Welcome to Kirksville Elementary!

Dear Parents,

We would like to welcome you and your child to Kirksville Elementary School. We are very proud to be a part of the Kirksville team and the rich tradition of educating young Madison Countians that has been established here. We hope each student and parent shares our school pride.

As our community continues to grow, so do the challenges for our students. We have extremely high expectations of our students, faculty, staff, and parents of Kirksville Elementary. This handbook has been prepared to bring about a better understanding between the school, students, and parents. We hope our school expectations are explicit by clearly presenting rules, procedures, and other school information. Please read it carefully and refer to it as needed.

It is our desire to help your child have the best possible educational experience while at Kirksville Elementary. This takes the effort of the school, the parents, and the community working together to support each student. If there is anything we can do to help you in any way, please don't hesitate to contact the school. We look forward to assisting each child to reach his/her highest potential. Together we will have a great year!

Sincerely,
Kirksville Elementary Faculty and Staff
859-624-4582 (School Office)
859-387-3002 (School Fax)

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Kirksville Vision Statement:

Kirksville Elementary is committed to educating all students to show academic growth toward proficiency while providing support for students' physical, social, and emotional needs by the end of elementary school.

Kirksville Mission Statement:

Love Learning

Encourage Others

Achieve My Goals

Do What Is Right

Blue Jays Always LEAD!

Student/Parent Handbook Communication Plan:

- A Student/Parent Handbook will be posted on Kirksville Elementary website.
- It is to be read and discussed between the parent and child, for this is the basis of a successful collaboration between the home and school.
- It is read and discussed at school.
- This handbook has been prepared to assist students and parents with the understanding of procedures and policies at Kirksville Elementary.

Absences and Excuse Guidelines

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

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

GENERAL INFORMATION

IMPORTANT DAILY INFORMATION

Arrival:

- The school doors will open for students at 7:00 A.M. through car rider lines. All students should be dropped off by the car rider line until 7:20 A.M.
- We ask that parents do not walk their child to the classroom.
- We encourage all students to ride the school bus.
- Supervision will be limited before these times to allow school staff time to prepare for the day's activities.

Buses - Loading and Unloading:

- All bus students should board and disembark only in the designated area.
- Only in cases of emergency may a child ride a bus other than the one they are assigned. (this must be pre-approved by office personnel) Please call with transportation changes before 12:00.
- Non-bus transport students should always remain clear of the bus lanes.
- Kirksville school personnel will supervise students to and from their school bus.

Car Riders:

- AM/PM car riders will enter/depart the school at the Northeast side entrance (gymnasium parking lot).
- Non-bus transport students should always remain clear of the bus lanes.
- AM car riders will be supervised into the building by school personnel.
- School personnel will be in the parking lot until 7:20 each morning, after this time, parents must escort students into the building. No student will be "buzzed" into the building without accompanying adults.
- ***Please be aware of restricted bus lanes, traffic signs, and blocking traffic.***
- All regular car riders must secure a number tag for the PM pick-up.

Special Transportation Requests:

- Please call before 12:00 if changes in transportation are needed.

Dismissal:

- The school day ends at 2:20 PM, when all transported students are supervised to the buses. All non-transported students are released to the cafeteria for pickup at the Northeast (gym) parking lot.
- No students will be dismissed through the main lobby on a routine basis.
- Any departure prior to 2:20 PM is considered a tardy or partial absence.

School Cancellations / Emergency:

- Severe weather or an emergency can necessitate the delay or cancellation of school.
- Whenever schools are delayed, dismissed, or cancelled, an announcement will be made using the local radio stations, TV stations, phone call/text (via Send It), and Madison County cable television channel 9.

Dress Code:

- Students are expected to dress, "weather," appropriately and in a manner that does not detract from learning. We will have outdoor recess daily except for severely cold or rainy days.
- No obscene or disrespectful slogans should be promoted through worn apparel.
- Clothing representing illegal activities for minors such as; pictures or lettering associated with drugs, alcohol, sex, violence, gangs, and/ or tobacco are not to be worn.
- No midriff tops, spaghetti straps, tube or tank tops, halter tops or mesh tops may be worn. Clothes that show bare midriffs, shoulders, backs, etc are prohibited.
- Skirts, dresses, and/ or shorts should pass the "flamingo" test. While standing with one leg bent and perpendicular to the floor in L-shape, the garment must touch the back of the bent leg's calf.
- Baggy or saggy pants that rest below the student's natural waistline should not be worn. Pants should rest at the student's hip bone or above with an appropriate belt to secure the pants.
- Hats and caps are not allowed to be worn in the building. Also, no hoods while inside the school building.
- All backpacks, pocketbooks, purses, etc. must be stored in lockers.
- Students are encouraged to wear closed toe and closed-heeled shoes. Sneakers are strongly suggested for each school day but are required on days students attend physical education class. **Shoes with rollers and flip-flops are strictly prohibited at school.**
- Other items considered inappropriate by the school council and/or principal that are not specifically stated.
- **Students who violate the dress code must change or obtain clothing from the Resource Clothing Bank, if available. Kirksville FRC will contact home when needed.**

FOOD SERVICE Information

FOOD SERVICE – GENERAL INFORMATION

- MEAL PRICES 2026-2027
    - Our school is participating in the Community Eligibility Provision under the National School Lunch Program. The CEP provision is directed toward schools with a high percentage of economically disadvantaged students. Under CEP all students receive breakfast/lunch at no charge for the entire school year. However, to determine eligibility to receive additional benefits for your child(ren) you will need to complete a household and income form.
- HOUSEHOLD AND INCOME FORMS ARE REQUIRED FOR ALL STUDENTS ENROLLED AT KIRKSVILLE.
- ON-LINE MEAL DEPOSITS – WWW.MYSCHOOLBUCKS.COM

CHARGING OF MEALS

All Students (K-12)

- ❖ Students or staff may not charge for extra purchases at any time (a la carte items such as extra juice, water, fries, meat, cookies, etc). A la carte items may be purchased with cash or from the student's account (www.myschoolbucks.com).
- ❖ If parents do not want their children to purchase extra food or want to limit the amount of extra purchases, they may notify the school and the student's account will be limited accordingly.
- ❖ Meals for all enrolled students are free. Guests/Adults will be charged according to the current/ existing rate. ($3.50 breakfast and $5 lunch)** Subject to change based on Federal Guidelines.

Online 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 – Make payments when it's convenient for you, 24 hours a day, 7 days a week.
- Control –
    - Receive low balance email reminders (set your own limits!)
    - Monitor your student's account balances online.
    - View your student's cafeteria purchases-this option is still available even if you do not make any online deposits.
- Efficiency – Make payments for all your children in one easy step, even if they attend different schools in the district.
- Flexibility
    - Make payments using your Visa, Master Card, Discover, checking account (credit/debit)

    - Option to have payments automatically each month.
    - Receive deposit confirmations sent directly to your email account.
- Money deposited into mySchoolBucks.com will usually arrive at the school by the next morning. You can set your low balance settings to remind you when it's time to add more money, but don't set it too low.
- Security is a priority at mySchoolBucks.com – The system is secure and provides the highest level of protection for all of your information. All transactions use 128-bit encryption. Any information provided by you remains confidential. For more information, the Privacy Policy and Terms of Use can be found on the website.
- Getting started is easy! Simply go to www.myschoolbucks.com and register using the "Start Here" link on the right side of the page. A confirmation email will be sent to the address you provide…simply follow the link included in that email and your registration will be complete. Once you log in, you can add as many students as you'd like by entering each student's school, their name and date of birth.
- My School Bucks allows you to check balances, review transaction history, and receive low balance alerts from the comfort of your home for no charge. A small convenience fee may apply if you make payments to your child's account, but you will have the opportunity to review any fees (and cancel, if you choose) before you are charged. A suggestion, if you have more than one student make all deposits at one time-you will only be charged one convenience fee. If you make deposits individually you will be charge the convenience fee each time. If you have any questions, you can email Support@myschoolbucks.com

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

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

- ***CONTACT THE FOOD SERVICE OFFICE AT 859-624-4500 FOR QUESTIONS***

School-Wide Behavior Expectations

Kirksville Elementary maintains high expectations for student behavior at all times.
Student pride in themselves and their school is important. Students are responsible for their behavior and the choices they make at all times.

- All students are expected to follow the school rules outlined in the student handbook. (The Blue Jay Way)
- Parents are expected to be familiar with the school discipline plan and to support this plan, which has been created with all children in mind.
- Kirksville students are expected to exhibit courtesy and respect to all people.
- The use of ethnic slurs, name-calling and profanity will not be tolerated.
- Any drawings that depict violence, weapons or inappropriate language will be addressed (parents may be notified by phone or note).
- Teachers are responsible for consistently enforcing the school discipline plan.
- Any questions or concerns should be immediately addressed with the appropriate school personnel.
- Please follow proper channels beginning with those immediately involved.

Behavioral expectations will be taught to all students in our school using the same effective instructional methods applied to content specific areas.

Hallway	Bathroom
Recess	Cafeteria
Bus	Arrival/ Dismissal
Assembly	Field Trip
Emergency Drills	School Social Settings

School-wide Expectations for all students, faculty, staff, and parents at all times:

- Use Good Manners
- Follow all faculty/staff directions
- Keep hands, feet, and other objects to self
- Treat self, others, and property with respect
- Use appropriate voice level and language (0-5 level range)
- Stay on task

Hallways:

- No Talking Zone always
- Hands at sides, not touching others, windows, walls, etc.
- Single file to the right side of the hallway one block away from the wall.
- All students face forward, maintaining appropriate distance from the person in front of them.
- Specific Line Order (alphabetical, numbered, etc.) every time.
- Stop and look before proceeding into hallway intersections.

Recess/ Playground:

- Scheduled Playground times only.
- Play in approved areas only. Stay away from school building and classroom windows—instruction is still taking place inside our building.
- Teachers are stationed in certain play zones.

Bus:

- Follow all bus regulations as outlined in Madison County District Bus Rules and Regulations document. Be Responsible, Use Respect, and Stay Safe.
- Inappropriate student behavior on the bus will not be tolerated at Kirksville Elementary and could result in student riding privileges being terminated.

Assembly:

- Enter using hallway/ line behavior. Use steps, railings to get to your seats
- Sit flat on your bottom with feet on the floor in front of you through the entire program. Keep feet quiet and still. Use appropriate voice level.
- Maintain appropriate personal space between yourself and others seated around you
- Respond to the presentation appropriately by applauding if/ when appropriate, with the rest of the audience.
- Keep eyes on presenter, demonstrating appropriate listening behavior
- Watch for and follow directions for exiting
- Use of universal quiet sign (Freeze Please)

Cafeteria:

- Enter the cafeteria using appropriate line behavior.
- Walk forward and turn right toward the serving lines keeping hands to selves.
- Enter a serving area three students at a time, pick up a tray and hold with BOTH hands.
- Stop at the cashier station and type your lunch number.
- Walk from the serving area; pick up milk and any needed utensils and/ or condiments.
- Walk to the assigned table and enjoy your meal.
- Once you are seated, stay in that seat until your class is dismissed. If you need something during your cafeteria time, raise your hand and wait for a monitor to come to you.
- While you are eating, sit flat on your bottom and use good manners.
- Use your utensils to eat your food and keep hands, feet, and objects to yourself.
- Enjoy conversations with only those people at your table. Maintain a level 2 voice level.
- Assigned classroom – tables.
- No running at any time

Emergency Drills:

- Designated areas are posted in each classroom for specific emergency drills. Classroom teachers will review these areas with each student. To ensure the safety of our students, we will practice emergency drills frequently. Students must be aware of exactly where to go and what to do for each type of emergency.

Bathroom:

- Classes should be taken to the restroom before activity classes by homeroom teacher
- Scheduled classroom bathroom breaks
- Teacher at each door for monitoring

Arrival/ Dismissal:

- Arrival:
    - Students walk to and enter through designated doors (car riders next to gym; bus riders next to main office)
    - Students should never attempt to return to the bus/ car once they have left the vehicle. Drivers may not see students returning and this could result in serious injury.
    - Students arriving after 7:30 A.M. are considered tardy.

- Dismissal:
    - Students riding buses will be taken to the buses by school personnel by grade level and will be dismissed by the teacher in charge to load buses.
    - Students who are non-transport will be led by supervising teachers to the cafeteria and will be dismissed by school personnel in charge.
    - Students will remain in the cafeteria, sitting flat on bottom until notified by school personnel to approach their pickup car.

Field Trips:

- Before field trips occur, teachers and students should review all appropriate behaviors. As representatives of our school, we expect positive behavior at all times.

BEHAVIOR PROCEDURES

- All teachers will have their classroom rules posted and explained.
- EVERY classroom uses the SAME behavior chart. This is how teachers document inappropriate student behaviors. It is carried everywhere throughout the school day.
- BlueJay Day/LEADer Tickets - (Positive Behavioral Interventions and Supports - PBIS)
  Students are recognized for being a LEADer and given a "Leader" ticket. Homeroom teachers count these tickets weekly and students can spend them at "The Nest" (store) on BlueJay Day (one per nine weeks). Students are recognized for excellent behavior, effort, and academics on BlueJay Days.

Achievable Requirements for BlueJay Day:

1. Behavior (0-5 points available)
2. Honor Roll (4^{th}/5^{th}) / Performing at grade level in Reading/Math (K-3^{rd})
3. Leader Tickets (0-3 points available)
4. Unexcused absences or tardies (0-2 points available)
5. Growth and Effort in Reading
   - K-1^{st}: 30 lessons passed READING
   - 2^{nd}-3^{rd}: 20 lessons passed READING
   - 4^{th}-5^{th}: 15 lessons passed READING
6. Growth and Effort in Math
   - K-1^{st}: 30 lessons passed MATH
   - 2^{nd}-3^{rd}: 20 lessons passed MATH
   - 4^{th}-5^{th}: 15 lessons passed MATH

Max Points: 25

Leveled Card Achievements

Orange- 11-13 points earned
- Leader Lunch

Yellow- 14-17 points earned
- Leader Lunch, Dance

Green- 18-21 points earned
- Leader Lunch, Games, Extra Recess, Dance

BLUE- 22-25 requirements met
- Leader Lunch, Games, Extra Recess, Dance, and Additional Activities

- **LEAD**er Tickets- Students earn tickets for good behavior, academic achievement in classrooms, common areas, or special classes. Students accumulate LEADer tickets each nine weeks to earn prizes at the school store (The Nest).
- Kirksville Elementary follows Madison County School Board adopted discipline policy.
- Kirksville students are recognized for excellent behavior, effort, academics, and attendance on BlueJay Days.

Behavioral Standards:
Items NOT allowed at school:

- Tobacco, alcohol, drugs, or any related forms of these harmful substances.
- Guns, knives, or other forms of weapons (real or toy).
- Firecrackers or any other loud exploding fireworks.
- Matches, laser lights, or cigarette lighters.
- Metal Water Bottles
- Toys, trading cards, electronic games or devices that may be damaged, broken, lost, or stolen.
- No gum unless given permission by school staff

Disrupting the Educational Process

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending pupil to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

- Conduct which threatens the health, safety, or welfare of others;
- Conduct that is non-compliant with school authority;
- Conduct which may damage public or private property, including the property of students and staff;
- Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from the instructional activities;
- Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school-related activities or operations;
- Illegal activity (i.e., bringing a gun, alcohol, etc. on school grounds)

*NOTE: Continued non-compliance within the discipline policy could result in suspension from school. The amount of time is dependent upon the offense.

Madison County Schools
Code of Acceptable Behavior and Discipline
2024-2026

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 07/09/24.

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

Statement of Non-Discrimination:

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

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

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

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

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

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

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

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

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

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

Student Rights and Responsibilities

Students have the right to:

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

Students have the responsibility to:

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

Staff Rights and Responsibilities

School Staff has the right to:

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

School Staff has the responsibility to:

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

Parent/Guardian Rights and Responsibilities

Parents/Guardians have the right to:

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

Parents/Guardians have the responsibility to:

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

Responses to Student Misconduct

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

Positive Behavior Intervention and Supports (PBIS) is a school-wide discipline approach that focuses on creating a 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 circumstances 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.	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 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	● Continuation of Level I responses ● Referral to outside agency ● 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 others 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 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 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 and Hazing ● 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 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	● 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

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/staffw hich causes the cancellation/dismiss-a l 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 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.

Related Board Policies

- **Alcohol, Drugs and Other Controlled Substances** - Board Policy 9.423

- **Assaults andThreats 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 09.2212

- **Search and Seizure** - Board Policy 09.436

- **Student Records** - Board Policy 09.14

- **Weapons** - Board Policy 05.48

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

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

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

Reports to Law Enforcement Officials

KRS 158.154
When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of the section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in charge of the Principal.

KRS 158.155
An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

(4) (a) 1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes: A misdemeanor or violation offense under the laws of this Commonwealth and relates to:

- Carrying, possession, or use of a deadly weapon; or
- Use, possession, or sale of controlled substances; or

2. Any felony offense under the laws of this Commonwealth; and

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

KRS 158.156
Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight hours of the original report.

KRS 620.030
Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

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

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

Statement on 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 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.

ENROLLMENT/ SCHOOL RECORD INFORMATION

Admission/Enrollment:

- To register your child for the first time, you need:
  - Proof of residency
  - Certified birth certificate
  - Current immunization certificate
  - A completed medical examination form
  - A completed dental examination form for out of state or kindergarten enrollment
  - A completed medical eye examination form for out of state or kindergarten enrollment.

Student Fees:

- $7.00 per student to be paid to the homeroom teacher. (Paid with cash or check)
- After the Household Income Form (HIF) is completed and it is determined a student is eligible for free lunch, student fees will be waived.
- Individual teachers may request additional fees for classroom t-shirts or subscription to educational classroom magazines.

Student Information Sheets:

- Must be filled out carefully and completely each year, even though your son or daughter might be returning.
- Please keep all information updated by calling the office (859-624-4582) with any changes. (Report any phone number, and emergency contact information changes)
- It is very important that the school has the capability of immediate contact with the legal guardian in case of an emergency.

Emergency Information Cards:

- Must be filled out carefully and completely.
- New cards must be completed each year.
- Please keep all information updated.
- In the event of serious injury or sickness, contacts will be made as follows:
  a) Parent or guardian and/or
  b) Emergency Contact - Relative or neighbor and/or
  c) Baptist Health Richmond

Student Check-out Cards:

- Parents or Legal Guardians must complete the student check-out card.
- Social Security numbers or Driver's license number will be required for authorized individuals picking up a student.
- Positive identification will be required at checkout.

Student Injury or Accidents:

Accidents in the school building, on the school grounds, or at any event sponsored by the school, are to be reported to proper school authorities immediately.

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

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

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

Confidentiality:
All medical records are the property of the Madison County School District and protected under FERPA. No other agency will have access to these records without your written consent.
We protect the privacy of your child's health information by:

- Limiting how we use and disclose health information.
- Providing physical safeguards including secure offices and storage facilities, electronic protections, and procedures.
- Training employees about privacy policies and procedures.

In order to protect all students and their families from vaccine preventable diseases, students are required by law (902 KAR 2:2060, KRS 158:035 and local policy 09.211) to present proof of immunization status to enroll and to attend public primary and secondary schools, and an up-to-date immunization certificate must be on file in the student's health record. Failure to comply may result in exclusion from attending school and/or extracurricular activities.

School check-out for sickness:
When a student is sick, and the ***school nurse*** is here, she will screen the student for the need to go home, excuse the absence, and make the call home to parents/guardian, if applicable. If the nurse is not there, the front office staff/principal designee will call for a parent/guardian to come pick up the child. The front office staff have access to all phone numbers and this will be the most efficient way so that instructional time is not lost.

Medication:

All medication is given in the office by medication trained staff. Only under special circumstances should a teacher or instructional aid be giving medication to a student. All paperwork must be up to date (signed for the current school year) and the medication must be logged when it is given. Please refer to board policy 09.2241 AP.1.

1. The medication cart MUST be kept in an area to allow confidentiality for the student and be unlocked during all hours when students are in the building for easy access where minutes matter when there is an emergency such as seizure, asthma attack or allergic reaction.
2. The front office staff or principal designee who is medication trained is responsible to give medications when the nurse is not there.
3. The front office staff or principal designee who is medication trained is the only staff that is authorized to be in the medication cart during the day unless there is an emergency.
4. The front office staff or principal designee who is medication trained is responsible to be sure that the MCBE 1 is completed properly by the parent/guardian, to log the medication brought into the school AND document when given on the medication log sheet for each student.
5. The front office staff or principal designee who is medication trained is responsible to be sure the student comes, and the daily medication is administered at the proper time and that the documentation is completed.

School Records:

- Parents have the right to examine the official records of their children, including achievement test scores.
- Please send a written request or call if an appointment is desired.
- During Parent / Teacher conferences test scores and academic progress information is discussed.
- Parents have the right to be involved in the decision making process concerning placement in exceptional classes, complaint hearings, or other situations involving private rights.

VISITORS:

- All parents and visitors must have a valid photo ID and sign in at the school office upon arrival.
- Do not go directly to any classroom.
- All visitors must conduct themselves so as not to interfere with the instruction or operation of the school.
- You are welcome to schedule visits with the classroom teacher and/or Kirksville staff. Making appointments is highly encouraged.
- We will ask you to wear a visitor's tag during your visit.
- If you wish to eat lunch with your child, the parent and child will sit at table without other students (conference room, if available). Appointment is required. We discourage bringing fast food items in for lunch.

Volunteer Information:
Any parent or volunteer that would like to:

- volunteer in the school,
- participate as a chaperone on a field trip,
- volunteer for classroom/school scheduled activities

Must complete:

- A volunteer form with the Family Resource Center
- A state police criminal background check each year
- Complete District Confidentiality Training (Online)
- Provided by sponsoring FRYSC personnel

Remember, this is to ensure the safety of all children.

INSTRUCTIONAL INFORMATION

Curriculum/Instruction/Assessment:

- Madison County Schools provide all teachers with a curriculum framework aligned with Kentucky Academic Standards –KAS. These standards may be accessed at www.KYstandards.org
- Classroom assessments of student learning are frequent, rigorous, and aligned with Kentucky Academic Standards.

School-wide Assessment/Reporting Procedures

- All Teachers will communicate student progress through mid-term progress reports and nine-week grading reports.
- In the first few weeks of school, all students will be assessed in the area of reading using the Fountas and Pinnell Benchmark Assessment and/or i-Ready Diagnostic.
- The first few weeks of school, all students will be assessed in the area of Math using i-Ready Diagnostic.
- All kindergarten through 5th grade students will be assessed using i-Ready Diagnostic three (3) times a year.
- Throughout each grading period, teachers will send home graded work and other communication noting student progress of expected skills.
- It is the responsibility of the student and parent to follow up on any concerns.

Primary School- Parents and Students will receive a report card communicating the level of achievement and progress on academic standards, as well as the way students engage in the learning process as individuals and with their peers.

- Below Standard
- Approaching Standard
- At Standard
- Above Standard

Intermediate Grades: Students will receive traditional grading reports based on percentages:

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

STATE ASSESSMENT

- Administered to Grades 3, 4 and 5
- State required accountability assessment
- This is to measure the effectiveness of our educational program on a state level.
- Information on state testing can be found at www.education.ky.gov.

Homework Expectations:

Your child's homework will depend on his/her grade level. There are several reasons for homework

- To provide extra practice on skills introduced in class.
- To extend learning in content covered in the classroom.
- To provide an opportunity for students to learn good study habits.
- To provide an opportunity for growth in responsibility.
- Daily homework should not be viewed as punishment, but rather as a way to encourage and extend learning. The amount of homework should increase as a child moves through elementary grades.

Parents can do their part to improve homework when they

- Cooperate with the school to make homework effective.
- Provide your child with suitable study conditions (desk, table, light, books, and supplies).
- Show interest in what your child is doing, but do not do the work for them.
- Understand that teachers expect homework to be completed & returned on time.
- A minimum of 20 minutes reading time nightly can be met by independent reading, being read to by an adult, or reading aloud together.

A student who studies well

- Bring notebook, paper, pencil, and other materials necessary to class.
- Is an active participant in the classroom (listens well and takes part in discussions).
- Ask questions if he/she doesn't understand the discussion or if he/she has a problem.
- Plans his/her work and schedules time for homework each day.
- Make sure he/she understands the assignment before he/she leaves class.
- Uses what he/she learns and sees how each subject applies to the other subjects.

Technology:

- Students are encouraged to use the school's computers/network and the internet connection for teacher assigned, educational work.
- All students and teachers are required to sign and have on file a technology Acceptable Usage Policy (AUP) form.
- The AUP informs and requires parental consent concerning the multiple technology safeguards in place.

Library Books:

- Library books are loaned to students during the school year.
- All library books are to be kept clean and handled carefully.
- ***Students/parents will be required to pay for lost or damaged books/materials.***
- It is the responsibility of the student to care for their borrowed materials.

Student Activity and Planning Information:

Release of Student Information

While students are engaged in any school related event, there may be incidents when photographs, videotaping or students' names and/ or student work may be used in the newspaper, school web page or other media. Student work may be displayed in classrooms, hallways, newspapers, or in other school related community displays.

- Photos may be used in classrooms, hallways, newspapers, newsletters, community displays and/ or other school related media.
- Student Work- may be used in classrooms, hallways, newspaper, newsletters, community displays and/or other school related media.
- Videotaping may be used in classrooms or on school grounds. Times when this might occur include teachers completing required course work for teacher certification or television reporting on school events for local broadcast.
- Student Name-may be listed in hallways, newspaper, web page or other school related media for club membership, honor roll, academic team, school programs or other school related articles.
- **Any parent/ guardian may have their child exempt from release of student information. Stop by the main office for further information.**

Counseling Program and Family Resource Center

The Counseling Program and Family Resource Center work collaboratively to provide students and families with the support necessary to reduce barriers to learning.

- Hope Burchett, Family Resource Center Director 859-624-4452
- Amanda Harvey, Counselor 859-624-4582
- Students, parents, and teachers are encouraged to use the services provided.
- Referrals to community agencies and resources are in place to assist students and families with their needs.
- Kirksville Elementary is committed to developing the whole child.

Field Trips:

- Teachers are encouraged to plan field trips of an educational purpose. They are an integral part of the learning process.
- No child is to attend a trip unless the teacher has the returned medical and permission form with the parent/guardian's signature of approval. Forms are to be kept by the teacher until after the trip.
- Any adult wishing to attend a field trip must complete the volunteer procedures prior to participation and seek approval from the homeroom teacher. Transportation will be on your own.

- If a parent elects to transport his/her child on a field trip, that child shall be considered absent during that portion of the day. Since the child is not under our supervision during that time, they must be counted as absent.

Extra-curricular and co-curricular activities

Academic Team
STLP

Homeroom Parties:

- There may be special occasion parties.
- Alternative placement may be requested with respect for personal beliefs.
- Outside food and drink must be store bought and sealed in original packaging.
- No homemade goods can be distributed to students.
- Repeated violation of discipline procedures may result in exclusion from the party.

The Kirksville Elementary School Improvement Plan:

- The Kirksville Elementary School Improvement Plan is written as a plan for continued growth and improvement.
- Discussion of needs assessment causes and contributing factors, measurable goals for improvement, action plans, and budgeting are part of this process.
- A copy is on file for the public at the Madison County Board Office, Kirksville Elementary, and Kirksville Elementary website.

Home/School Communication

Monday Folders:
- Important School communication will be sent weekly
- Parents are encouraged to review all information with students and discuss folder contents.

Title I Parent Compact:
- Title I is a federally supported program whose mission is to provide an equitable education to all. As required by current federal regulation, every Title I school must develop a school-family compact to outline how parents, the school and the student will share the responsibility of improving student achievement. Our compact supports that learning is a partnership between the family and the school for student success.

KIRKSVILLE ELEMENTARY SCHOOL SCHOOL-FAMILY COMPACT FOR LEARNING
This compact pledges our school community to increase student achievement so that all students will be proficient learners.
PARENTS/ GUARDIANS PLEDGE TO: ● Stress the importance of regular school attendance. ● Support the school regarding approved discipline procedures. ● Communicate with a child's teacher on a regular basis. ● Set aside time for homework. (always a great practice to read) ● Monitor and limit screen time. ● Help children see how to use reading to pursue their interests and goals. ● Encourage children to understand and respect cultural diversity.
STUDENTS PLEDGE TO: ● Be prepared for school each day with completed assignments and supplies. ● Let my teachers and family know if I need help. ● Understand the importance of regular school attendance. ● Respect myself, my school and other people. ● Follow rules of appropriate student conduct. ● Understand and respect cultural diversity.
SCHOOL PERSONNEL PLEDGE TO: ● Provide necessary assistance to families so they can be informed, interact, and take a shared vision in the educational process. ● Communicate regularly with parents and students about student progress.

- Provide high quality instruction in a supportive and non-threatening environment.
- Maintain high expectations for all students, believing that all students can learn.
- Make myself available and my classroom accessible to families.
- Assist students with the writing process and contribute to writing proficiency.
- Provide a physically safe environment conducive to the welfare of each student.
- Encourage all students to understand and respect cultural diversity.

School Based Decision Making Council:

- Kirksville Elementary implemented a School Based Decision-Making Council in February of 1999.
- The Council is an elected representation of teachers and parents under the leadership and guidance of the school principal.
- "The school council shall have the responsibility to set school policy consistent with district board policy providing an environment to enhance student achievement and help the school meet the goals established by KRS 158.645".

Kirksville Parent Teacher Organization (PTO):

- The Kirksville PTO meets monthly at the school.
- This organization is composed of parents and teachers supporting their school.
- Attendance is open and all interested persons are invited.
- Information is sent home in Monday Communication Folders.

August 2026

Annual Notification: Parent Right to know

August 13, 2026

Dear Parent or Guardian:

The educators in 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 I, Part A programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, 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:

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 Gina Hall by phone at 859-624-4500 or by email at regina.hall@madison.kyschools.us. Please include 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.

Sincerely,

Gina Hall
Human Resources Associate Director

Agosto 2026

Notificación Anual: Derecho de los Padres a Saber

August 13, 2025

Estimado Padre o Guardián:

Los educadores en las Escuelas del Condado de Madison están comprometidos a proporcionar un programa educativo de calidad para su hijo. Esta carta es solo una de las formas de mantenerlo informado sobre el compromiso educativo de nuestras escuelas y nuestro distrito.

Nuestro distrito recibe fondos federales para los programas del Título I, Parte A como parte de la Ley de Éxito de Todos los Estudiantes (ESSA por sus siglas en inglés). Bajo ESSA, usted tiene derecho a solicitar información sobre las calificaciones profesionales de los maestros de su hijo. Si solicita esta información, el distrito le proporcionará lo siguiente:

1. Si el maestro ha cumplido con los requisitos estatales de licencia y certificación para los niveles de grado y materias en las que el maestro brinda instrucción;
2. Si el maestro está enseñando en caso de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia;
3. La especialidad del maestro y cualquier otra certificación o título obtenido por el maestro, y el área de estudio de la certificación o título; y
4. Si su hijo recibe servicios de paraeducadores y, de ser así, sus calificaciones.

Si desea solicitar esta información, comuníquese con Gina Hall al teléfono 859-624-4500 o por correo electrónico a regina.hall@madison.kyschools.us. Incluya el nombre de su hijo, el nombre de la escuela a la que asiste, los nombres de los maestros de su hijo y una dirección o dirección de correo electrónico donde se puede enviar la información. Gracias por su interés y participación en la educación de su hijo.

Sinceramente,

Gina Hall
Director Asociado de Recursos Humanos

Notification of Testing Transparency

August 13, 2026

Dear Parent or Guardian:

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) IN GENERAL. – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) ADDITIONAL INFORMATION. – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

(i) the subject matter assessed;
(ii) the purpose for which the assessment is designed and used;
(iii) the source of the requirement for the assessment; and
(iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education's Assessments webpage (https://education.ky.gov/AA/Assessments/Pages/default.aspx). For further questions or to obtain a hard copy of this material please direct your inquiry to Steve Case, District Assessment Coordinator (steve.case@madison.kyschools.us).

Notificación de Prueba de Transparencia

August 13, 2026

Estimado Padre o Guardián:

Las Secciones 1112 (e) (2) (A) - (B) de la Ley de Éxito de Todos los Estudiantes (ESSA por sus siglas en inglés) requieren lo siguiente con respecto a la transparencia de las pruebas.

(2) TRANSPARENCIA DE LAS PRUEBAS. -

(A) EN GENERAL. - Al comienzo de cada año escolar, una agencia educativa local que recibe fondos bajo esta parte notificará a los padres de cada estudiante que asiste a cualquier escuela que reciba fondos bajo esta parte que los padres pueden solicitar, y la agencia educativa local proporcionará a los padres al solicitar (y de manera oportuna), información sobre cualquier política de agencia educativa Estatal o local con respecto a la participación de los estudiantes en cualquier evaluación exigida por la sección 1111 (b) (2) y por la agencia educativa Estatal o local, que incluirá una política, procedimiento , o el derecho de los padres de excluir al niño de dicha evaluación, cuando corresponda.

(B) INFORMACIÓN ADICIONAL. - Sujeto al subpárrafo (C), cada agencia educativa local que recibe fondos bajo esta parte deberá estar ampliamente disponible a través de medios públicos (incluso mediante la publicación de manera clara y fácilmente accesible en el sitio web de la agencia educativa local y, cuando sea posible, en el sitio web de cada escuela atendida por la agencia educativa local) para cada grado atendido por la agencia educativa local, información sobre cada evaluación requerida por el Estado para cumplir con la sección 1111, otras evaluaciones requeridas por el Estado, y donde dicha información esté disponible y sea factible para reportar, evaluaciones requeridas en todo el distrito por la agencia educativa local, incluyendo—

(i) el tema evaluado;
(ii) el propósito para el cual la evaluación está diseñada y utilizada;
(iii) la fuente del requisito para la evaluación; y
(iv) cuando dicha información esté disponible: (I) la cantidad de tiempo que los estudiantes pasarán tomando la evaluación, y el horario para la evaluación; y
(II) el tiempo y el formato para difundir los resultados.

Puede encontrar información sobre estos requisitos en la página web de Evaluaciones del Departamento de Educación de Kentucky (https://education.ky.gov/AA/Assessments/Pages/default.aspx) Para más preguntas o para obtener una copia impresa de este material, dirija su consulta a Steve Case, Coordinador de Evaluación del Distrito (steve.case@madison.kyschools.us)

Title I - Parent and Family Engagement Policy

This Policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents and family members of students participating in the Title I program. Parents and family shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that recipients can understand. This Policy shall be made available to the local community and updated periodically to meet the changing needs of parents and family, and the school.

Expectations for Parent and Family Engagement

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents and family of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents, family and the schools.

All comments indicating parent and family dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. Consistent with law and policy covering student records confidentiality, these goals and standards shall be shared with parents and family in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the achievement levels in the challenging state academic standards; the achievement level of their child on the challenging state academic standards assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

Support for Program

If the District's Title I allocation is $500,000 or more, the District shall reserve not less than one percent (1%) of its allocation for the purpose of promoting parent and family engagement and shall distribute to Title I schools not less than ninety percent (90%) of the reserved funds with priority given to high-need schools. Parents and family of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parent and family engagement activities.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents and family, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent and family resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.

Title I - Parent and Family Engagement Policy

SUPPORT FOR PROGRAM (CONTINUED)

2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
2. Identification of ways in which parents and family can be engaged in staff training activities to demonstrate the value of parent and family engagement and various techniques designed to successfully engage parents and family as equal partners in their child's education.
2. Making a good faith effort to convene an annual meeting at a convenient time to which all parents and family of participating children shall be invited and encouraged to attend for informing them of their school's participation in and requirements for Title I programs and of their rights to be involved.
2. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this Policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:

Does this Policy increase parent participation?

What barriers to parent participation still exist, and how can they be reduced or removed?

The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this Policy, if necessary.

6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

SCHOOL POLICY

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent and family engagement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This Policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of each school's parent and family engagement policy and accompanying checklist shall be kept on file in the Central Office.

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994
P. L. 114-95, (Every Student Succeeds Act of 2015)
KRS 157.077; KRS 158.645; KRS 158.6451
KRS 158.865; KRS 158.866; KRS 158.867
20 U.S.C. § 6318

RELATED POLICIES:

03.112; 08.1345; 09.11

Adopted/Amended: 7/12/2018
Order #: 2018-2233

Título I Política de Participación de Padres y Familias

Esta Política y el plan para implementarla se han desarrollado conjuntamente y de acuerdo con, y se distribuirán a los padres y familiares de los estudiantes que participan en el programa Título I. Los padres y la familia serán notificados de la política en un formato comprensible y uniforme y, en la medida de lo posible, en un idioma que los destinatarios puedan entender. Esta Política se pondrá a disposición de la comunidad local y se actualizará periódicamente para satisfacer las necesidades cambiantes de los padres y la familia, y la escuela.

Expectativas para la participación de los padres y la familia

Dependiendo de la confirmación de los recursos y otra información necesaria proporcionada por las autoridades estatales y federales, es la intención de la Junta que los padres y la familia de los estudiantes participantes tengan oportunidades flexibles para una participación organizada, continua y oportuna en la planificación, revisión y mejora del programa del Título I, incluidas las oportunidades para sugerir modificaciones, basadas en necesidades cambiantes de los padres, la familia y las escuelas.

Todos los comentarios que indiquen la insatisfacción de los padres y la familia con el plan Título I se recopilarán y enviarán junto con el plan al Departamento de Educación.

El programa Título I estará diseñado para ayudar a los estudiantes a adquirir las capacidades y alcanzar las metas establecidas por la ley, así como las metas y estándares establecidos por la Junta. De acuerdo con la ley y la política que cubre la confidencialidad de los registros de los estudiantes, estos objetivos y estándares se compartirán con los padres y la familia de manera que les brinde: (1) información oportuna sobre los programas; (2) una descripción y explicación del plan de estudios de la escuela, las formas de evaluación académica utilizadas para medir el progreso del estudiante, los niveles de rendimiento en los estándares académicos estatales desafiantes; el nivel de logro de su hijo en las desafiantes evaluaciones de estándares académicos estatales; y (3) si se solicita, oportunidades para reuniones regulares para formular sugerencias y participar en las decisiones relacionadas con la educación de sus hijos.

Apoyo al programa

Si la asignación del Título I del Distrito es de $ 500,000 o más, el Distrito deberá reservar no menos del uno por ciento (1%) de su asignación con el propósito de promover la participación de los padres y la familia y distribuir a las escuelas del Título I no menos del noventa por ciento (90 %) de los fondos reservados con prioridad dada a las escuelas de alta necesidad. Los padres y la familia de los estudiantes participantes tendrán la oportunidad de ayudar a decidir cómo se asignará esta parte de los fondos del Título I para actividades de participación de padres y familias.

El Distrito proporcionará coordinación, asistencia técnica y otro apoyo necesario para ayudar a las escuelas a planificar e implementar actividades efectivas de participación de padres y familias para mejorar el rendimiento académico de los estudiantes y el rendimiento escolar. Estas medidas pueden incluir, entre otras, las siguientes:

1. Designación de recursos para ayudar a comunicarse con los padres y la familia, transportarlos a los lugares de reunión y / o realizar visitas al hogar, brindar cuidado de niños para las reuniones, alentarlos a usar los centros de recursos para padres y familias disponibles y trabajar con ellos para mejorar las habilidades de los padres, particularmente aquellos que los ayudarán a trabajar con sus hijos para mejorar sus logros educativos. Los recursos pueden incluir individuos, agencias, materiales y servicios.

Título I Política de Participación de Padres y Familias

APOYO AL PROGRAMA (CONTINUACIÓN)

2. Compartir opciones para coordinar e integrar las estrategias del programa Título I con los servicios de otros programas comunitarios, empresas y agencias.
2. Identificación de las formas en que los padres y la familia pueden participar en actividades de capacitación del personal para demostrar el valor de la participación de los padres y la familia y diversas técnicas diseñadas para involucrar con éxito a los padres y la familia como socios iguales en la educación de sus hijos.
2. Hacer un esfuerzo de buena fe para convocar una reunión anual en un momento conveniente al que todos los padres y familiares de los niños participantes serán invitados y alentados a asistir para informarles sobre la participación de su escuela y los requisitos para los programas del Título I y sobre sus derechos a ser involucrado.
2. Diseñar y llevar a cabo un proceso de evaluación anual efectivo mediante el cual los padres puedan compartir sus ideas sobre el contenido y la efectividad de esta Política para mejorar la calidad académica de las escuelas que reciben fondos del Título I, y el plan diseñado para implementarla. El proceso se centrará en las siguientes preguntas:

¿Esta política aumenta la participación de los padres?

¿Qué barreras existen para la participación de los padres y cómo se pueden reducir o eliminar?

Los hallazgos producidos por la evaluación anual se utilizarán para diseñar estrategias para el mejoramiento escolar y para revisar esta Política, si es necesario.

6. En el diseño de actividades y materiales para padres, se prestará especial atención a alcanzar e involucrar a aquellos que están en desventaja económica, que están discapacitados, tienen un dominio limitado del inglés, tienen una alfabetización limitada o son de cualquier origen racial o étnico minoritario.

POLÍTICA ESCOLAR

Cada escuela deberá presentar al Superintendente y a la Junta, para su revisión y comentarios, su política de participación de padres y familias de la escuela Título I, que debe cumplir con todos los requisitos legales, incluido un convenio escuela-padres desarrollado de acuerdo con los requisitos legales. Esta política se desarrollará conjuntamente con la escuela y la distribuirá a los padres de los estudiantes participantes.

Una copia de la política de participación de padres y familias de cada escuela y la lista de verificación que la acompaña se mantendrá en el archivo de la Oficina Central.

REFERENCIAS

Sección 1118 de la Ley de Mejoramiento de las Escuelas de América (IASA por sus siglas en inglés) de 1994
PL 114-95, (Ley de Éxito de Todos los Estudiantes de 2015)
KRS 157.077; KRS 158.645;KRS 158.6451
KRS 158.865; KRS 158.866; KRS 158.867
20 USC § 6318

POLÍTICAS RELACIONADAS:

Prevention/Control of Head Lice in Schools- Policy 09.213 AP.11

School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent education, screening and follow-up program for all students.

Principals and school personnel trained to identify live lice shall adhere to the following guidelines:

1. When students are observed/reported to have live head lice any time during the school year:
   a. Playmates closely associated with the student and possibly siblings of the student that attend the same school may be checked for live lice, which are defined by the Center for Disease Control as crawling lice. In general, school-wide checks are not required.
   b. Parents of each student identified as having live lice will be contacted by a school/District representative advising them of the finding.
2. Principals or school/District personnel shall offer parents of students identified as having live lice:
   a. Visual evidence of live lice in the student's hair.
   b. Verbal and/or written information/direction for hair treatment and household procedures.
3. In most cases, students should not be excluded from school. However, in all instances when personnel identify live lice, they shall confirm with the student and/or parent/guardian that the following have occurred:
   a. The parent/guardian has combed the student's hair with an actual lice/nit comb or applied special lice killing shampoo on the same or next day.
   b. When the student returns to school after treatment, designated school personnel rechecked the student before s/he returned to the classroom. If live lice remained, steps 2 and 3 above were re-established.
4. School personnel shall follow up with students found with a second and subsequent case of live head lice to assure that:
   a. Prescribed medical treatment for live lice has been applied to the student's hair no later than the next day.
   b. Any second application required is applied within the recommended time frame.
5. The Superintendent/designee shall:
   a. Establish education/information programs on head lice control methods for school personnel, community members, students and parents.
   b. Provide each school with written materials on head lice control and prevention.

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.

Dear Parent/Guardian,

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

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

Terroristic Threating in the second degree is defined in state law (KRS 508.078)
(1) **A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:**
b) Makes false statements by any means, including by electronic communication, for the purpose of:
1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel

(For the complete text for KRS 508.078 please see the attached page.)

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

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student as soon as possible. School and law enforcement officials are determined to put a halt to these willful acts of terrorism being made toward our students. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

Together we can prevent this unnecessary, dangerous, and disruptive crime from victimizing our schools. I appreciate your partnership in keeping our school the safest place for your student to learn and grow.

If you have any questions or concerns, please feel free to contact your school Principal.

PLEASE CAREFULLY REVIEW THE DETAILS OF KRS 508.078 ON FOLLOWING PAGE

Definitions of Terroristic Threatening:

508.078 Terroristic threatening in the second degree.

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

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

(b) Makes false statements by any means, including by electronic communication, for the purpose of:
1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel;

(c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
(d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
(2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
(3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
(4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.
(5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

Penalties

Violating a Class D felony (adult) 1-5 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).
Violating a Class C felony (adult), 5-10 years imprisonment (KRS 532.020) and/or $1,000-$10,000 fine (KRS 532.020).
Violating a felony (juvenile) fine not to exceed $500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.



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 Drive, Richmond, KY 40475; 859-624-4500.