom;
- C. Impeding the progress of a student in class by questioning the student’s ability to do the required class work based on the gender of the student;
- D. Limiting the students access to educational tools, such as computers, based on the student’s gender; and
- E. Teasing a student’s subject choice or assignment based on the gender of the student.

Level IV, V, VI, and VII Offense

11. TERRORISTIC THREATENING (KRS 508.080):

A person is guilty of terroristic threatening when:

- A. He/she threatens to commit any crime likely to result in death, serious injury to another person, or

likely to result in substantial property damage to another person.

- B. He/she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. (Bomb Threat included here)  
Level VI and VII (possible expulsion proceedings)

12. MENACING (KRS 508.050):

A person is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury. Level VI, and VII Offense

13. AGGRESSIVE BEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE:

Physical contact or threat of physical contact (with the intention of doing bodily harm) directed toward school employees. Level VI and VII Offenses

14. DISORDERLY CONDUCT (KRS 525.055):

When a student engages in violent, tumultuous, or threatening behavior; makes unreasonable noise; or creates a hazardous or physically offensive condition by any act that serves no legitimate purpose and does so with intent to cause public inconvenience, annoyance, or alarm. Level IV, V, VI, or VII Offense

15. ACADEMIC DISHONESTY: (See Madison County Schools Code of Acceptable Behavior and Discipline)

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. All incidents will be investigated. Violations will result in O credit for the assignment and additional disciplinary actions. Academic Dishonesty is a Level IV, V, VI or VII Offense

16. GAMBLING:

Gambling is participating in games of chance for the express purpose of exchanging money. Level V or VI Offense

17. VANDALISM/DEFACING PROPERTY:

Vandalism is the unprovoked or willful destruction or marring of school property or property belonging to another located on school property. Defacing property is damaging or altering property such that it affects the appearance but not the functionality of the property and the appearance can be easily repaired.

*(Examples of Defacing include, but are not limited to graffiti with a lead pencil or rearrangement of a bulletin board, keyboard keys, or classroom without permission.)*

In case of vandalism/defacing, whether through neglect or conscious intent, restitution may be sought.

Level II, III, IV, V, VI and VII

18. EXTORTION:

Extortion is the solicitation of money, something of value, or a promise or commitment from another student or from a staff member in return for protection, or in connection with a threat to inflict harm.

Level VI and VII Offense

19. THEFT:

Theft is the taking of property of others without their consent. Possession of stolen property may be considered theft. Theft of items with a total of \$300 or more may be considered a felony.

Level IV, V, VI and VII Offense

20. CRIMINAL TRESPASS (KRS 511.060):

A person is guilty of criminal trespass when:

A. He/she knowingly enters or remains unlawfully in a building or premises on which notice against trespass is given by fencing or other enclosures;

B. He/she knowingly enters or remains unlawfully in, or upon premises.

Level V or VI Offense

21. CRIMINAL USE OF NOXIOUS SUBSTANCE (KRS 512.050)

A person is guilty of criminal use of noxious substance when he unlawfully deposits on the land, in the building, or in the vehicle of another, any stink bomb device, or irritant with the intent to interfere with another's use of the land, building, or vehicle. Level VI Offense

**22. POSSESSION/TRAFFICKING OF ILLEGAL OR CONTROLLED SUBSTANCES (NON-TOBACCO)**

- A. Being present in school, or any school function, while under the influence of alcohol, illegal substances, or drugs not lawfully prescribed to the user. (The presence of an alcoholic beverage, including odor, on a student is considered a violation of the disciplinary code.)
- B. Use in any manner, while on school grounds or at any school function, of alcohol, illegal substances, or drugs not lawfully prescribed to the user.
- C. Possession in any manner, while on school grounds or at any school function, of alcohol, illegal substances, drugs not lawfully prescribed to the user, look-alike drugs, fake drugs, and/or drug paraphernalia . “Possession of” includes items found in the locker assigned to the student, in vehicles, and any other place where deposited by the student.
- D. The sale or attempted sale in any manner, while on school grounds or at any school function, of: alcohol, illegal substances, drugs not lawfully prescribed to the user, or “fake drugs” (substances/pills appearing, represented, or presented as illegal or mind-altering drugs).
- E. Illegal substances include, but are not limited to: inhalants, dangerous drugs, narcotics, marijuana, barbiturates, amphetamines, butane, anabolic steroids and other material that has a mind altering, harmful or unnatural effect on the person using them.

Level V, VI, and VII Offense

**23. TOBACCO VIOLATION:** Students shall not possess, use, or distribute tobacco products or tobacco “look-alikes” on MSHS campus or while participating in any school sponsored activity. Smoking in school is a violation of the Clean Indoor Air Regulation (MCHR 700.000) punishable by a fine not exceeding \$50 (MCHR 700.802). Possession of tobacco products by an individual under the age of 18 is a violation of KRS 438.311. MSHS has the right to search a student if reasonable suspicion of smoking has been established. Disciplinary actions will be taken for all violations and repeat offenders may face charges for violation of local ordinances and Kentucky Revised Statutes. Level IV, V, VI, and VII Offense

**24. ARSON (or attempted arson) KRS 513.010:**

Starting or attempting to start a fire within the school or on the school grounds for any purpose that results in destruction or disruption. Level VI and VII Offense

**25. FALSE FIRE ALARM:**

Pulling, engaging, or otherwise alarming a fire alarm when there is no reasonable or imminent danger of a fire is a serious violation. Level V, VI, and VII Offense

**26. UNAUTHORIZED USE OF TELECOMMUNICATION DEVICE:**

Cell phones and other types of telecommunication devices must not be handled, used, or heard during instructional time. If one of these devices is seen being used in any way, heard, or is otherwise a distraction, it will be confiscated immediately and the student will receive a disciplinary consequence. *1<sup>st</sup> offense the confiscated phone is returned to the student at the end of the day. 2<sup>nd</sup> offense the confiscated phone is returned to parent/guardian. 3<sup>rd</sup>/4<sup>th</sup> offense the phone will be confiscated and the student will serve a detention or ISD before the phone is returned to parent/guardian. 5<sup>th</sup> offense the phone may be confiscated and held until the end of the school year.*

Any student found to be in possession of a phone that is used in any way during instructional time, regardless of who might own the phone, is in violation of MSHS disciplinary policy. The person possessing/using the device at the time of the violation and the owner of the phone will receive disciplinary action for violating and/or not securing their phone in compliance with this policy. Students must keep their own telecommunication devices secure at all times. No student should be in possession of a telecommunication device belonging to another student.

*(A student acting in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization may possess an electronic device, used solely for that purpose, while on school property provided that the device does not create a disruption to the educational environment. If the device creates a disruption to the educational environment they may be confiscated.)*

Level II, III, IV, and V Offenses

**27. PUBLIC DISPLAY OF AFFECTION:**

- A. Kissing and/or petting is strictly prohibited.
- B. Kissing and/or hands all over each other, etc. is not acceptable.
- C. Holding hands is acceptable.

Level I, II, III, IV, V, and VI Offense

28. USE/POSSESSION OF WEAPONS:

The use or possession of a dangerous instrument or deadly weapon is prohibited at MSHS. “Dangerous instrument” means any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or physical injury; “Deadly Weapon” means:

- A. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
- B. Any knife other than an ordinary pocket knife or hunting knife;
- C. Billy, nightstick or club;
- D. Blackjack or slapjack;
- E. Nunchaku karate sticks;
- F. Shuriken or death star; or
- G. Artificial knuckles made from metal, plastic, or other similar hard material;

(All items will be confiscated and parent may pick them up unless the items will be used as evidence in a hearing or court procedures)

This policy applies to students, staff members, and visitors to the school.

UNLAWFUL POSSESSION OF WEAPONS ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000.00) FINE. The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

Level VI and VII Offenses

29. POSSESSION OF A PROHIBITED ARTICLE:

Articles such as the following are prohibited at school: a knife of any kind, water devices, and electronic gaming devices. Possession of electronic devices, without teacher/administrative permission, is considered a violation. These articles will be taken from the student and returned to the parent. Level II, III, IV, V, VI and VII

30. SKIPPING:

Not coming to class or not returning to the assigned area when scheduled. Level III, IV, and V Offenses

31. LEAVING CAMPUS WITHOUT PERMISSION:

No student is to leave campus during the school day without permission. Level V, or VI

32. BEING IN AN UNAUTHORIZED AREA: No student is to be in any area of campus (other than their assigned classroom) without proper permission. Level I, II, III, IV, V, and VI Offense

33. HALL PASS VIOLATION:

Students are not permitted in the halls or during class periods unless they are accompanied by a teacher or have a hall pass signed from an authorized staff member. Verbal permission is not acceptable. Level I, II, III, IV, V, and VI Offense

34. FUND RAISING ACTIVITIES:

No student may conduct fund raising activities during regular school hours. This includes selling of any items or taking orders for any items from other students. Level I or II Offense

35. SEXUAL ACTIVITY:

Sexual contact including but not limited to inappropriate touching, petting, masturbation, sexual intercourse, deviate sexual intercourse (KRS 510.010), and sodomy (KRS 510.070) are strictly prohibited on campus at all times. Level V and VI Offense

36. INDECENT EXPOSURE

Intentional exposure of part of one’s body under circumstances in which he/she knows or should know that his/her conduct is likely to cause affront or alarm to a person. (This includes “mooning”.) Level V, VI, and VII Offense

37. CRIMINAL CONSPIRACY

A person having the intention of promoting or facilitating the commission of a crime is guilty of criminal conspiracy when he:

(a) Agrees with one (1) or more persons that at least one (1) of them will engage in conduct constituting that crime or an attempt or solicitation to commit such a crime; OR

(b) Agrees to aid one or more persons in the planning or commission of that crime or an attempt or solicitation to commit such a crime.

Level V, VI, and VII Offense

38. USE/POSSESSION OF SMALL EXPLOSIVES: Possession of firecrackers or any small explosive device including caps and snapper pops or discharging firecrackers and/or small explosives. Level IV, V, VI, and VII Offense

39. POSSESSION OF STOLEN PROPERTY: (KRS 514.110) Receiving, retaining, or disposing of property on another knowing that it has been stolen or having reason to believe that it has been stolen

Level IV, V, VI, and VII Offense

40. MISREPRESENTATION: Misrepresentation is defined as:

A. Altering Notes: Tampering with official notes in any manner including forging names to any legitimate excuses or related documents.

B. False Information: Making false statements, written or oral, to any one in authority.

C. Other Passing of any false statements, information including name to any one in authority.

Level II, III, IV, V, and VI Offense

41. DISRESPECTFUL TO SCHOOL PERSONNEL: The following actions are considered disrespectful:

A. Walking Away: Leaving while a staff member is talking to you.

B. Talking Back: Responding orally in a rude and disrespectful manner to a staff member.

C. Other: Any response that demonstrates a disrespectful manner.

Level II, III, IV, V, VI, and VII Offense

42. FAILURE TO HONOR DETENTION:

Students who refuse or fail to honor punishment will be suspended from school.

43. REFUSAL TO HONOR PUNISHMENT: A student who refuses to honor a punishment or complete the accepted terms of a disciplinary agreement will be suspended from school. If a student fails to honor a suspension the suspension will increase in length and the student may be recommended for Bellevue Center/Day Treatment or expulsion. A student who comes on school grounds while suspended is guilty of criminal trespass.

44. TARDINESS: Students are expected to arrive at their designated class in a timely manner. Failure to do so may result in disciplinary action. Students are subject to compulsory attendance and truancy laws (KRS159.010). Level I, II, III, IV, V, and VI Offense

45. RACIST, DISCRIMINATORY, OR DEROGATORY LANGUAGE: A student that has been found to use racist, discriminatory, or derogatory language (including the use of slurs) will be subject to disciplinary actions that will include but not limited to suspension from school and the student may be recommended for an alternate placement.

A. Discrimination is usually the behavioral manifestation of prejudice and involves negative, hostile, and injurious treatment of individuals or groups.

B. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

C. Discrimination may also occur when there is a use of offensive symbols, such as a noose, the confederate flag, Klu Klux Klan (KKK) hats or robes, Nazi paraphernalia, and other symbols of racist or discriminatory beliefs. Level V, and VI Offense

46. VIDEOING A FIGHT: Any student found to have videoed a fight, conflict, or confrontation between two students will be suspended from school. Level V Offense

47. FLEEING FROM ADMINISTRATION OR SCHOOL PERSONNEL: Any student that willfully flees from a school employee is subject to suspension. Level V, and VI Offense

48. IMPEDING AN INVESTIGATION: Generally speaking, a student impedes by engaging in any act that

interferes with the investigation of a violation of the student code of conduct. Students are expected, when brought into an investigation, to be truthful and not mislead, exaggerate, or interfere with the investigation. Level V, and VI Offense

49. USE OF PROFANITY DIRECTED TOWARD SCHOOL PERSONNEL: Any student that directs profanity or uses profane gestures toward any school employee will be suspended from school. Level V, and VI Offense

50. AIDING OR ABETTING IN CRIMINAL OR PROHIBITED ACTIVITIES: Any student that aides in the criminal activity of another student will be subject to suspension and depending on level of severity may be escalated to a referral to an alternative placement. Level V, and VI Offense

51. INAPPROPRIATE RESTROOM CONDUCT: Restroom stalls should be used by only one individual at a time. Multiple students shall not gather in a single restroom stall. Level IV and V Offense

52. LOITERING IN THE RESTROOM for any purpose other than using the restroom is prohibited. Level IV and V Offense

		Level I Warning	Level II Detention 1 Day	No Hallway List	Level IV ISD	Level V Suspension	Level VI Bellevue Center (Referral)	Level VII Expulsion (Recommended)	
<b>Offenses</b>									
17-20 & 44	Absence/Tardiness unexcused	Students are subject to attendance policy and disciplinary action will be taken on tardies.						Refer to counselors for evaluation	
15	Academic dishonesty				1st	2nd	3rd	4th	More serious violation may increase severity
13	Aggressive behavior towards staff						1st	2nd	More serious violation may increase severity
24	Arson						1st	2nd	More serious violation may increase severity
32	Being in unauthorized area	1st		2nd	3rd	4th			More Serious violation may increase severity
8	Bullying/Intimidation				1st	2nd	3rd	4th	More serious violation may increase severity
	Bus conduct	1st			2nd	3rd			More serious violation may increase severity
22	Controlled substance (Non tobacco)						1st	2nd	More serious violation may increase severity
37	Criminal conspiracy					1st	2nd	3rd	More serious violation may increase severity
20	Criminal trespass					1st	2nd		More serious violation may increase severity
21	Criminal use of noxious substance					1st	2nd		More serious violation may increase severity
2	Defiance of authority				1st	2nd	3rd		More Serious violation may increase severity
41	Disrespectful to school personnel				1st	2nd	3rd		More Serious violation may increase severity
33	Hall pass violation	1st		2nd	3rd	4th	5th		More Serious violation may increase severity
34	Fundraising violation	1st			2nd	3rd	4th		
27	Public display of affection	1st			2nd	3rd	4th		More Serious violation may increase severity
25-26	Dress code violation	1st			2nd	3rd	4th		More Serious violation may increase severity
40	Misrepresentation				2nd	3rd	4th		More Serious violation may increase severity
3	Lack of class participation/sleeping unprepared	1st			2nd	3rd	4th		Refer to counselors for evaluation
30	Skipping class			1st	2nd	3rd			Refer to counselors for evaluation
31	Leaving campus w/out permission					1st	2nd		More Serious violation may increase severity
	Use of profanity				1st	2nd	3rd	4th	More Serious violation may increase severity

		Level I Warning	Level II Detention 1 Day	No Hallway List	Level IV ISD	Level V Suspension	Level VI Bellevue Center (Referral)	Level VII Expulsion (Recommended)	
1	Disruption of school environment				1st	2nd	3rd		More Serious violation may increase severity
4	Unlawful assembly				1st	2nd	3rd		More serious violation may increase severity
29	Possession of prohibited articles				1st	2nd	3rd	*	More Serious violation may increase severity
39	Possession of stolen prop				1st	2nd	3rd	4th	Value of items may increase severity/ Local Authorities may be involved
19	Theft (less than \$10)				1st	2nd	3rd	4th	Student required to make restitution
19	Theft (More than \$10)					1st	2nd	3rd	Student required to make restitution/Involvement of local police
<b>Chronic and continuous violation, as well as illegal acts, can result in charges being filed through the Madison County Court System. All discipline is at the discretion of principals.</b>									

		Level I Warning	Level II Detention 1 Day	No Hallway List	Level IV ISD	Level V Suspension	Level VI Bellevue Center (Referral)	Level VII Expulsion (Recommended)		
<b>Offense</b>										
23	Tobacco Violation				1st/2nd	3rd & 4th			Charges may be filed.	
22	Trafficking (Non Tobacco)						1st	2nd	More serious violation may increase severity	
35	Sexual Activity					1st	2nd		More serious violation may increase severity	
36	Indecent exposure					1st	2nd	3rd	More serious violation may increase severity	
10	Sexual Harassment				1st	2nd	3rd	4th	Investigated per district policy	
9	Harassment				1st	2nd	3rd		Investigated per district policy	
45	Harassment (Racial)					1st	2nd	3rd	Investigated per district policy	
18	Extortion						1st	2nd	More serious violation may increase severity	
12	Menacing						1st	2nd	More serious violation may increase severity	
11	Terroristic Threatening						1st	2nd	More serious violation may increase severity	
5	Wanton Endangerment				1st	2nd	3rd	4th	More serious violation may increase severity	
45	Racist, Discriminatory, or Derogatory Language (Including use of slurs)						1st	2nd	3rd	More serious violation may increase severity
7	Instigating, inciting, or attempting to fight				1st	2nd	3rd		More serious violation may increase severity	
6	Fighting						1st	2nd	3rd	More serious violation may increase severity
46	Videoeing a Fight						1st	2nd	More serious violation may increase severity	
14	Disorderly Conduct				1st	2nd	3rd	4th	More serious violation may increase severity	
38	Possession of small explosives				1st	2nd	3rd	4th	More serious violation may increase severity	
38	Use of small explosives						1st	2nd	3rd	More serious violation may increase severity
28	Possession/Use of a weapon						1st	2nd	Investigated per state law and board policy	
25	False Fire Alarm						1st	2nd	3rd	More serious violation may increase severity
50	Aiding or abetting in criminal or prohibited activities						1st	2nd	3rd	More serious violation may increase severity
47	Fleeing from administration or school personnel						1st	2nd	3rd	More serious violation may increase severity
48	Impeding an investigation						1st	2nd	3rd	More serious violation may increase severity
42	Failure to honor detention						1st	2nd	3rd	Continuing occurrences will increase consequences
43	Refusal to honor punishment						1st	2nd	3rd	More serious violation may increase severity
16	Gambling						1st	2nd	More serious violation may increase severity	
	Leaving lunch trays on table/littering	1st/2nd							Continuing occurrences will increase consequences	
17	Defacing property/vandalism				1st	2nd	3rd		Easily repaired-Student must make restitution	
49	Use of profanity directed toward school personnel						1st	2nd	3rd	More Serious violation may increase severity
<b>Chronic and continuous violation, as well as illegal acts, can result in charges being filed through the Madison County Court System. All discipline is at the discretion of principals.</b>										

# **Madison County Schools Code of Acceptable Behavior and Discipline**

Randy Neeley-Superintendent  
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**Approved by the Madison County Board of Education on 07/09/24.**

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.

## **Statement of Non-Discrimination:**

In our pursuit of excellence in our community, Madison County Schools prioritizes safety and belonging as foundational to a child's emotional and academic development. Our administrators, teachers, and staff stand firmly against any form of harassment or discrimination that affects a child's learning experience in our schools. Our primary duty and responsibility are to create a safe environment for every child. A single student experience with harassment is intolerable and contrary to our mission. Achieving our ideal starts by acknowledging that harassment persists within our schools. We have heard the voices of our students who tell us we have more work to do.

Our district has proactively implemented processes and systems to address bullying and harassment systematically. Our approach is exemplified by our Harassment and Discrimination Reporting System that empowers students, parents, staff, or community members to report concerns promptly and securely. We are working hard so that each report is immediately and thoroughly investigated. The investigations are overseen by the District Equal Opportunity Department, ensuring a fair and unbiased resolution. Any family with a concern about the outcome or process of any investigation may also appeal the determination. Madison County Schools is committed to thoroughly addressing any instances of discrimination or harassment. Should you encounter issues related to harassment or discrimination based on characteristics such as race, color, national origin, sex, including sexual orientation or gender identity, religion, or disability, please report them promptly using our online reporting system located on our website at [www.madison.kyschools.us](http://www.madison.kyschools.us).

While the reporting and resolution of harassment cases are vital initial steps in creating safe havens for all children, our commitment doesn't end there. Our schools are diligently planning engagement opportunities that build two-way bridges of communication and learning. We are also implementing programs and activities to reinforce positive behaviors and interactions among students. Our teachers and staff will continue to actively engage in targeted training and professional development sessions that center around cultivating environments of belonging and inclusion, including the obligation to report all incidents of harassment and discrimination and to uphold the standards of our school community. These actions will ensure that our commitment to inclusion isn't just a statement but an ongoing practice. It is the genuine intention of Madison County Schools and its Board of Education to exceed expectations in safeguarding every student from all forms of harassment and discrimination. We sincerely appreciate your continued support and shared dedication to our students.

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

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

This Code applies to all students in the District while at school, on their way to and from school, while on the bus or other District vehicle, and while they are participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of the Code within his/her school in a uniform and fair manner without partiality or discrimination. Each school/council must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

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

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

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

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

### **Student Rights and Responsibilities**

**Students have the right to:**

- An appropriate and free public education.
- A school that will not tolerate discrimination on the basis of race while enforcing discipline.

- A school that will not tolerate discrimination on the basis of race when making referrals to law enforcement.
- Receive academic grades based only on academic performance.
- Be kept informed as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights.
- Personal safety and security while at school and school-sponsored activities.
- Involvement in school activities without being subjected to discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping condition.
- Present complaints or grievances to school authorities and receive authoritative replies from school authorities.
- Receive consultation or counseling in academic, personal, social and career related concerns.
- Protection of their personal property.

**Students have the responsibility to:**

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

**Staff Rights and Responsibilities**

**School Staff has the right to:**

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

**School Staff has the responsibility to:**

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

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

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

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

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

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

## **Responses to Student Misconduct**

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

Positive Behavior Intervention and Supports (PBIS) is a school-wide discipline approach that focuses on creating a safe and positive environment for students and staff. PBIS aims to teach and support positive behaviors, and prevent problems rather than punish inappropriate behavior. Our school level MTSS teams utilize data during monthly meetings to determine if the PBIS system is working effectively. The goals of PBIS are: clear expectations, logical consequences, positive reinforcement and guidance for our students.

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

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

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

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

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

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

**Related Board Policies**

- **Alcohol, Drugs and Other Controlled Substances** - Board Policy 9.423
- **Assaults and Threats of Violence** - Board Policy 9.425
  - o KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least \$1000** up to \$10,000 under KRS 534.030.
- **Bullying/Hazing** - Board Policy 9.422
  - o **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.
- **Damages to School Property** - Board Policy 9.421
- **Grievances** - Board Policy 09.4281
- **Harassment/Discrimination** - Board Policy 9.42811
  - o **False Complaints:** Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.
  - o **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.
- **Physical Restraint** - Board Policy 09.2212
- **Search and Seizure** - Board Policy 09.436
- **Student Records** - Board Policy 09.14
- **Weapons** - Board Policy 05.48
- **Suspension, Expulsion, and Due Process** - See Board Policies 09.434; 09.435; 09.431

**Code of conduct must describe available alternatives to exclusionary discipline: alternatives to education include: ability to place in our alternative school facility and the use of virtual school through the use of technology.**

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

## **Reports to Law Enforcement Officials**

**KRS 158.154**

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

**KRS 158.155**

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

- (4) (a) 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
2. Any felony offense under the laws of this Commonwealth; and
- (b) 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.

Code of Conduct must outline classroom management and student discipline strategies, including defining specific circumstances in which it is appropriate to request the involvement of an SRO or other law enforcement agencies.

Code of Conduct must state that the district will not tolerate discrimination on the basis of race when making referrals to law enforcement.

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

### **Notification of FERPA Rights**

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland 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.



## The Emergency Management Agency and Chemical Stockpile Emergency Preparedness Program

Dear Parents & Guardians:

It is only natural to want to get your child from school during an emergency. However, doing so could put your child and yourself at greater risk for harm. Following recommended plans and instructions will decrease your risk of harm in an emergency. **DO NOT GO TO SCHOOL** to get your child during a community emergency.

### **WHAT IS IN PLACE**

Madison County EMA/CSEPP continues working in partnership with Madison County Schools to update and exercise all emergency plans and procedures to provide the best possible safety for students, faculty, and staff. Each year schools conduct various safety drills to stay prepared for emergencies. Each Madison County School is requested to participate in the CSEPP annual exercise and evaluation. Additional emergency capabilities have been implemented at specific schools.

### **WHAT YOU CAN DO**

Educate yourself—as parents and/or guardians, you play an invaluable role in helping the schools keep your children safe.

**KNOW YOUR ZONE:** this will determine what action you will be instructed to take in an emergency.

Make an emergency plan for your family and then talk to your child or children about what each of you will do if an emergency happens during school/work hours.

Practice following your family's emergency plan.

Have an emergency kit ready with supplies to last 72 hours.

### **FOR MORE INFORMATION**

Talk with your school's principal.

Contact the Madison County EMA/CSEPP at 859-624-4787 with questions about emergency preparedness.

Refer to the Emergency Preparedness calendar sent to every Madison County resident from EMA/CSEPP.

Are you prepared? Our organization is here to help you answer that question.

Sincerely,

Carlis Richards; Madison County EMA Director

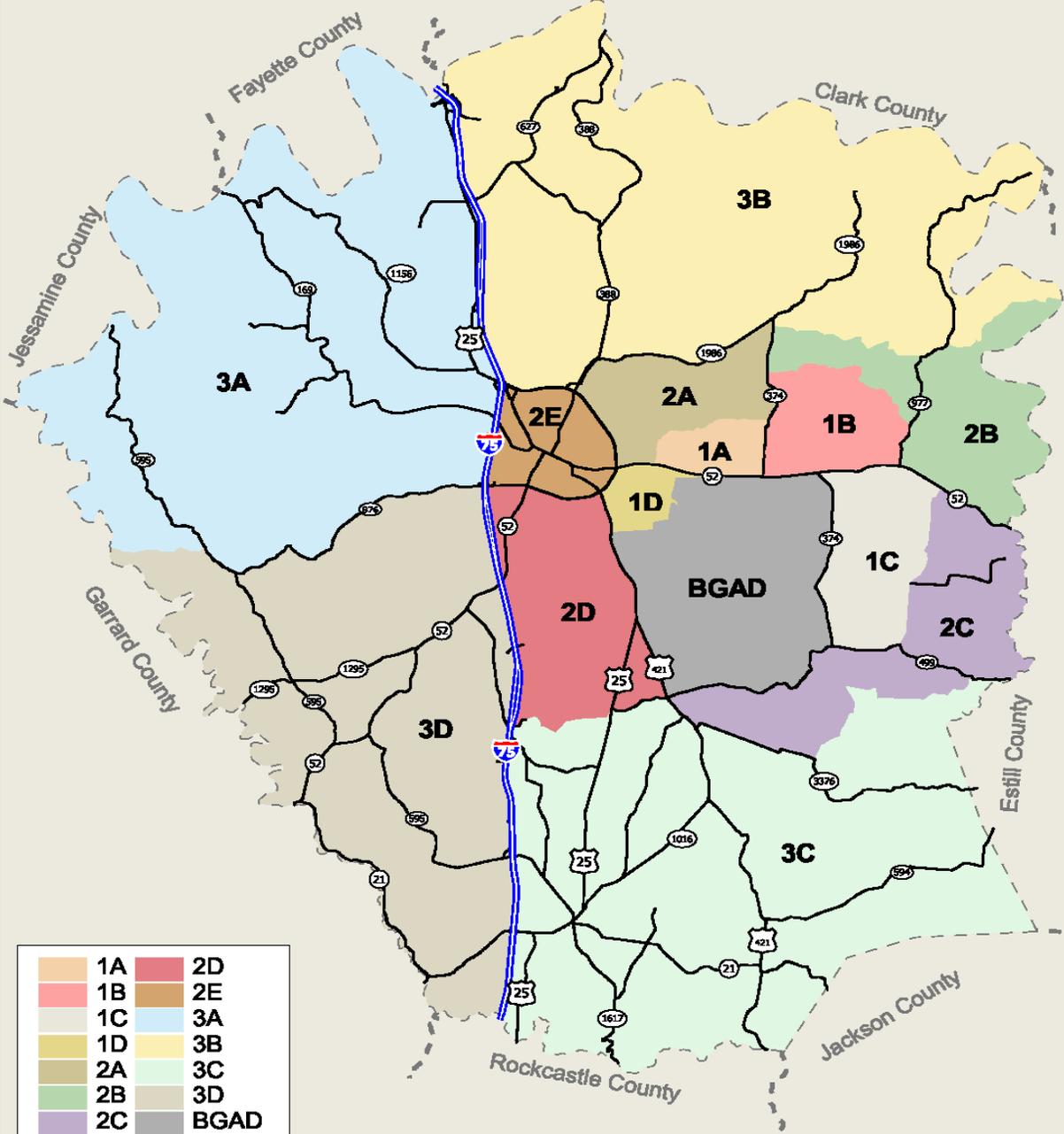
Michael Bryant; Madison County EMA Deputy Director;

Madison County CSEPP Director

**Madison County EMA/CSEPP**  
560 S. Keeneland Drive  
Richmond, KY 40475

[www.madisoncountyyema.net](http://www.madisoncountyyema.net)

# Madison County CSEPP Zone Location Map



	1A		2D
	1B		2E
	1C		3A
	1D		3B
	2A		3C
	2B		3D
	2C		BGAD
	State Highway		
	Interstate		

# 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. Because many chemicals cannot be seen or smelled, you may not be aware of the location or extent of a chemical release.**

### 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 and 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 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.

**To Learn More About Emergency Preparedness, contact:**



Madison County EMA/CSEPP  
560 S. Keeneland Drive  
Richmond, KY 40475  
(859) 624-4787  
[www.madisoncountyema.net](http://www.madisoncountyema.net)