IGNITE ACADEMY

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WELCOME MESSAGE

Dear Students,

Welcome to Ignite Academy! We are thrilled you've chosen us to help launch your future.

Our mission is to help you reach your professional goals through a commitment to excellence. At Ignite, your attitude, attendance, and drive are the keys to unlocking college and career opportunities. We are here to support you every step of the way.

This handbook serves as your guide to our daily operations. Please review it carefully with your parents to ensure a smooth and successful year. If you have questions that aren't answered here, our staff is always available to assist you.

We wish you a productive and successful journey with us.

Sincerely,

Mr. Chris Clark
Ignite Academy Director

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

VISION & MISSION STATEMENT

Vision Statement:
In partnership with local business and industry, Ignite Academy equips educators and students with the skills to lead by example, develop a unique voice, and explore academic curiosity to make a positive impact on our community and the world.

Mission Statement:
Our mission is to prepare students for professional success by mastering four core principles:

Be on time
Work hard
Be honest
Get along with others

YOUR RESPONSIBILITY TO IGNITE ACADEMY

Ignite Academy maintains high standards for personal conduct. We believe every student has the right to a safe, orderly environment and the responsibility to respect the rights of others. Students are expected to follow school district procedures, local laws, and the directions of all staff members.

Conduct and Property
You are responsible for your own attitude, behavior, and attire. Please treat our campus with respect:

- **Vandalism & Theft:** Students who damage, deface, or steal school or personal property will face disciplinary action, which may include suspension, expulsion, or criminal prosecution.
- **Liability:** Students (and their parents/guardians) are financially responsible for the cost of restoring or replacing any property they damage or destroy.

Student Expectations
To ensure your success and the safety of our community, we ask that you:

- **Aim High:** Maintain high expectations for your work and your behavior.
- **Show Up:** Attend school regularly and arrive ready to learn.
- **Communicate:** Ask for help when you don't understand and report any problems at school or home to a trusted adult.
- **Show Respect:** Value yourself, your peers, and your school.
- **Resolve Peacefully:** Handle conflicts in a positive, constructive manner.
- **Safety First:** Immediately report any activities that could endanger yourself or others.
- **Take Pride:** Be an honorable representative of Ignite Academy.

ADMISSION PROCEDURES

Ignite Academy is committed to equitable access to high-quality career and technical education (CTE) programs for eligible students from our feeder schools. Admission decisions promote student success in rigorous, hands-on pathways while maintaining a safe learning environment in shop and laboratory settings. All processes comply with Kentucky regulations (including 705 KAR 4:231), the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), and federal and state non-discrimination laws.

Students Identified as Having IDEA or Section Disabling Conditions
Note that special considerations and processes for students with disabilities are provided at the end of this procedure. These apply to all aspects of the admissions procedure.

Eligibility
Students must be enrolled at one of our feeder high schools, express interest in a specific CTE pathway, and be on track to meet high school graduation requirements.

Priority Admissions Criteria
Because program capacity is limited by safety considerations, available workstations, equipment, and instructional resources, priority admission is determined by a consistent, transparent rubric incorporating the following factors, each directly related to safe and successful participation in CTE Pathways:

- Demonstrated student interest and career pathway alignment (via application, counselor recommendation, career exploration activities, or schedule request made through the home high school).
- Academic readiness, including successful completion of relevant prerequisite or foundational courses.
- Attendance record in the prior school year (consistent attendance is critical for hands-on learning and safety).
- Behavior record, limited to incidents relevant to safety, respect for rules/equipment, or ability to work collaboratively in a lab/shop environment (with emphasis on recency and severity).

Waiting List and Case-by-Case Review for Remaining Seats

After priority admissions, a waiting list is maintained and shared with feeder schools. Students who do not meet one or more priority criteria, or who remain on the waiting list, may be considered for any remaining/unused spots through an individualized case-by-case review.

In the case-by-case process, the Ignite Academy evaluates the student's full profile, including motivation, potential to benefit from the program, and any additional information provided by the student, family, or feeder school. Admission is not automatic or guaranteed. Decisions are documented with specific rationale and made in a manner consistent with program safety standards and non-discrimination requirements.

The CTE Center retains discretion to deny admission when, based on individualized assessment and documented evidence:

- The student's recent behavior history demonstrates a substantial risk to the safety of themselves or others in a hands-on shop/lab environment that cannot reasonably be mitigated with supports.

Nothing in this procedure permits denial based on disability status.

Non-Discrimination Statement
Ignite Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected characteristic in admissions, programs, or activities. Questions or concerns regarding discrimination should be directed to the district equity officer.

Process and Communication
1. Feeder schools submit initial rosters of interested students by the established deadline, typically April 15 each year.
2. Ignite Academy conducts priority review and admissions.
3. A waiting list is maintained and updated.
4. Remaining spots undergo case-by-case review as described.
5. Counselors, students, or families may request a meeting to discuss an admissions decision or submit additional relevant information.

This procedure is reviewed annually with input from feeder schools and district administration to ensure fairness, safety, and compliance with the law.

CTE Admissions Priority Scoring Rubric

Purpose: This rubric ranks applicants for priority admission using verifiable data from official school records found in Infinite Campus. It is applied uniformly to all general education applicants. Scores will be documented with specific evidence (course request reports, transcripts, attendance reports, discipline summaries). Students with IEPs or Section 504 plans are not scored using this rubric — they receive individualized review through ARC or Section 504 Team meetings, at which a representative of Ignite is present.

Maximum Total: 25 Points

Total Score Calculation: Add the five category scores (maximum 25 points). Rank applicants by total score for priority admission within each pathway.

Tie Breakers (in order):
1. Behavior score (safety priority)
2. On Track to Graduate/Grades
3. Attendance
4. Student Status/Grade-Level Priority

Category	Points Possible	Objective Scoring Criteria (Using Verifiable Data in IC)
On Track to Graduate/ Grades	1-5	5= On track to graduate with strong grades (mostly A/B or equivalent; no failing grades in core courses). 4= On track with average passing grades (mostly C or better). 3= On track but with some concerns (multiple C/D or credit recovery needed). 2= At risk (missing credits or multiple failing grades). 1= Significantly off track (multiple failing grades or not progressing toward graduation).
Attendance Record (Prior school year)	1-5	5 = Excellent: ≥95% attendance (or ≤5 unexcused absences). 4 = Good: 92–94% attendance (or 6–8 unexcused absences). 3 = Fair: 88–91% attendance (or 9–12 unexcused absences). 2 = Poor: 84–87% attendance (or 13–16 unexcused absences). 1 = Very poor: <84% attendance (or >16 unexcused absences).
Behavior Record (Relevant to Safety)	1-5	Focus exclusively on incidents in the last 12–18 months involving aggression, equipment violations, rules violations, disruption, skipping/leaving campus or behaviors that could affect shop/lab safety. Excludes disability-related behaviors (handled via ARC or Section 504 Team meeting where an Ignite Representative is present). 5 = No relevant incidents. 4 = Minor isolated incident(s) with no pattern or safety impact. 3 = 1–2 minor incidents with documented improvement. 2 = Pattern of minor incidents or one moderate incident with safety implications. 1 = Multiple moderate/severe incidents which would pose a clear risk to self or others in a shop/lab setting.
Demonstrated Student Interest (Course Request)	1-5	5 = CTE course listed as the requested (first-choice) elective. 4 = CTE course listed as an alternate. 1 = No course request for this CTE program.
Student Status/ Grade-Level Priority	1-5	To support pathway completion on a 2-year block schedule. 5= Returning student (previously enrolled in a pathway) 4= First-time junior 3= Sophomore 2= Freshman 1= First-year senior

Admissions and Support for Students with Disabilities

Ignite Academy is committed to providing equitable access to career and technical education (CTE) programs for all eligible students from our feeder schools, in full compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Perkins V, and the Kentucky Civil Rights Act.

Students with Disabilities (IEPs or 504 Plans)
No student will be denied admission on the basis of disability or IEP/504 status. All students with disabilities receive individualized consideration through the Admissions and Release Committee (ARC) process or the Section Team 504 process.

When a student with an IEP or a Section 504 Plan is being considered for admission:

- The feeder (home) school shall invite a representative from Ignite Academy to participate in the relevant ARC or Section 504 meeting to provide information about the program.
- The ARC or Section 504 Team will determine whether the student can safely access the CTE program with or without necessary supports.
- The home school is responsible for providing any additional support personnel or services that the ARC or Section 504 Team determines are necessary for the student to participate in the CTE program.

Ignite Academy is responsible for:

- Implementing the student's IEP or Section 504 Plan, as developed or revised by the ARC or Section 504 Team.
- Collaborating with the home school and ARC or Section 504 Team to support student success.

Process for Collaboration

- Counselors and families may also request individual meetings with CTE staff to discuss the program.

This policy ensures collaborative, individualized decision-making focused on student success while maintaining a safe learning environment for all participants. Questions regarding consideration of admission for students with disabilities and this procedure should be directed to the Ignite Academy Principal or the district's Director of Special Education or Section 504 Coordinator.

HANDBOOK

The Ignite Academy Student Handbook is available to students and parents at all times via our school website.

- **Orientation:** On the first day of school, teachers will guide students through the handbook and review its contents.
- **Responsibility:** Both parents and students are responsible for understanding and following the policies outlined in this document.
- **Accommodations:** If you require this information in an alternative format or need specific accommodations regarding these policies, please contact the school administration.

COURSE SYLLABI

At the start of each course, your instructor will provide a syllabus. This document is your roadmap for the semester and includes everything you need to know to succeed in class.

Required Information

Every syllabus will include:

- **Course Details:** Name and description of the course.
- **Instructor Information:** Teacher's name and contact information.
- **Materials:** Required textbooks and course materials.
- **Academic Credit:** References to BCTC or EKU (for dual credit courses).
- **Grading:** Specific criteria for how your grade is calculated.

Additional Information

Instructors may also include:

- Procedures for makeup work.
- Academic expectations and skill standards.
- Classroom-specific rules.
- Accommodations for students with special needs.

GRADING SCALE

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

DUAL CREDIT

Ignite Academy offers several dual credit opportunities through our partners, Bluegrass Community and Technical College (BCTC) and Eastern Kentucky University (EKU).

Admission Requirements

Institution	***GPA Requirement***	***ACT Requirements***
BCTC	*2.0 Minimum*	*16 Composite **OR** 16 in English & 16 in Math*
EKU	*2.5 Minimum*	*Must meet benchmarks in all academic areas*

Academic Standing & Course Completion

Continued participation in dual credit is dependent on your success.

- GPA Maintenance: Students must maintain a cumulative GPA of at least 2.0.
- Failing Grades: Students who earn a D or F must successfully retake the course (earning a C or better) before they are permitted to take additional dual credit courses.
- Retaking Courses: To repeat a course, students must contact the Office of the Registrar for approval. Students are responsible for the full tuition cost of any repeated course.

Financial Responsibility

- ***KHEAA Scholarship Repayment:*** *If a student fails a dual credit course, they and their family are* financially responsible for repaying any scholarship funds provided by KHEAA.

WORK READY SCHOLARSHIP

Under the KHEAA Work Ready Dual Credit Scholarship, students may take up to two (2) Career and Technical Education (CTE) courses per year for free during their four years of high school.

- Partners: This scholarship applies to eligible courses at BCTC and EKU.
- Coverage: The scholarship covers tuition only.
- Student Responsibility: Students are responsible for any online fees, textbook costs, or other associated course fees.

CERTIFICATES

Students who successfully complete the requirements of a specific career pathway will be awarded a certificate of completion or industry certification.

Pathway Review

- **Program Specifics:** Your instructor will review the specific career pathways and technical certificates available within your chosen program of study.

Distribution & Requests

- **Senior Awards & Signing Night:** All certificates will be printed and officially presented during our annual Senior Awards & Signing Night.
- **Advance Requests:** If you require a copy of your credential or certificate prior to this event (for job applications, etc.), please submit a formal request to the Building Principal.

GUIDANCE & COUNSELING SERVICES

The Guidance Department at your home high school is a vital resource for your academic and personal success. Students, parents, and teachers are encouraged to utilize these services throughout the school year.

How Counselors Can Help

Counselors provide support and guidance for a variety of needs, including:

- **Academic & Career:** Course scheduling, educational planning, and exploring future occupations.
- **College Readiness:** Information on financial aid, scholarships, college entrance exams (ACT/SAT), and testing dates.
- **Personal Support:** Advice on school-related matters or personal challenges.

Scheduling an Appointment

- **Students:** The counselor's door is always open. You are encouraged to visit the guidance office at your home high school whenever you need assistance or scan the QR codes available to make an appointment with your counselor.
- **Parents:** To ensure a counselor is available to speak with you, please contact your student's home high school directly to schedule an appointment.

WORK-BASED LEARNING (CO-OP)

Work-Based Learning is a collaborative effort designed to link employers with education to create a prepared workforce. All placements are directly related to the student's career focus and require a formal training agreement signed by the student, parent, teacher, employer, and principal.

The Work-Based Learning Spectrum

We offer various types of experiences to help students gain real-world exposure:

- Clinical Experience & Shadowing
- Cooperative Education (Co-op) & Internships
- School-Based Enterprise (SBE) & Entrepreneurial Programs
- Mentoring, Service Learning, and Work Experience

Mandatory Paperwork & Approval

Students are **not permitted** to leave school for a work location until all initial paperwork is submitted and approved by administration. Once the co-op experience is established and the training plan is on file, students may begin leaving during their scheduled time.

Ongoing Requirements & Deadlines

To remain in the Co-op program, students must maintain their records. Failure to meet these requirements will result in the student losing their "sign-out" privileges.

- **Bi-Weekly Submissions:** Students are required to submit pay stubs and employer evaluations every two weeks.
- **Consequences of Missing Deadlines:** If these items are not turned in by the due date, the student must report to their Ignite teacher for the full class period instead of going to work.
- **Removal from Program:** Repeated failure to submit documentation or follow reporting procedures will lead to permanent removal from the Co-op course.

WORK ETHIC & ATTITUDE

In the professional world, a positive attitude and a strong work ethic are just as essential as technical ability. Ignite Academy is committed to helping students develop the professional habits necessary for long-term career success.

Professional Development

- **Classroom Integration:** Proper work ethics, professional conduct, and positive attitudes are reinforced throughout your daily instructional program.
- **Leadership & Teamwork:** Students develop critical "soft skills"—including leadership, collaboration, and responsibility—through active membership and participation in their program's Career and Technical Student Organization (CTSO).
- **Success on the Job:** Our goal is to ensure that every student leaves Ignite not only as a skilled technician but as a reliable and professional employee.

BELL SCHEDULE

North Campus				**South Campus**		
Drivers & Student Drop Off		8:15 AM		Drivers & Student Drop Off		8:05 AM
1ST BLOCK	8:20 AM	9:55 AM		1ST BLOCK	8:10 AM	9:45 AM
2ND BLOCK	10:22 AM	11:55 AM		PLANNING	9:50 AM	11:00 AM
3RD BLOCK	12:22 PM	1:55 PM		2ND BLOCK	11:30 AM	12:55 PM
PLANNING	2:00 PM	3:15 PM		3RD BLOCK	1:20 PM	2:45 PM

LUNCH

Lunch is provided at Ignite Academy for students whose home high school schedules do not allow them to eat during regularly scheduled lunch periods at their base school.

Lunch Policies

- **Campus Status:** Ignite Academy is a **closed campus**. Students are not permitted to leave school grounds to pick up lunch.
- **Deliveries:** Outside food deliveries are **strictly prohibited**. This includes:
    - Third-party services (DoorDash, GrubHub, UberEats, etc.).
    - Deliveries made by friends or relatives.

FOOD & DRINK

To maintain a safe and professional environment, the following rules apply to all classrooms and shop areas:

- **Instructor Discretion:** Your instructor has the final authority to allow or prohibit food and drinks in their specific classroom or shop.
- **Shop Safety:** In many technical areas, food and drink may be strictly prohibited due to safety and contamination risks. Always follow the specific rules posted in your lab or shop.
- **Cleanliness:** Students are expected to maintain a clean and sanitary workspace. All trash must be placed in the provided containers immediately.

HALL PASSES

To maintain a safe and focused learning environment, students are not permitted in the hallways during class periods without an official hall pass. **Verbal permission is not acceptable.**

Pass Guidelines

- **The "10/10" Rule:** No hall passes will be issued during the first 10 minutes or the last 10 minutes of any class period.
- **Teacher Discretion:** Permission to leave the classroom is a privilege, not a right. Teachers may deny pass requests during instructional time.
- **Conduct:** When using a pass, students must travel to their destination in a timely, direct, and non-disruptive manner.
- **Electronics:** Electronic devices (phones, headphones, etc.) may **not** be used while outside the classroom during class time.

Restricted Access & Discipline

- **Consequences:** Violations of hall pass procedures can result in disciplinary action and may lead to being placed on the "No Hall Pass List."
- **Home High School Coordination:** If a student is placed on the "No Hall Pass List" at their home high school, that restriction carries over to Ignite Academy. These students will not be permitted to leave the classroom or shop area.

DRIVING & PARKING REGULATIONS

Madison County Schools provides transportation to and from school for each student living within the district. We prefer that students use the bus transportation provided; however, we do have on-campus parking spaces available for students who wish to drive.

Parking at Ignite Academy is a privilege, not a right. Student driving permission and eligibility are determined by the home high school's policies as well as Ignite Academy regulations. Approval on this form does not supersede home high school driver eligibility status. Driving privileges may be suspended or revoked by administrators at Ignite Academy or the home high

school at any time for disciplinary issues, parking violations, excessive tardies/absence, or poor academic standing.

Permit Requirements

Students must obtain a valid parking permit from their home high school before parking on the Ignite Academy campus. To apply, students should contact their home high school and complete a Student Driver Application to be kept on file at Ignite Academy.

Consequences for Violations

Students who violate transportation rules or who do not show up for their scheduled class at Ignite Academy, their home high school, or any other school-related placement after leaving campus will receive the following consequences:

- **1st Offense:** Loss of Driving Privileges for two (2) weeks from date of violation.
- **2nd Offense:** Three (3) Day Suspension and Loss of Driving Privileges for nine (9) weeks from date of violation.
- **3rd Offense:** Three (3) Day Suspension and Loss of Driving Privileges for one (1) year from date of violation.

General Parking Regulations

- Permit Display & Designated Parking: Vehicles must properly display a valid parking permit at all times and park strictly within designated student parking areas.
- Campus Departure: Vehicles must remain on campus until class is dismissed or the student is properly dismissed through the main office.
- Vehicle Occupancy & Access: Students may not loiter in parked vehicles and are not allowed to return to their car during the school day without authorization from an administrator or designated personnel.
- No Passenger Policy: Students are strictly prohibited from transporting other students to or from Ignite Academy during the instructional day. Doing so will result in disciplinary action and potential suspension or revocation of driving privileges
- Vehicle Updates: If a driver changes vehicles during the school year, an updated information form must be submitted to the Ignite Academy office.
- Temporary Vehicles: If a student arrives on campus in an unregistered vehicle, they must immediately report to the office upon arrival to notify school officials.
- Safety & Security: Vehicles must remain locked at all times while parked on campus. The speed limit on school grounds is 15 MPH.

Ignite Academy is not responsible for theft, accidents, or damage to vehicles on campus. Any vehicle parked in violation of regulations is subject to being towed at the owner's expense.

KRS 159.051 "No Pass/No Drive" Per Kentucky law, students ages 16–17 must pass 66% of their classes and have fewer than 9 unexcused absences to keep their driver's license.

LOCKERS

Lockers are assigned to students enrolled in specific programs. These are school property and must be maintained according to school standards.

Usage & Maintenance

- **Assignment:** Lockers are not to be shared without official approval from the office.
- **Security:** Locks must be kept locked at all times.
- **Care:** Each student is responsible for the care of their locker. Any damage to a locker will require payment for repairs.
- **Decorations:** Stickers or questionable pictures are not permitted on or inside lockers. Please refer to the **Dress Code** for guidelines on appropriate imagery.
- **End of Year:** All lockers must be completely emptied by the end of the school year.

Liability & Inspections

- **Right to Inspect:** The school reserves the right to inspect any locker at any time.
- **Personal Property:** Ignite Academy is **not liable** for personal property. The school cannot accept responsibility for stolen money or other articles.
- **Valuables:** All valuables should remain in the possession of the owner at all times.

BOOKS & SUPPLIES

Required Purchases

In certain training programs, students may be required to purchase specific workbooks or safety supplies.

- **Notification:** Your instructors will notify you of these required items during the orientation process at the beginning of the course.

Loaned Textbooks

Basic textbooks are provided to students on a loan basis for use during the school year. To ensure these resources remain available for future students, please adhere to the following:

- **Identification:** Write your name, grade, and teacher's name on the book label immediately upon receiving it.
- **Care:** Textbooks must be kept clean and handled carefully.
- **Lost or Damaged Books:** You are financially responsible for any lost or damaged books.
- **Record Keeping:** Failure to pay for lost or damaged textbooks will result in a **letter of non-payment** being placed in your permanent record file.
- **Refund Policy:** Once a textbook has been declared lost and paid for, **no money will be returned** even if the textbook is found later.

SCHOOL & CLASS FEES

Some courses at Ignite Academy require additional fees to cover the cost of industry certifications, required safety and protective wear, or specialized course materials.

Fee Notification & Payment

- **Advanced Notice:** Students and parents/guardians will be notified in advance regarding the specific fees and amounts associated with their chosen courses.
- **Refund Policy: No refunds** can be made once a fee has been paid.

Debt & Student Privileges

Financial accountability is required for participation in school social events. Any student who owes school fees or debts of any kind related to the school, including fees or debts owed to Ignite Academy:

- **WILL NOT** receive an invitation to a school dance or prom.
- **WILL NOT** be permitted to attend a school dance or prom as a guest.
- **WILL NOT** be eligible to be a candidate for Prom King or Queen.

Returned Checks

Madison County Schools utilizes a third-party vendor to collect returned checks. In addition to the original check amount, the collection company will assess a separate collection fee for their services.

DRESS CODE

Right to Freedom of Expression & Legal Compliance

Except for students who enroll in courses that require special prescribed attire, students have the right of freedom on dress and appearance so long as dress or appearance does not:

- Present health or safety hazards;
- Cause disruption of the educational process;
- Violate any Kentucky Revised Statutes (KRS) or Kentucky State Board of Education (KSBE) rule or regulation.

The principal, staff, student body, and community-at-large shall be appropriate in dress, personal appearance, and grooming in terms of the varied situations in which the school community operates.

General Dress Code Guidelines

Pupils shall observe modesty, appropriateness, and neatness in clothing and personal appearance.

- **Prohibited Imagery:** Any decal-type patch or emblem that is obscene, sexually suggestive, disrespectful, or which contains slogans, words, or in any way depicts alcohol, drugs, tobacco, or any illegal, immoral, or racist implications is prohibited.
- **Length & Coverage:** Shorts and skirts must be non-revealing and reach the tips of the fingers when arms are fully extended at the side. Body parts and underwear must be covered from the fingertips to the natural waist.
- **Tops:** Midriff blouses, halter tops, backless tops, cut-away shirts, low-cut, form-fitting, or see-through clothing are not allowed. Sleeveless shirts are acceptable only if the material covers the entire shoulder area and the entire undergarment. Any shirt, top, blouse, or sweater must be long enough to tuck into the lower garment.
- **Headwear & Accessories:** Hats, hoods, bandannas (or other pieces of cloth worn as covering), blankets, and sunglasses are not allowed to be worn in the building.
- **Safety:** Shirts and shoes must be worn at all times. Clothing and jewelry that could be harmful or dangerous to other students are not allowed.
- **Gang Affiliation:** No gang-related apparel or items are allowed. This includes any article of clothing, badge, sign, lettering, hairdo, jewelry, emblem, or symbol intended to signify affiliation with or approval of a gang.
- **Waistline:** Students are not permitted to wear pants, slacks, shorts, or overalls such that the waist area of the garment is lower than the natural waist area of the student.
- **Home School Rules:** Students' home high school guidelines on dress code will also be enforced.

Technical & Shop Safety Precautions

At Ignite Academy, additional safety precautions must be taken, including but not limited to:

- **Head & Eye Protection:** Hard hats shall be worn where head protection is required. Safety glasses shall be worn when in the shop/lab, operating equipment, and/or using chemicals.
- **Industrial Shops:** Clothing that adequately protects legs and arms must be worn. Students will **not** be permitted to wear shorts or synthetic fabric clothing in industrial shops.
- **Hazard Prevention:** Loose/flowing clothing or dangling jewelry which may become caught in machinery is not permitted in shops equipped with power equipment. Hair must be of a length that poses no safety hazard or must be contained under a head covering.
- **Hygiene:** Shop clothing in heavy work areas (welding, machine tool, automotive) shall be cleaned frequently. Gloves and safety glasses must be worn by all Health and Human Services students when in contact with body fluids.

Enforcement

The principal or his/her designee shall deal with extremely exaggerated or immodest modes of dress on an individual basis. Any staff member who observes a violation shall send the student to the principal or assistant principals.

The student may remove the offending clothing or exchange it for appropriate clothing and will be allowed to return to class as soon as the correction is made. If the violation cannot be corrected at school, the principal may contact parents and send the student home to correct the violation and shall assign punishment.

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

ATTENDANCE (KRS 159.010)

1. The following reasons will be accepted as an excused absence:
    a. Death or severe illness in the pupil's immediate family.
    b. Illness of pupil. A doctor's note is required, or a parent's note on a limited basis (student(s) may use a total of FOUR PARENT NOTES PER 18 WEEKS for any combination of absences/tardies/check-outs). The note must be submitted to the home highs school. Each note will excuse only 1 day of absence or 1 tardy/check-out. (For multiple days a student should have a doctor's statement.)
    c. Religious holidays.
    d. One day for attendance at the KY State Fair.
    e. Other valid reasons as determined by the principal, i.e. court appearances, driver's license - ½ day, and doctor/dental appointments.

2. A phone call will be made to the parent/guardian regarding daily absences.
3. A letter will be sent home after the third unexcused absence. A Final Notice will be sent home once the student reaches 6 unexcused absences. Court system mediation for habitual truancy will occur if the student continues to have further absences.

ATTENDANCE AND PARTICIPATION IN SCHOOL ACTIVITIES

A student's attendance at Ignite will be reflected in their overall attendance at their home high school. Students should refer to the attendance requirements at their home high school as it relates to attending field trips, dances, awards days, etc.

SUSPENSION

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

Make-up work may NOT be accepted for any unexcused absence.

EXCUSED TARDIES (KRS 159.150)

Tardies will be excused for the following reasons:

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

UNEXCUSED TARDIES

After three UNEXCUSED tardies to school, a student with parking privileges may lose his/her parking permit. Once a student receives three UNEXCUSED tardies to school or receives his/her fourth tardy to a class per semester, they may be sent to the office for appropriate disciplinary action.

If a student is tardy to any class, the teacher will record the tardy and upon their fourth tardy, disciplinary action will be taken.

CHECK-OUTS

Checkouts will be excused for the following reasons:

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

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

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

MAKE-UP WORK

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

TRUANCY

HB 72 – AN ACT relating to habitual truancy.

- Identifies any public school student who has not reached his or her twenty-first birthday, who has been absent from school without a valid excuse for three or more days or tardy without valid excuse on three or more days as truant.
- Identifies as a habitual truant, a student who has been reported as truant two or more times.
- Hold a public school student who has attained the age of 18, but who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws. Hold the parent, guardian, or custodian of a public school student who has not reached his or her eighteenth birthday accountable if the student fails to comply with school truancy laws. Holds the court-appointed guardian of a public school student who has not reached his or her twenty-first birthday, accountable if the student fails to comply with school truancy laws.
- Requires school district personnel to inform students (between 18 and 21), parents, guardians, and custodians that they are subject to the truancy laws.

DELIVERIES PROHIBITED

In the interest of safety and to preserve instructional time, Ignite Academy prohibits the commercial or private delivery of the following items to students during school hours:

- **Flowers and Balloons**
- **Commercial Food Deliveries** (e.g., DoorDash, UberEats, local restaurants)
- **Gifts and Other Favors**

Students and parents should plan accordingly to ensure these items are handled outside of school hours. Any items delivered to the school will be held in the office until the end of the day or may be refused.

LOST & FOUND

Reporting & Retrieval

- **Found Items:** All found articles must be turned in to the school's Main Office immediately.
- **Claiming Items:** Articles are kept in the office until the owner provides proper identification.

Holding Period & Transfer

- **Time Limit:** Items will be held at Ignite Academy for one (1) week.
- **Final Disposition:** After one week, unclaimed items will be transferred to the home high school that has the largest enrollment at Ignite Academy.

Tip: To ensure lost items are returned to you quickly, please label your personal belongings, textbooks, and equipment with your name.

VISITORS

To ensure the safety of our students and staff, all visitors must follow the school's security protocols upon arrival.

Check-In & Identification

- **Visitor's Pass:** All visitors—including parents, relatives, and sales representatives—must report directly to the **Front Office** to secure a visitor's pass before contacting any students or staff members.
- **Escort Policy:** For security purposes, all visitors must be escorted by or remain with a staff member at all times while on campus.

Exceptions

- The Principal has the authority to approve specific exceptions to these regulations as needed.

SUBSTITUTES/STUDENT TEACHERS

Professionalism and mutual respect are core values at Ignite Academy. Guests in our building, including substitute teachers and student teachers, are to be treated with the same respect and courtesy as your regular classroom instructors.

Expectations of Conduct

- **Respect:** It is the responsibility of the student to maintain a positive and professional relationship with substitute and student teachers.
- **Cooperation:** Students are expected to follow all instructions and complete all assignments provided by a substitute or student teacher without disruption.

Consequences

Any student who fails to show proper respect or follow the directions of a substitute or student teacher will be subject to disciplinary action. In a professional environment, how you treat guests and temporary supervisors is a direct reflection of your character and work ethic.

PHOTO RELEASE

During the school year, Ignite Academy often celebrates student achievements through various media outlets. By signing the acknowledgement of receipt for this handbook, parents and guardians grant permission for the student's photograph or likeness to be used in:

- External Media: Newspaper stories and television news segments.
- School Publications: The school yearbook, official newsletters, and promotional brochures.
- Digital Platforms: The official school website and social media accounts.

Opt-Out Procedure

If you do not wish for your student's photograph to be used in any of the stories or publications mentioned above, you must notify the school office in writing.

LAB & CLASSROOM SAFETY

Safety is the top priority at Ignite Academy. Students are expected to conduct themselves professionally and follow all established safety protocols to protect themselves and others.

Instruction & Certification

- **Mandatory Training:** All students will receive specific safety instructions at the beginning of and throughout each semester.
- **Demonstration of Knowledge:** Students must demonstrate a thorough knowledge of safety procedures before they are permitted to operate any school equipment, machines, or tools.
- **Instructor Permission:** Under no circumstances should students operate equipment without the explicit permission of the instructor.

Safety Oversight & Reporting

- **Safety Committees:** Each program will establish a student shop safety committee. These committees are responsible for conducting monthly safety inspections of labs and classrooms to identify and correct potential hazards.
- **Accident Reporting:** In the event of an accident, an Accident Report must be completed. This form describes the nature of the incident and identifies any practices or conditions that may have contributed to it.
- **Immediate Notification:** All accidents—regardless of how minor they may seem—must be brought to the instructor's attention immediately.

ACCIDENTS/INSURANCE/ILLNESS/FIRST AID

Emergency Procedures

- **Reporting:** In the case of any accident—no matter how minor—students must report it to their teacher immediately.
- **Acute Illness or Severe Injury:** Emergency first aid will be administered, and parents/guardians will be notified immediately.
- **Dismissal:** If a student becomes ill, they must report to their teacher and obtain a pass to the office. Students will not be sent home without parental approval.
- **Medical Driving:** Students excused for medical reasons are **not** permitted to drive themselves unless explicit parental consent is given.

Medical Responsibility

- **First Aid Only:** The school is responsible only for immediate first aid.
- **Costs:** The Madison County Board of Education does not pay medical or hospital bills resulting from school accidents. Payment for these services is the responsibility of the parent or guardian.
- **Transportation:** Parents/guardians are responsible for providing transportation and further care if a student is injured or becomes ill on school property.

Medication & Emergency Records

- **Emergency Release Cards: A SIGNED EMERGENCY RELEASE CARD MUST BE ON FILE IN THE OFFICE FOR EVERY STUDENT.**
- **Medication:** If a student must take medication at school, a signed note from a parent must be presented to the office. All medication will be kept in and dispensed through the office by the school nurse or trained personnel.
- **Medical Conditions:** Students with ongoing medical problems should notify their teacher, administration, and/or the school nurse of their home high school.

Insurance Information

- **Filing Claims:** Ignite Academy is not responsible for filing accident claims. Claim forms are available in the office; students and/or parents are responsible for filing claims.
- **KCHIP:** Free health coverage may be available to qualified students through a state-funded Insurance Program known as KCHIP. See your advisor or home high school counselors for more information.

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

ACCIDENT REPORTING

If an injury occurs—no matter how minor—you must report it to your instructor **immediately**.

The Reporting Process

1. **Notification:** Inform your instructor as soon as the injury happens.
2. **Documentation:** Your instructor will work with you to complete an **Accident Reporting Form**, providing an accurate description of the incident.
3. **Insurance Claims:** This form serves as the official documentation you will need if you choose to file a medical insurance claim.
4. **Prevention:** Every report is reviewed to help the school take preventive measures and ensure a safer environment for all students.

MEDICAL RECORD (HEALTH SCIENCE PROGRAM)

Students enrolled in Health Science programs that include clinical experiences or shadowing must meet specific medical requirements to participate.

Required Documentation

Before beginning clinical or shadowing rotations, students must provide:

- **Tuberculosis (TB) Test:** Proof of a current* negative TB skin test (PPD).
- **Immunization Record:** A complete and up-to-date immunization record.

Recommended Documentation

- **Hepatitis B:** This immunization is highly recommended for students in this program, though it is not currently required.

**Note: "Current" is defined by the specific healthcare facility where the student will be performing clinicals or shadowing.*

MADISON COUNTY SCHOOLS HEALTH CLINIC

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

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

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

Confidentiality:

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

We protect the privacy of your child's health information by:

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

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

EVACUATION DRILLS

Ignite Academy has developed a comprehensive evacuation plan to ensure a safe and orderly exit from the building in the event of fire, tornado, or other emergencies.

Preparedness & Routes

- Classroom Maps: A copy of the specific evacuation pattern for each room is posted near the door.
- Orientation: You should become familiar with the exit routes for each of your classrooms and shops during your initial orientation.
- Familiarity: Because technical programs often move between classrooms and labs, both students and teachers must be familiar with the evacuation routes for any room they occupy.

Procedures During an Alarm

- Universal Compliance: All alarms must be followed immediately and treated as a real emergency unless school administration indicates otherwise via the intercom.
- Supervision: For safety and accounting purposes, students must remain with their assigned teacher at all times during an evacuation.
- Drill Frequency: Fire and tornado drills are held periodically throughout the school year to ensure all occupants can respond quickly and safely.

NON-INSTRUCTIONAL (NTI) POLICY

On NTI days, students will **not** report to the school building. Instead, they will complete assigned work from home to ensure learning continues during weather events or other school cancellations.

Expectations & Workload

- **Time Commitment:** Students are expected to spend 3 to 4 hours on school-related work, depending on their grade level.
- **Assignments:** Depending on the program, teachers may send home physical packets or assign work through online platforms. Specific instructions will be provided by each of your teachers.
- **Teacher Availability:** During the school day, teachers will be available via telephone or online to assist students with their assignments.

Deadlines

Students have seven (7) calendar days from the day classes resume to submit their NTI work.

- *Example: If classes resume on a Wednesday, the NTI work is due by the following Wednesday.*

Notifications

Official notification of an NTI day will be communicated through the same channels used for snow days or traditional school cancellations (e.g., district calls, social media, and local news).

CANCELLATION OF SCHOOL

The Messages XR-E system will be used to call all households in case of inclement weather. Also, radio stations WKXO Berea and WEKY Richmond will announce any school closings as well as Madison County Schools social media pages. Television stations, WKYT Channel 27, WLEX Channel 18, and WTVQ Channel 36 also show school closings.

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.

EMERGENCY MANAGEMENT AGENCY & CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM



Dear Parents & Guardians:

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

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

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

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

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

Practice following your family's emergency plan.

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

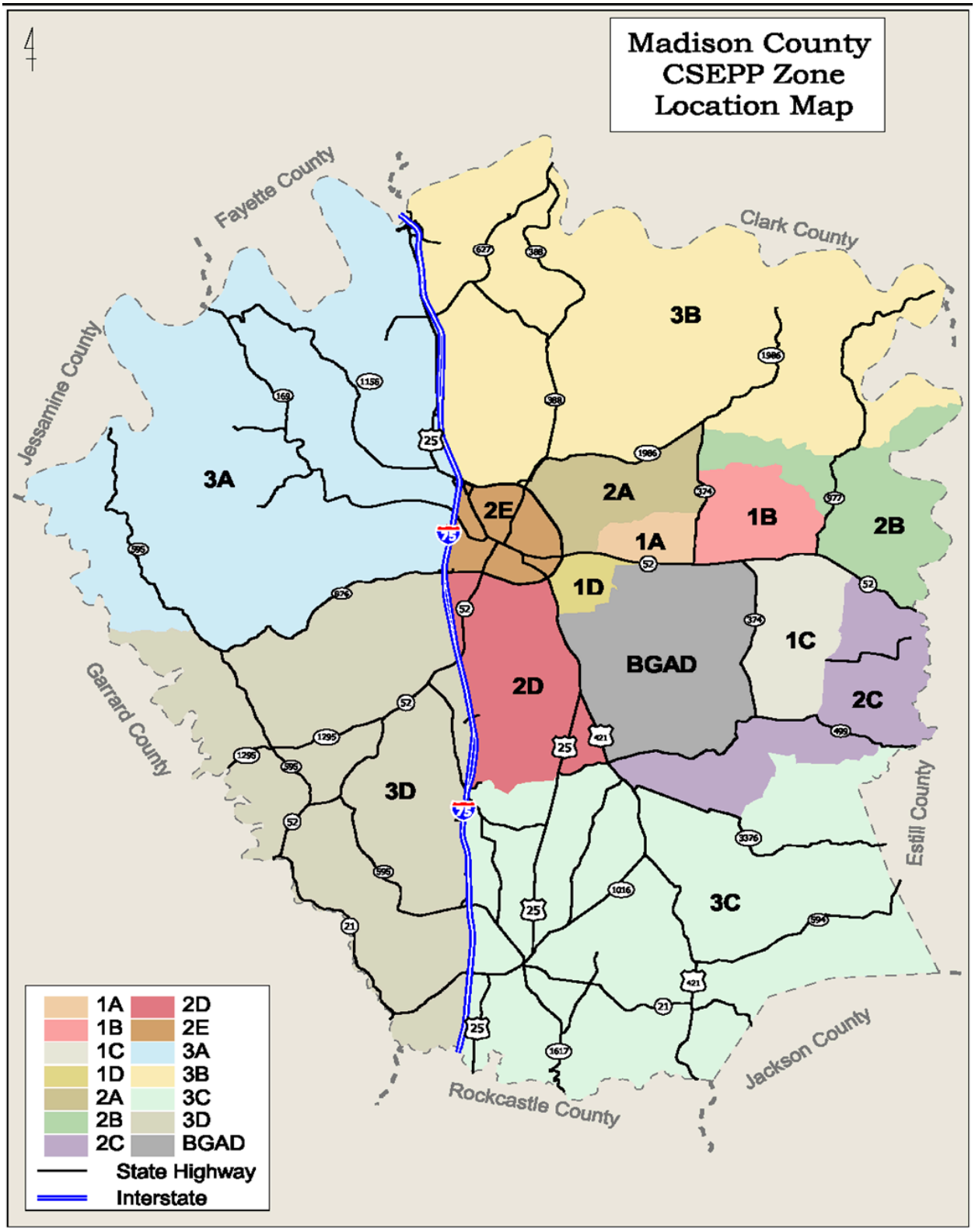
FOR MORE INFORMATION
Talk with your school's principal.
Contact the Madison County EMA/CSEPP at 859-624-4787 with questions about emergency preparedness.
Refer to the Emergency Preparedness calendar sent to every Madison County resident from EMA/CSEPP.
Are you prepared? Our organization is here to help you answer that question.

Sincerely,

Carlis Richards
Madison County EMA Director

Madison County EMA/CSEPP
560 S. Keeneland Drive
Richmond, KY 40475
www.madisoncountyema.net

Michael Bryant
Madison County EMA Deputy Director
Madison County CSEPP Director



BASIC Emergency Procedures for Madison County Schools in the event of a CHEMICAL ACCIDENT

(from a factory, railroad, interstate or the Blue Grass Army Depot)

During an emergency from a chemical accident, your child's school will take appropriate protective actions based on the type of emergency if your child's school is at risk. The two basic types of protective actions that will be recommended are *(1) Shelter-In-Place* and *(2) Evacuate*. Below are general outlines of the steps your school will take to follow both plans. **BE SURE TO SEE YOUR SCHOOL'S PRINCIPAL AND STAFF FOR YOUR SCHOOL'S SPECIFIC EMERGENCY PLAN**.

SHELTER-IN-PLACE

- Announcement over the public address (PA) system that an ***EMERGENCY SITUATION*** exists and everyone is to implement Shelter-in-Place procedures.
- All classes are to proceed (or remain) in their designated Shelter-in-Place location.
- Terminate all outdoor activities (i.e., physical education classes) and ***BRING ALL STUDENTS INDOORS***.
  NOTE: If bus drivers or parents are outside, they will be brought inside the building. No one is to be left outside the building.
- Assigned staff will lock all doors and post Shelter-in-Place notices at building entrances.
- Ensure all heating/ventilation/air conditioning systems have been turned off.
- ***NO ONE SHOULD LEAVE THE SHELTER-IN-PLACE PROTECTION AREAS*** until told it is safe to do so.
- Assigned staff will monitor the Advisor Alert Radio and the local radio station or cable television for further emergency instructions and for information on when it is safe to ventilate the building. Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

PARENTS: Do not interfere with Shelter-in-Place procedures or attempt to check out your child. Being exposed to the outside air could put you, your child, other children and staff at the school in danger. Because many chemicals cannot be seen or smelled, you may not be aware of the location or extent of a chemical release.

Frequently Asked Questions:

How long will the school be sheltered in place?

- Typically 2-4 hours

What happens after Shelter in Place?

- If it is determined that your child's school and surrounding area was not and is not at risk of detrimental effects of a chemical incident/accident, the school will be instructed to EXIT SHELTER IN PLACE, and may resume its normal activity.
- If it is determined that remaining at the school or in the surrounding area poses any health risks, the school will "Relocate" to the pre-determined host school outside of Madison County.

EVACUATE

The school will be alerted by an outdoor siren or indoor Advisor Alert Radio to evacuate based on the type of emergency that poses a risk, and if there is enough time to implement evacuation procedures. Assigned staff should/will establish communication with the School Coordinator assigned to the Emergency Operations Center via phone or 800 MHz radio.

- Announcement over the public address (PA) system that an *EMERGENCY SITUATION* exists and everyone is to prepare for evacuation.
- All students and staff will report to their pre-designated areas for loading on buses.
- Assigned Staff will ensure student rosters; medical cart, student identification wristbands, and other vital information for student release and family reunification are prepared for transport.
- Students and staff are loaded onto buses.
- Teachers and staff that have been CSEPP trained and with CDL licenses will transport students and staff to pre-designated host schools outside Madison County.
- Designated staff will assist with student accountability.
- Designated staff will "sweep" the building to ensure no one is left behind.
- Designated staff will post Notice of Evacuation.

PARENTS: Do not interfere with evacuation procedures as it will slow the process and could put you, your child, other children, and staff at the school in danger. Listen for official instructions as to when it is safe to travel to the pre-designated host school and check out your child at that location.

School Administration will be in contact with the Madison County EOC throughout the evacuation process to report the student census, confirm completion of evacuation, arrival at the host school.

To Learn More About Emergency Preparedness, contact:



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

CELEBRATION, EXTRACURRICULAR EVENTS & FIELD TRIPS

At Ignite Academy, we believe in celebrating your hard work. Every nine weeks, students who meet specific academic and behavioral goals are eligible for school-wide rewards. These goals are communicated by teachers and administration at the start of each grading period.

Field Trips & Extracurricular Eligibility

Participation in program field trips and Career and Technical Student Organizations (CTSO) events is a privilege. To represent Ignite Academy off-campus, students must maintain a record of good standing.

A student may be disqualified from attending field trips or extracurricular events if they meet any of the following criteria:

- **Academics:** Currently failing an Ignite Academy course.
- **Behavioral Record:** * Has been written up on three or more separate occasions at Ignite.
    - Has been assigned to In-School Suspension (ISS) during the week of the trip.
- **Serious Offenses:** Has a record of drug-related or fighting offenses (whether the incident occurred at Ignite Academy or the home high school).
    - Has attended an alternative school at any point during the current school year, this includes in-high school placements like SPEAR.
- **Suspensions:** Is currently suspended.
    - Has been suspended from Ignite Academy at any time during the current school year.

Final eligibility is at the discretion of the Principal. For questions regarding your status, please contact your campus administration.

STUDENT ORGANIZATIONS (CTSO)

Career and Technical Student Organizations (CTSO) are an integral part of the instructional programs at Ignite Academy. They are designed to bridge the gap between the classroom and the workforce by developing leadership, citizenship, and professional skills.

The Role of CTSOs

- **Instructional Quality:** These organizations improve the relevance of classroom learning through hands-on application.
- **Leadership:** Students gain leadership experience and take on responsibilities that prepare them for the professional world.
- **Competition:** A student must be a member of their student organization to participate in local, regional, and state competition activities.

Official Ignite Academy Organizations

The following organizations are the official representatives for our career pathways:

Organization	Focus
DECA	Marketing Students of America
FBLA	Future Business Leaders of America
HOSA	Future Health Professionals
SkillsUSA	Champions at Work (Trade & Industrial)
TSA	Technology Student Association
FCCLA	Family, Career and Community Leaders of America

WORK ORDERS

At Ignite Academy, all work performed for outside parties or on personal equipment requires formal documentation before any labor begins.

Required Documentation

No job may start without the following two forms being completed and signed:

- Work Order Approval Request
- Work Order Agreement

Fees & Payments

- **Shop Fees:** A $15 minimum shop fee applies to all items that do not belong to a student.
- **Materials & Parts:** Students are financially responsible for the cost of all materials, parts, and consumables used to complete their specific projects.

STUDENTS RIGHTS & RESPONSIBILITIES

Student Rights

Students have the right to:

- **Education:** An appropriate and free public education.
- **Non-Discrimination:** A school environment that will not tolerate discrimination on the basis of race while enforcing discipline or when making referrals to law enforcement.
- **Fair Assessment:** Receive academic grades based only on academic performance.
- **Transparency:** Be kept informed of all rules, regulations, policies, and penalties, and be assured of all due process rights.
- **Safety:** Personal safety and security while at school and school-sponsored activities.
- **Equity:** Involvement in school activities without discrimination on the basis of race, national origin, marital status, sex, economic status, or handicapping condition.
- **Voice:** Present complaints or grievances to school authorities and receive authoritative replies.
- **Support:** Receive consultation or counseling in academic, personal, social, and career-related concerns.
- **Property:** Protection of their personal property.

Student Responsibilities

Students have the responsibility to:

- **Attendance:** Attend school regularly and arrive on time.
- **Respect:** Show consideration for the rights of others within the total school environment.
- **Conduct:** Refrain from conduct that disrupts the educational process, creates disorder, or damages or destroys private or public property.
- **Reporting:** Immediately report student threats to harm others to a teacher, counselor, or school administrator.
- **Effort:** Give their best effort to tasks assigned by their teachers, coaches, or other staff members.

STAFF RIGHTS & RESPONSIBILITIES

Staff Rights

School Staff has the right to:

- **Academic Expectations:** Expect all students to complete assigned tasks and coursework.
- **Professional Environment:** Work in a positive school climate with a minimum of disruptions.
- **Support:** Access the support of fellow staff members, administrators, and parents.
- **Personal Safety:** Safety from physical and verbal abuse.
- **Emergency Protection:** Take necessary action in emergencies to protect themselves and the individuals in their care.

Staff Responsibilities

School Staff has the responsibility to:

- **Professionalism:** Maintain a professional attitude and behavior toward all students, parents, administrators, colleagues, and the Board of Education.
- **Curriculum Excellence:** Aid in planning a flexible curriculum that meets the needs of all students while maintaining high standards of academic achievement.
- **Learning Atmosphere:** Maintain an atmosphere conducive to learning based on mutual respect, trust, and appropriate discipline.
- **Compliance:** Follow the policies, rules, and regulations adopted by the Board of Education and/or school administration.
- **Consistency:** Deal firmly, promptly, and consistently with disruptions or violations of board policy and school procedures, enlisting administrative support when necessary.
- **Supervision:** Provide adequate supervision for all students in their care.
- **Safe Environment:** Ensure a learning environment that is free from harassment for all students.

PARENT/GUARDIAN RIGHTS & 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.

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.

TECHNOLOGY POLICIES

All Technology Equipment owned by the Madison County Board of Education and/or Ignite AcademyHigh School is accessible to its student body to assist in the performance of educational responsibilities. *(See Madison County Acceptable Use Policy) It* is a student's privilege to be allowed to use the school's technology equipment. Therefore, each student should treat the computer/technology equipment as if it were his or her own.

A student should not:

1. use the school's technology equipment for purposes unrelated to the educational instruction such as recreation and/or "personal" business.
2. copy programs from the network/computer terminal for his/her personal use.
3. install programs/games on any of the school's computer terminals/networks. Only authorized personnel may install programs. This includes material uploaded from jump/flash drives.
4. print unnecessarily.
5. access the Internet without proper authorization from the legal guardian and supervising teacher and/or access unauthorized web sites (blocked or unblocked by filtering devices).
6. send or display offensive or sexually explicit material.
7. use obscene language.
8. harass, insult or attack others.
9. violate copyright laws.
10. use another's password and/or share his/her password with others.
11. trespass in another's folder, work or files.
12. use non – KETS e-mail services.
13. respond to or initiate junk mail such as chain letters.
14. maliciously deface the equipment in any manner. (Rearrange keys on the keyboard, remove mouse-tracking balls, place foreign objects in the disk drive, etc.)

Violations of any of these rules will result in a loss or reduction of computer privileges. Loss of Network Access will relate to the offense (i.e. Internet-related offenses will result in loss of Internet and E-Mail; computer offenses related to hard drive or network resources will result in computer access being terminated).

Consequences of Violations:

Minor Offenses: (Includes accessing unauthorized websites, disrespecting classroom rules related to computer usage, using other passwords to gain access to resources without malice, and/or items not considered a major offense and outlined in the Guidelines of Discipline Offenses and Actions approved by the Madison County Board of Education.)

1. First Offense: Warning from Supervising Faculty Member.
2. Second Offense: Loss of Network access for 2 weeks.
3. Third Offense: Loss of Network access for 4 weeks.
4. Fourth Offense: Loss of Network access for 18 weeks.
5. Fifth Offense: Loss of Network access for the year.

Major Offense (Includes vandalism and harassment as well as any infraction considered a SERIOUS OFFENSE as defined by the student handbook). Guidelines for Discipline Offenses and Actions as outlined in this handbook will be followed unless administration deems it necessary to follow guidelines listed below.

1. First Offense – Loss of Network Access for 9 weeks.
2. Second Offense – Loss of Network Access for the school year.

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

POSSESSION OF TELECOMMUNICATIONS DEVICES

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, provided they observe the following conditions:

1. Devices shall not be used during instructional time or in a manner that disrupts the educational process. **Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise.**
2. **Students shall not photograph or video other students or personnel without school/teacher approval.**
3. When students violate this prohibition, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, any school employee may confiscate the device, which shall only be returned to the student's parent/guardian.
4. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property.
5. **Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication devices.**
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its' *Code of Acceptable Behavior and Discipline.*

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.
Reference: KRS 158.165 Related Policies: 09.426 and 09.438

To help students prepare for the workplace environment, **cell phone use is prohibited** in all hallways, bathrooms, shops, and classrooms at Ignite Academy unless permitted by the teacher for classroom research or instructional purposes.
Any student caught in violation of this policy will receive no warnings; the first offense will result in disciplinary action.

- 1st offense the confiscated phone is returned to the student at the end of the day.
- 2nd offense the confiscated phone is returned to the parent/guardian.
- 3rd/4th offense the phone will be confiscated and the student will serve a detention or ISD before the phone is returned to the parent/guardian.
- 5th offense the phone may be confiscated and held until the end of the school year.

Any student found to be in possession of a phone that is used in any way during instructional time, regardless of who might own the phone, is in violation of Ignite Academy's disciplinary policy. The person possessing/using the device at the time of the violation and the owner of the phone will receive disciplinary action for violating and/or not securing their phone in compliance with this policy.

Students must keep their own telecommunication devices secure at all times. No student should be in possession of a telecommunication device belonging to another student.

Level II, III, IV, and V Offenses

Student cell phones may be kept at home, in their vehicle, in their locker, OR placed in a cell phone holder from bell to bell.

IGNITE ACADEMY DISCIPLINE CODE

Students with excessive discipline referrals and/or violations of Ignite Academy safety regulations may be removed from the program at Ignite Academy at the discretion of the Director and Principal. The student, parent, and high school where the student attends will be notified immediately of this decision. Students may only be re-enrolled if parents, students, high school administration, and the Director agree to a plan of action.

OFFENSES AND ACTIONS

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

Ignite Academy shall maintain compliance with the Madison County Schools Code of Acceptable Behavior and Discipline. In administering this code Ignite Academy may use the following options: Student-parent-administrator conference, Assigned seating, Schedule change, Modify day, Peer isolation, Confiscation of item, Clean-replace-repair damaged items at current replacement value, Counseling sessions, Detention, Parent-administrator conference, Probation, School service (work detail), In-School Detention (ISD), Suspension, Referral to outside agency-including the court system, Administrative Expulsion Hearing, Other appropriate actions.

The charts found on pages 37-38 will serve as a guide for disciplinary actions, but the administration of Ignite Academy reserves the right to increase the severity of disciplinary actions in accordance with the severity of the violation and the impact of the violation on the school environment. Repeated violation of any rule may subject the offender to more serious disciplinary action. Students are responsible for following all school rules during the school day, to and from school, at school events, on Ignite Academy campus, and/or any time they are representing Ignite Academy.

SMOKING/VAPING/USE OF TOBACCO

SMOKING CIGARETTES, ELECTRONIC CIGARETTES, ALTERNATIVE NICOTINE PRODUCTS, OR USE OF ANY TOBACCO PRODUCT IS PROHIBITED AT IGNITE ACADEMY. Students are not allowed to have in their possession cigarettes, e-cigarettes (juuls, vapes, etc.), smokeless or other tobacco products, lighters or matches. Any tobacco product, e-cigarettes, lighters, or matches found in the possession of students will be taken and not returned. Ignite Academy must also maintain compliance with the Clean Indoor Air Regulation (MCHR 700.00). Students found using or possessing tobacco products are subject to disciplinary actions.

Vaping Policy: Students who are caught using or possessing e-cig, vaporizer, Juul, or any other type of paraphernalia that may be used in connection with tobacco/nicotine, narcotics, or other illegal drugs on campus will receive the consequences as outlined in their home high school handbook.

MADISON COUNTY DRUG TESTING POLICY
Applies to all athletic participants.
(Refer to County Drug Policy Handout.)

PROHIBITED ARTICLES

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

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

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

SAFETY VIOLATIONS

Maintaining a safe environment is the collective responsibility of all students and staff. Violations of safety protocols are taken very seriously and will be addressed based on their severity.

Disciplinary Procedures

- **Minor Violations:** Instructors will correct minor safety infractions as they occur. These are viewed as learning opportunities to reinforce proper professional habits.
- **Severe Violations:** Any violation that endangers the student or others will result in the immediate removal of the student from the classroom or shop. This action is taken to ensure the continued protection of all individuals on campus.

Administrative Referral & Removal

- **Referral:** Severe or life-threatening violations will be referred directly to the Principal for disciplinary action.
- **Persistent Issues:** Safety is a fundamental requirement of technical training. Repeated safety violations can result in permanent removal from Ignite Academy.

DEFINITION OF DISCIPLINARY ACTIONS

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

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

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

SUSPENSION: Suspension shall mean a denial of attendance at any single subject or class or any full schedule or class. The student shall not participate in any school activity during the time of suspension. This includes both co-curricular and extracurricular activities. See Madison County Schools policies on pages 31-33.

ALTERNATIVE SCHOOL/DAY TREATMENT: See Home Highs School Handbook.

ADMINISTRATIVE HEARING: See Madison County Schools policies on pages 31-33.

EXPULSION: See Madison County Schools policies on pages 31-33.

DEFINITION OF OFFENSES

1. DISRUPTION OF SCHOOL ENVIRONMENT:

   Any offense which disrupts the school's ability to deliver instruction such as:
   a. Chronic Talking: Repeated talking in classrooms without permission.
   b. Throwing Objects: Involved in the throwing of any object in any part of school or school grounds in such a way as to be disruptive and endanger anyone.
   c. Horse playing: Engaging in conduct that disrupts the educational process or interferes with teaching, learning and/or the operation of the school.
   d. Harassing: Engaging in any activity that afflicts mental distress, anguish, or agitation to another person.
   e. Repeatedly getting out of the seat without permission of the school staff member.
   f. Rude Noises: Making any unnecessary noise that disrupts the teaching and learning and/or orderly operation of the school.
   g. Use of profanity.
   h. Disorderly Conduct.
   i. Other: Any action that causes disruption of the school environment.

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

2. DEFIANCE OF AUTHORITY:

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

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

3. LACK OF CLASS PARTICIPATION/SLEEPING/UNPREPARED:

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

4. UNLAWFUL ASSEMBLY

   A person is guilty of unlawful assembly when:
   a. He/she assembles with five or more persons for the purpose of engaging or preparing to engage with them, in disorderly behavior.
   b. Being present at an assembly, which either has or develops such a purpose, and he/she remains there with intent to advance that purpose.

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

5. WANTON ENDANGERMENT (KRS 508.060):

   A person is guilty of wanton endangerment when he/she wantonly engages in conduct which creates a substantial danger of physical injury or death to another person.

   Level IV, V, VI, and VII offense

6. FIGHTING:

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

   Level V, VI, and VII Offense

7. INSTIGATING OF OR INCITING A FIGHT:

   Any student who urges another student or students to become involved in a fight is guilty of instigating or inciting a fight.

   Level IV, V, and VI Offenses

8. BULLYING/INTIMIDATION:

   A person is guilty of bullying/intimidation when he/she directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating another individual.

   Level II, III, IV, V, VI, or VII offense.

9. HARASSMENT (KRS 525.070):

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

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

   Level IV, V, and VI offense

10. SEXUAL HARASSMENT:

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

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

Level IV, V, VI, and VII Offense

11. TERRORISTIC THREATENING (KRS 508.080):

A person is guilty of terroristic threatening when:

a. He/she threatens to commit any crime likely to result in death, serious injury to another person, or likely to result in substantial property damage to another person.
b. He/she intentionally makes false statements for the purpose of causing evacuation of a building, place of assembly, or facility of public transportation. (Bomb Threat included here)

Level VI and VII (possible expulsion proceedings)

12. MENACING (KRS 508.050):

A person is guilty of menacing when he/she intentionally places another person in reasonable apprehension of imminent physical injury.

Level VI, and VII Offense

13. AGGRESSIVE BEHAVIOR TOWARDS ANY SCHOOL EMPLOYEE:

Physical contact or threat of physical contact (with the intention of doing bodily harm) directed toward school employees.

Level VI and VII Offenses

14. DISORDERLY CONDUCT (KRS 525.055):

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

Level IV, V, VI, or VII Offense

15. ACADEMIC DISHONESTY:

(See Madison County Schools Code of Acceptable Behavior and Discipline)

It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication. All incidents will be investigated. Violations will result in O credit for the assignment and additional disciplinary actions.

Level IV, V, VI or VII Offense

16. GAMBLING:

Gambling is participating in games of chance for the express purpose of exchanging money.

Level V or VI Offense

17. VANDALISM/DEFACING PROPERTY:

Vandalism is the unprovoked or willful destruction or marring of school property or property belonging to another located on school property. Defacing property is damaging or altering property such that it affects the appearance but not the functionality of the property and the appearance can be easily repaired. *(Examples of Defacing include, but are not limited to graffiti with a lead pencil or rearrangement of a bulletin board, keyboard keys, or classroom without permission.)*

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

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

18. EXTORTION:

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

Level VI and VII Offense

19. THEFT:

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

Level IV, V, VI and VII Offense

20. CRIMINAL TRESPASS (KRS 511.060):

A person is guilty of criminal trespass when:

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

Level V or VI Offense

21. CRIMINAL USE OF NOXIOUS SUBSTANCE (KRS 512.050)

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

Level VI Offense

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

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

Level V, VI, and VII Offense

23. TOBACCO VIOLATION:

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

Level IV, V, VI, and VII Offense

24. ARSON (or attempted arson) KRS 513.010:

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

Level VI and VII Offense

25. FALSE FIRE ALARM:

Pulling, engaging, or otherwise alarming a fire alarm when there is no reasonable or imminent danger of a fire is a serious violation.

Level V, VI, and VII Offense

26. UNAUTHORIZED USE OF TELECOMMUNICATION DEVICE:

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

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

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

27. PUBLIC DISPLAY OF AFFECTION:

a. Kissing and/or petting is strictly prohibited.
b. Kissing and/or hands all over each other, etc. is not acceptable.
c. Holding hands is acceptable.

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

28. USE/POSSESSION OF WEAPONS:

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

a. Any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
b. Any knife other than an ordinary pocket knife or hunting knife;
c. Billy, nightstick or club;
d. Blackjack or slapjack;
e. Nunchaku karate sticks;
f. Shuriken or death star; or
g. Artificial knuckles made from metal, plastic, or other similar hard material;

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

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

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

Level VI and VII Offenses

29. POSSESSION OF A PROHIBITED ARTICLE:

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

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

30. SKIPPING:

Not coming to class or not returning to the assigned area when scheduled.

Level III, IV, and V Offenses

31. LEAVING CAMPUS WITHOUT PERMISSION:

No student is to leave campus during the school day without permission.

Level V, or VI

32. BEING IN AN UNAUTHORIZED AREA:

No student is to be in any area of campus (other than their assigned classroom) without proper permission.

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

33. HALL PASS VIOLATION:

Students are not permitted in the halls or during class periods unless they are accompanied by a teacher or have a hall pass signed from an authorized staff member. Verbal permission is not acceptable.

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

34. FUNDRAISING ACTIVITIES:

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

Level I or II Offense

35. SEXUAL ACTIVITY:

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

Level V and VI Offense

36. INDECENT EXPOSURE

Intentional exposure of part of one's body under circumstances in which he/she knows or should know that his/her conduct is likely to cause affront or alarm to a person. (This includes "mooning".)

Level V, VI, and VII Offense

37. CRIMINAL CONSPIRACY

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

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

Level V, VI, and VII Offense

38. USE/POSSESSION OF SMALL EXPLOSIVES:

Possession of firecrackers or any small explosive device including caps and snapper pops or discharging firecrackers and/or small explosives.

Level IV, V, VI, and VII Offense

39. POSSESSION OF STOLEN PROPERTY:

(KRS 514.110) Receiving, retaining, or disposing of property on another knowing that it has been stolen or having reason to believe that it has been stolen

Level IV, V, VI, and VII Offense

40. MISREPRESENTATION:

Misrepresentation is defined as:
a. Altering Notes: Tampering with official notes in any manner including forging names to any legitimate excuses or related documents.
b. False Information: Making false statements, written or oral, to any one in authority.
c. Other Passing of any false statements, information including name to any one in authority.

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

41. DISRESPECTFUL TO SCHOOL PERSONNEL:

The following actions are considered disrespectful:
a. Walking Away: Leaving while a staff member is talking to you.
b. Talking Back: Responding orally in a rude and disrespectful manner to a staff member.
c. Other: Any response that demonstrates a disrespectful manner.

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

42. FAILURE TO HONOR DETENTION:

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

43. REFUSAL TO HONOR PUNISHMENT:

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

44. TARDINESS:

Students are expected to arrive at their designated class in a timely manner. Failure to do so may result in disciplinary action. Students are subject to compulsory attendance and truancy laws (KRS 159.010).

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

	Offense	Level 1 Warning	Level II Detention 1 Day	No Hallway List	Level IV ISD	Level V Suspension	Level VI Bellevue (Referral)	Level VII Expulsion (Recommended)	
	Absence/Tardiness unexcused	Students are subject to attendance policy and disciplinary actions will be taken on tardies.							Refer to the counselor for evaluation
15	Academic Dishonesty				1st	2nd	3rd	4th	More serious violation may increase severity
13	Aggressive behavior towards staff						1st	2nd	More serious violation may increase severity
24	Arson						1st	2nd	More serious violation may increase severity
32	Being in unauthorized area	1st		2nd	3rd	4th			More serious violation may increase severity
8	Bullying/Intimidation				1st	2nd	3rd	4th	More serious violation may increase severity
	Bus Conduct	1st			2nd	3rd			More serious violation may increase severity
22	Controlled Substance (Non-tobacco)						1st	2nd	More serious violation may increase severity
37	Criminal conspiracy					1st	2nd	3rd	More serious violation may increase severity
20	Criminal trespass					1st	2nd		More serious violation may increase severity
21	Criminal use of noxious substance					1st	2nd		More serious violation may increase severity
2	Defiance of authority				1st	2nd	3rd		More serious violation may increase severity
41	Disrespectful to school personnel				1st	2nd	3rd		More serious violation may increase severity
33	Hall Pass Violation	1st		2nd	3rd	4th	5th		More serious violation may increase severity
34	Fundraising Violation	1st			2nd	3rd	4th		
27	Public Display of Affection	1st			2nd	3rd	4th		More serious violation may increase severity
25-26	Dress Code Violation	1st			2nd	3rd	4th		More serious violation may increase severity
40	Misrepresentation				2nd	3rd	4th		More serious violation may increase severity
3	Lack of Class Participation/Sleeping Unprepared	1st			2nd	3rd	4th		Refer to the counselor for evaluation
30	Skipping Class			1st	2nd	3rd			Refer to the counselor for evaluation
31	Leaving Campus w/out Permission					1st	2nd		More serious violation may increase severity
	Use of Profanity				1st	2nd	3rd	4th	More serious violation may increase severity
1	Disruption of School Environment				1st	2nd	3rd		More serious violation may increase severity
4	Unlawful Assembly				1st	2nd	3rd		More serious violation may increase severity
29	Possession of Stolen Articles				1st	2nd	3rd	*	More serious violation may increase severity
39	Possession of Stolen Property				1st	2nd	3rd	4th	Value of items may increase severity/ Local authorities may be involved
19	Theft (less than $10)				1st	2nd	3rd	4th	Student required to make restitution
19	Theft (more than $10)					1st	2nd	3rd	Student required to make restitution/ Involvement of local police

Chronic and continuous violation, as well as illegal acts, can result in charges being filed through the Madison County Court System
All discipline is at the discretion of principals.

	Offense	Level 1 Warning	Level II Detention 1 Day	No Hallway List	Level IV ISD	Level V Suspension	Level VI Bellevue (Referral)	Level VII Expulsion (Recommended)	
23	Tobacco Violation				1st/2nd	3rd & 4th			Charges may be filed
22	Trafficking (Non-Tobacco)						1st	2nd	More serious violation may increase severity
35	Sexual Activity					1st	2nd	3rd	More serious violation may increase severity
36	Indecent Exposure					1st	2nd	3rd	More serious violation may increase severity
10	Sexual Harassment				1st	2nd	3rd	4th	Investigated per district policy
9	Harassment				1st	2nd	3rd		Investigated per district policy
45	Harassment (Racial)					1st	2nd	3rd	Investigated per district policy
18	Extortion						1st	2nd	More serious violation may increase severity
12	Menacing						1st	2nd	More serious violation may increase severity
11	Terroristic Threatening						1st	2nd	More serious violation may increase severity
5	Wanton Endangerment				1st	2nd	3rd	4th	More serious violation may increase severity
45	Racist, Discriminatory, or Derogatory Language (Including use of slurs)					1st	2nd	3rd	More serious violation may increase severity
7	Instigating, inciting, or attempting to fight				1st	2nd	3rd		More serious violation may increase severity
6	Fighting					1st	2nd	3rd	More serious violation may increase severity
46	Videoing a Fight					1st	2nd		More serious violation may increase severity
14	Disorderly Conduct				1st	2nd	3rd	4th	More serious violation may increase severity
38	Possession of Small Explosives				1st	2nd	3rd	4th	More serious violation may increase severity
38	Use of Small Explosives					1st	2nd	3rd	More serious violation may increase severity
28	Possession/Use of a Weapon						1st	2nd	Investigated per state law and board policy
25	False Fire Alarm					1st	2nd	3rd	More serious violation may increase severity
50	Aiding or Abetting in Criminal or Prohibited Activities					1st	2nd	3rd	More serious violation may increase severity
47	Fleeing from Administration or School Personnel					1st	2nd	3rd	More serious violation may increase severity
48	Impeding an Investigation					1st	2nd	3rd	More serious violation may increase severity
42	Failure to Honor Detention					1st	2nd	3rd	Continuing occurrences will increase consequences
43	Refusal to Honor Punishment					1st	2nd	3rd	More serious violation may increase severity
16	Gambling					1st	2nd		More serious violation may increase severity
	Leaving Lunch Trays on the Table/ Littering	1st/2nd							Continuing occurrences will increase consequences
17	Defacing Property/Vandalism				1st	2nd	3rd		Easily repaired-student must make restitution
49	Use of Profanity Directed Toward School Personnel					1st	2nd	3rd	More serious violation may increase severity

Chronic and continuous violation, as well as illegal acts, can result in charges being filed through the Madison County Court System
All discipline is at the discretion of principals.

RESPONSES TO STUDENT MISCONDUCT

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

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

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

MADISON COUNTY SCHOOLS CODE OF ACCEPTABLE BEHAVIOR & DISCIPLINE

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

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

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.

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

RELATED BOARD POLICIES

- **Alcohol, Drugs and Other Controlled Substances-Board** Policy 9.423
- **Assaults and Threats of Violence-**Board Policy 9.425
    - KRS 508.078 classifies any threat/false threat to school functions, student groups, teachers, volunteer worker or school employee as Second-Degree Terroristic Threatening which is a Class D felony punishable under KRS 532.060 with **NOT LESS THAN 1 YEAR MANDATORY IMPRISONMENT** nor more than 5 years **and a fine of at least $1000** up to $10,000 under KRS 534.030.
- **Bullying/Hazing**-Board Policy 9.422
    - **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811.
- **Damages to School Property**- Board Policy 9.421
- **Grievances-**Board Policy 09.4281
- **Harassment/Discrimination** -Board Policy 9.42811
    - **False Complaints:** Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.
    - **Other Claims:** When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.
- **Physical Restraint**- Board Policy 09.433
- **Search and Seizure-**Board Policy 09.436
- **Student Records**-Board Policy 09.14
- **Weapons**-Board Policy 05.48
- **Suspension, Expulsion, and Due Process-**See Board Policies 09.434; 09.435; 09.431

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

DAMAGE TO SCHOOL PROPERTY

Students are expected to treat all Ignite Academy property, including tools, machinery, technology, and the building itself, with the utmost care and respect.

Financial Responsibility

Students are financially responsible for any damage to school property, whether the damage was deliberate or accidental.

- **Assessment of Cost:** The supervisor or instructor in charge will determine the cost of the damage based on current repair or replacement values.
- **Payment:** Restitution must be made to the school to cover these costs.

Disciplinary Action

While accidents happen, deliberate damag**e** (vandalism or blatant misuse) is a serious offense. In cases of intentional damage, the student will be subject to disciplinary action in addition to being held financially liable.

CORPORAL PUNISHMENT

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

STUDENTS WITH DISABILITIES

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

INTERVIEWING STUDENTS

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

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

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

A. ADULT STUDENTS -- If the student is an adult (18 years of age or over), the student shall be informed of the request and the student may decide whether or not he or she wishes to comply with the request. The decision shall be the students. Prior to any interview, the principal shall attempt to notify the student's parents. If unable to notify a parent, the principal shall attempt to notify a relative or other adult so that a parent can be notified. In the event the student agrees to be questioned, the principal shall attend the questioning. A memorandum noting the interview shall be kept by the principal. Attempts to notify a parent or other adult shall be documented by the principal.

B. JUVENILE STUDENT – If the student is a juvenile, the principal shall notify the student's parent of the request. If unable to notify a parent, the principal shall attempt to notify a relative or other adult so that a parent can be notified. Once notified, the decision of whether to permit the student to be interviewed shall be made by the student and the parent. The parent may elect to come to school and attend the interview or may authorize the principal to attend the interview on behalf of the parent. If a parent cannot be notified, the principal shall determine whether the student may be interviewed using the factors set forth above. Attempts to notify a parent or other adult shall be documented by the principal.
C. Nothing in this policy shall be interpreted to mean that students shall be forced to answer questions and in the event the principal concludes that the interview has become coercive or improperly intimidating to the student, he or she may terminate the interview.
D. EMERGENCY SITUATIONS – In emergency situations involving matters of public safety, the principal may determine that officers will be permitted to interview a student even though the student's parent has not been notified.
E. SCHOOL RESOURCE OFFICERS – It is the intention of this policy that school resource officers shall be authorized to carry out their responsibilities in providing security for the schools and in taking whatever law enforcement actions are necessary pursuant to agreements executed by the school district and the municipality providing the officers. Nothing in this policy should be interpreted to give a principal any control over any criminal investigation.

SERVICES OF COURT-RELATED DOCUMENTS

School personnel shall assist law enforcement or court personnel who come onto school property for the purpose of serving court-related documents such as summonses, subpoenas, or other documents. The principal shall use his or her discretion in facilitating the service of these documents in a manner that causes the least disruption to the student's education.

If a custodial arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

REPORTS TO LAW ENFORCEMENT

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:

1. (a) 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.

USE OF POLICE

It is the philosophy and belief of the administration at Ignite Academy that the responsibility for dealing with student discipline violations rests with the school. We will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school.

Law Enforcement Intervention

However, the school will not hesitate to contact law enforcement and initiate arrest or prosecution proceedings under the following circumstances:

- **Violations of Law:** When violations of state laws or municipal ordinances occur.
- **Non-Compliance:** When students or parents refuse to work within the established policies of the district and school.
- **Safety & Security:** Where the security of a person or property appears to be in jeopardy.

Additionally, Ignite Academy will comply with requests by police officers to assist in the service of court-related documents.

School Resource Officer (SRO)

To further support a safe learning environment, Ignite Academy will have an assigned School Resource Officer (SRO) on campus. The SRO serves as a liaison between the school and law enforcement, providing security, mentoring, and education to the school community while assisting administration in maintaining a safe campus.

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 43 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 RIGHTS TO REQUEST TEACHER QUALIFICATION

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

Our district receives federal funds for Title 1 programs as a part of the No Child Left Behind Act (NCLB). Under NCLB, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following: Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree: and whether your child is provided services by paraeducators, and if so, their qualifications.

KENTUCKY CHILD LABOR LAWS

Proof of age is required for minors 14 but not yet 18 years of age.

Age 14 -15 years
May not work before 7:00 a.m. May not work after 7:00 p.m. when school is in session and 9:00 p.m. when school is not in session. Maximum hours when school is in session: 3 hours per day, 18 hours per week. Maximum hours when school is not in session: 8 hours per day, 40 hours per week.

Age 16 -17 years

- May not work before 6:00 a.m. May not work after 10:30 p.m. Sunday through Thursday, 1:00 a.m. Friday and Saturday when school is in session.
- Maximum hours when school is in session: 6 hours per day Monday through Friday, 8 hours per day Saturday and Sunday, 30 hours per week. *The student may work up to forty (40) hours in any one workweek if a parent or legal guardian gives permission in writing and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one year unless revoked sooner by the school authority. The parental permission and school certification shall remain at the employer's place of business.*
- Maximum hours when school is not in session: no restrictions.

Minors under 14 years of age shall not be permitted to work at any gainful occupation at any time, except for employment in connection with an employment program supervised and sponsored by the school and approved by the Department of Education. Minors under 18 years of age shall not be permitted to work more than five hours continuously without an interval of at least thirty minutes for a lunch period.

DEFINITIONS

- SCHOOL IN SESSION -means that inclusive time between the beginning and ending of the calendar school year as established by local school district authorities; but shall not include Christmas and spring break.
- SCHOOL NOT IN SESSION -means the period of time not included in the definition of School in Session. No Restrictions of Hours Worked. There are no restrictions of hours or time of work schedule for the following:
    1. Minors who have graduated from high school or an approved vocational school equivalent to a high school.
    2. Minors who are no longer attending a school and have not attended school for the previous sixty days.
    3. Minors not required to attend school for that period herein described as "School Not In Session".