Student Handbook

2025-2026

B. Michael Caudill Middle School

1428 Robert R. Martin Bypass
Richmond, KY 40475
Phone: 859-625-6172 Fax: 859-387-5008
bmcms.madison.kyschools.us

"Every Student, Every Day!"

AT BMCMS WE BELIEVE…

- Higher expectations yield higher results.
- ALL students reach their fullest potential in a caring, productive, and effective learning environment.
- Parents who understand and respect the educational process and its value are involved in all aspects of a child's life to improve student success.
- Effective schools have open communication and collaboration with involved community members, trained professionals, and active parents.
- Leaders must utilize best practice along with genuine respect for others.
- Effective leaders build capacity in those around them and are essential for long-term success.
- Students and staff thrive in an environment with appropriate and effective resources.
- Attention to physical and emotional barriers is necessary before students can reach full potential.
- All students and staff have the right to be safe and secure at school.

ADMINISTRATION

A.J.
Chandler…….Principal
Amy
Conley……..……..Assistant Principal

SITE-BASED DECISION MAKING COUNCIL

A.J.
Chandler.……..Principal
Justin
Cobb…..……..……..Parent
Jared
Dwyer…….……..Teacher
Jamie
Easter……..……..……

..……Parent
Allyson
Harrison..……...……..…….
…….……Teacher
Randal
Warford……...……..…..
…….Teacher

GUIDANCE COUNSELOR

Rhea
Parks…..……...…….……...…..
Guidance Counselor

MEDIA CENTER

Allyson
Harrison..……..……..……
…Media Specialist

SCHOOL NURSE

Brandi Ward,
RN…..……..……..……..…
……...….. Nurse

YOUTH SERVICE CENTER

Jaimie
Winkler..……..……..…
……...…..…Director

OFFICE STAFF

Mary Lynn
Richardson.……..……...…..…Attendance
/Registrar
Shaunna
Everly……...…..…..……..…….Administra

tive Secretary
Kelli
Steele……..……..…….……...…B
ookkeeper/Treasurer
Doris
Preston.……..……..…….……...……..
.Cafeteria Manager
Ernie
Taylor..……..……..…….……
……..…Head Custodian

CALENDAR

August 13, 2025	First Day of School for Students
September 1, 2025	No School – Labor Day
September 19, 2025	No School – Professional Day for Teachers
October 3, 2025	No School – Professional Day for Teachers
October 6-10, 2025	No School – Fall Break
November 5, 2025	No School – Election Day
November 26-28, 2025	No School – Thanksgiving Break
December 22-31, 2025	No School – Winter Break
January 1-2, 2026	No School – Winter Break
January 5, 2026	First Day back from Winter Break
January 16, 2026	No School – Professional Day for Teachers
January 19, 2026	No School – Martin Luther King, Jr. Day
February 16, 2026	No School—Professional Day for Teachers
March 20, 2026	No School—Flex Professional Day for Teachers
April 6-10, 2026	No School – Spring Break
May 19, 2026*	Last Day of School for Students

**Date may change due to Inclement Weather*

CANCELLATION OF SCHOOL

In case of inclement weather, radio stations WKXO Berea and WEKY Richmond will announce any school closings. Television stations, WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 also show school closings.

Academics

DAILY SCHEDULE

*The daily schedule may be amended for special programs or club days.

1st Period: 8:00 – 9:04

2nd Period: 9:08 – 10:08

3rd Period: 10:12 – 11:12

4th Period: 11:16 - 12:47 (Lunch)

5th Period: 12:51 – 1:51

6th Period: 1:55 – 3:00

CURRICULUM

B. Michael Caudill Middle School uses district, state, and national documents and guidelines for the selection of curriculum that is taught in the school. For more information about these documents and guidelines visit the following websites:

B. Michael Caudill Middle School	bmcms.madison.kyschools.us
Madison County Public Schools	www.madison.kyschools.us
Kentucky Department of Education	www.kde.state.ky.us/KDE/

GRADING SCALE

Grade	Letter Grade	Point Value
90 – 100	**A**	4
80 – 89	**B**	3
70 – 79	**C**	2
60 – 69	**D**	1
0 – 59	**F**	0

GRADING PERIOD

A progress report will be distributed each 9 weeks. The grades for a 36 week class will be posted to the transcript and calculated into the GPA each semester. A semester course lasting

18 weeks only will earn one half credit with a grade posted to the transcript and calculated into the GPA at the close of the semester.

HOMEWORK

Purpose of Homework:

The following should be regarded as the primary, but not the only, purposes of homework:

1. Reinforcement/revision/review of work done in class
2. Extension/enrichment of work done in class
3. Encouragement of independent learning
4. Preparation for future classes

General Purposes:

The following should be adhered to in constructing homework assignments. It should be understood that all principles do not apply to each homework assignment.

1. Homework is defined as assigned work to be completed outside class time that is clearly related to ongoing classroom work.
2. Homework standards shall encompass amounts and types of reasonable homework assignments by grade level.
3. Each grade level/team shall establish reasonable and appropriate homework assignments.
4. 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(s) and submitting it to the classroom teacher on the day that it is due. Students are responsible for making up assignments due to an absence.

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 services. Students 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.

INTERVENTION PROGRAMS

We have developed a comprehensive practice of interventions that take place daily in the

schedule for students to receive intervention specific to their individual needs.

INFINITE CAMPUS PARENT PORTAL ACCESS

Parents wishing to access student grades attendance and student schedule through Infinite Campus' Parent Portal. Infinite Campus also offers a free application to download to smart phones called "Campus Portal".

INFINITE CAMPUS ACCESS FOR STUDENTS

- Go to www.madison.kyschools.us
- Click on the **Parent** tab at top of the page.
- Click on the **Infinite Campus** tab at the left of the page.
- Click on Campus Student
- Accept the terms and conditions.
- Log in. Username
- My username is: _____
- Enter Password
- My password is: _____
- Click on Schedule and then the class you would like to see.

GUIDANCE AND COUNSELING SERVICES

The Guidance Department provides a very important service to the total school population. Students, parents, and teachers are encouraged to use the services provided by the guidance counselors on all matters pertaining to school, personal problems, and future occupation and educational plans.

Parents wishing to consult with the counselor may make an appointment by calling 859-625-6172 between the hours of 8:00 a.m. and 3:00 p.m. If necessary, special appointments after the normal school hours may also be made.

MEDIA CENTER

The media center will be open from 8:00 a.m. to 3:00 p.m. daily. All students must have a signed media center pass before they enter the media center. The time that the student leaves the classroom and reason for going to the media center must be recorded on the pass. The media specialist will record the exit time.

ATHLETICS

The interscholastic athletic program at B. Michael Caudill Middle School is governed by the rules of the Kentucky High School Athletic Association and student athletes must comply with:

1. Have passed the number of subjects or credits as required by the Kentucky High School Athletic Association and B. Michael Caudill Middle School.
2. Have school insurance or a family policy that covers the student in athletic events.
3. Report any injury to the head coach.
4. Be of good character, clean habits, and be in good standing in school.
5. Have a current KHSAA required sports physical examination by a doctor, nurse practitioner or doctor of orthopedic medicine, have parental consent in writing, and an up to date immunization certificate (Regular heath physical is not acceptable.)
6. An athlete must maintain eligible academic standing. Any athlete not meeting this criteria will be ineligible to play until the next grade check is completed.

BMCMS participates in the following sports: archery, baseball, basketball, cheerleading, dance, football, soccer, softball, track and volleyball. Any student that participates in extra-curricular activities shall adhere to the same discipline procedures that are followed during regular school days.

ELIGIBILITY REQUIREMENTS FOR ATHLETES AND EXTRACURRICULAR ACTIVITIES

The Athletic Director, with the aid of a guidance counselor, will check student athlete grades. Students participating in B. Michael Caudill Middle School extracurricular activities are expected to pass all classes.

- Grade checks will be done throughout the duration of the extracurricular activity. Grade checks will be conducted bi weekly.
- Students must have a cumulative grade average of 2.0 or better to be eligible for extracurricular activities.
- Students must be passing all classes to be eligible for extracurricular activities.
- Students failing one or more classes or having a cumulative grade average below 2.0 will be placed on probation for a period of one week and will participate in extracurricular activity events. At the end of the one-week period of probation, the grade(s) will be checked for eligibility. If the student-athlete's grade remains below the eligibility benchmark, the student-athlete will be ineligible until the next grade check,
- The athletic director is responsible for making sure grade checks occur.
- Students turning in required work and making satisfactory academic improvement will be allowed to rejoin the team or squad if grades meet the criteria listed.

STUDENTS WITH DISABILITIES

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

SUSPENSION

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

TRUANCY (KRS 159.150)

Any student who has been absent or tardy without a valid excuse for three or more days is truant. Any child, who has been reported as truant two or more times, is considered a habitual truant. Whenever possible, the parent/guardian will be notified by the school concerning school absences. When a child is checked out of school documentation must be provided for the reason of the check-out for it to be excused. This documentation shall be for the same reasons as any other absence to be excused.

Any student who has <u>not</u> reached the age of 21 is subject to the truancy laws.

ATTENDANCE/TARDINESS/CHECK-OUTS/LATE ARRIVALS/TRUANCY

<u>ATTENDANCE (KRS 159.010) – EXECUSED ABSENCES</u>

1. The following reasons will be accepted as an excused absence:
    a. Death or severe illness in the pupil's immediate family.
    b. Illness of pupil. Doctors note is required or a parent note on limited basis (student may use a total of **<u>FOUR</u>** PARENT NOTES (absences) **<u>TWO</u>** PARENT NOTES (tardies) PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted within five days of the absence. Each note will excuse only 1 day absence or 1 tardy/check-out. (For multiple days a student should have a doctor's statement.)
    c. Religious holidays.
    d. One day for attendance to the KY State Fair.
    e. Other valid reasons as determined by the principal, i.e. court appearances and doctor/dental appointments.
2. A phone call will be made to the parent contact number via the Send system regarding daily absences.
3. A letter will be sent home after the third unexcused absence. A Final Notice will be sent home one the student reaches 6 unexcused absences. Court system mediation for

habitual truancy will occur if the student continues to have further unexcused absences.

Excused Absences	Required Documentation
1. Illness, medical appointment	original doctor's note, note from parent
2. Court appearance	court clerk, Judge verification
3. Funeral/Immediate Family	Verification of funeral
4. Family emergencies	note from parent
5. Religious holidays	note from parent
6. School approved trips	provided by school staff
7. College visits*	note from school

Students are allowed three college visits, to count as excused absences, with appropriate documentation from the school and from the student's parent/guardian.

MAKE-UP WORK

MCBOE Absences and Excuses Policy 09.123

- Students shall be allowed the same number of days to complete make-up work, as they were absent, plus one (1).
- If a student is excusably absent for only one (1) day, he or she may secure a make-up assignment when he or she returns to school.
- If a student is excusably absent for more than one (1) day and there is a desire to secure make-up assignments before the student returns to school, a request for assignments may be made by calling the Principal's office or the counseling office.

Work may be made up for unexcused absences at the discretion of the teacher involved.

TARDIES

Students are to be on time and be in each class each day. All students arriving tardy to school will report to the front office. Upon the 4th tardy, a discipline referral will be completed by the classroom teacher. Tardies to school are looked at by the courts the same as an absence according to truancy laws.

EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons.

- Death or severe illness in the pupil's immediate family.

- Illness of pupil. Doctors note is required or a parent note on limited basis- (student may use a total of TWO PARENT NOTES PER 18 WEEKS for any tardies. The note must be submitted within 5 days of the tardy. Each note will excuse 1 tardy/check-out.
- Religious holidays.
- One day for attendance to the KY State Fair.
- Other valid reasons as determined by the principal, i.e., court appearances and doctor/dental appointments.

Procedures for Documenting Excused Absences and/or Tardies

A student has 5 days following an excused absence to bring in documentation or verification or the absence is recorded as unexcused. **Excuses brought in after 5 days are not accepted.** Students are to present a parent note or excuse to the attendance office upon return to school. Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.

PARENT NOTES should include the following information:

- Student's First & Last name (please no nicknames)
- Student's Grade
- Date and reason for absence
- Signature of parent
- Parent's day and night phone number
- Use of a forged parental note is a violation of the Discipline Code and the student will not be permitted to use a parental note for future absences.

NO MORE THAN 4 DAYS (ABSENCES) PER SEMESTER USING PARENT NOTES WILL BE ACCEPTED AS EXCUSED.

CHECK-OUTS / LEAVING SCHOOL DURING THE DAY

- Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.
- If a student checks out, they must present required documentation for their class absence(s) to be excused.
- Absences caused by checkouts are subject to the same rules and procedures that govern other absences from school.
- A parent's signature on a check-out log is **NOT** considered to be documentation for an excused absence. Students who are checked out must provide required documentation

(see below).

Checkouts from school are permitted for the following reasons:

Reasons	**Required Documentation**
1. Court Appearance	Summons, subpoena
2. Funeral	Obituary
3. Illness at school	See Below*
4. Family Emergencies	See Below*
5. Medical Appointments	Doctor's note

(*every effort should be made to make these appointments before or after school)

- Absences for any reason other than those listed above are **UNEXCUSED.** No make-up work will be accepted for any unexcused absence.

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 before 2:00 p.m.

SCHOOL AND CLASS FEES

1. All students will pay an $8.00 flat fee. This will include the rental of instructional books and locker, instructional fee, class fee, library card, first photo ID, etc.
2. No refunds will be made at the end of the school year.
3. The proper request form must be completed before a refund can be made.
4. Fees will be collected by staff. Any policy is subject to KRS 160.330 which states: The board may furnish necessary school supplies free of charges to indigent students. Students who qualify and participate in the free lunch or reduced price lunch program may apply for free textbooks or reduced price textbooks.

TEXTBOOKS AND TEXTBOOK LOAN

All basic texts are loaned to students for his/her use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure that the student's name, grade, and classroom teacher's name are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. A student who loses or damages a textbook will not be permitted to pre-register for the following school year until his/her record has been cleared. (Transcripts of grades will not be released after withdrawal unless the student's record is clear.)

LOCKERS/INCLUDES P.E. LOCKERS

DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKERS! THE SCHOOL CANNOT BE RESPONSIBLE FOR ARTICLES LOST OR STOLEN.

Locks and lockers are supplied by the school. Do not give your combination to other students. Lockers are assigned at registration and by the homeroom teacher. Students are encouraged to keep their lockers in good condition. Should a student lose a lock the cost to replace a missing lock is $5.

MARKING ON LOCKERS OR APPLYING STICKERS TO LOCKERS IS CONSIDERED VANDALISM AND IS STRICTLY PROHIBITED. Disciplinary action may be taken if this rule is disobeyed. Trash, pop cans, and bottles are not to be kept in lockers. Locker problems should be referred to the Finance Office personnel. The locks and lockers are property of the school and school officials have the right to inspect lockers at any time.

P.E. lockers are to be assigned by the P.E. teachers. There should be only one student per locker. The above rules apply to P.E. lockers as well. Students are responsible for supplying P.E. locks.

CELLULAR DEVICES

Students store their cellular device in their lockers. Cellular devices include but are not limited to cell phones, smart watches, etc.

DRINKS, FOOD AND CHEWING GUM

Students are not allowed to have any type of drink except water in the building (except lunchroom). Students are not allowed to have soft drinks or food in the building (except for lunchroom and/or special occasions with permission). No gum is allowed in the building.

EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons.

- Death or severe illness in the pupil's immediate family.
- Illness of pupil. Doctors note is required or a parent note on limited basis- (student may use a total of TWO PARENT NOTES PER 18 WEEKS for any tardies. The note must be submitted within 5 days of the tardy. Each note will excuse 1 tardy/check-out.
- Religious holidays.
- One day for attendance to the KY State Fair.

- Other valid reasons as determined by the principal, i.e., court appearances and doctor/dental appointments.

Procedures for Documenting Excused Absences and/or Tardies

A student has 5 days following an excused absence to bring in documentation or verification or the absence is recorded as unexcused. **Excuses brought in after 5 days are not accepted.** Students are to present parent note or excuse to the attendance office upon return to school. Parent/guardian phone calls will not be allowed as excuses for absences, tardies, or check-outs. Required documentation is needed.

PARENT NOTES should include the following information:

- Student's First & Last name (please no nicknames)
- Student's Grade
- Date and reason for absence
- Signature of parent
- Parent's day and night phone number
- Use of a forged parental note is a violation of the Discipline Code and the student will not be permitted to use a parental note for future absences.

NO MORE THAN 4 DAYS (ABSENCES) PER SEMESTER USING PARENT NOTES WILL BE ACCEPTED AS EXCUSED.

CHECK-OUTS / LEAVING SCHOOL DURING THE DAY

Parent/Guardian phone calls will not be allowed as excuses for absences, tardies or check-outs. Required documentation is needed. If a student checks out, they must present required documentation for their class absence to be excused. Checkouts from school are permitted for the following reasons:

Reasons	**Required Documentation**
1. Court Appearance	Summons, subpoena
2. Funeral	Obituary
3. Illness at school	See Below*
4. Family Emergencies	See Below*
5. Medical Appointments	Doctor's note

(*every effort should be made to make these appointments before or after school)

Absences for any reason other than those listed above are **UNEXCUSED.** No make-up work will

be accepted for any unexcused absence.

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 before 2:00 p.m.

SCHOOL AND CLASS FEES

1. All students will pay an $8.00 flat fee. This will include the rental of instructional books and locker, instructional fee, class fee, library card, first photo ID, etc.
2. No refunds will be made at the end of the school year.
3. The proper request form must be completed before a refund can be made.
4. Fees will be collected by staff. Any policy is subject to KRS 160.330 which states: The board may furnish necessary school supplies free of charges to indigent students. Students who qualify and participate in the free lunch or reduced price lunch program may apply for free textbooks or reduced price textbooks.

TEXTBOOKS AND TEXTBOOK LOAN

All basic texts are loaned to students for his/her use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure that the student's name, grade, and classroom teacher's name are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books. A student who loses or damages a textbook will not be permitted to pre-register for the following school year until his/her record has been cleared. (Transcripts of grades will not be released after withdrawal unless the student's record is clear.)

LOCKERS/INCLUDES P.E. LOCKERS

DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKERS! THE SCHOOL CANNOT BE RESPONSIBLE FOR ARTICLES LOST OR STOLEN.

Locks and lockers are supplied by the school. Do not give your combination to other students. Lockers are assigned at registration and by the homeroom teacher. Students are encouraged to keep their lockers in good condition. Should a student lose a lock the cost to replace a missing lock is $5.

MARKING ON LOCKERS OR APPLYING STICKERS TO LOCKERS IS CONSIDERED VANDALISM AND IS STRICTLY PROHIBITED. Disciplinary action may be taken if this rule is disobeyed. Trash, pop cans, and bottles are not to be kept in lockers. Locker problems should be referred to the Finance Office personnel. The locks and lockers are property of the school and school officials have the right to inspect lockers at any time.

P.E. lockers are to be assigned by the P.E. teachers. There should be only one student per locker. The above rules apply to P.E. lockers as well. Students are responsible for supplying P.E. locks.

CELLULAR DEVICES

Students store their cellular device in their lockers. Cellular devices include but are not limited to cell phones, smart watches, etc.

Cell Phone Policy Violations

- 1st Offense - Phone is taken to the front office, the offense is logged, and student may pick up device at the end of the school day.
- 2nd Offense - Phone is taken to the front office, the offense is logged, and a parent/guardian may pick up device at the end of the school day.
- 3rd Offense - Phone is taken to the front office, the offense is logged, a parent/guardian may pick up device at the end of the school day, and a disciplinary referral is issued.

DRINKS, FOOD AND CHEWING GUM

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 in the school. Students are not allowed to have soft drinks or food in the building (exception for special occasions w/permission. No gum is allowed in the building.

RETURNED CHECKS

The Madison County Board of Education has entered into an agreement with Payliance, Inc. for the collection of all returned checks. Returned checks are automatically forwarded by the district's banks directly to Payliance. Payliance will contact the issuer to collect the face amount plus their collection fee. Failure to respond will result in the check being re-presented to the bank electronically along with applicable collection fees.

STUDENT HEALTH SERVICES

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

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

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

Confidentiality:

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

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

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

A student who is ill should report to his/her class and then be dismissed to the Nurse's Office or Clinic for evaluation with a nurse's pass or a note from the teacher. The student should not call home from a cell phone or classroom phone to report illnesses that occur at school. The school nurse or clinic will assess the student's illness and call the parent as needed for check outs. This procedure will prevent unnecessary absences from school, which can result in truancy. Any student having a medical problem of ANY kind should notify the office and/or the school nurse. In addition, all students shall provide a signed Emergency Release Card to the Principal's Office.

FOOD SERVICE – BREAKFAST & LUNCH

Breakfast will be served beginning at 7:30 a.m. until the bell at 8:00 a.m. B. Michael Caudill Middle School operates on a closed lunch period. No student will be allowed to leave the

designated area or school grounds during lunch.

B. Michael Caudill is eligible for the Community Eligibility Program for the 2024-2025 school year. Students can eat free breakfast and lunch in the school cafeteria! Beginning on the first day of school, ALL students BMCMS will receive a healthy breakfast and lunch at school at ***no charge*** each day of the 2024-2025 school year. Children will be able to participate in these meal programs without having to pay a fee or submit a meal application. Students may still purchase a la carte item such as extra milk or additional food items.

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Adult/Visitors (Includes adults and children not enrolled in the school district)

	Students	Adults
Breakfast	$1.95	$3.25
Lunch	$3.15	$5.00

Students may pay by cash or check. Parents and students may also make deposits of money into student accounts through the following website: **WWW.MYSCHOOLBUCKS.COM.** Meals and A la Carte items may be purchased from student accounts unless otherwise noted.

Applications for free/reduced lunch will be available when the student registers for classes, from the homeroom teachers at the beginning of the year, and from the Finance Office during the school year. Or a parent may now register on-line for a student at **WWW.SCHOOLLUNCHAPP.COM.**

DELIVERIES PROHIBITED

Commercial or private deliveries of flowers, balloons, food (including restaurant food) and other favors to students are prohibited during school hours. Students who come in with restaurant food will be asked to eat in the front office. No restaurant food is allowed in the cafeteria due to federal school lunch guidelines. The only exception is for special class events, and deliveries for these events may be dropped off in the front office.

PERMISSION FOR STUDENTS TO BE PHOTOGRAPHED/VIDEOED

Parents and/or guardians, who do NOT wish for his/her child to be photographed or videotaped for any reason, must submit written notice to the B. Michael Caudill Middle School Principal's Office. Please include the parent/guardian's name and the student's name for it to be properly processed.

LOST AND FOUND

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

IDENTIFICATION INFORMATION

Changes in address or phone number that occur during the year should be reported to the **GUIDANCE OFFICE OR ATTENDANCE OFFICE** promptly.

VISITORS

All visitors to the school must secure a clearance from the main office before contacting students or staff members. A visitor's permit will be issued by the office and must be worn at all times while in the building. This regulation applies to salesmen, parents, and relatives, as well as any other visitors. BMCMS does not permit students visiting from other schools.

INTEGRATED PEST MANAGEMENT NOTICE

The Madison County 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 25 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 your child is attending. Employees assigned to a non-school work site may register at the Central Office.

BMCMS DRESS CODE (Students will be expected to be in dress code.)

ALL CLOTHING

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

PANTS

- Full length, non-denim, cotton/twill pants. Cargo pants are NOT permitted. Girls may wear skirts that cover the knee when standing. NO leggings, jeggings, joggers, or any knit pants. Pants/skirts must be tan, brown OR black.
- Pants must be worn at waist
- Shorts are not permitted (athletic classes and wellness classes are exceptions.)
- Belts MUST be worn. (Exception to this policy: pants or shirts that have elastic in the waistband and/or do not have belt loops.)

- Belt loops may not be altered.

SHIRTS

- Polo/button shirt with collar must be worn. Shirts can have no logos other than school sponsored logos. Caudill or MCHS approved t-shirts are permissible.
- Approved school sponsored t-shirts or sweatshirts (non- hooded) or quarter-zips may be worn on any day.
- Shirts must be tucked in all day.
- Solid color crewneck sweatshirts (non-hooded, non-logo) with a waistband may be worn without being tucked in all day. (Shirt as described above must be worn underneath.)
- Solid color cardigan sweaters with no visible logo may be worn any day.
- No garments considered undergarments shall be visible (t-shirts at the neckline are acceptable.)
- Jackets/coats and other outerwear must be stored in locker during the school day.

ACCESSORIES and BACKPACKS

- These items are not permissible: hats, sunglasses, bandanas, scarves, and chains/objects attached to or a part of student clothing.
- All purses should be smaller than a three-ring notebook.
- All backpacks (including cinch sacks) are to be stored in lockers during the school day. Space will be designated for sports bag/equipment.
- All pencil pouches are to be clear.

JEANS DAY

Students must continue to follow the dress code, the only exceptions are on school approved dress-down days students may wear full length jeans and any school appropriate shirt.
No jeans with holes, rips or and/or tears and no shorts are permitted.

Principal has discretion to make exceptions when necessary.

DANCES

School sponsored dances provide an opportunity for social interaction that is an important part of the educational experience.

Students should be required to exhibit socially acceptable behavior at school-sponsored dances:
1. This policy will be explained to BMCMS students with the disciplinary code in the handbook

at the beginning of the year, prior to purchasing dance tickets or attending dance functions.

2. A minimum of ten chaperones, which may include, faculty, parents, and the organization's sponsor, must be present during the event. This number of chaperones is changeable only at the discretion of the principal.
3. BMCMS dances are for BMCMS students unless otherwise noted by the principal.
4. Drugs, alcohol, cigarettes or any other illegal substances are not permitted into a school function or dance: penalties follow guidelines set in the student handbook.
5. Students are expected to display appropriate and legal behaviors throughout the dance including appropriate dress, language, and dance movements and abide by all school rules.
    - Lewd dancing that is sexually suggestive and inappropriate will not be tolerated.
    - Inappropriate dancing includes, but is not limited to acts in which partners stand behind one another grinding or pressing against one another in a sexually explicit way.
    - Students acting inappropriately will be issued one warning at the dance.
    - Students who are defiant to the warning shall be removed from the dance and an attempt will be made to contact guardian of student.
    - Removal due to inappropriate behavior could result in a possible suspension from the remaining school dances for one year.
6. There could be further disciplinary action for students who show defiance to chaperones or faculty.
7. No one may return to a dance once he/she has left the building. Students with a valid reason to exit have to receive approval from, and be escorted by, a chaperone to and from their destination.
8. <u>Students who are on suspension or that have been assigned ISS due to behavioral disciplinary problems the week of the dance will not be eligible to attend</u>.
9. In order to protect all students and their families from vaccine preventable diseases students are required (per 902 KAR 2:060, KRS 158.035, local school board policy 09.21 AP.2) to be <u>up to date with their immunization and current immunization certificate must be on file in the student health record. Failure to comply may result in exclusion from extra curricular activities</u>.

Madison County Schools
Code of Acceptable Behavior and Discipline
2024-2025

Randy Neeley -Superintendent
301 Highland Park Drive
Richmond, Kentucky 40475
Telephone: (859) 624–4500
www.madison.kyschools.us
Approved by the Madison County Board of Education on July 9, 2024

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

Statement of Non-Discrimination

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

Our district has proactively implemented processes and systems to address bullying and harassment systematically. Our approach is exemplified by our Harassment and Discrimination Reporting System that empowers students, parents, staff, or community members to report concerns promptly and securely. We are working hard so that each report is immediately and thoroughly investigated. The investigations are overseen by the District Equal Opportunity Department, ensuring a fair and unbiased resolution. Any family with a concern about the outcome or process of any investigation may also appeal the determination. Madison County

Schools is committed to thoroughly addressing any instances of discrimination or harassment. Should you encounter issues related to harassment or discrimination based on characteristics such as race, color, national origin, sex, including sexual orientation or gender identity, religion, or disability, please report them promptly using our online reporting system located on our website at www.madison.kyschools.us.

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

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

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

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

discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook.

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

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

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

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

Student Rights and Responsibilities

Students have the right to:

- An appropriate and free public education.
- A school that will not tolerate discrimination on the basis of race while enforcing discipline.
- A school that will not tolerate discrimination on the basis of race when making referrals to law enforcement.
- Receive academic grades based only on academic performance.
- Be kept informed as is reasonably possible of all rules, regulations, policies, and penalties to which they may be subjected and be assured of all due process rights.
- Personal safety and security while at school and school-sponsored activities.
- Involvement in school activities without being subjected to discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping

condition.

- Present complaints or grievances to school authorities and receive authoritative replies from school authorities.
- Receive consultation or counseling in academic, personal, social and career related concerns.
- Protection of their personal property.

Students have the responsibility to:

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

Staff Rights and Responsibilities

School Staff has the right to:

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

School Staff has the responsibility to:

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

- Provide adequate supervision for students in their care.
- Provide a learning environment free from harassment for students.

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

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

Parents/Guardians have the responsibility to:

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

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Responses to Student Misconduct

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

Positive Behavior Intervention and Supports (PBIS) is a school-wide discipline approach that focuses on creating a sage and positive environment for students and staff. PBIS aims to teach

and support positive behaviors, and prevent problems rather than punish inappropriate behavior. Our school level MTSS teams utilize data during monthly meetings to determine if the PBIS system is working effectively. The goals of PBIS are: clear expectations, logical consequences, positive reinforcement and guidance for our students.

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

Related Board Policies

Alcohol, Drugs and Other Controlled Substances-Board Policy 9.423

Assaults and Threats of Violence-Board Policy 9.425

KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least $1000** up to $10,000 under KRS 534.030.

Bullying/Hazing-Board Policy 9.422

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

Damages to School Property- Board Policy 9.421

Grievances-Board Policy 09.4281

Harassment/Discrimination -Board Policy 9.42811

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

Other Claims: When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the

allegations, including but not limited to, 09.422 and/or 09.426.

Physical Restraint- Board Policy 09.433

Search and Seizure-Board Policy 09.436

Student Records-Board Policy 09.14

Weapons-Board Policy 05.48

Suspension, Expulsion, and Due Process-See Board Policies 09.434; 09.435; 09.431

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

Reports to Law Enforcement Officials

KRS 158.154

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

KRS 158.155

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

The person knows or has reasonable cause to believe that conduct has occurred which constitutes:

A misdemeanor or violation offense under the laws of this Commonwealth and relates to:

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

Use, possession, or sale of controlled substances; or

Any felony offense under the laws of this Commonwealth; and

2. The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

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

KRS 620.030

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

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

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

Statement on Academic Integrity

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

Notification of FERPA Rights

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or

medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his / her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

NOTICE OF RIGHT TO REQUEST TEACHER QUALIFICATIONS

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

Our district receives federal funds for Title 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following: Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher

provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree: and whether your child is provided services by para-educators, and if so, their qualifications.

TECHNOLOGY POLICIES AND PROCEDURES

The following policy applies to all students of B. Michael Caudill Middle School who use the computer and telecommunications resources made available by the Madison County Board of Education. Students have the responsibility to use these resources in an efficient, effective, ethical and lawful manner. The function of the computers and computer accounts made available to students are to assist them in the performance of their educational tasks and duties.

Student computer users are governed by the following provisions, which apply to all use of computer and telecommunications resources and services. These resources include, but are not limited to: computer systems (host computers, file servers, work stations, printers, scanners, stand-alone computers, laptops, software, etc.), audio/visual equipment (DVD/VCRs, television, scan converters, digital cameras, etc.), communications equipment (telephones, fax machines, etc.), and internal or external communications networks (Internet, commercial online services, bulletin board systems and electronic mail systems) that are accessed directly or indirectly from the computer facilities provided by Madison County Schools.

MADISON COUNTY SCHOOLS ACCEPTABLE USE POLICY

Introduction (08.2323)

The following policy applies to all users of the computer and telecommunications resources made available by the Madison County Board of Education. The Board supports reasonable access to various information formats for faculty, staff, and students, who have the responsibility to use these computer resources in an efficient, effective, ethical, and lawful manner. Access to these services is a privilege, not a right. The school District provides access to electronic mail, the Internet and a wealth of other technology services to faculty, staff, and students.

The computers and computer accounts made available to faculty, staff, and students are to

assist them in the performance of their educational tasks and duties. The school District has the right to monitor any and all aspects of its computer system to ensure compliance with this policy. This right includes monitoring electronic mail and network and Internet access and the blocking/filtering of objectionable content and services as determined by the schools and school District. Those who have access to computers and computer accounts in the Madison County School District should never have an expectation of privacy in anything they create, send, or receive on the computer. The computers, network, and related equipment belong to the Madison County Board of Education and may be used for educational purposes only.

The provisions listed in this policy govern technology users. These provisions apply to all use of computer and telecommunications resources and services.

These resources and services include, but are not limited to, the following: computer systems (host computers, file servers, workstations, printers, scanners, standalone computers, laptops, software, etc.), audio/visual equipment (VCRs, television, scan converters, digital cameras, laser disc players, etc.), communications equipment (telephones, fax machines, etc.), and internal or external communications networks (Internet, commercial online services, bulletin board systems, and electronic mail systems) that are accessed directly or indirectly from the computer facilities provided by Madison County Schools.

The term "user" refers to all faculty, staff, students, and other persons or entities accessing or using computer and telecommunication resources and services of the Madison County Schools.

Employees and students shall be subject to disciplinary action for infractions of this policy and acceptable use rules and regulations established by the school or District up to and including possible termination (employees) or expulsion (students), and/or legal action. Violators may find that computer and telecommunications access privileges will be revoked or reduced if they violate the terms and conditions of this policy. Any infraction will be reported to the user's supervisor or Principal, and immediate action will be taken to correct the violation.

This policy may be amended or revised periodically as the need arises.

General Use of Technology

1. Technology equipment is to be used only by persons authorized by the Superintendent or designee and in accordance with its intended function. Students who do not attend school in this District or persons who are not employed by the school system must have authorization from the Superintendent or designee before using any technology equipment owned by Madison County Schools. Upon approval by the Superintendent, community members may have access to the Internet and other electronic applications, provided they attend any required training and abide by the rules of usages established by the Superintendent/designee.

2. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property. Intellectual property includes, but is not limited to, software programs, graphics and pictures, sound or music files, and text-based information. Software from all media shall be installed and used in accordance with the Board of Education's copyright policies. Only persons authorized by the Superintendent or designee will install computer software. All computer uses are subject to the terms and provisions of the Madison County Board of Education's copyright policies.
3. The user shall take steps to learn the proper care and use of technology equipment and is expected to maintain and use equipment in a proper and responsible manner. Users should realize that neglect might cause extensive damage to the equipment. The external cleaning of technology equipment is the responsibility of the individual who will use the equipment.
4. Equipment shall not be removed from school system property without written authorization by the Superintendent or designee. The user shall take appropriate care against loss, theft, or damage of all equipment, software, media, and network services. Equipment not designated as portable shall not be moved from its assigned location without authorization by the Superintendent or designee. If the area where the equipment is located is to be vacant for a substantial period of time (such as during spring break, summer vacation, or other holidays and absences), the equipment should be put away and locked up to avoid theft or damage.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. The computer and telecommunication resources and services of the Madison County Schools may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, sexually explicit material, or any other unauthorized or personal use.
7. All employees who will use the computer and telecommunications services and equipment provided by the Madison County Board of Education must read, understand, and agree to comply with this policy. Employees who will have access must sign an agreement form, which will be kept in their personnel file at Central Office.
8. Madison County Schools cannot be responsible for the actions of individual employees/users.

Portable Technology Equipment

1. All portable technology equipment must be signed out by the user according to procedures established by the Superintendent or designee, regardless of the intended period of use. The user must read and agree to the terms and conditions listed here and on the agreement signed by the user when receiving the equipment.
2. All portable technology equipment must accompany the user to the user's work site during

the user's regular work hours. Equipment shall not be left at home or at any other location during working hours except by written authorization of the Superintendent or designee.

3. The user accepts a heightened responsibility to protect against loss, theft, or damage of portable equipment and additionally accepts personal liability for the equipment in the case of loss, theft, vandalism, or damage due to negligence on the part of the user while under his/her care.
4. All portable technology equipment must be returned immediately upon request of the Superintendent or designee.

USE OF ELECTRONIC COMMUNICATIONS

1. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or other unlawful material may not be sent by electronic mail or other form of electronic communication or displayed on or stored in computers of the Madison County Schools. Users encountering or receiving such material should immediately report the incident to their supervisor.
2. Users should use the same care in drafting electronic mail and other electronic documents as they would for any other form of written communication. Anything created on the computer may, and likely will, be reviewed by others.
3. The state prohibits the use of electronic mail systems such as Hotmail, which do not meet state standards. The state also discourages the use of chat rooms. No students should reveal their name and personal information to or establish relationships with "strangers" on the network, unless the communication has been coordinated by a parent or teacher. A student's personal identity, work or picture may not be transmitted without written parental consent.
4. **ALL USERS ARE EXPECTED TO FOLLOW STATE AND FEDERAL REGULATIONS REGARDING CONFIDENTIALITY AND PRIVACY. THE USERS MUST ALSO COMPLY WITH THE DISTRICT POLICY REGARDING THE RELEASE OF STUDENT AND PERSONNEL RECORDS. CONFIDENTIAL INFORMATION TRANSMITTED** electronically shall include the following statement: "The following information is confidential. Do not forward without the original sender's express permission to do so."

Network and Internet Services

1. Users are responsible for safeguarding their passwords for the system. Individual passwords should never be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. They are also responsible for any changes made or deletions of data made using their passwords. Passwords should be kept confidential and private, and are assigned by the users themselves. The technology staff may assist in the creation or modification of user passwords.

2. Passwords that may be easily guessed by others should not be used. For example, maiden names, names of family members, school mascot names, etc., should not be used. Users are encouraged to develop creative passwords for their accounts that will be easy for them to remember, but difficult for others to guess. Passwords are essential and required for security on the network. Using another's account name or password is prohibited.
3. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
4. It is important to realize that the Internet is a global network. As such, its users should be aware that online time is a limited resource that should not be wasted. Users should conduct research on the Internet as quickly as possible.
5. All students under the age of eighteen (18) must return a consent form signed by a parent or legal guardian. Students over the age of eighteen (18) may sign their own form, but all users must return a completed and signed form to the school before access to the Internet and electronic mail services will be granted.
6. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.
7. During school hours, teachers will guide their students to appropriate materials. The school will not be responsible for continuous monitoring of every communication and Internet session for every student and staff member. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other media that may carry or broadcast information.
8. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.
9. No student may observe others using the Internet on equipment provided by Madison County Schools, or in any building used by the school system, without having a completed and signed consent form returned to the student's school. It is acceptable for a teacher to use materials copied from the Internet, such as text, pictures, or video, as long as the material is appropriate, and all "fair use" provisions of copyright law are followed. Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline, including appropriate orientation for staff and students.

NOTICE OF NON-DISCRIMINATION

Madison County Schools does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, or genetic information in educational programs, activities,

and employment and provides equal access to the Boy Scouts and other designated youth groups as set forth in compliance with federal and state guidelines. The following person is responsible for coordination of compliance efforts and has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Madison County Schools, 301 Highland Park, Richmond, KY; 859-624-4500.

YOUTH SERVICES CENTER

Youth Services for B. Michael Caudill Middle School believes in the concept of helping ALL students have a safe, healthy, happy and positive educational environment, assuring success in their educational needs and goals. Jaimie Winkler is the Center Director. She can be reached at 859.625.6172 ext 5017.

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.	Including but not limited to: • 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/warning • Special assignment • Counseling • Withdrawal of privileges • Time-out • Detention/I.S.S. • Individual conference • Parent contact/conference • Confiscation of inappropriate materials • Referral to Family Resource Center, Youth Service Center (FRYSC) or other Student Assistance Program (SAP).

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
II. Student misbehavior which increases in frequency or 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.	Including but not limited to: • Continuation of Level I misbehavior • Truancy • Using forged notes or excuses • Directing profanity or obscene/offensive gestures toward staff • Disruptive physical contact with other students • Leaving class without permission	There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Teacher's response includes documentation of misbehavior and notification is sent to 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.	• Continuation of Level I responses • Referral to outside agency • Suspension

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III. Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of other in the school.	Including but not limited to: • Repeated Level II misbehavior • Vandalism • Theft • Possession of stolen property • Use or possession of tobacco/e-cig/vaporizer products. • Academic dishonesty • Behavior that demonstrates gang/neighborhood crew affiliation • Sexual acts on school premises or at school-related functions • Leaving school without permission	The student is referred to 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 appropriate law enforcement agency if necessary.	• Continuation of Level I and II responses • Alternative Education Plan • Expulsion • Referral to appropriate law enforcement agency • Replacement of damaged property

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
IV. Serious misbehaviors which pose a direct threat to the safety of others in the school or are a violation of the law.	Including but not limited to: • Repeated Level II misbehaviors • Harassment • Bullying • Threat/intimidation • Assault/battery • Arson • Furnishing/selling drugs or other controlled substances including alcohol and “look alike” substances. • Activating a false alarm • Inciting others to violence or disruption • Possession of a weapon or replica not subject to the Gun-Free School Act	Administrators are required to follow a set of responses outlined by the Madison County Board of Education. • Refer to 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 appropriate law enforcement agency and assist in prosecuting violator. • A complete and accurate report is submitted to the superintendent for consideration and possible board action. • Inform the student of counseling, therapeutic and/or other assistive	• 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

		programs.	

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
V. Level 5 behaviors lead to the most severe punishments	• Pending/current expulsion from district of prior enrollment • Violations of the Gun-Free Schools Act • Threat of violence against school/students/staff which causes the cancellation/dismissal of school • Documented pattern of Tier 4 behavior	Administrators are required to follow a set of responses outlined by the Madison County Board of Education. • Refer to emergency response action plan for procedures. • 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 appropriate law enforcement agency and assist in prosecuting violator. • A complete and accurate report is submitted to superintendent for consideration and possible	• An out-of-school suspension for 11-90 days or expulsion.

		board action. • Inform the student of counseling, therapeutic and/or other assistive programs.	