



Clark-Moores Middle School Student/Parent Handbook

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Richmond, KY 40475
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<https://cmms.madison.kyschools.us/>

Clark-Moores Mission: To make every decision based on what is best for kids. We will develop lifelong learners with skills necessary to be contributing citizens of our society.

Clark-Moores Vision: EVERY BRAVE. EVERY DAY

BRAVES Expectations: Be Prepared, Be Respectful, Be Engaged, Be Honest, and Be Willing to Grow

CLARK-MOORES MIDDLE SCHOOL STUDENT HANDBOOK SIGNATURE PAGE
2025/2026

Parents and Students:

Please sign this page and return it to the student's homeroom teacher.

Student Name (please print) _____

Grade _____ Homeroom Teacher _____

Our signatures indicate that we have received, read, and understand the 2025/2026 Clark-Moores Middle School Student Handbook. We have noted the **Dress Code, BRAVES Expectations**, and **Discipline** Policies/Procedures and agree to comply with the expectations and the assigned consequences.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

ADMINISTRATIVE STAFF

Principal.....	Travis Marcum
Assistant Principal	Jayson Langfels
Counselor.....	Cecily Hall
Media Specialist	Deana Flannery
Youth Services Center Director.....	Kim Quinlan
Cafeteria Manager	Joseph Clark
Head Custodian	Claude Cornelison
Bookkeeper	Ruth Fox
Attendance Secretary.....	Maria Harrison
Discipline Aide	Wesley Sweat

SCHOOL BASED DECISION MAKING COUNCIL

Principal.....	Travis Marcum
Teacher	Andrea Hunt
Teacher	Jennifer Henson
Teacher	Audrey Worrell
Minority Teacher	Aryanna Martin
Parent	Meredith Reed
Parent	Kaitlen Green
Minority Parent	Vacant

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Student Code of Acceptable Conduct and Discipline

air



Madison County Board of Education

301 Highland Park

Richmond, Kentucky 40476

Telephone: (859) 624-4500

www.madison.kyschools.us

Superintendent: Randy Neeley

CLARK-MOORES MIDDLE SCHOOL STANDARDIZED DRESS CODE

All Clark-Moores Middle school students are expected to be in compliance with all guidelines of the school dress code. The principal/assistant principal, under special circumstances, may grant temporary waivers of the dress code. If any clothing is worn in the building that is not specifically addressed by the code, the principal/assistant principal will make the final decision as to the appropriateness of the clothing. In order for clothing items to be appropriate to wear to Clark-Moores, they must EXACTLY fit all the criteria listed below. If your apparel has something not approved in the list, you may not wear it to school.

Students will be in full dress by 8:00am in the mornings and will remain in dress code until they board the bus or enter a car in the afternoons

SHIRTS

Solid color long or short sleeved plain polo with two to four buttons (may contain a CMMS logo only). All buttons must be fastened except the top button.

- a. Solid color long or short sleeved plain polo with two to four buttons (may contain a CMMS logo only). All buttons must be fastened except the top button.
- b. Solid color plain crew neck sweatshirt. (NO HOODIES)
- c. Any Clark-Moores crewneck t-shirt, crewneck sweatshirt, pullover, or long sleeved shirt purchased through the school. (Solid color long sleeved may be worn underneath)
- d. CMMS Team/Club issued or purchased sweatshirts, and t-shirts. (NO HOODIES)

***Coats, jackets, non CMMS pullovers, sweaters, cardigans, and hoodies must remain in the lockers and not be worn/brought to class at any time. No high school attire allowed.

PANTS/SKIRTS

- a. Pants/Skirts may be any blue jeans or tan khakis without ANY holes, rips, or tears in the fabric (including rips or holes with fabric patches).
- b. All pants must fit appropriately and be worn at

the waistline.

- c. Must be free of extra pockets, zippers, patterns, writing, or designs.
- d. All pants must be full length and skirts must be below the knee.
- e. No shorts, leggings, sweatpants, athletic or sleepwear permitted.

ACCESSORIES

- a. Students are prohibited from writing on self/others.
- b. No hats, bandanas, or sunglasses are allowed to be worn in the building.
- c. Blankets are not permitted.
- d. Accessories should not be distracting or a hazard.
- e. Only closed toe shoes with 1" or less heel permitted.
- f. No smart devices (watches) or wireless headphones/earbuds.
- g. **All bags, purses, sling bags, cinch sacks, lunch bags, or backpacks, etc. remain in the lockers throughout the day.**

All final dress code decisions are determined by staff members and administration.

Consequences for being out of dress code at the start of the day or at any point in the day would possibly result in changing into clothing from the clothing bank when possible (having a guardian bring clothing when not). Continued violations of the dress code will result in other disciplinary action and/or loss of privilege.

Exceptions to the Dress Code

1. If a staff member is conducting a special class/activity or game day attire for an athletic event that requires attire different from the above-mentioned regulations, or seeks recognition for a school-sponsored activity, the staff member will seek prior approval from the administration. Students will be given advance notice about the activity and the permissible clothing type.
2. Attire for Physical Education must follow dress down day guidelines.
3. Students will change back into dress code guidelines after gym class.
4. **DRESS DOWN DAY GUIDELINES**

These guidelines are not intended to be an exclusive list of permitted or prohibited items of dress, rather a guideline that ensures the safety and orderliness of our

school environment even on a “dress down day. *The frequency of violations observed may limit the potential number of dress down days in the future.*

1. All clothing:

- Must be appropriate and decent (not displaying any part of the body inappropriately) and no undergarments may show at any time.
- No holes, rips, ravel or tears are permitted in any garment (including jeans).
- No obscene, suggestive, or disrespectful slogans/graphics are permitted. Clothing that supports, suggests, or endorses the use of alcohol, drugs, tobacco, sexual activity, death, or violence is prohibited.
- Clothing, jewelry or other accessories may not be dangerous, hazardous, distracting, or disruptive to the wearer or other students. For example, chains, straps, safety pins, or metal fastener of any type.
- No sleepwear permitted.

2. Shirts, blouses, sweaters, and other top garments:

- Must be long enough to not show any skin or undergarments whether sitting, standing, raising arms, or leaning over and must have sleeves.
- Shirts with hoods are not permitted.

3. Pants, slacks, shorts, skirts, dresses, and other lower garments:

- Must be worn at the waistline.
- Leggings or yoga style pants are not permitted.

5. Hats, bandanas, and sunglasses are not permitted.

6. Shorts/skorts must be mid-thigh.

7. Skirts need to be to the knee.

8. Shoes must be closed toe with a secured strap in back. No slippers or sandals.

ACADEMICS

CLASSES

Students will be required to take the following four core subjects: Math, Language Arts, Science, and Social Studies.

Students will also take Related Arts classes that may include: Art, Computers, Wellness/Health, Life Skills or Band. Students will also have the opportunity to take Algebra I at the high school but must meet a specific

criteria based on iReady Test scores developed by the district.

Students will be scheduled into classes in a manner that will ensure that they are exposed to all of Kentucky's Common Core Standards in the most effective manner. Class schedule changes can be detrimental and must be reviewed by team teachers and approved by the guidance counselor or principal.

GRADING SCALE

Students are assessed in class based on the following grading scale for report card documentation.

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

HOMEWORK POLICY

Mission Statement: Homework is important because it is a valuable tool in helping students make the most of their experience in school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits.

Standards For Assignments: Homework standards shall encompass amounts and types of reasonable homework assignments by grade level.

Assignment of Homework: Each grade level/team shall establish reasonable and appropriate homework assignments. Students should read at least 15 minutes every night from a library book of their choice.

Student Responsibilities: Students are expected to do their best on each homework assignment. All homework is to be completely finished by the class time assigned. In order for the student to get credit for the homework assignment, he/she must be responsible for bringing the assignment and turning it into the classroom teacher on the day that it is due. Students are responsible for making up homework missed due to an absence.

Teacher Responsibilities: Teachers will assign homework that pertains directly to the Kentucky Common Core Standards, check homework assignments, and record grades as part of the students' nine-week grade. A random check for homework assignment books will take place at the teachers' discretion.

Parent Responsibilities: Parents are the key to making homework a positive experience for their children. Several suggestions for successful homework study time are:

1. Make homework a top priority.
2. Establish a consistent homework study time.
3. Provide necessary supplies.
4. Select a quiet study environment.
5. Take your child to the library regularly.
6. Consistently check homework assignment books.

REPORT CARDS

Report cards will go out after the end of each grading period. Progress Reports will be sent home at mid-term (4 ½ weeks) each grading period.

MIDDLE SCHOOL PASS/FAIL POLICY

A student must pass three out of four of his/her core subjects(Language Arts, Math, Science, and Social Studies) and have a cumulative passing grade for his/her related arts subjects to be promoted to the next grade. Based on Extended School Services (ESS) funding, the committee may determine a program that allows students to demonstrate adequate academic competency when receiving a failing grade(s). Please note that if the committee chooses to use ESS funding for a Day-Time Waiver or an After-School Program students with failing grades will be highly encouraged to take advantage of these programs because summer school may not be offered.

At the end of the year those students who fail two or three core subjects will be brought before the Principal and representative for consideration of promotion. The Principal and representative will also consider the age of the student involved. If a student is to be retained, the parents will be notified prior to the end of the school year.

EXTENDED SCHOOL YEAR (ESS) PROGRAMS

The Principal/Assistant Principal will determine if an ESS Program is a viable option for promotion of students based on funding. If a program is deemed a viable option, then the length of day and number of days will be based on available resources and the number of students eligible for services.

After-School Tutoring Option

After-school tutoring may be available throughout the week from 3:00-4:15 p.m based on teacher identification. Students may work on missed work or homework with the assistance from core content teachers.

Grade Recovery Option

At mid-term of each grading period any student failing a core content subject may be offered Tutoring services to assist the student in passing that subject. If, at the end of the grading term the student fails a core content subject, he/she will then be offered the Grade Recovery Program. In this program the student will work on the Common Core Standards that were addressed in that grading period of the subject failed. If the student can demonstrate mastery of those standards he/she may earn a passing grade for that term.

Day-Time Waiver Option

ESS Funding may be used to hire certified tutors to work with students during the school day.

Intervention Programs

We have developed a comprehensive system of interventions and set aside time in the daily schedule for students to receive intervention specific to their individual needs.

STAR-STAR is an acronym for Strategies To Achieve Results. This is an extensive intervention program designed to help students perform on grade level. Students are selected for STAR based on their performance on the iReady test and performance in the classroom. Students may receive a grade for STAR.

MADISON COUNTY SCHOOLS

Randy Neeley
Superintendent
301 Highland Park
Richmond, KY 40475
859.624.4500

REVISED Code of Acceptable Behavior and Discipline 2025/2026

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

The central purpose of the school system is to educate each student to the highest level possible. To support

the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide:

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

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

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

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

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

Students wishing to report a violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report 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 he/she reports a violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

Academic Integrity

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

Forms of Academic Dishonesty

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

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

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

knowledge without acknowledgment of the source.

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

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;
- Citing sources in a bibliography not directly used in the academic exercise;
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;
- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

Student Rights and Responsibilities

Students have the right to:

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

Students have the responsibility to:

- Attend school regularly and to arrive on time.
- Show consideration for the rights of others within the total school environment.
- Refrain from conduct that disrupts the educational process, creates disorder, or damages or destroys private or public property.
- Immediately report student threats to harm others

to a teacher, counselor or school administrator.

- Give their best effort to tasks assigned by their teachers, coaches or other persons who work with them.

Staff Rights and Responsibilities

School Staff has the right to:

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

School Staff has the responsibility to:

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

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

- Rights as guaranteed by the Family Educational Rights and Privacy Act.
- Expect that any classroom disruptions will be dealt with fairly, firmly, and quickly.
- Access to all school rules and regulations and the consequences for violation of these rules and regulations.
- Participate in meaningful parent-teacher conferences to discuss their child's progress and

welfare.

- Expect school personnel to notify parents/guardians of important news, especially as they relate to children.
- Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

sense of responsibility and a sense of respect.

- Understand and support school requirements, rules, and policies and to be knowledgeable of the consequences of violations by students.
- Communicate with their child concerning academic performance and behavior.
- Be familiar with the educational program and procedure.

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

Responses to Student Misconduct

This code is part of the Madison County Board of Education's policy on student behavior and discipline. State and federal law requires special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities. The board has included samples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited. Out-of-school punishment should only be used for very serious infractions. Schools should impose punishments progressively. Schools should not jump to the most severe punishments but instead try to improve students' behaviors through a variety of less punitive interventions. Schools should involve family members to help them understand the roots of a student's behavior and consider possible prevention and remediation strategies before choosing what punishment to apply. Schools must consider all extenuating circumstance before imposing the punishment of expulsion

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
I. Minor student misbehavior which disrupts classroom procedures or interferes with the orderly operation of the school. Misbehavior which can usually be handled by an individual staff member but sometimes requires intervention of other school personnel.	• Inappropriate dress • Non-defiant failure to complete assignments • Failure to carry out directions • Minor misbehavior on bus, or during school sponsored or endorsed activities • School tardiness • Failure to bring needed materials to class • Minor disruption of classroom instruction • Impolite, disrespectful, or dishonest communication with peers or staff	There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher contact or conference with the appropriate school staff. Proper and accurate records of offenses and disciplinary actions are maintained by the appropriate staff and/or administrator.	• Verbal reprimand • Special assignment • Counseling • Withdrawal of privileges • Time-out • Detention/I.S.S. • Verbal warning • Individual conference • Parent contact/conference • Confiscation of inappropriate materials • Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP).
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
II. Student misbehavior which increases in frequency or	Including but not limited to: • Continuation of Level I misbehavior	There is immediate intervention by the staff member who is supervising the student or who	• Continuation of Level I responses • Referral to outside agency

severity, disrupting classroom procedures or interfering with the orderly operation of the school. 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.	• Truancy • Gambling (Level III) • Using forged notes or excuses • Directing profanity or obscene/offensive gestures toward staff • Disruptive physical contact with other students • Leaving class without permission •	observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to the administrator. The administrator meets with the student and/or teacher and effects the most appropriate response. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.	• Suspension
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.	• Repeated Level II misbehavior • Vandalism • Theft , • Possession, sale of stolen property • Use or possession of tobacco/e-cig/vaporizer products. • Academic dishonesty • Behavior that demonstrates gang/neighborhood crew affiliation • Sexual acts on school premises or at schoolrelated functions • Leaving school without permission	The student is referred to the administrator for appropriate disciplinary action. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and notifies the parent about the student's misconduct and resulting disciplinary action(s). School officials will contact the appropriate law enforcement agency if necessary.	• Continuation of Level I and II responses • Alternative Education Plan • Referral to appropriate law enforcement agency • Expulsion • Replacement of damaged property
LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
IV. Serious misbehaviors which may result in violence to another's person or property, which pose a direct threat to the safety of others in the school or are a violation of the law.	• Continued or repeated Level III misbehaviors • Repeated Level III misbehaviors • Harassment • Bullying • Threat/intimidation • Assault/battery • Arson • Furnishing/selling drugs or other controlled substances including alcohol and "look alike" substances. • Activating a false alarm • Inciting others to violence or disruption • Possession of a weapon or replica not subject to the	Administrators are required to follow a set of responses outlined by the Madison County Board of Education. • Refer to the emergency response action plan for procedures if necessary. • Follow due process as outlined by the disciplinary referral form. • The student is removed from the school environment by suspension. Parents are notified. • School officials will contact the appropriate law enforcement agency and assist in prosecuting	• Parental conference • Suspension from school and/or bus • Alternative Education Programs • Expulsion or other board action which results in appropriate placement • Referral to law enforcement agency • Make restitution for damages • Referral for counseling or therapeutic services

		violators. • A complete and accurate report is submitted to the superintendent for consideration and possible board action. • Inform the student of counseling, therapeutic and/or other assistive programs.	
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LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
V. Level 5 behaviors lead to the most sever punishments	• Pending/current expulsion from district of prior enrollment • Violations of the GunFree Schools Act • Threat of violence against school/students/staff which causes the cancellation/dismissal of school • Documented pattern of Tier 4 behavior	Administrators are required to follow a set of responses outlined by the Madison County Board of Education. • Refer to the emergency response action plan for procedures if necessary. • Follow due process as outlined by the disciplinary referral form. • The student is removed from the school environment by suspension. Parents are notified. • School officials will contact the appropriate law enforcement agency and assist in prosecuting violators. • A complete and accurate report is submitted to the superintendent for consideration and possible board action. • Inform the student of counseling, therapeutic and/or other assistive programs.	• An out-of-school suspension for 11-90 days or expulsion.

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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 09.433
 - **Search and Seizure-Board Policy 09.436**
 - **Student Records-Board Policy 09.14**
 - **Weapons-Board Policy 05.48**
 - **Suspension, Expulsion, and Due Process-**See Board Policies 09.434; 09.435; 09.431

For access to complete and/or updated board policies, visit the district website at www.madison.kyschools.us

Notification of FERPA Rights The Family Education Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a post-secondary institution) certain rights with respect to the student’s education records. They are: 1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal/designee a written request that identify the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected. 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights. Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write 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 paraeducators, and if so, their qualifications

Annual Notification – Option to Request Teacher Qualifications

Dear Parent / Guardian,

Madison County Schools receives federal funds for Title I programs as part of the Every Student Succeeds Act (ESSA) from the U.S. Department of Education. This allows you to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

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

If you would like to request this information, please contact the Madison County Board of Education by phone at 859-624-4500. They can connect you with the Title I Coordinator or provide you with the coordinator's email. Please provide your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

BRAVES Expectations for Every Student:

Be Prepared
Be Respectful
Be Engaged
Be Honest
Be Willing to Grow

	CMMS Discipline Grid						
	Consequences						
<i>Inappropriate or Disruptive Behavior</i>	<i>Warn</i>	<i>ISS</i>	<i>ASD</i>	<i>2 ASD</i>	<i>Susp</i>	<i>Bellevue Referral</i>	<i>Other</i>
Inappropriate Behavior							
Disrespectful behavior to peers	1st	4th	2nd	3rd	5th		TBD by Severity
Bullying							
Bullying (<u>ongoing and deliberate</u> misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm)	1st	2nd		3rd	4th		TBD by Severity, Alt/DT
Communication Device							
Cellular Device Violation-	1st		2nd	3rd, 4th	5th		Conf Device each time. After 3rd offense student cannot bring device back TBD by severity of communication offense
Cheating -Plagiarism							
Academic Dishonesty			1st	2nd	3rd		TBD by Severity
Dangerous Instrument							
Dangerous Instrument		1st	2nd		3rd		TBD by Severity
Defiance of Authority							
Failure to Obey Directions from Staff Members		1st	2nd	3rd	4th		TBD by Severity
Sleeping In Class	1st	2nd	3rd, 4th	5th	6th		TBD by Severity, Referral to Counselor

Unprepared for Class	1st, 2nd		3rd	4th			TBD by Severity Referral to YCS or Counselor
Disrespectful to Staff	1st	4th	2nd	3rd	5th		TBD by Severity
Refusal to honor punishment					1st		TBD by Severity
Disruptive Behavior							
Throwing Objects	1st	2nd	3rd	4th	5th		TBD by Severity
Disruptive Classroom Behavior	1st	2nd	3rd	4th	5th		TBD by Severity Teacher can send to ISS for their class period
False Fire alarm					1st		TBD by Severity
Disturbance							
Water Device			1st	2nd			Device will be confiscated TBD by Severity
Toy Violation	1st, 2nd	3rd	4th				Device will be confiscated TBD by Severity
Dress Code Violation							
Dress Code/ Backpack Violation	1st, 2nd	3rd	4th	5th	6th		TBD by Severity
Excessive Tardies							
Tardy to Class (after 3rd tardy to 1 class)	1st		2nd, 3rd	4th	5th		TBD by Severity Referral to YCS or Counselor
Failure to Attend Detention							
Failure to Attend Detention		2nd	1st				
Fighting							
Fighting					1st	possible	TBD by Severity, possible police involvement and/or assault charges
Forgery							
Forging Documents			1st	2nd			TBD by severity
Harassment							
Sexual Harassment				1st	2nd		TBD by Severity
Internet/Computer Misuse							

Misuse of Technology	1st		2nd, 3rd	4th	5th		Could result in loss of Privilege
Leaving Class-Campus							
Leaving School without Authorization					1st	possible	TBD by Severity, possible police involvement
Physical Aggression - Minor							
Inappropriate Physical Contact	1st	2nd	3rd	4th	5th		TBD by Severity
Profanity - Gestures - Vulgarity							
Using Profanity or Vulgar Language			1st	2nd,3rd	4th		TBD by Severity
Refused Participation							
Refusing to Participate	1st	4th	2nd	3rd	5th		TBD by Severity Teacher can send to ISS for their class period Referral to YCS or Counselor
Sexual Behavior							
Personal Displays of Affection			1st	2nd	3rd		TBD by Severity
Sexual Activity					1st		TBD by Severity
Indecent Exposure					1st		TBD by Severity
Skiping Class							
Skiping Class			1st	2nd	3rd		TBD by Severity
Stealing - Theft							
Stealing under \$10			1st	2nd	3rd		Restitution TBD by Severity
Stealing above \$10				1st	2nd		Restitution TBD by Severity and involvement of local police
Threat - Intimidation							
Threat/ Intimidation					1st	possible	TBD by Severity, possible police involvement and/or charges
Terrorist Threatening					1st	1st	TBD by Severity, Police involvement and/or charges

Tobacco - Smoking							
Tobacco/E-cigs/ Vapor Products				1st, 2nd	3rd		TBD by Severity
Unauthorized Area							
Unauthorized Area Without Permission			1st	2nd	3rd		TBD by Severity
Under Influence							
Possession/Use of Alcohol or Drugs/ Trafficking					1st	1st	Charges filed with Richmond Police Department
Vandalism							
Vandalism							Restitution TBD by Severity
Verbal/Physical Abuse							
j					1st	possible	TBD by Severity Possible charges filed
Weapon							
Weapon Possession					1st	1st	TBD by Severity Charges filed with Richmond Police Department

ASD (After School Detention), ISS (In School Suspension)

CLARK-MOORES MIDDLE SCHOOL

CODE OF CONDUCT

This code is not intended to be an exclusive list of prohibited conduct, rather a guideline that ensures the safe and orderly environment of our school. If a situation is not specifically covered in the code and is determined by school administration to disrupt the safe and orderly environment of the school, then a decision will be rendered by a school administrator as to the consequences appropriate to the situation that is consistent with similar offenses and consequences outlined in this code. This code is applicable to all school or school-sponsored activities.

BULLYING HARASSMENT POLICY

Bullying is intentional, negative actions toward person(s) that is repeated over time, causes distress to the victim(s), and involves an imbalance of power and emotions between those experiencing the behaviors and the individuals engaging in the

behaviors. Bullying can include, but is not limited to, verbal, physical, psychological, gossiping, social aggression, ostracizing, and cyber-bullying (texting and social networks). Harassment is defined by KRS 525.070 (harassment) and KRS 525.080 (harassing communications). Madison County Board policies 03.162 and 03.162 AP2 should be consulted for employee harassment/discrimination information. Staff will develop consequences to address and reduce bullying/harassment behaviors displayed by the student(s). These consequences could range from Warning, In-School Suspension, After-School Detention, Saturday School, to Suspension, depending on the severity and/or the frequency of the offense.

STUDENT HARASSMENT/DISCRIMINATION POLICY

Harassment/Discrimination is intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited.

Students who engage in harassment/discrimination of another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action including, but not limited to, suspension and expulsion.

The superintendent shall develop procedures providing for:

- 1 Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation to be completed with ten (10) school days of submission of the original written complaint;
- 2 Establishment of measures to provide confidentiality in the complaint process;
- 3 A process to identify and employ, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination;
- 4 Annual dissemination of written policy to all students; and
- 5 Age-appropriate training during the first month of school to include an explanation of prohibited behavior.

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

1. Unwanted touching, sexual name-calling, sexual jokes, and spreading sexual rumors.
2. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom.
3. 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.
4. Limiting students access to education tools, such as computers, based on the student's gender; and
5. Teasing a student's subject choice or assignment based on the gender of the student.

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

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority. Failure by a teacher, immediate supervisor, principal, and/or superintendent to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

No one shall retaliate against a student because he/she files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual, or because he/she

has opposed language or conduct that violates this policy.

Upon the resolution of allegations, the superintendent shall assure that students are protected against retaliation.

The Madison County School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability, in accordance with Title VI, Title IV, and Section 504 of the U.S. Government Regulations.

PLEASE NOTE THE FOLLOWING REGARDING MISSING/RESCHEDULING DISCIPLINE CONSEQUENCES

1. If a student fails to attend an assigned detention, he/she will be assigned an all-day In-School Suspension. For 2nd offense, the parents may be required to come to school for a conference, and/or the student will be assigned two (2) In-Suspensions. For the 3rd offense, the student may be assigned to a one-day out-of-school suspension.
2. Detentions and Saturday Schools may only be rescheduled when a note from a doctor, court, or funeral home is presented stating the appointment conflicted with the designated time assigned.

DISCIPLINARY RESPONSE PROCEDURES

1. DETENTION:

Students in violation of Level III Offenses will be required to serve a detention assigned for a period of 3:00 p.m.-5:00 p.m. following the completion of the school day. Parents are responsible for transporting their child after detention.

2. IN-SCHOOL SUSPENSION (ISS)

If a student is considered beyond the control of school authority and has not reacted properly to other discipline measures, he/she may be assigned ISS. The teacher on duty in ISS will attempt to contact the student's parent by phone to inform him/her of the problem situation. Time spent in ISS will be used to do assignments assigned by the teacher and/or social skills activities that may include computer based lessons and videos. The student will be given full credit for work completed and will be allowed to take tests and other assignments at appropriate times within the confines of ISS. The student will be segregated from the normal school population as much as possible. If the offense occurs during lunch, he/she will not be allowed to eat with the student population. Restroom breaks and water breaks are at the discretion of the ISS teacher. ISS will also be used when a student has an unexcused absence from an after-school detention (refer to Discipline Grid.)

3. SUSPENSION

In accordance with KRS 158.150, the principal or assistant principal may suspend a pupil up to a maximum of five (5) days per incident. The superintendent may suspend a pupil up to a maximum

of ten (10) days per incident or until the Board of Education meets to consider the charges. In cases of inclement weather, only day's school is in session count toward days of suspension served.

4. STUDENT SUCCESS PROGRAM:

This program is a process for managing the behavior of students who continually violate the student code of conduct.

The program utilizes daily behavioral evaluation software and weekly behavioral analysis to guide intervention. Students may be referred to the program by Committee or the Principal/Assistant Principal. Unsuccessful participation in the Program may result in the filing of Out of Control charges with the CDW/Court System.

5. MADISON COUNTY ALTERNATIVE SCHOOL/DAY TREATMENT

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 his/her own educational needs or the needs of others, the Madison County Board of Education has made available the following resource: Madison County Day Treatment. Madison County Alternative School/Day Treatment Program is a specialized treatment and educational program for both male and female youth, ages twelve (12) through seventeen (17), who present problems of pre-delinquent or delinquent behavior, family dysfunction, and/or are having difficulty in school. Youth with no pending or past delinquent charges are also admitted, due to indications or delinquent and acting out behaviors.

Note: A judge may also order a Day Treatment placement.

6. EXPULSION

Expulsion is the most serious penalty that a school can impose. Since expulsion involves termination of a student's educational rights, our schools are reluctant to use expulsions as the disciplinary method. Clearly, some conduct, especially that which proves a serious or immediate threat to the safety or well-being of students or staff, requires the removal of the offender from the school. The Board may expel any pupil for misconduct as defined in subsection (1) KRS.159.150 provided as follows:

- All students admitted to the common schools shall comply with the lawful regulations for the government of schools.
- Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of another student or school personnel, and/or the threat of force or violence.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

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

- Death or severe illness in the pupil's immediate family,
- Illness of the pupil,
- Religious holidays and practices,
- One day for attendance at the Kentucky State Fair,
- One day for deployment or return of a parent to or from federal active duty, or
- Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to 10 school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value.

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

Four (4) parent notes may be used per semester to excuse absences. One note may cover no more than one (1) day. Notes must be received within three (3) days upon returning to school. Unused notes do not carry over to the next semester.

Any student who has been absent from school without a valid excuse for 3 or more days, or tardy without valid excuse on 3 or more days, is truant. A letter may be sent to the parent when a student becomes truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. At this point, a school official may conduct a conference with the parents. Any additional absences may result in a home visit from the District Attendance Advocate during which a Final Notice may be issued. Any additional absences after the Final Notice may result in referral to court. Absence for less than a half day shall be considered tardiness. When a student transfers between schools, all attendance records also transfer.

DISTRICT/SCHOOL ATTENDANCE POLICY

Students not residing within the geographical area served by Clark-Moores as set by the School Board must complete an approval process before enrolling. This approval must be renewed each school year. Students may be asked to provide proof of residence within the Clark-Moores district in the form of a utility bill.

ENROLLMENT

Requirements for Enrollment:

1. Madison County Schools Enrollment Form (See Attendance Clerk)
2. Proof of Address (a utility bill, rental agreement, etc. – something that shows the legal guardian name and address)
3. Updated Immunization Certificate

4. Physical (within a year)
5. Custody Documents, if applicable

WITHDRAWAL AND/OR TRANSFER FROM SCHOOL

A student who is withdrawing from school must do as follows:

1. Obtain a withdrawal slip from the office and have it signed by each teacher showing that all textbooks have been turned in. Also required is a signature from the librarian showing that all library books have been turned in and fines paid, as well as a signature from cafeteria staff noting all food expenses have been paid in full.
2. The student shall notify his/her first period teacher and the office of the place where he/she will be attending school.
3. Textbooks must be turned in or paid for before withdrawing from school.

CHECK-IN PROCEDURES

When students are tardy to school, they must report to the office for a tardy slip. If a parent does not bring the student to school, he/she will be contacted regarding the student's tardiness. Tardies, as well as absences, are recorded daily in the office. The only exception will be when the bus arrives late. Car problems, oversleeping, traffic, and inexcusable personal reasons will be unacceptable.

CHECK-OUT PROCEDURES

All students who leave school during the day must obtain a check-out slip from the principal's office and have it signed by each teacher whose class they will miss. The student will begin with the last teacher he or she has for the day and work down to the first class he or she is missing. The student should remain in the class until the parent arrives for him or her. Visits are prohibited if a student is not being checked in/out, even if visitors are on the check-out card.

Students may check out and be excused for the following reasons. These check-outs, even though excused, may affect perfect attendance:

- Student illness or illness in the family;
- Death in the family;
- Dental appointment;
- Doctor appointment.

LEAVING SCHOOL DURING SCHOOL HOURS

No student shall be allowed to leave school during the day without permission of the school and parent.

IDENTIFICATION INFORMATION

All students will be provided a Check-Out Card/Emergency Procedure Card at the beginning of the school year. Parents are responsible for completing these cards, seeing that they are returned to school, and updating the cards in case personal information changes (i.e., change of address or phone number, addition/deletion of personnel authorized to pick up the

student, etc.). We strongly encourage parents to provide at least one working phone number that the school can contact them with, even if it is a relative or neighbor. Failure to complete, return, and update the card or provide a working phone number could adversely affect the parent's ability to check out the student and the school's ability to contact the parent in case of an emergency. If the Check-Out/Emergency Card needs to be updated at any time during the school year, it can be changed only by the parent/guardian by coming into the school and presenting ID.

A student will not be permitted to leave school with anyone other than a parent or guardian or a designated person that must appear on the student's check-out card. The parent or guardian must come to the office to check a student out. Parents or whoever is checking the student out must provide the proper identification and sign the school check-out sheet. Students are not permitted to meet a parent in the parking lot or at the front door. No exceptions will be made. This is for your protection, so do not ask us to make exceptions.

OFFICE PROCEDURES

BUS PASS PROCEDURES (When a student needs to ride a bus other than his/her assigned bus)

Parents are responsible for providing a note to the school office and then confirming the note with a follow-up telephone call before 1:00 p.m. to the school office sometime during the school day when the student intends to ride a bus other than his/her assigned bus when leaving school.

MESSAGES AND DELIVERIES

The intent of our school is to provide an atmosphere that encourages teaching and learning and discourages interruptions. For this reason:

- Unnecessary messages for students are discouraged. However, if you have an emergency message, please phone it in before 2:00 p.m. if possible.
- Deliveries of any kind, examples including but not limited to, flowers, balloons, or food, are not permitted during school hours.

VISITORS

Visitors must sign in through the office giving name, reason for visit and time of arrival and wear a visitors badge at all time. At the conclusion of the visit, the visitor will sign out in the office with departure time and return the visitor's badge. Visitors are only allowed for academic (not social) purposes.

TELEPHONE USE

The office telephone is not a "public telephone" and is for emergencies only. This telephone may or may not be available after school hours.

VOLUNTEERS

Clark-Moores welcomes volunteers. For legal and safety reasons, anyone wishing to spend a significant amount of time in the school or accompany students on field trips must complete a free volunteer training offered by the Youth

OTHER POLICIES AND PROCEDURES

DRINKS AND FOOD

Students are not allowed to have any type of drink except clear bottled water in the building (exception lunchroom). Students may not bring drinks in personal containers to school. Students are not allowed to have soft drinks or food in the building (exception for special occasions w/permission).

CHEWING GUM

No gum is allowed in the library or cafeteria.

BACKPACK/CINCH SACK/DUFFEL BAGS POLICY

**Students may bring backpacks/cinch sacks to school and they must be kept in student lockers during the school day. School personnel reserve the right to inspect any backpack/bag/cinch sack that either gives the indication of containing contraband or suspicious items or on a random basis. Any extracurricular carrying bags of any kind must be placed in an area designated by the coach/sponsor of that activity(BEHIND STAGE). Students are responsible for storing these items in the designated area before 8:00 a.m. and should pick them up after 2:50 p.m. However, a student may carry a storage bag for medicinal purposes with the written approval of a doctor or school nurse.

CONFISCATED ITEMS POLICY

Unclaimed items will be disposed of within 30 days after confiscation.

LOST AND FOUND

A lost and found is located in the cafeteria and office. Items in the lost and found may be disposed of on a monthly basis.

LOCKS/LOCKERS

Locks are free for student use. The cost of replacement locks is \$5.00. The school is not responsible for stolen items. Students are responsible for keeping lockers clean, free of any writing, and reporting any misuse, damage, or vandalism immediately. Students shall not share lockers. (Note: Discipline Grid.) All required paperwork and the student fee, must be provided before a locker will be issued.

CAFETERIA/LUNCHROOM POLICY

Meal Prices

Student Paid Lunch	FREE
Student Reduced Lunch	FREE
Student Paid Breakfast	FREE
Student Reduced Breakfast	FREE
Adult Lunch	\$4.00
Adult Breakfast	\$2.75

Payment Procedures

Students may pay by cash or check. Money can be deposited in student accounts for future purchases. Meals and á la carte items may be purchased from student accounts unless otherwise noted. PLEASE NOTE: Student lunch numbers may be used ONLY by the student to which they are assigned. In other words, students cannot allow other students to use their lunch number to purchase a lunch.

Meal Charges

Students are limited to no more than ten dollars (\$10.00) in charges. Charges 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.

Once the charge balance reaches five dollars (\$5.00), parents will be notified and asked to settle the account. Notices will be sent weekly until the account is settled. Once the amount reaches ten dollars (\$10.00), the child will be served a basic meal that meets the minimum nutritional requirements of the school lunch program until the account is settled.

Students who have reached the charge limit:

- Must bring a sack lunch from home or
- A basic meal will be provided: sandwich, fruit, and milk. Parents will be notified by phone and/or letter of the outstanding charges.
- The student's name is turned over to the principal or the principal's designee for corrective action.
- Students with charges cannot purchase á la carte items.
- All accounts must be paid in full before the last five (5) days of school.
- All overdue accounts will be carried over to the next school year. When a child enrolls for a new school year and has an unpaid balance from the previous year, no additional charges will be allowed until all previous balances are paid.

A La Carte Items

1. Á la carte items can only be purchased with cash or from the student accounts.
2. Á la carte items cannot be charged.
3. Á la carte choices can be different at every school.
4. Students approved for free lunch must purchase milk if they bring their lunch.
5. Students approved for free lunch will be charged for a la carte items. To receive a free meal they must take the required food items for their lunch.

Menu Requirements By the Healthy Hunger-Free Kids Act of 2010

1. All students will be required to take either a fruit or vegetable to complete the reimbursable meal requirement.
2. 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.
 3. Students may select all five components.
 4. School must offer 5 food components as listed:
 - Meat/Meat Alternate
 - Fruit
 - Vegetable
 - Grain
 - Milk
 5. 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 859-626-6026 for questions.

Lunch Applications

All applications must be filled out completely before they can be processed.

Household meal applications will be available. On-Line meal applications go to: www.schoollunchapp.com

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 30 days from the first day of school. After 30 days, he/she will be switched to paid lunch status.
3. You must fill out an application every year.
4. Do not fill out an application if you know you do not qualify for free/reduced meals.
5. Foster children must be on a separate application.
6. Families that receive food stamps or K-Tap must list the child's name, social security number, school, and food stamp or K-Tap number. The application must be signed by an adult household member with social security number.
7. Families that are applying based on income must include the total monthly GROSS income of each household member. The application must be signed by an adult household member with 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.

Contact the food service office at 625-6026 with any questions concerning lunch applications.

The following rules and regulations are to be followed in the cafeteria:

1. Chewing gum is prohibited in the cafeteria.
2. Soft drinks are prohibited in the cafeteria.
3. No outside food/drink is permitted in the cafeteria during lunch times.

4. Students are not permitted to leave the cafeteria during lunch period without a hall pass from the staff on duty.
5. Throwing food is not permitted.
6. A student who spills food in the cafeteria is expected to clean it up.
7. Students are expected to be courteous and respectful to the cafeteria personnel.
8. Students are to conduct themselves in an orderly manner and follow all rules and procedures set forth by cafeteria personnel. Students who violate lunchroom rules will be subject to the disciplinary guidelines established by the student handbook. Students could be required to eat in ISS.
9. Car riders that intend to eat breakfast should arrive at school 15 min. prior to the start of the school day and report to the cafeteria.

On-Line Meal Payments

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 - Makes 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 on-line view your student's cafeteria purchases-this option is still available even if you do not make any on-line 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 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 and you will only be charged one convenience fee. If you make deposits individually you will be charged the convenience fee each time. If you have any questions, you can email: Support@myschoolbucks.com

NOTICE: Any student caught stealing food or taking another student's food will be responsible for payment of said food item/items and disciplinary action will be taken in accordance with the CMMS Student Handbook.

INSUFFICIENT FUNDS (ISF) CHECKS

Madison County Schools utilizes a third-party vendor to collect returned checks. The collection company will also access a collection fee. All checks written to Clark-Moores Middle School must have one phone number, a physical address on the check, and have the student's name written on the memo line.

PARKING LOT PROCEDURES/STUDENT PICK-UP/ARRIVAL

1. Parking is permitted only in a lined parking space or in the marked pick-up lane. Parking along the entrance road or other unmarked spaces is not permitted as this blocks bus entrance to the school. Cars are not allowed in the bus lane.
2. Students will not be allowed to check out after 2:30 p.m. without written proof of a doctor's appointment or an emergency situation exists.
3. Students who ride late buses report to designated areas and car riders will report to a designated area. Only bus riders will be dismissed after the last tone sounds.
4. When all buses have cleared school, all car riders will be escorted as a group outside. If their ride is there, they may leave by following the "Car Rider Procedures" that were included in the beginning of the year paperwork.
5. Student Pick-up/Arrival at School. Unless the student is participating in an approved extracurricular activity or riding a late bus, he/she should be picked up no later than 15 minutes after the last tone sounds. Parents who fail to pick up their children within 15 minutes after the last tone sounds will be required to come to school for a mandatory parent conference to discuss alternative travel arrangements. Students shall not arrive at school before 7:30 a.m. Faculty supervision begins at 7:30 a.m. Parents are responsible for supervising their children until that

time.

PERMISSION TO WORK WITH COLLEGE/UNIVERSITY STUDENTS

The Madison County School System is working with colleges and universities in training future teachers. These students are required to write prescriptive educational programs and do practice teaching.

In order to ensure confidentiality of the information and guarantee your child's right to privacy, we will not permit these students to work with your child without your knowledge or consent.

The following college/university student(s) may be working with your child: Occupational Therapy students, Practicum students, Behavior Modification students, Student Teachers, Assessments students, and Psychology students. No personal identification except grade level will be used in any work submitted by the student to the college/university. Students will be under the direct supervision of licensed/certified staff of Madison County Schools. Madison County staff will review all assignments completed by college students to verify removal of confidential information.

By signing the back page of the handbook, parents/guardians grant permission for their child to work with college/university students.

PERMISSION TO VIDEOTAPE/PHOTOGRAPH

At some time during the school year, school or district personnel or other district authorized persons may videotape or photograph classroom activities or special projects in which your child participates during the school day for staff/student evaluative, educational, or public awareness purposes. Peers, faculty, or administrators may view such videotape or photographs. On special occasions such as a videotape or photograph of a class or school play, a general audience may view the film or photograph. School pictures will be taken twice during the school year. These pictures can be purchased and are also used for the yearbook.

Also, by signing the first page of the handbook, parents/guardians grant the school permission to videotape/photograph their children during the school day. Although we will make efforts to comply with your request, bear in mind that we cannot monitor all adults at all times, especially during special occasions when other parents may take pictures or may videotape the event. By signing the front page, you agree that any pictures of your child taken at school may be posted on the school's website. If you choose NOT to have your child's picture posted contact the Library Media Specialist.

STOLEN PROPERTY

Students are to use discretion regarding the items that they bring to school and are responsible for keeping those items secure. The school is not responsible for stolen property.

STUDENT HEALTH SERVICES

Insurance. The Madison County Board of Education carries a student and athletic accident insurance policy. This is a secondary policy. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In case of severe accidents or acute illness, emergency care will be given and the parents notified. Clark-Moores Middle School is not responsible for filing accident claims. Claim forms are available in the office. Students and/or parents are responsible for filing claims. The Madison County School District will provide School Health Clinics in each school staffed with Registered Nurses. Parental Consent Forms for Health Services will be included in the Back to School Packets at the beginning of each school year. Further information on Health Services may be obtained on the District and/or School websites.

SUPPLY LISTS AND STUDENT FEES

Teachers will develop a list of needed school supplies. This list will be available at the school and will be placed at local businesses that sell school supplies.

There is an \$8 student activity fee, which can be waived with an approved free or reduced lunch application.

TECHNOLOGY POLICIES AND PROCEDURES

All technology equipment owned by the Board of Education and/or Clark-Moores Middle School is accessible to its student body to assist in the performance of educational responsibilities (see Madison County Technology 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/her own.

A student shall not:

- Use the school's technology equipment for purposes unrelated to the educational instruction. A fee will be charged to the student printing personal documents of any kind.
- Copy programs from the network/computer terminal for his/her personal use.
- Install programs/games on any of the school's computer terminals/networks. Only authorized personnel may install programs.
- Print unnecessarily.
- Tamper with directories/files other than his/her own.
- Access any unauthorized areas on the Internet (pornography, etc.).
- **Send vulgar or obscene messages through e-mail.**
- **Maliciously deface the equipment in any manner. Examples include, but are not limited to, rearranging keys on the keyboard, placing foreign objects in the CD drive, etc.**

When appropriate, students will be disciplined for not abiding by the county and school technology policies.

Internet and Electronic Mail Access. Students in the Madison County School System will have access to the district network for the Internet and electronic mail (e-mail) at some level. Our

intent is to make Internet access available to further educational goals and objectives, and we are pleased to offer these kinds of educational opportunities to our students. It is our responsibility to advise parents/guardians that students may find ways to access materials that some may find objectionable or offensive. To that end, Madison County Schools support and respect each family's right to decide whether or not to allow Internet and e-mail access. We believe that the advantages of the Internet and e-mail outweigh the disadvantages. To gain access to e-mail and the Internet, all students and parents/guardians must sign and return the Electronic Access/User Agreement Form. If access is not desired, it is the responsibility of the parent/guardian to contact the principal. The student will then be removed from the access list. Rules and Regulations Communications on the network are often public in nature. Student computer files may be reviewed by administrators to ensure that students are using the system responsibly. Teachers will guide students toward appropriate materials. The following are prohibited:

1. Sending or displaying offensive or sexually explicit materials;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computer systems or computer networks;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folder, work, or files;
8. Excessive overuse of online time;
9. Using the network for commercial purposes;
10. Using Hotmail or other non-KETS e-mail services;
11. Responding to or initiating chain letters.

TELECOMMUNICATIONS 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, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, talking on the phone, texting, playing games, social networking, checking the time, taking pictures/video-taping, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Devices shall be turned off and put away PRIOR to entering the building in the morning and should remain off. This includes the gym and cafeteria in the morning prior to the start of school and until the 2:50 bell rings. 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, an administrator may confiscate the device, which shall be returned only to the student's parent/guardian.

2. 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.
3. Students shall comply with the following additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices:
 - Devices may not be visible to staff. Class time ALL devices shall be put in the students locker, turned off, through the entirety of the day.
 - 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.
 - Devices include but are not limited to cell phones, I-Phones, I-Pods, Radios, Ear Phones, smartwatches, etc.
4. Students will be able to call using the phone in the front office if needed.

CRISIS PLAN

The safety and security of every student are extremely important to the staff at Clark-Moores Middle School. In addition to monthly fire drills, we will have earthquake, tornado, and lockdown drills, random locker checks, and wandings as well as a CSEPP drill. CSEPP stands for Chemical Stockpile Emergency Preparedness Program. In case of a chemical hazard from the Blue Grass Army Depot, there are two protective actions that may be used to address the safety of your children:

-Shelter-In-Place.

-Evacuation of all students by bus to Lexington Catholic School in Fayette Co.

According to CSEPP, there are situations when chemicals may be slow moving in the air and other situations when chemicals may move quickly. Depending on the nature of the chemical hazard, CSEPP will instruct the schools and the public as to the best protective action: Shelter-In-Place or evacuation. Alert and notification about these decisions will be made by the countywide siren systems, tone alert radios, and by local radio and cable TV stations.

If we are instructed to Shelter-In-Place, we will do so in our designated area. We will close and lock all windows and doors and shut down our heating/ventilation/cooling system. Please be aware that we will not open the doors for you to pick up your child if this protective action is taken. *If we are instructed to evacuate, all students will be moved by bus to Lexington Catholic High School.* The eight buses to be used for this evacuation procedure are already parked on site at Clark-Moores, and staff members have been trained and certified to drive them.

Throughout this entire procedure, your child will be supervised and protected to the best of our abilities. Please do not come to Clark-Moores to pick up your child because you

will only hamper the evacuation process. You should plan to pick up your child at Lexington Catholic High School. Only those people identified on the student release card will be allowed to pick up your child. For questions or concerns, please feel free to contact the school at 624-4545.

In the event that we must evacuate the school grounds for other reasons students will be taken by bus to Independent Opportunities on U. S. 25 South (Berea Road) just past Clark-Moores Middle School on the right.

A detailed Crisis Management Plan is on file in the Clark-Moores Middle School Office.

SCHOOL PROGRAMS

RENAISSANCE PROGRAM

What is the Renaissance Program?

The Renaissance Program is an extensive student incentive program offered to encourage and motivate student learning and achievement. It is a Program Dedicated to Excellence in Attendance, Academics, and Attitude Of Our Staff and Students. Every Brave. Every Day!

How to Become a Renaissance Student

All Renaissance students must have no unexcused absences or tardies, no discipline referrals in the office or ISS, at least a 2.0 GPA, and no F's on a report card. This is reevaluated every grading period.

What happens When You are a Renaissance Student?

Renaissance students receive rewards and are given privileges that no other students have. The rewards and privileges depend on what level of Renaissance card a student earns.

Different Renaissance Levels

Silver Level

- no unexcused absences or tardies
- no more than 1 discipline referral
- 2.0-2.99 GPA
- no F's on their report card

Rewards:

- 1 dress down day per grading period
- Eligible to win prizes at Rallys
- Eligible to receive other rewards throughout the year

Gold Level

- no unexcused absences or tardies
- no discipline referrals
- 3.0-3.99 GPA
- no F's on their report card

Rewards:

- 2 dress down days per grading period
- Eligible to win prizes at Rallys
- Eligible to receive other rewards throughout the year
- Half price entry into CMMS home games

Platinum Level

- no unexcused absences or tardies

- no discipline referrals
- 4.0 GPA
- no F's on their report card

Rewards: 1 dress down day per grading period

- Eligible to win prizes at Rallys
- Eligible to receive other rewards throughout the year
- Free entry into CMMS home games

Rallys:

- Students will be invited to attend a Pep-Rally at the conclusion of each 9 weeks as a reward for their hard work that grading period. Students who achieve Renaissance status will also receive perks during this rally above simply getting to attend.

Kings Island Trip -All students who earn Platinum status for at least 2 grading periods may be invited to attend a full day Kings Island trip at the end of the school year!

Renaissance Cards

Renaissance cards will be issued to all Renaissance students after the first grading period. The first card is free of charge. You may not receive any Renaissance privileges unless you have a valid, punched Renaissance Card. If you lose your Renaissance card, you must pay \$5.00 to the identified staff member to receive a new one. You should expect to wait approximately one week for a new card. On Renaissance **Dress Down Days**, you must have a valid punched card to show to your first period teacher in order to dress down. If you do not have your card, you will be required to visit the Youth Service Center to change into dress code appropriate clothing.

STUDENT OF THE MONTH

Students that are recognized as "Students of the Month" may have their name and picture posted on the school website. By signing the signature page in this handbook you are agreeing to have your child's name and picture on our school website should he/she be chosen "Student of the Month". If you choose NOT to have your child's name a picture posted contact the Library Media Specialist.

DANCES

Dances will typically be from 5:30-8:30. Students cannot stay after school waiting for the dance. Students who have 6 or more unexcused absences, owe fines or fees may not attend any dances. Students who have had an out of school suspension, after school detention, or 2 or more full days of ISS since the last dance may not attend. Parents must be in the parking lot by 8:15.

LIBRARY

In order to offer a larger variety of books to our students, the Bookmobile of the Madison County Library will be visiting Clark-Moores. Students who choose to check out books from the Bookmobile must have a Madison County Public Library card. Like the library, the bookmobile has a variety of books that includes picture books and adult books and the bookmobile workers will not police what your child checks

out. Clark-Moores will not be responsible for the books your student checks out from the bookmobile.

ELIGIBILITY REQUIREMENTS AND EXTRA-CURRICULAR ACTIVITIES

Overview

The purpose of extracurricular/interscholastic athletic activities in the middle school is to enhance the overall educational experience for the student. Participating in extracurricular activities is a privilege that requires dedication, responsibility, a good work ethic, and time management skills.

Participation

1. Elementary 5th grade students from CMMS feeder schools may participate at the middle school level, if that sports team is unable to complete a roster without 5th grade.
2. Clark-Moores Middle School is governed by the By-laws of the Commonwealth Middle School Athletic Conference (CMSAC).
3. Any issue not covered by the CMSAC By-Laws will be governed by the Kentucky High School Athletic Association.
4. Activities not covered by the CMSAC or KHSAA will be governed by the Clark-Moores Athletic Department and/or school handbook.
5. There may be financial expenses involved in sports/extra-curricular activities. If circumstances arise and expenses cannot be paid, special arrangements must be made between the guardian, coach/sponsor and an administrator.
6. All expenses incurred during a sport/extra-curricular activity must be paid in full or an arrangement made with coach and administrator prior to the student participating in another sport or extra-curricular activity.

GENERAL EXPECTATIONS FOR PARTICIPANTS OF EXTRA-CURRICULAR ACTIVITIES

At Clark-Moores Middle School, coaches, sponsors, and staff members put emphasis on academic performance, as well as performance in extracurricular activities. The purpose of this policy is to stress the importance of the well-rounded student, and to inform both the students and parents of what is expected. Expectations at Clark-Moores Middle School are:

1. Students who participate in physically demanding extracurricular activities must have a completed KHSAA Sports Physical Form signed by a physician/nurse practitioner on file with the school nurse (good for one calendar year) prior to clinics, camps, tryouts and participation in such activities.
2. Parents must obtain medical insurance for their child. This can be a private plan or a policy obtained through school. Students must show proof of medical insurance before participation.
3. Participants will conduct themselves appropriately at all times before, during, and after the athletic contest.

4. Parents are expected to show support for our team and behave in a manner that is above reproach by the coach or administrator from CMMS or the opposing team.
5. All teams may have team-specific expectations, which all participants must follow.
6. The student may be removed from the program if the parents do not abide by team rules.
7. The parents will make arrangements for their child to be picked up on time according to guidelines established by the coach/sponsor. Failure to do so may result in removal of the child from the activity.
8. Students will leave the building immediately following activities. Students will not be permitted to remain in the building unless they are with their coach/sponsor.
9. Students involved in after-school activities are responsible for staying within the supervision of their coaches/sponsors. This includes going to nearby restaurants or stores before games.
10. A copy of the eligibility policy will be given to the participating student and their parent/guardian at the beginning of the season. Both the participating student and the parent/guardian must sign and return an acknowledgement form stating that they have received a copy of the eligibility policy and understand all aspects of the policy. The acknowledgement form must be returned prior to the student's participation in any event or athletic contest. The acknowledgement form will be kept on file with the coach/sponsor.

ACADEMIC ELIGIBILITY OF PARTICIPANTS OF EXTRA-CURRICULAR ACTIVITIES

The principal or designee will conduct eligibility checks weekly. The list of ineligible students will be communicated with head coaches and administrators. The ineligibility period will run from Monday to Monday of the following week. The list of ineligible students will be official and can only be altered by the principal or an assistant principal. The first grade check of the school year will take place at the beginning of the 3rd full week of school. In order to maintain their eligibility, students must meet the following academic requirements:

1. Academic eligibility will be determined by a weekly eligibility check of each student's cumulative average for each class during each nine week grading period. The Athletic Director will report to the coaches those students that are ineligible for practice/play that week.
2. The middle school student/athlete must maintain a weekly minimum of a 2.0 GPA with no F's.
3. At the weekly grade check if a student does not have a 2.0 GPA or has a "F", the student is placed on probation but may continue to practice and play the sport/activity. (Probation can be granted only one time per season). At the next weekly grade check if the student still does not have a 2.0 GPA and no

"F's", then the student is suspended from the sport/activity and may not participate in practices or play until the 2.0 GPA and no "F's" are maintained (which is determined at the next weekly grade check). Any coach who knowingly plays an ineligible player will result in the forfeiture of the game(s) the player took part in and will also make the player ineligible for the next scheduled game.

ATTENDANCE/DISCIPLINARY OF EXTRA-CURRICULAR ACTIVITIES

1. A student must be in attendance on game/activity day a minimum of ½ day (3 ½ hrs.) and any check in or check out must be an excused absence in accordance with the CMMS Attendance Policy
2. Three (3) unexcused absences or tardies from school -one (1) game suspension; six (6) unexcused absences or tardies from school -dismissal from team.
3. In-School Suspension (ISS), After-School Detention, Saturday School, and Suspension:
 - a. Students who are assigned In-School Suspension (ISS) for any portion of the school day will be suspended from all extracurricular activities the day ISS is assigned.
 - b. Students who are assigned an after-school detention will be suspended from all extracurricular activities until the detention is served.
 - c. Students who have been suspended from school will be suspended from the sport/activity for the length of the suspension and at least two games. Example: If a student is suspended for 3 days, he/she is suspended from the extracurricular activities the day the suspension is assigned and the 3 days of suspension. If games/activities do not occur on the day of suspension or within the 3 days of the suspension, the student will be suspended from the next two scheduled games/activities.

STUDENT CLUBS, COMMITTEES, COUNCILS AND ORGANIZATIONS

Students will be offered many opportunities to get involved in a variety of clubs, committees, and student councils. Some may have academic requirements for membership. Please encourage your child to always listen to the daily announcements that begin and end each school day for information about these activities. Clubs/Organizations may include but are not limited to Jr. Renaissance, leadership, band, art club, STLP, First Priority, Academic Team, Mock Trial, etc.

GUIDANCE PROGRAM

The Goal of Counseling Is To Help You Understand Yourself...

Ways your school counselor can help you.

- Difficulty in adjusting to school.
- Conflicts with friends or family members.

- Personal loss or grief (divorce, death, etc.).
- Understanding your talents and weaknesses.
- Grades, study habits, and testing.
- Making career plans --first jobs.
- Health problems --where to get help.
- Needs for various kinds of information.

In serving as a student's friend and helper, the school counselor provides individual and group counseling sessions for students to help them gain an understanding of themselves and find an identity. Your school counselor also works with teachers, parents, social workers, the school nurse, and community agencies to meet the many needs of students. How can a student get an appointment with the counselor? Feel free to come by the guidance room or leave a note in the counselor's mailbox. Your school counselor is looking forward to meeting you.

PARENT-TEACHERS CONFERENCES

Parent-teacher conferences will be held at least twice each year.

YOUTH SERVICES CENTER

The Youth Services Center will provide services such as counseling for youth, drug/alcohol abuse counseling, and family crisis and mental health counseling. Additional services include a program to develop self-esteem, a big sister/brother program in the schools to promote better student/teacher relationships, and a program to provide positive adult role models for youth.

Kim Quinlan, Youth Services Center Director 624-2291

MISCELLANEOUS

ASBESTOS MANAGEMENT PROGRAM

Inspection of the Madison County Schools of asbestos-containing materials has been completed and a Management Plan is available for viewing at the superintendent's office between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. Management Plans for individual schools may be seen at the principal's office during the same hours. This notification is required in accordance with the Environmental Protection Agency's Regulation 40 CFR Part 762.93(e)(10) of the EPA Asbestos-Containing Materials in Schools, Final Rule and Notice.

DIRECTORY INFORMATION/STUDENT RECOGNITION

Federal and state regulations allow schools to release "Directory Information. Otherwise, student information can be released only by a validly issued subpoena, court order, or written consent of the parent/guardian. Directory information is defined as: student's name, address, telephone listing, date of birth, place of birth, participation in school recognized sports and activities, height/weight, dates of attendance, awards received, major field of study, and most recent previous educational agency or institution attended by the

student. Also, we may at some time recognize your child's achievement on state/local assessments by listing his/her name on a plaque located in the hall for public viewing and by publishing an honor roll in the local newspaper. If you do not wish us to release either directory information or place your child's name on a recognition plaque or honor roll, please notify the principal in writing of your specific request.

INTEGRATED PEST MANAGEMENT

Dear Parent/Guardian or School Employee:

The Board of Education has implemented a program of Integrated Pest Management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks. All individuals applying pesticides will be properly certified in keeping with applicable legal requirements. If you wish to be notified 24 hours in advance of a planned pesticide application or as soon as possible when an emergency application is necessary, please register at the front office of the school. Employees assigned to a non-school work site may register at the Central Office.

JAPANESE HOMESTAY PROGRAM

The program of exchange visits between Madison County and Japan emanates from the SISTER REGION AGREEMENT which was signed in 1990 between Madison County Fiscal Court and four towns in the Yatsugatake area of Japan: Kobuchisawa, Oizumi, Nagasaka, and Tankane. The Madison County International Committee and the Yatsugatake International Committee, with the help of the Kiyosato Educational Experiment Project (KEEP), administer the three exchange programs. The Homestay Program for middle school students is one of these programs.

Student representatives are chosen from each of the following middle schools: Berea Community School, Clark-Moores Middle School, Foley Middle School, Madison Middle School, Farristown Middle School and Model Laboratory Middle School. American students and their families

host a Japanese student on even numbered years of the two-year commitment. On odd numbered years, American students with middle school chaperones visit Japan where the Japanese Host family provides for the needs of the American student. Applications will be available at each of the participating schools beginning in February of each cycle.

MADISON COUNTY BOARD OF EDUCATION

TITLE IX GRIEVANCES PROCEDURES

Title IX of the Educational Amendment became law on July 21, 1975. This law provides, in effect, that no person in the United States shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Pursuant to the regulations of Title IX, the Madison County Board of Education has legally notified all of its students, parents of

students, educators, and employees that it does not discriminate on the basis of sex in the educational programs or activities it operates, and that it is required by Title IX, pursuant to regulations, not to so discriminate. In compliance with Title IX, the Madison County Board of Education has appointed Clara Parrish to be responsible for the coordination of compliance with Title IX, and she will be available for consultation in regard to any complaints arising out of alleged discriminatory practices. In further compliance with the regulation, the Board has adopted the following grievance procedure.

GRIEVANCE PROCEDURES FOR RESOLUTION OF STUDENT AND EMPLOYEE COMPLAINTS RELATING TO TITLE IX

Those persons, students, and employees of Madison County Board of Education who wish to file a complaint with the Madison County Board of Education regarding discrimination based upon sex and in violation of the provision of Title IX and the Education Amendments of 1972 shall be afforded hearing procedures on said grievance set forth as follows:

1. All grievances shall be submitted, in writing, dated, and signed by the grievant to the Title IX Coordinator. This should be done only after the grievant has first conferred with the building principal, job supervisor, or superintendent about the grievance.
2. The grievant, if dissatisfied, shall submit all grievances in writing, dated and signed by the grievant, to the Title IX Coordinator.
3. Upon receipt of said written grievance, the Title IX Coordinator shall render a written decision within ten (10) days of the filing of the grievance; said written decision shall be mailed to the grievant's last known address by certified mail with a return receipt requested. A copy of said decision shall be filed with the superintendent of schools. The Title IX Coordinator, if necessary, shall consult with a grievance committee which will be composed of teachers, students, and non-certified employees of the Madison County Schools.
4. The grievant, if dissatisfied with the decision of the Title IX Coordinator, shall have fifteen (15) days within which to file a written notice of appeal with the superintendent of schools. This written notice of appeal shall be dated and signed by the appellant/grievant.
5. Upon receipt of said written notice of appeal, the superintendent shall schedule a hearing of the appeal before the full Board of Education within fifteen (15) days after the receipt of said notice of appeal. At such hearing, the appellant/grievant shall be entitled to representation by an attorney.
6. The appellant/grievant shall be notified in writing by certified mail of the time and place of said hearing.
7. After completion of the hearing, the Board shall

render a written decision by certified mail.

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.



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.