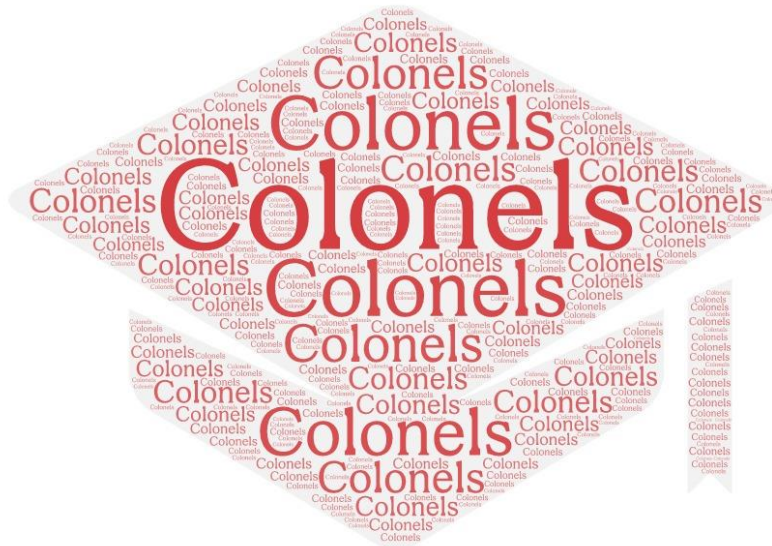


# Jackson County Middle School



## 2020-2021 Student Handbook

Home of the Colonels

Dr. Bradley Kerby, Principal

*No student, parent, faculty, staff, or any member of the general public shall be denied equal opportunity by the Jackson County Board of Education or Jackson County Middle School because of age, color, disability, parental status, national origin, race, religion, or gender.*

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## **School and District Mission**

### **School Mission Statement**

Jackson County Middle School believes its students are capable of learning at high levels. All students are held accountable as high performing learners in preparation for high school, college, and career. Each staff will work daily to ensure that students are prepared to become positive, contributing members of their community.

### **School Vision Statement**

Jackson County Middle School's focus is grounded in continuous improvement of its staff and students. The development and implementation of continuous improvement will guide the school community toward a school of excellence and a leader in the field of education. Our success will be measured one student at a time.

### **District Mission Statement**

We, the stakeholders of the Jackson County School District, accept the responsibility to create lifelong learners and successful citizens by providing an exemplary instructional environment characterized by high academic standards and expectations that accommodate the individualized learning needs of all students.

### **School Theme: JCMS "Rocks"**

R – Respect  
O – On Time  
C – Cooperative  
K – Kind  
S – Safe

## **ADMINISTRATION**

Dr. Bradley Kerby, Principal  
Mr. Jason Vaughn, Dean of Students  
Ms. Roxann Vaughn, Counselor  
Mrs. Julianne Rader, Library/Media Specialist

### **Office Staff**

Mrs. Cheryl Miller, Secretary to Principal/Bookkeeper  
Mrs. Patty Cornett, Attendance Clerk/Receptionist

### **School-Based Council Members**

Jatana Anderson, Parent  
Pamela Gray, Parent  
Tammy Marcum, Teacher  
Daniel Muncy, Teacher  
Roxann Vaughn, Teacher

### **Curriculum**

The basic academic curriculum consists of Math, Science, Social Studies, English, and Reading. These basic academic courses are augmented by rotation classes, which include Arts/Humanities, Health/PE, Language Enrichment, STEM, and Practical Living/Skills. Students also receive services offered through a tiered Response to Intervention (RtI) program.

## **FACULTY AND STAFF**

Ronda Angel – Math  
Lauren Bingham– Special Ed (ELA)  
Nikki Browning – STEM/Computer Science  
Donna Collins – Practical Living  
David Cunagin – Special Ed (Math)  
Kasi Gabbard – Reading/Social Studies  
Tanya Lakes – Math  
Krystal Halcomb – Humanities/Art  
Metasha Rader – Language Arts  
Jetta Johnson – Special Ed (ELA)  
Rodney Morris - Social Studies  
Sue Madden – Reading  
Tammy Marcum – Language Arts  
Jason McCowan – Special Ed (Math)  
Kendra Shuman – Science  
Chris Collins – Social Studies  
Metasha Rader – Language Arts  
Daniel Muncy – Science

Angela Rogers – Special Ed (ELA)  
Martina Singletary – Science/Math Enrichment  
Lisa Spurlock – Speech Services  
Sheri Harrison—Math  
Mary Thomas – Literacy Enrichment  
Robbie Thomas – Science  
Sharon Thomas – Social Studies  
Kourtney Tyra – Special Ed (LBD)  
– Physical Education/Health  
Josh Ward – Special Ed (ELA)  
– Special Ed (FMD)  
Emily Hatton – Language Arts  
Chris Lewis—EBD  
Chad Parmentier—Reading

**Instructional Support**

Beverly Combs  
LaDonna Combs  
Sandra Huff  
Amanda Lainhart  
April Rader  
Angela Singleton

**Youth Service Center**

Tammy Morgan – Director

**Gear Up Opportunity**

Alison McQueen, Academic Interventionist  
David York, College Career Navigator

**Custodial Services**

Judy Tillery  
Norma Carpenter  
Ronald Witt  
Greg Lainhart

**Food Nutrition Services**

Paula Isaacs– (Manager)  
Tammy Anderson  
Cheyenne Cool

**JACKSON COUNTY MIDDLE SCHOOL  
DAILY SCHEDULES – 1<sup>ST</sup> - 12 weeks**

**8<sup>TH</sup> GRADE**

7:55 – 8:53            1<sup>ST</sup> PERIOD  
8:56 – 9:49            2<sup>ND</sup> PERIOD  
9:52 – 10:45          3<sup>RD</sup> PERIOD  
10:48 – 11:40         4<sup>TH</sup> PERIOD  
11:43 – 1:02           5<sup>TH</sup> PERIOD

**LUNCH** – GROUP 1 — 12:10 – 12:35 – M. Rader, Witt, Gilbert, Ward  
                  GROUP 2 - 12:33 – 12:58 – C. Collins, Cunagin, Browning,  
                  Singletary – lunch/planning – 11:40 – 12:10  
                  Lewis – lunch/planning together – 11:43 – 1:02

1:05 – 1:56            6<sup>TH</sup> PERIOD  
1:58 – 3:00            7<sup>TH</sup> PERIOD

**\*\*7<sup>TH</sup> PERIOD (BREAK 2:15 – 2:25)**

**BREAK** – Johnson, Gilbert, M. Rader, Singletary, C. Collins, Browning, Bond

**7<sup>TH</sup> GRADE**

7:55 – 8:53            1<sup>ST</sup> PERIOD  
8:56 – 9:49            2<sup>ND</sup> PERIOD  
9:52 – 10:45          3<sup>RD</sup> PERIOD  
10:48 – 12:08         4<sup>TH</sup> PERIOD

**LUNCH** – GROUP 1 - 11:20 – 11:45 – Angel, Madden, Johnson, Marcum  
                  GROUP 2 – 11:40 – 12:05 – Muncy, Halcomb, D. Collins, Tyra  
                  K. Bond, S. Thomas – lunch and planning together

12:10 – 1:02           5<sup>TH</sup> PERIOD  
1:05 – 1:55            6<sup>TH</sup> PERIOD  
1:58 – 3:00            7<sup>TH</sup> PERIOD

**\*\*7<sup>TH</sup> PERIOD (BREAK 2:40 – 2:50)**

**BREAK** – S. Thomas, Madden, Marcum, Halcomb, Muncy, D. Collins, Ward, Tyra

**6<sup>TH</sup> GRADE**

7:55 – 8:50            1<sup>ST</sup> PERIOD  
8:54 – 9:44            2<sup>ND</sup> PERIOD  
9:48 – 10:38          3<sup>RD</sup> PERIOD  
10:42 – 11:57         4<sup>TH</sup> PERIOD

**LUNCH** – GROUP 1 – 10:45 – 11:10 – Gabbard, Bingham, Harrison, Rogers, Kozel  
                  GROUP 2 - 10:55 – 11:20 – Vaughn, R. Thomas, M. Thomas, McCowan  
                  Morris – Planning & lunch together

12:00 – 12:50         5<sup>TH</sup> PERIOD  
12:54 – 1:44           6<sup>TH</sup> PERIOD  
1:48 – 3:00            7<sup>TH</sup> PERIOD

**\*\*7<sup>TH</sup> PERIOD (BREAK 1:50 – 2:00)**

**BREAK** – Morris, M. Thomas, R. Thomas, Gabbard, Vaughn, Bingham, Rogers, Kozel

## GENERAL INFORMATION

### *SCHOOL HOURS*

The school day at JCMS begins at 7:50 AM and concludes at 2:55 PM.

The building is open for students starting at 7:10 AM in the morning. Students arriving after 7:55 AM must report to the office for an admit slip from the attendance clerk before reporting to class. The school office hours are from 7:30 AM – 3:30 PM throughout the school year.

### *SCHOOL VISITORS*

**The Kentucky General Assembly passed House Bill 11, which legally requires all local school boards, on or before July 1, 2020, to adopt and implement policies that prohibit the use of any tobacco product, alternative nicotine product, or vapor product for all persons and at all times on, or in all property of the Board, and when students are present at any school-related trip or student activity. Below is the Kentucky School Board Association (KSBA) recommended policy that the Jackson County Board of Education adopted.**

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

### **REGISTRANTS**

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall



determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds;
- and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

#### **CONDUCT/PROHIBITION ON RECORDING**

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

**The use of any tobacco product, alternative nicotine product, or vapor product, as defined in [KRS 438.305](#), is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.<sup>1</sup>**

**Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.**

**Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.**

## **Visitors to the Schools**

### **USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

**School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law<sup>2</sup>, are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.<sup>3</sup>**

### **ACCOMMODATION**

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

### **WEBSITE ACCESSIBILITY**

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

### **IMPLEMENTATION**

The Principal shall be responsible for implementing this policy.

Such devices include, but are not limited to, personal cell phones and tablets.

### ***SIGN OUT***

A stringent checkout procedure has been developed and implemented at the Jackson County Middle School. Parents must submit a list of people who are authorized to pick up their child at school. Persons not on the emergency sheet will not be allowed to pick up the child. Appropriate ID including picture is required when a person checking out a student is unknown. **Students leaving the facilities must be checked out through the front office.**

### ***ARRIVAL AND DEPARTURE PROCEDURES***

Please do not bring your child to school before 7:15 AM. When students arrive, they will go to breakfast before being released to Homeroom.

#### *Everyday Pickups*

Students who are everyday pickups will be released to parents after all early buses are dismissed (3:05 PM). Parents must either wait in the lobby or remain in their car. Students will be delivered to the car by a staff member. For the safety of our students, parents, and staff, cars must stay in line at all times. Please take note that pickup procedure may change according to the best interest of safety for the child.

#### *Early Dismissal from School*

No student shall be dismissed early from school without permission from the Principal or the Principal's designee. Any student who leaves the school grounds without permission from the Principal shall be subject to appropriate disciplinary action, including assignment to detention hall or suspension. Early dismissals shall be excused only for the valid reasons for absence/tardiness listed in Board policy 09.123.

### ***SCHOOL NUTRITION SERVICES***

Breakfast and lunch are available each day at no cost to all students. However, a-la-carte items will be available to purchase each day. If you would like for your child to purchase extra items, please send extra money with them to school. Also, please send extra money for any snacks that your child might wish to purchase.

### ***TEXTBOOKS AND SUPPLIES***

Textbooks are provided at no cost to students. Textbooks are to be kept clean and handled carefully. A replacement fee will be charged if a student loses a textbook or damages a textbook at any point throughout the year. Also, Paper and pencil supplies are available in automatic dispensers in the lobby area. Students may purchase needed items between class periods, and before or after school.

### ***INFINITE CAMPUS AUTOMATED NOTIFICATION SYSTEM***

The Jackson County Public School District, in conjunction with the Kentucky Dept. of Education utilizes an automated notification system through Infinite Campus in order to promote better communication among all stakeholders. Various announcements such as school closing and delay information, activity and sports events, and public service announcements can be delivered to your telephone number of choice, which includes landline or cell number, free of charge. It is important to note that if you choose to opt-out of this service, you cannot receive calls or texts related to school closings, and other important school events, on your telephone number(s). In addition, parents/guardians can receive instant communications regarding grades, assignments, and attendance via the Parent Portal features of Infinite Campus.

### ***SAFE SCHOOLS DRILLS***

Fire, severe weather, lock-down, earthquake, and bus evacuation drills will be practiced an appropriate number of times during the year. During the drills students are to proceed to specific, designated areas in an orderly fashion, using proper safety procedures.

Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to proceed to the designated area in case of fire or tornado.
2. Walk. No talking. Move quickly and quietly to the designated area.

During lock-down drills, appropriate law enforcement and public officials will be notified. **No one will be allowed to enter or exit the building during a lock-down drill.**

### ***SOLICITING AND SALES***

Soliciting and/or sales by non-school groups are not permitted. School clubs and organizations must secure permission from the principal and Jackson County Board of Education to sell items of any type in school or at a school approved activity.

### ***STUDENT LOCKERS***

All students will be assigned a locker. No student may use a different locker unless authorized by the principal. Lockers are not to be defaced by decals and markings of any kind. Personal locks are not permitted. **Locks may be rented from the school for a small fee.** Students are not allowed to share lockers. **LOCKERS MAY BE OPENED FOR INSPECTION BY SCHOOL AUTHORITIES AT ANY TIME.**

### ***STUDENT VALUABLES***

Students are cautioned not to bring large amounts of money to school, and if they wear glasses, watches, or jewelry to keep track of them at all times. Personal electronic devices, such as iPhones, iPads, iPods, notebooks, headphones, and tablets, are brought to school at the risk of the parents/guardians/students to which the device(s) belongs. The Principal, or his/her designee, reserves the right to add electronic devices not expressly mentioned. School staff shall not be responsible for any of the aforementioned items.

### ***PARENT/TEACHER CONFERENCES***

Several opportunities, including open house, are provided for parents to visit their child's school throughout the year. Should a parent need a conference with a teacher at some other time, the principal or designee shall be called and an appointment will be scheduled with the teacher. Advance arrangements will limit interference with the instructional program.

### ***GUIDANCE PROGRAM***

The purpose of the guidance program is to help each individual student achieve his/her growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

### ***YOUTH SERVICE CENTER***

The Youth Service Center provides information and referral services to students and families in need of assistance in the areas of health/social services, mental health, substance abuse and employment services. The Center also sponsors a variety of activities throughout the year that are open to all students. It is the Center's intent to help all Jackson County Middle School students be successful at school, home and in the community. Referrals are accepted from students, families, teachers, and other agencies. You can reach the JCMS Youth Service Center by calling the school or by e-mailing Mrs. Tammy Morgan, YSC Director, at [tammy.morgan@jackson.kyschools.us](mailto:tammy.morgan@jackson.kyschools.us) .

## STUDENT CODE OF CONDUCT

### GENERAL INFORMATION

#### Positive Behavioral Interventions & Supports (PBIS)

In our efforts to establish Jackson County Middle School as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Jackson County Middle School the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of the 3Rs: Respect, Responsibility, and Readiness. Students who are respectful, responsible and ready act appropriately so they maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates. Students are actively involved in learning what the 3Rs mean and look like in all areas of our school through activities, lessons, demonstrations, videos and role-playing. In addition to learning the 3Rs teachers and staff will recognize and reward students for better-than-expected behavior. Rewards for these positive behaviors can include but are not limited to: verbal praise, phone calls to parents and special privileges throughout the school. These rewards will be given when students are found in the act of exceptional behavior. PBIS Schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. Unlike how schools have typically responded in the past – discipline in response to student misbehavior – PBIS teaches behavioral expectations and rewards students for following them. The goal is to establish a climate in which appropriate behavior is the norm.

#### Classroom Management

The key to a positive and effective learning environment is sound classroom management that addresses all aspects of the classroom. Routines will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines and are able to perform them. Areas that may be addressed include getting the teacher's attention, using the restroom, sharpening a pencil, turning in work, and any other routine that takes place on a daily basis. These procedures should be in writing so they may be utilized in the event that a guest teacher is needed in the classroom. The techniques used by educators for addressing when a student fails to abide by classroom expectations are unique to each teacher. Although it is impossible to anticipate all possible situations, general plans will be in place for dealing with any behaviors that detract from the learning environment and will be used consistently. This will be the first line of defense in dealing with inappropriate behaviors that are considered to be minor. Note: students who persistently disrupt learning with minor offenses may require administrator involvement.

#### Important

In order to create an environment conducive to learning we must remember that discipline procedures are not the answer to problematic behavior – *it is the positive*

*relationships we build as a learning community between students, families and staff.* Punitive measures have little effect on student behavior and are more likely to increase instances of inappropriate behavior. The Jackson County Middle School staff strives to create a positive environment by making connections with our students and families. Children learn best in the context of positive relationships and a safe, comfortable atmosphere. Our staff will explain appropriate behavior and procedures throughout the year. They detail why it is important and encourage all students to be respectful, ready and responsible. By teaching students the necessary social skills for future success we set out students on a course to be lifelong learners and successful citizens. It is our job to ensure that students learn the skills needed to survive and thrive in society. This means developing students that excel in reading, math, writing, and being good citizens. Every individual is entitled to courtesy and consideration in relationship with fellow students and with teachers. Students must earn this courtesy and consideration by extending the same to every person they meet during the course of the day. Actions which injure others, damage private or public property, or which impede or obstruct the learning process and/or operation of the school are not tolerated. Anyone who engages in the actions described above will be subject to either school disciplinary action or legal action or both.

All disciplinary regulations and rewards will surround the school theme of “ROCKS”

R – Respect  
O – On Time  
C – Cooperative  
K – Kind  
S – Safe

For more information you may visit [www.pbis.org](http://www.pbis.org) or [www.kycid.org](http://www.kycid.org)

### **Jackson County Public School’s Learning Center**

The Jackson County Public School’s Learning Center is an alternative placement option available for students in grades 7 – 12 who are referred to the Jackson County Public School’s Learning Center Placement Committee for possible placement due to behavior and/or academic concerns. Placement and programming is determined on an individualized basis, with the expectation that the student will be able to successfully transition back to Jackson County High School or Jackson County Middle School.

**EXAMPLES OF MISCONDUCT AND SUGGESTED RESPONSES (NOT AN INCLUSIVE LISTING)**

**The Following Examples of Misconduct and Suggested Responses Are NOT All Inclusive**

This section outlines disciplinary responses to student misconduct. We have included examples of prohibited behaviors and response options to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

Out-of school punishment should only be used for very serious infractions. Suspensions and expulsions tend not to help the individual student change their behavior. Rather, the student takes the bad behavior into the community, falls behind academically, and returns to the school ready to repeat the cycle. Additionally, students may be assigned to the Jackson County Public Schools Learning Center (Learning Center) for alternative school placement. The Learning Center will serve students as the least restrictive environment, according to I.E.P. placement, etc. For suspension and expulsion procedures involving students in special education, refer to the Jackson County Procedures for Student with Disabilities.

Schools should impose punishments progressively. Schools should not jump to the most severe punishments, but instead try to improve student’s behaviors through a variety of less punitive interventions. The school’s administration does reserve the right to impose punishments based on equitable case-to-case circumstances and severity, in accordance with the policies of Jackson County Public Schools, state, and federal laws.

**Misuse of District Technology**

Misuse of district technology shall result in a discipline response based upon the level of the offense.

**Level I Misconduct**

Level I Misconduct on the part of the student is defined as minor infractions which impede classroom procedures or interfere with the orderly operation of the school. Level I misconduct can usually be handled by the classroom teacher, but sometimes may require the intervention of other school support personnel.

<p><b><u>Examples of School Level I Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Hall misbehavior</li> <li>⇒ Restroom misbehavior</li> <li>⇒ Playground misbehavior</li> <li>⇒ Cafeteria misbehavior</li> <li>⇒ Failure to follow class or school rules</li> <li>⇒ Failure to do class work and assignments</li> <li>⇒ Bringing unauthorized items to school (radios, pets, etc.)</li> <li>⇒ *Use of a telecommunication device (Cell phone, iPad, iPod, etc.) on school property during school hours; unless approved by teacher or principal</li> <li>⇒ Minor classroom disturbances</li> <li>⇒ Violation of dress code</li> <li>⇒ Refusal to comply with staff instruction</li> <li>⇒ Disrupting classroom teaching</li> <li>⇒ Impolite, discourteous or disrespectful communication with peers or staff.</li> <li>⇒ Inappropriate display of affection</li> <li>⇒ Profanity</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Withdrawal of privileges</li> <li>⇒ Verbal or non-verbal reprimand</li> <li>⇒ Counseling</li> <li>⇒ Behavioral Contract</li> <li>⇒ Functional Behavioral Analysis</li> <li>⇒ Special assignment that is of educational value</li> <li>⇒ Teacher/student conference</li> <li>⇒ Withdrawal of privileges</li> <li>⇒ Referral to Family Resource Youth Service Center</li> <li>⇒ In school disciplinary action</li> <li>⇒ Confiscation of inappropriate materials</li> </ul>
<p><b><u>Examples of Level I Bus Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Failure to obey driver’s instructions</li> <li>⇒ Foul language or inappropriate gestures</li> <li>⇒ Failure to stay seated</li> <li>⇒ Hanging hand, arms, and/or legs out windows</li> <li>⇒ Eating or drinking on bus</li> <li>⇒ Throwing paper or other objects on floor</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Verbal reprimand by driver</li> <li>⇒ Assignment of seat by driver</li> <li>⇒ Discipline referral to principal</li> <li>⇒ *2<sup>nd</sup> Offense: Level 1 Misconduct; confiscated and returned to parent/guardian.</li> </ul>



<ul style="list-style-type: none"> <li>⇒ Inappropriate display of affection</li> <li>⇒ v*Use of a telecommunication device (Cell phone, iPad, iPod, etc.) on a school bus; unless approved by teacher, or principal</li> </ul>	
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**Level II Misconduct**

Level II Misbehavior is conduct whose frequency or seriousness tends to disrupt the learning climate of the school and often result from the continuation of Level I Misbehaviors. These types of misbehaviors are serious enough to require action by an administrator or his/her designee.

<p><b><u>Examples of School Level II Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Habitual Level I Misbehaviors</li> <li>⇒ Truancy</li> <li>⇒ Profanity/vulgarity/abusive language</li> <li>⇒ Deliberate disruption</li> <li>⇒ Skipping class</li> <li>⇒ Leaving class without permission</li> <li>⇒ Cheating/copying</li> <li>⇒ Gambling</li> <li>⇒ Smoking or using tobacco/electronic cigarettes</li> <li>⇒ Displaying any unacceptable contact of a sexual nature (kissing, petting, etc.)</li> <li>⇒ Violation of dress code</li> <li>⇒ Throwing objects that may cause injury</li> <li>⇒ Directing profanity or obscene/offensive gestures toward staff</li> <li>⇒ Use of tobacco products /electronic cigarettes</li> <li>⇒ Selling or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the administration</li> <li>⇒ Forgery</li> <li>⇒ Abuse of driving privilege</li> <li>⇒ *Use of a telecommunication device (cell phone, iPad, iPod, etc.) on school property during school hours; unless approved by teacher or principal.</li> <li>⇒ **Participating in intra-district athletic activities and engaging in flagrant misconduct resulting in ejection from an athletic contest</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Notify parents</li> <li>⇒ Teacher-pupil conference</li> <li>⇒ Parent-teacher conference</li> <li>⇒ In-school suspension</li> <li>⇒ Suspension</li> <li>⇒ Alternative School Placement</li> <li>⇒ Counseling</li> <li>⇒ Behavioral Contract</li> <li>⇒ Functional Behavioral Analysis</li> <li>⇒ Referral to Family Resource Youth Service Center</li> <li>⇒ In school disciplinary action</li> <li>⇒ Referral to an outside agency</li> <li>⇒ *3<sup>rd</sup> plus Offense: In-school suspension, confiscate item and returned to parent/guardian</li> <li>⇒ **Minimum of a one (1) game suspension</li> </ul>
<p><b><u>Examples of Bus Level II Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Failure to ride assigned bus</li> <li>⇒ Failure to sit in assigned seat</li> <li>⇒ Throwing objects out of the bus</li> <li>⇒ Use of tobacco products /electronic cigarettes</li> <li>⇒ Leaving the school bus at an unscheduled stop without an authorized “bus pass”</li> <li>⇒ *Use of a telecommunication device (Cell phone, iPad, iPod, etc.) on a school bus; unless approved by teacher or principal</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Discipline referral to principal</li> <li>⇒ Use of any tobacco product /electronic cigarette may carry a one day bus suspension by the principal</li> <li>⇒ Principal may exercise any Level I Response</li> <li>⇒ Loss of non-educational field trip privilege</li> </ul>

**Level III Misconduct**

Level III Misconduct refers to acts directed against another’s person or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts can usually be handled by the disciplinary mechanism in the school.

<p><b><u>Examples Of School Level III Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Habitual Level II misbehavior</li> <li>⇒ Vandalism (under \$100)</li> <li>⇒ Leaving school grounds without permission</li> <li>⇒ Defiance of authority</li> <li>⇒ False fire alarm</li> <li>⇒ Theft, possession or sale of stolen property</li> <li>⇒ Posting or distributing material that is demeaning, humiliating or damaging to students and/or staff</li> <li>⇒ Trespassing</li> <li>⇒ Sexual harassment, sending or displaying offensive messages or pictures</li> <li>⇒ Being insubordinate or showing disrespect toward a school employee, student or guest of the school</li> <li>⇒ Violation of the conditions of detention and/or suspension</li> <li>⇒ Failure to inform a school official of FIRST HAND knowledge of potential harm or threats to a member or members of the school community or FIRST HAND knowledge of an individual’s possession of intent to bring a gun or deadly weapon to school.</li> <li>⇒ Name calling, bullying intimidation, physical or verbal harassment</li> <li>⇒ Indecent exposure.</li> <li>⇒ Possession of a “look alike” controlled substance.</li> <li>⇒ Possession of a pocket knife with a blade of less than 3 ½”.</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Notify parents and require restitution for damaged property</li> <li>⇒ Confiscation of materials</li> <li>⇒ In-school suspension</li> <li>⇒ Alternative School Placement</li> <li>⇒ Extended school day detention</li> <li>⇒ Counseling</li> <li>⇒ Behavioral Contract</li> <li>⇒ Functional Behavioral Analysis</li> <li>⇒ Referral to Family Resource Youth Service Center</li> <li>⇒ In school disciplinary action</li> <li>⇒ Referral to an outside agency</li> <li>⇒ Schedule/placement change</li> <li>⇒ Suspension</li> <li>⇒ Referral to Smoking Cessation Program</li> <li>⇒ Replacement of damaged property</li> <li>⇒ Restitution</li> <li>⇒ Loss of driving privilege</li> <li>⇒ refer to appropriate law enforcement agency</li> </ul>
<p><b><u>Examples of Level III Bus Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Fighting</li> <li>⇒ Vandalism (under \$100)</li> <li>⇒ Throwing objects at the driver</li> <li>⇒ Harassment of driver</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Discipline referral to principal</li> <li>⇒ Principal may suspend bus privileges</li> <li>⇒ Principal may use any Level II Response</li> <li>⇒ Loss of non-educational field trip/s</li> <li>⇒ Replacement of damaged property</li> <li>⇒ Restitution</li> </ul>

**Level IV Misconduct**

Level IV Misconduct is evidenced by acts that result in violence to self or to another’s person or property or presents a direct threat to the safety of self or others in the school. A “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

These acts may be serious enough to be considered criminal and may require immediate administrative action. That action may entail immediate removal from school, the intervention of law enforcement authorities and action by the school board. School principal/designee shall immediately notify the Superintendent.

<p><b><u>Examples of School Level IV Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Habitual Level III Misbehavior</li> <li>⇒ Bomb threat/false fire alarm</li> <li>⇒ Assault/Battery</li> <li>⇒ Possession of a dangerous instrument/deadly weapon on school property; ex. knife with blade in excess of 3 ½”</li> <li>⇒ Possession of a “look alike” weapon</li> <li>⇒ Arson or possession of fireworks</li> <li>⇒ Sexual abuse</li> <li>⇒ Fighting/striking a faculty member</li> <li>⇒ Extortion</li> <li>⇒ Terroristic threatening</li> <li>⇒ Possession or use of drugs, alcohol or any controlled substance on school property or during a school function</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Immediate parent notification</li> <li>⇒ Police involvement</li> <li>⇒ Refer to social services</li> <li>⇒ Alternative School Placement</li> <li>⇒ Suspension</li> <li>⇒ Board action may result in expulsion for up to 12 months (For suspension and expulsion procedures involving students in special education, refer to the Jackson County Procedures for Student with Disabilities.)</li> <li>⇒ Immediate removal from school grounds</li> <li>⇒ Counseling</li> <li>⇒ Charges filed in District Court</li> </ul>
<p><b><u>Examples of Level IV Bus Misconduct</u></b></p> <ul style="list-style-type: none"> <li>⇒ Possession or use of drugs, alcohol or any controlled substance on the bus</li> <li>⇒ Possession of a dangerous instrument on a school bus or deadly weapon; ex. knife with blade in excess of 3 ½”</li> <li>⇒ Throwing items out of the bus</li> </ul>	<p><b><u>Suggested Response Options</u></b></p> <ul style="list-style-type: none"> <li>⇒ Driver is to immediately call bus garage for specific instructions from law enforcement officials</li> <li>⇒ Restitution</li> <li>⇒ Loss of non-educational field trip/s</li> </ul>

**Level V Misconduct**

Level V misconduct is evidenced by acts that result in violence to another’s person or property or presents a direct threat to the safety of others in the school. These acts are serious enough to be considered criminal and require immediate administrative action which will entail an immediate removal from school, the intervention of law enforcement authorities and action by the school board. School Principal/Designee shall immediately notify the Superintendent.

<p><b><u>Examples of School Level V Misconduct</u></b></p> <p>⇒ Repeated charge of possession or use of drugs, alcohol or any controlled substance on school property or during a school function</p> <p>⇒ Trafficking drugs, alcohol, or any controlled substance on school property or during a school function. Trafficking is defined as manufacturing, selling, or transferring a controlled substance, or possession with the intent to manufacture, distribute, dispense, or sell a controlled substance.</p>	<p><b><u>Suggested Response Options</u></b></p> <p>⇒ Charges filed in District Court</p> <p>⇒ Alternative School Placement</p> <p>⇒ Expulsion for up to twelve (12) months (For suspension and expulsion procedures involving students in special education, refer to the Jackson County Procedures for Student with Disabilities)</p>
<p><b><u>Examples of Level V Bus Misconduct</u></b></p> <p>⇒ Second charge of possession or use of drugs, alcohol or any controlled substance on the bus</p>	<p><b><u>Suggested Response</u></b></p> <p>⇒ Driver is to immediately call bus garage for specific instructions from law enforcement officials</p>

## ***POLICE OFFICERS IN THE SCHOOL***

School officials shall cooperate with law enforcement agencies in cases involving students (i.e. serving of subpoenas, juvenile petitions or warrants, or taking students into custody). As soon as possible, officials shall endeavor to notify the parents of students who are arrested. When police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

\*Parents/guardians shall be notified by school officials as soon as possible

\*If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.

\*If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.

\*The Sheriff's Office K-9 officer will be welcomed at Jackson County Middle School at any time of the school year.

## ***BULLYING AND HAZING***

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

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

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

Bullying (including cyber bullying), hazing, menacing, or abuse of students or staff members or other actions of similar nature will not be tolerated because every student and staff member deserves a safe environment in which to work and learn. Jackson County School District is committed to dealing with bullying behaviors in our schools to create a safe environment. Any student or employee who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to disciplinary action. This includes behavior or language through electronic (e.g. cyber bullying, etc.) or online methods.

Examples of behaviors that fall into this category may include, but not be limited to: inappropriate physical contact, including hitting, kicking, shoving, pushing; intimidating and threatening comments either oral, written or electronic; name calling or put-downs; malicious manipulation of others to do things they don't want to do; setting someone up to be bullied; spreading rumors or hurtful gossip; stalking; hurtful teasing or making fun of someone; harassment, hiding or destroying someone's belongings; and standing by and watching bullying behavior without reporting it to a teacher/Principal.

Under House Bill 91 (Kentucky Revised Statute 158.156), any student to student felony offense under KRS Chapter 508, committed while on school premises, while on school transportation, or at a school-sponsored or school-sanctioned event is a violation that shall be reported to the principal of the victim's school. The felony offenses included in KRS Chapter 508 are: First Degree Assault, Second Degree Assault, Third Degree Assault, Assault Under Extreme Emotional Disturbance, First Degree Wanton Endangerment, First Degree Terroristic Threatening, Second Degree Terroristic Threatening, First Degree Criminal Abuse, Second Degree Criminal Abuse, First Degree Stalking, and Disarming a Police Officer.

The four (4) categories of HB 91 (KRS 158.156) that staff must report to the Principal and then by the Principal to a Law Enforcement Agency are as follows:

- \*Intentional, wanton, or reckless student conduct directed toward another student which:
  - Causes physical injury with a deadly weapon or dangerous instrument;
  - Causes serious physical injury;
  - Under circumstances manifesting extreme indifference to human life, creates substantial danger of serious physical injury; or
  - Threatens to commit an act likely to cause serious physical injury.

### ***REPORTING OF CODE VIOLATION***

Students wishing to report a violation of the student handbook/code may report it to a classroom teacher, who shall take appropriate action as defined by the handbook/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.

### **Retaliation Prohibited**

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

## ***HARASSMENT/DISCRIMINATION BOARD POLICY 09.42811***

### **Definition of Harassment/Discrimination**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. This shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others.

### **Prohibition and Disciplinary Action**

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. Students who engage in harassment/discrimination of an employee or a student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

### **Prohibited Conduct Examples:**

Examples of conduct and/or actions prohibited under this policy include but are *not limited to*: Name-calling, stories, jokes, pictures, written material, or objects that are offensive to one's gender, race, color, national origin, religion, or disability; Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors; Instances involving sexual violence; Members of one gender being subjected to sexual remarks of the other gender in the context of school; Impeding the work of a student by questioning the ability to do the required work based on the gender, race, color, religion, national origin, or disability of the student; and limiting access to tools based on the student's gender, race, color, religion, national origin, or disability; Hazing; Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories; Seeking to involve students with disabilities in antisocial,

dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and Destroying or damaging an individual's property based on any of the protected categories.

#### **Procedures for Reporting Harassment/Discrimination**

Students who believe they or any other student, employee, or visitor is being or has been subjected to shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination are to be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports are to be made directly to the Superintendent. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal or Superintendent, the District shall not be deemed to have received a complaint of harassment/ discrimination.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent.

#### **Procedure for Reporting Sexual Harassment**

When sexual harassment is alleged, the District's Superintendent shall be notified at the Jackson County Board of Education, 3331 Highway 421 South McKee, KY 40447; Phone: 287-7181.

#### **Confidentiality**

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

#### **Retaliation Prohibited**

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

#### **Appeal**

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

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

Failure by employees to initiate an investigation of alleged harassment/discrimination, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

#### **False Complaints**

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

### ***IN-SCHOOL SUSPENSION PROGRAM***

The In-School Suspension (ISS) Program is to be operated strictly according to these rules and regulations, and the students will be held accountable for them while serving their assignments:

1. No student will be permitted to choose the day he/she is to serve an In-School Suspension
2. Students who are absent on the day or days he/she is to serve, are to make up the day/days upon returning to school
3. Students in In-School Suspension will complete work that they would have in the regular classroom setting.
4. It is the responsibility of the ISS Teacher to collect and turn in their assignments.
5. Students who come to In-School Suspension unprepared to work (no paper, pencil, book, etc.) may be assigned an extra day or days by the

principal. Repeated violations of this type may be treated as refusing to cooperate with the teacher.

### **Refusal to Serve/Cooperate**

First Offense – 1 day Suspension

Second Offense – 2 days Suspension and each offense thereafter will Result in 2 days Suspension

### ***DRESS AND APPEARANCE***

The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited. If a school/council chooses to develop a dress code, it shall be consistent with Board standards set out in the District's Code of Acceptable Behavior and Discipline, which shall include, but not be limited to, the following:

1. A clean and neat appearance is required for all students.
2. All students shall wear shoes.
3. No hats, caps, head scarves (including bandanas) or headdresses may be worn in school unless they are worn for health, safety or religious reasons; prior approval of the Principal is required.
4. No student may wear as an external garment any of the following:
  - a. see-through, transparent or nude looks without appropriate undergarments;
  - b. garments which expose the bare midriff or back;
  - c. shirts that display scenes that promote violence or other disruptive themes or that promote vulgarity and/or endorse illegal activities;
  - d. torn, ripped or ragged articles of clothing above the knee.
5. Shorts and skirts should be no shorter than 4" above the knee. Those of a shorter length which are worn in physical education classes or athletic events shall be acceptable when students engage in such activities.
6. Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
7. Jewelry and other forms of ornamentation may be worn as long as they do not make distracting noises, espouse violence, promote vulgarity or endorse illegal activities.
8. Biking apparel shall not be worn. No pajama pants. Leggings may be worn only if a shirt, top, or skirt of appropriate length covers the posterior.
9. Clothing designed to fit at the waist shall be worn at normal waist level (no sagging).
10. Trench coats or coats longer than knee length shall not be worn to school.
11. Students shall not wear chains. This includes, but is not limited to chains on wallets, belts or attached to articles of clothing
12. No pants/shorts shall be worn with graphic sayings or handwritten language on them. Writing or slogans may not be displayed on the back of any pants or sweatpants.
13. Students shall not wear tank tops, muscle shirts, or tops with straps less than 2 inches in width.
14. Students shall not bring, use, or wear blankets, quilts, comforters, pillows (or other bed dress).
15. Students shall wear facial coverings (e.g., masks) to ensure personal and group safety during times of medical necessity. Students who have a medical excuse will be exempt, as appropriate.
16. Any other article of clothing deemed inappropriate by the principal or designee.

Repeated violations of the personal appearance code may result in suspension from school and referral of the students to the Board.

Should exceptions to the dress code standards be necessary due to special occasions, such as plays, the Principal is authorized to grant the exception, provided s/he notifies the Superintendent in advance.



## ***USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES***

Drug and violence prevention programs are essential components of the Jackson County School System's efforts to prevent the illegal use of alcohol, tobacco/electronic cigarettes, other drugs and prohibited substances in and around schools. Guidance Counselors, Youth Service Centers, and Family Resource Centers have information available about drug/alcohol counseling and rehabilitation programs.

No pupil, employee, or visitor to a facility shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity:

1. Alcoholic beverages
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

**Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities.**

**Reporting:** Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law. Also the Principal may request a reasonable suspicion drug screening be done by school officials.

### **Drug Testing Program Purpose:**

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The high-school setting is not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for the entire County and high-school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

### **Education and Prevention Plan:**

**Educational Seminars.** Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be **accessible to all** County high-school students but shall be **required for all** athletic and extracurricular team members and for students who will be driving or parking on school property. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

**Training in Drug Awareness.** County high-school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of the training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component.

**Seminars for Parents/Guardians.** Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

**Alcohol and Drug Safety Policy:**

***All student athletes/extracurricular participant/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.***

***Statement of Need.*** All athletic and extracurricular team coaches/sponsors and the administration of the County high school recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of high-school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all high-school students.

Students engaged in interscholastic athletics and extracurricular activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks that make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from athletic and extracurricular participation, students also potentially impact or influence the attitudes and actions of other members of the student body. Finally, in order to deal effectively with drug and alcohol pressures and health risks, we believe that it is imperative to adopt a mandatory drug testing policy governing the illegal use of drugs by student participants in the County high-school athletic teams and extracurricular activities.

*Athletic teams and extracurricular activities* covered by this policy shall apply to all high-school varsity and sub varsity athletic and extracurricular activities, including, but not limited to, baseball, boys' basketball, girls' basketball, boys' cheerleading, girls' cheerleading, cross-country, football, softball, tennis, track, and wrestling. The subsequent addition of any extracurricular activity, varsity or sub varsity sport shall immediately be subject to this policy.

***Statement of Purpose.*** This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to high-school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under 18 years of age, the administrator shall not release any student's test results to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy establishes a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

***Implementation, Review, and Evaluation.*** All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the

high-school level, or be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, Head Coaches of the athletic teams, designated sponsors of extracurricular activities, Athletic Director, Title IV Coordinator, School Health Coordinator, Counselor, Superintendent, and Board Members.

The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee shall not have access to any of the test results. The Committee's purpose is limited to procedures and evaluation of the policy.

**Applicability.** This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels, and to students who drive or park on school property.

**Education.** At least once each semester, all coaches/sponsors and appropriate certified staff shall require attendance at educational seminars on drug abuse for all student participants (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by the student participants and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

**Testing Program.** Testing shall be accomplished by the analysis of urine specimen obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures
2. Proper student identification
3. Identification of each specimen with the appropriate student participant
4. Maintenance of the unadulterated integrity of the specimen
5. Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

**Substances Tested.** Student participants' urine specimen shall be tested for the following, which include, but may not be limited to:

1. Amphetamines
2. Marijuana (THC)
3. Cocaine and its derivatives
4. Opiates
5. Phencyclidine (PCP)
6. Benzodiazepine
7. Propoxyphene
8. Other abused, illegal, or controlled substances as determined by the Committee

**Sanctions:**

**First Violation**

1. A student testing positive will be suspended for the next **four (4) consecutive interscholastic/extracurricular events or the next four (4) weeks of the season**, whichever is greater in time. Student drivers may be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school. The suspension will begin the date that the results are received. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency. Prior to readmission to participation to the athletic team/ extracurricular activity or reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

2. If a student is reinstated to the athletic team/extracurricular activity or driving privileges following the first violation, the student's participation in another activity shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to the activity after a first violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension, the student is still required to serve the unexpired portion the suspension before becoming eligible for participation in any other extracurricular activity. A student serving a suspension for any sport may try out for a second sport if the student provides a negative drug test result from the testing laboratory under contract. If the student successfully makes the team or joins an extracurricular group, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation on another extracurricular activity, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

### **Second Violation**

1. For a second violation, the student participant shall be suspended for the next eighteen (18) consecutive interscholastic/extracurricular events or eighteen (18) consecutive weeks, whichever is greater in time. Student drivers with a second violation may be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the student's subsequent participation on another athletic team/extracurricular activity and/or the following season. Before reinstatement to the activity after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.
2. If a student is reinstated to the activity following a second violation, the student's participation in another activity shall not be restricted solely because of the existence of the second violation, as long as the student has completed the period of suspension and the required chemical dependency program and was appropriately reinstated to the prior activity. If the student elects not to seek reinstatement to an activity after a second violation (either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before becoming eligible for any other extracurricular activity. A student serving a suspension for one sport/activity may try out for a second sport or join a second activity if the student provides a negative drug test result from the testing laboratory under contract.

If the student makes the team, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

### **Third Violation**

The student participant or driver shall be excluded from participation in any extracurricular activity for the remainder of the student's eligibility.

A third violation shall disqualify the student's involvement in all extracurricular activities (varsity and sub varsity) or from driving/parking on school property for the remainder of his/her enrollment in the District.

***Notice to Participants.*** Prior to tryouts for an athletic team or joining an extracurricular activity, the Head Coach shall provide all students choosing to participate in the athletic team/ extracurricular activity and their parents/guardians with a written copy of this policy. Parents of students wishing to take drivers education or to park on school property shall also be provided a copy. Each student who chooses to participate and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, and understand and fully agree to be bound by the terms, conditions, and procedures under this policy.

**Prevention Program:**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

***CARE OF SCHOOL AND PERSONAL PROPERTY***

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils participating in activities that destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

Parents shall be liable for property damage caused by their minor children.

***TOBACCO/SMOKING/VAPING***

**The Kentucky General Assembly passed House Bill 11, which legally requires all local school boards, on or before July 1, 2020, to adopt and implement policies that prohibit the use of any tobacco product, alternative nicotine product, or vapor product for all persons and at all times on, or in all property of the Board, and when students are present at any school-related trip or student activity. Below is the Kentucky School Board Association (KSBA) recommended policy that the Jackson County Board of Education adopted.**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

### ***BUS EXPECTATIONS***

Students who come to school on the bus should return home on the bus unless they have a note from the parents signed by the Principal or designee. **Phone calls cannot be accepted as permission for the student to ride a bus to another destination.** The bus driver shall have responsibility to maintain orderly behavior of students on school buses and shall report misconduct to the student's principal. The school principal has the authority to suspend the riding privileges of students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endanger the health, safety, and welfare of other riders shall be notified that their children face the loss of school bus riding privilege. **Any student who defaces/vandalizes a bus shall be required to pay for the damage.** In addition to other disciplinary actions, the principal may deny riding the bus for more than one (1) day but not more than ten (10) days consecutively.

### ***PBIS EXPECTATIONS MATRIX***

During the beginning of the school year, all students will be oriented to the schools PBIS expectation matrix and charts which include behavioral expectations in all areas of the building including hallways, cafeteria, restrooms, computer labs, library media center, gym, assembly, bus boarding, bus unloading, office areas, etc...

### ***GRIEVANCES***

Any student who wishes to express an educational concern or grievance shall observe the following order of appeal:

1. From student to teacher;
2. From teacher to Principal;
3. From Principal to Superintendent;
4. From Superintendent to Board.

The order of appeal shall not be construed to mean that students are not free to confer with the Superintendent or Board whenever they so wish. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

## **SCHOOL AND DISTRICT POLICIES AND SERVICES**

### ***FIELD TRIPS***

Field trips are an excellent way to enrich the educational experiences of our children and reward them for great effort. All students are expected to comply with the policies of JCMS and the Jackson County Board of Education. In order for a student to participate in field trips, a permission form must be returned to the teacher on the day before the trip. Field trips are a privilege. **Students may be excluded from trips based on behavioral problems or past issues at the teacher/principal's discretion.**

### ***EXCUSED FROM PHYSICAL EDUCATION***

In order for a pupil to be excused from participating in physical education classes for an extended period (3 days or more) the pupil must have a doctor's statement indicating the disability or a phone call from the parent to the principal or P.E. teacher.

### ***STUDENT DIGITAL DEVICES (CELL PHONE POLICY)***

Students may bring personal digital devices onto school property, such as smartphones and tablets, for before and after school extracurricular programs; however, personal digital devices must be inaccessible during classroom instructional time.

This policy is implemented to limit disruptions to the educational process, including:

- a. Poses a threat to academic integrity, such as cheating;
- b. Violates confidentiality or privacy rights of another individual, including students and staff. Violations are defined as--but not limited to--taking photographs, video, or audio recordings of another individual;
- c. Profane, indecent, or obscene content;
- d. Constitutes or promotes illegal activity or activity in violation of school rules;
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic/digital device. This may include the possession and/distribution of sexually explicit content related to minors, such as "revenge pornography."

Students shall be permitted to use school-owned and maintained digital devices for instructional purposes. The school hosts three dedicated computer labs, several carts of Google Chromebooks, classroom computer workstations, and tablets to facilitate students' access to appropriate programming and Internet; therefore, personal digital devices are not required during the instructional day.

Failure to comply with the regulations set forth in this policy will result in confiscation of the device by the principal or his/her designee. Parents/guardians must pick up the personal digital device after the second offense. After the third offense, a student digital device may be examined by technology personnel to determine possible violations of parts "d" and "e" of this policy. Other violations may be covered by the "Student Code of Conduct." Content that is deemed to violate parts "d" and "e" of this policy may be referred by the school to appropriate law enforcement for further investigation.

Neither the school nor district shall be liable for the loss or damage of student digital devices.

### ***PROTECTION OF INSTRUCTIONAL TIME***

The **protection of instructional time** is of utmost importance to the staff of JCMS. Research has shown that there is strong correlation among the deliberate protection of instructional time and increased student achievement. School secretaries/receptionists will not be allowed to interrupt teacher's rooms with outside calls unless there is an emergency situation. Messages will be relayed to the appropriate person, and your call will be returned in a timely manner if needed. Meetings with teachers shall occur during the teachers planning times or other times during non-instructional hours. Quality teaching consists of flow, transition, and consistency. Interruptions to these affect the quality of education that your child receives.

### ***EXTRACURRICULAR PROGRAMS AND SPORTSMANSHIP***

Our school is proud to offer a wide variety of athletic and academic extracurricular programs for our students. We highly encourage participation in these as part of the educational experience. Our community judges our educational program, to a large extent, on the conduct of both students and adults at extracurricular events. Please help our school maintain the respect and credibility it deserves by exhibiting responsible behavior and good sportsmanship at all extracurricular events.

## **EXTRA CURRICULAR GUIDELINES**

### **Purpose:**

1. To state what is expected of extra-curricular activity **members**
2. To set **minimum** appropriate guidelines for members
3. Coaches have the **authority to enforce** more stringent guidelines according to their individual needs

### **Requirements:**

1. Maintain proper conduct at any school event. It will be the **responsibility of the coach to monitor behavior and grades**
2. Members must maintain a **C (2.0)** average in each class. Grades will be checked by coaches every two weeks. If a student athlete has less than a C average in **any** class, they will be suspended from participation until the grade is improved.
3. Minimum school **attendance** rules will be monitored. Any student who is **absent from school on the day of a performance or activity** shall not participate. Any student **absent the day after an activity** may not participate in the next event. **Any exceptions must be approved by the sponsor/coach and the principal.**
4. Classroom and other school areas **conduct** is to be maintained according to teacher and handbook guidelines
5. Each member must follow **ALL** rules and codes set forth in the current student handbook.
6. The moral conduct of the members must be appropriate at all times:
  - A. Individual's abuse of any rules and regulations are not acceptable behavior for the members.



- B. Unsportsmanlike conduct to officials, coaches, spectators, or players of either team will be cause for discipline

**Failure to adhere to any and all rules (by school or coach) will result in discipline from the coach and/or school administration.**

**Equipment:**

1. Each member is responsible for their own uniform, shoes, and other accessories.
2. Any school supplied accessories must be returned or restitution must be made.

**Release from the team:**

The sponsor and/or principal shall have the authority to suspend or permanently drop any member for any of the following reasons:

- C. Improper behavior
- D. Undesirable language
- E. Failure to perform duties
- F. Violation of regulations or rules
- G. Uncooperative attitudes
- H. Suspension from school
- I. Slanderous remarks

And other violations deemed inappropriate by the coach or school administration.

***LIBRARY SERVICES***

The library will be opened at 7:45 a.m. and remain open throughout the day until 3:15 p.m. You are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

The following rules also apply:

1. All library materials taken from the library must be checked out at the Circulation Desk.
2. Books may be checked out for a period of two weeks.
3. Any lost books must be paid for.
4. The librarian will contact students that books or magazines are overdue. No new checkouts will be allowed until those are returned.
5. A magazine may be checked out for 3 days.
6. All borrowed items must be returned to the circulation desk. Do not shelve the book when you bring it back!
7. Any student who is asked to leave the library because of bad conduct will only be allowed back in the library with permission from the administration.
8. NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY!
9. Books and equipment are expensive. You are expected to treat both with extreme care.

Final report cards will be held by the office and not released until all books/materials are returned or payment has been made. Students may also not be allowed to attend any end of year field trips if books are lost or damaged and payments have not been made.



## **REPORT CARDS AND GRADING**

Teachers will be responsible for grading pupil's progress by using the letter grades of A, B, C, D, or F. The value of the grades is as follows:

A	-	Superior	92 – 100
B	-	Good	81- 91
C	-	Fair	70 – 80
D	-	Passing	60 – 69
F	-	Failing	Below 60

**Parents may check student grades online using Infinite Campus at anytime. Call the Central Office for directions and student PIN number.**

Progress reports are sent out to parents at the end of every 4 ½ weeks. Report cards are given out every 9 weeks to notify parents of current grades.

Promotion requirements: A student must have one point standing in the five basic subjects (Science, Math, English, Reading & Social Studies) in the 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grades to be promoted. Also, the students must do satisfactory work in his/her exploratory and enrichment classes.

### **HONOR ROLL – PRINCIPAL'S LIST**

An Honor Roll and Principal's List will be published at the end of each 9 weeks-grading period. This is not based on an average or point system. Students who have a GPA of 4.0 will be recognized on the Principal's List; those with a GPA of 3.5 to 3.9 will be on the Honor Roll.

## **HOMEWORK POLICY**

### **A. Purpose**

The policy on assignment of homework to students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework and assignments.

### **B. Scope**

It does not apply to students receiving homebound instruction or whose instructional program is governed by individualized education plans when those plans exclude the prospect of homework.

### **C. Definition**

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

### **D. Commitment**

The development of study skills must be an integral part of Jackson County Middle School's educational policies. Jackson County Middle School strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignments of academically appropriate homework are an extension of classroom instruction and supports the teacher's instructional objectives. It is the Jackson County Middle School's policy that homework is assigned to students in Jackson County Middle School in accordance with their individual needs and abilities and in support of the learning objectives of the particular curricular area.

It should be recognized that not all homework needs to take the form of written assignments. Some homework, especially in the primary program, should involve students in reading to their parents and vice versa or in taking part in cultural and creative activities.

**E. Policy**

1. Upon adoption of this policy by the Jackson County Middle School Council, copies shall be distributed to all students and their parents.
2. It is the policy of Jackson County Middle School that teachers will assign homework as appropriate on a regular basis to all students capable of completing assignments and that homework will never be used as part of a system of punishment and/or rewards.
3. The appropriate range of hours per week of homework to be assigned are as follows:

Grades	Hours/Week
Primary	1 – 3
4 – 6	4 – 6
7 – 8	7 – 9
9 – 12	10 – 15
4. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
5. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
6. Homework will be accomplished outside class time, not during the instructional period.
7. The burden that homework places on a student will be considered when assignments are made and in making homework assignments, consideration should be given to school events and other subject area requirements.
8. The principal of Jackson County Middle School shall ensure that the Homework Policy is distributed to and understood by all teachers, parents, and students.
9. The principal of Jackson County Middle School shall periodically compile information about best practices regarding homework and share these practices with all teachers in the school.
10. Teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
11. Teachers shall decide the degree to which homework affects the determination of a student's grade.
12. Teachers shall provide clear, concise directions for the completion of homework assignments.

**F. Parental Support \***

Parents are urged to actively involve themselves with their children's schoolwork. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways:

1. Showing interest in the schoolwork their children bring home.
2. Provide a suitable place to study, free from disturbance.
3. Supplying needed material for completing homework.
4. Offering to clarify instructions and answer questions.
5. Checking to see that work is complete.
6. Encouraging their children to do their best work and praising a job well done.
7. Assisting in use of time and monitoring the amount and type of television programming their children watch.
8. Staying in close communication with teachers.
9. Reward their children in appropriate ways for completed work.

**G. Student Responsibilities \***

Students are responsible for completing their homework and, with support from their parents may want to follow some of the following practical suggestions:

1. Write down assignments and due dates, ask questions and select necessary books and supplies before leaving school.
2. Keep homework in the same place at home each day and take books and materials directly to the study area.
3. Plan the best time to complete work.
4. Complete work so that it is neat and legible.

## **Search and Seizure**

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

No search of a pupil shall be conducted in the presence of other students. No strip searches of students shall be permitted. The required removal of shoes, socks, or a hat, the removal or arrangement of outerwear (such as coats or jackets) or requiring a student to roll up sleeves does not constitute a strip search.

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security will be seized by school officials. Items which may be used to disrupt or interfere with the educational process may be removed from the pupil's possession by a staff member. Such items may be returned to the pupil's parents by the staff member or through the Principal's office.

When reasonable suspicion exists that the contents within a student's automobile pose a threat to student health, safety or welfare and that vehicle is on school property, the student will be required to provide access to the vehicle. Students who fail to cooperate with school authorities shall be subject to disciplinary action.

## **Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).<sup>1</sup>

### **TRUANCY DEFINED**

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, and both shall take appropriate action.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

### **EXCUSED ABSENCES**

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

1. Severe illness in the pupil's immediate family;
2. Illness of the pupil - Only three (3) days per semester shall be excused with a note from home. One (1) doctor's statement will be sufficient for students who are sick for three (3) or more consecutive days and have a doctor's statement/hospital slip;
3. Death in the pupil's immediate family (limited to three [3] days except for extenuating circumstances that may be approved by the Principal);
4. Medical and/or dental appointments that cannot be made after school. Such appointments shall be verified by physician's or dentist's statement confirming date and time;
5. College or vocational school interviews which are pre-approved by a school official (verification of interview shall be required);
6. Driver's license permit or tests (limited to one-half [1/2] day). Verification shall be required;
7. Court appearances (verification shall be required);
8. Religious holidays and practices that are pre-approved by a school official;
9. One (1) day for attendance at the Kentucky State Fair;
10. Natural disasters beyond the student's control;
11. Tests administered by school or college personnel (documentation of attendance shall be required);
12. Documented military leave;
13. One (1) day prior to departure of parent/guardian called to active military duty;
14. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave, or
15. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

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

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

#### **UNEXCUSED ABSENCES**

All other absences shall be considered unexcused. Verification of the absence for the purpose of determining whether or not it will be excused shall be presented to the Attendance Clerk of the student's school no later than the second day after the student's return to school and shall include the date of and reason for the absence. The Principal/designee shall determine whether the absence is excused. That determination shall be furnished to the student's classroom teacher(s) within one (1) day.

When a pupil has accumulated three (3) unexcused absences, the Director of Pupil Personnel or his/her designee shall send a letter to the pupil's parent/guardian providing suggestions and stating the implications of additional unexcused absences.

When a pupil in an elementary school has accumulated six (6) unexcused absences, the Director of Pupil Personnel or his/her designee shall send a letter to the pupil's parent/guardian reiterating the points of the previous letter and stating the implications of additional unexcused absences. A copy of the letter shall be sent to the pupil's Principal and to the Kentucky Cabinet for Health and Family Services. The pupil's guidance counselor shall counsel with the pupil about the implications of missing six (6) or more days, exploring ways to avoid future absences.

When a pupil in a middle or high school has accumulated six (6) unexcused absences, the Director of Pupil Personnel or his/her designee shall instigate the Truancy Diversion Program Pre-complaint Phase (The pupil, the pupil's parent/guardian, school officials, and other stakeholders will be invited to a Truancy Diversion Workshop.)

In addition, after a student has been absent six (6) times in a semester course without a valid excuse, the Principal or Assistant Principal shall impose the following penalties:

1. Loss of parking privileges for twenty (20) school days, which may be carried over to the following school year if necessary.
2. Loss of the privilege to participate in extracurricular activities for the remainder of the school year.
3. Loss of eligibility for academic or other honors for the current school year.

Loss of privileges, as outlined above, may be appealed in accordance with the appeals process outlined in the section entitled "Appeals of Unexcused Absences".

When a pupil accumulates nine (9) or more unexcused absences, the Director of Pupil Personnel or his/her designee shall send a certified letter of final notice to the pupil's parent/guardian in accordance with [KRS 159.180](#). A copy of the letter shall be sent to the pupil's Principal and to the Kentucky Cabinet for Health and Family Services. The pupil's guidance counselor shall counsel with the pupil about the implications of missing nine (9) or more days, exploring ways to avoid future absences. After sending the final notice, the Director of Pupil Personnel or his/her designee shall file neglect or habitual truancy charges against the pupil and/or the parent/guardian in the event the pupil has further unexcused absences or tardies during the school term. Documentation of all letters sent and of attendance at the Truancy Diversion Workshop shall be maintained.

A student or a student's parent/guardian may appeal to a School-Based Appeals Committee to waive and/or modify a loss of privilege(s) or to excuse an absence that has been ruled unexcused by either the Principal/designee. A student or a student's parent/guardian who wishes to appeal must notify the Principal of the desire to appeal within three (3) school days of receiving notice that an absence has been determined to be unexcused by the Principal/designee.

#### **APPEALS OF UNEXCUSED ABSENCES**

The School-Based Appeals Committee shall be composed of the school's Principal and two (2) teachers. The School-Based Appeals Committee shall meet periodically, as required, to consider appeals in a timely fashion. The Principal shall chair the committee and determinations of the committee shall be appropriately distributed within one (1) school day of its action.

#### **MAKE-UP**

Make-up work for credit shall be permitted for excused absences only. The student shall be responsible for making arrangements with his/her teacher(s) to make up and turn in work missed.

The teacher(s) shall notify the Principal/designee if the student's make-up work was not completed. The teacher(s) shall furnish this notification within one (1) day of the deadline set for completion of the make-up works.

**SUSPENSION**

Days missed due to suspension shall be considered unexcused and no make-up of daily work for credit shall be permitted. Projects or work assigned prior to a suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted.

**EARLY DISMISSAL**

Early dismissals shall be approved in accordance with Policy 09.1231 and shall be excused only for the valid reasons listed above for excusing absences.

**EXTENDED ABSENCE**

If possible, when an extended absence is anticipated, prior arrangements for the continuation of schoolwork should be made through the Principal/Counselor.



## **Attendance Requirements**

### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Beginning with the 2016-2017 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>1</sup>

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the Principal or designee, and s/he shall secure written permission from her/his parents, guardian, or other person residing in the state and having custody or charge of the student.<sup>1</sup> (See Board Policy 09.111.)

### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.<sup>2</sup>

### **PHYSICIAN'S STATEMENT REQUIRED**

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.<sup>2</sup>

### **EXCEPTIONS TO PRESENCE AT SCHOOL**

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,<sup>2</sup> or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.<sup>3</sup>

## **EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.<sup>4</sup> Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.<sup>4</sup>
4. Full-time students that are also participating in dual credit classes for college credit shall be counted present.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.<sup>4</sup>
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.<sup>5</sup>
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.<sup>6</sup>

### **REFERENCES:**

<sup>1</sup>KRS 159.010; OAG 85-55

<sup>2</sup>KRS 159.030

<sup>3</sup>KRS 159.035

<sup>4</sup>702 KAR 7:125

<sup>5</sup>KRS 158.240

<sup>6</sup>KRS 158.070

KRS 159.180; KRS 159.990; KRS 160.348

OAG 79-68; OAG 79-539

OAG 87-40; OAG 97-26

## **Gifted and Talented Students**

### **SELECTION FOR SERVICES**

The District shall systematically collect data on an ongoing basis that will provide the target population of candidates for services.

Primary students shall be selected and students in grades four through twelve (4-12) shall be identified in accordance with [704 KAR 003:285](#).

Once selected as qualifying for Primary Talent Pool services, a primary student need not be re-evaluated, except to determine suitability of services, until the end of the P4 year.

Once identified as qualifying for gifted education services in grades four through twelve (4-12), a student need not be re-evaluated, except to determine suitability of services.

### **CURRICULUM**

Each school shall provide a differentiated, articulated curriculum in accordance with Kentucky Administrative Regulations.

Service options for the formally identified gifted learner (grades 4-12) shall be described in the gifted and talented student services plan (GSSP).

### **PROGRAM EVALUATION**

Each year the Gifted-Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent for his/her information prior to forwarding it to the Kentucky Department of Education.

### **PROCEDURAL SAFEGUARDS AND GRIEVANCES**

Parents and/or students (Grades P-12) may petition for identification or may appeal nonidentification or appropriateness of services.

1. The appealing party shall submit in writing to the Gifted-Talented Coordinator specifically why s/he believes that screening results are not accurate or talent pool services or service options in the gifted and talented student services plan are not appropriate and why an exception should be made or reconsideration given.
2. The Gifted-Talented Coordinator shall compile student data and present that along with the petition or appeal to the Selection/Placement Committee. The information presented shall include a recommendation accompanied by available substantiating evidence.
3. The Committee shall hear appeals, make a recommendation, and respond in writing to the appealing party within ten (10) working days of receipt of the appeal and accompanying information. If the appeal concerns the nonavailability of appropriate service options, the Committee shall consult with the school council.
4. If the Committee rules in favor of the grievant, the following option shall apply as appropriate:
  - a) S/he may participate in the program as soon as the parent or guardian signs the required permission form.
  - b) A change in either the gifted and talented student services plan or provision of services shall be made in a timely manner.
5. If the Committee rules against the grievant, a further written appeal may be made to the Superintendent, who must respond in writing within ten (10) working days of receipt of the appeal.
6. Should the Superintendent uphold the decision of the Selection/Placement Committee, the appealing party may petition the Board, which will have the final decision in the case. The Board shall make a determination at the next regular meeting following receipt of the appeal.

Review/Revised:4/19/2016

## **Notification of FERPA Rights**

The Jackson County School District observes strict federal and state regulations for safeguarding the confidentiality of student educational records. The district person responsible for confidentiality is the Director of Pupil Personnel.

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary 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 inspect and review logs documenting disclosures of the student’s education records.*

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3. *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 the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. *The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

Exceptions that permit disclosure without consent include:

- a. 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 volunteer, or an outside 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 to the District.
  - b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.
  - c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
  - d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.
5. *The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.*

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. *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 student who has reached age 18 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 and institutions of higher education upon their request.

*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.

## **Notification of PPRA Rights**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (those who are 18 or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
  
- ◆ **Receive notice and an opportunity to opt a student out of:**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
  
- ◆ **Inspect, upon request and before administration or use:**
  1. Protected information surveys to be used with students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum. The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D. C. 20202-8520*

## **Use of Physical Restraint and Seclusion Policy**

Use of physical restraint or seclusion by school personnel is subject to [704 KAR 007:160](#). However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

### **DEFINITIONS**

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

### **PHYSICAL RESTRAINT**

#### *All School Personnel*

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

## **Student Medication**

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and other appropriate emergency medications shall be maintained in the first-aid kit.

### **SELF-ADMINISTRATION**

Under procedures developed by the Superintendent and once a completed authorization form from the parent/guardian is on file, pupils may take medicine which is brought from home.

Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication.<sup>1</sup>

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

# JACKSON COUNTY DISTRICT WIDE TITLE I PARENT INVOLVEMENT POLICY

## **1. Statement of purpose**

Jackson County is committed to the goal of providing quality education for every child in the district. To this end, we want to establish partnerships with parents/caretakers and the community. Everyone gains when school and home work together to promote high achievement by our children. Neither home nor school can accomplish this task alone. Parents/caretakers play an extremely important role as a child's first teacher. Parent/caretaker support for their children and for the school is critical to the child's success.

## **2. Parental involvement in Developing the Policy**

An advisory council consisting of parents/caretakers, teachers, members of the community, and principals will meet to develop/refine the district Parental Involvement Policy in the spring. Parents/caretakers will be encouraged and invited to participate in development of the Comprehensive District Improvement Plan (CDIP) and Comprehensive School Improvement Plans (CSIPs). After appropriate publicity regarding the need for parent/caretaker volunteers, the advisory council will be comprised of volunteers from each school in the district. Special attention will be given to recruiting parents/caretakers of children in the Title I program.

## **3. Annual Meeting for Title I Parents/Caretakers**

At the annual meeting for parents/caretakers, which will be held in early Fall in each school in the district, parents/caretakers will be given information about the guidelines for the Title I program. Parents/caretakers will be given copies of the district's current Parental Involvement Policy, and will be offered a chance to become involved in revising that policy as needed. Parents/caretakers may volunteer to serve on either the district-wide or individual school advisory council or both. Parents/caretakers will be provided notice about the annual meeting times and will also be contacted through telephone calls by the Family Resource/Youth Service Center (FRYSC) Coordinator at each school.

## **4. School-Parent Compact**

Each school will share responsibility with parents/caretakers for improving student academic achievement and school performance by jointly developing a Title I policy with the parents/caretakers of children participating in the program. The policy will outline how parents/caretakers, staff, and students will share responsibility for promoting high student achievement. Parents/caretakers on each school's advisory council will be involved.



## **5. Types of Parental Involvement**

There are many ways in which parents/caretakers can become involved with their children's education. This school district values both the at-home contributions and those that take place at school and in the community. Many types of parental/caretaker involvement are needed in a school-home-community partnership that will help all our children succeed. The FRYSC Coordinators and Title I Representative will provide parent/caretaker training on how parents/caretakers can become active participants in their child's education.

## **6. Matching Programs to the Needs of Our Community**

Each year, the school district will assess the needs of parents/caretakers and children in the community through a variety of measures—including questionnaires sent home to parents/caretakers—so that the Title I program will be tailored to meeting those needs. Workshops and other activities will be available for parents/caretakers and some children to match the expressed needs. The FRYSC Coordinators will notify parents/caretakers about these opportunities at the individual schools. Parents/caretakers may call the District Central Office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions.

## **7. Staff-Parent Communication**

There will be notices and activity packets sent home with children, phone calls, conferences, and home visits as needed. Parents/caretakers are encouraged to take the initiative in contacting their child's teacher when they are concerned about a problem. They may also contact the school office and ask for a translator for conferences. As much as possible, receiving training on how to improve home/school communications, some parents/caretakers will be asked to participate in these training sessions.

## **8. Evaluation**

The district-wide Title I Advisory Council will be involved in the process of school review and improvement. Parents/caretakers of children in the Title I program will be part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways, including visits to the schools and observation of classes.

There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program, and parents/caretakers will be asked for their input. The evaluation will include an assessment of how much parental/caretaker involvement is increasing and what barriers to parental/caretaker participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review in the spring of each year.

This commitment to family involvement has been approved by the Jackson County School Board. The policy will be coordinated by Title I supervisory staff and teachers throughout the district and promoted by building principals and other school staff.

## **CURRICULUM AND INSTRUCTION**

### **-Curriculum-**

#### Title I-Parent Involvement Policy

The District Board of Education declares its intention to involve Parents/Caretakers of students in the Title I project as follows:

1. To involve Parents/Caretakers in policy decisions through public group meetings.
2. To encourage general support through Parent/Caretaker-teacher organizations and conferences;
3. To engage Parents/Caretakers directly in influencing their children's ability to achieve through in-home Parent/Caretaker tutoring; and
4. To encourage Parents/Caretakers to express ideas, concerns, and judgments about Title I program through written suggestions/proposals, presentations at public meeting (called annually by the Title I Coordinator), and responses to surveys made through interviews, written instruments or other means.

Related Policy: 08.1345

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*Stephen Gabbard, Title I Coordinator*

**Electronic Access/Usage Plan  
Electronic Resources -- Acceptable Use Policy  
Jackson County Public Schools  
Version 5.0**

**Access Privileges to Electronic Materials**

The Jackson County Public School District and the Board of Education supports the rights of students, staff, and community members to have reasonable access to various electronic media and believe it is incumbent upon students, staff, and community members to use this privilege in an appropriate and responsible manner. This policy provides appropriate standards to guide the behavior of students, staff, and community members involved in accessing electronic media. Electronic resources include but are not limited to the following types of materials:

- a. computers and related equipment
- b. computer network resources including the Internet and electronic mail
- c. electronic media such as software, cd-roms, video files, and audio files
- d. telephones

**Prior to accessing the district network, all users must sign an Acceptable Use Policy agreement form. In addition, students, under the age of eighteen, must submit an Acceptable Use Policy agreement form signed by their parent/guardian prior to being given access to the Internet or individual e-mail accounts. The required form shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.**

**Educators may use the Internet and email during whole class instruction with or without parental consent. Permission for students to observe such presentations is not required as these presentations are teacher controlled.**

Upon signing an agreement form, a private login and password will be assigned to each user. The user is responsible for any activity performed under that login and password; therefore, **passwords must be kept private.**

All network use should be in support of education and research and be consistent with the educational objectives of the Jackson County School District. Students, staff, and community members will be held accountable for violations of the JCPS Acceptable Use Policy agreement and understand that disciplinary action may be taken.

**Privacy**

Users should not expect that use of the Internet or email use will be private. The District monitors Internet usage and filters email. Sites visited by users are logged and reviewed for suitability to assure compliance with the JCPS Acceptable Use Policy and state law. Federal law requires the District monitor online activities for minors. Violations relating to or in support of illegal activities may be reported to authorities.

**Network and Internet Regulations for All Users**

The following are **not permitted.**

- Using any email system other than the District email system (i.e. PRTC, hotmail, gmail and other external electronic mail accounts may not be accessed from the District network)
- passing on chain mail, jokes, links to websites that are not educational, spam, or animations through electronic mail
- accessing inappropriate sites

- displaying or sending offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others
- using other users passwords or allowing someone else to use your password
- trespassing in other users accounts, files, directories, or work and harming or destroying data of another user
- breaking in or attempting to break in to the computer network
- monopolizing the resources of JCPS network by running large programs (this includes but is not limited to downloading copyrighted music files, creating P2P networks and/or applications over the network, sending large amounts of mail that are not educational or streaming video or audio that is not educational)
- violating copyright laws
- installation of any unauthorized software obtained from any source
- playing MUD (multi-user games) via the JCPS network
- conducting illegal activities via the network
- bypassing the District's monitoring and/or security system
- modifying system files used in the operation of the computer, the network, or software installed on the computers
- revealing personal information including but not limited to personal addresses or phone numbers
- using technology resources to bully, threaten, or attack a staff member or student or to access and/or set up unauthorized blogs and online journals
- employing the network for commercial purposes (i.e. personal business) or financial purposes
- entering chat rooms except under the supervision of a teacher for a planned instructional activity
- damaging computers, school/district websites, computer systems, or computer networks, including intentional uploading of a computer virus or creation of a virus
- vandalism/defacement of the physical equipment (Vandalism is defined as any attempt to harm or destroy property tags, data, hardware, operating systems, or applications of another user.)
- posting on the Internet of a student's personal identity, picture or student work is not permissible without written parent/guardian consent.

Chatting, blogging, instant messaging, video conferencing and other web 2.0 tools must be directly related to educational purposes. Student use of these tools must be under direction supervision of an educator.

### **Community Members**

Community members may have access to the Internet when deemed appropriate by the superintendent. Community members must, however, attend a training/awareness session provided by the network administrator or designee prior to being given a user login.

### **Loss of Network Services**

The administration, faculty, or staff of JCPS may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of network and Internet access will be for a period determined by the appropriate building level administrator. Users (students, staff, or community members) whose accounts are denied, suspended, or revoked have the following rights:

1. To request (in writing) from the District Technology Coordinator a written statement justifying the actions.
2. To submit a written appeal to the Superintendent.
3. Pending the decision of this committee, a user can make a final appeal to the Board of Education. The decision of the Board of Education is final.

### **Reliability of Network**

Jackson County Public Schools will not be responsible for any damages or loss of data. This includes but is not limited to delays, non-deliveries, or service interruptions caused by data provider negligence or user errors or omissions.

### **Security**

Security on any computer system is high priority, especially when the system involves many users. If any user can identify a security problem on JCPS network, he/she must notify a system administrator. Do not demonstrate the problem to others. As a user of this system, users should notify a network administrator of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

### **Responsibility for Damages**

Individuals shall reimburse the Jackson County Board of Education for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Vandalism or theft shall also result in cancellation of privileges. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

This document replaces any previous acceptable use procedures for Jackson County Schools.

**Jackson County Middle School  
Title 1 School Compact  
2020-2021**

Our philosophy as a middle school is that families, students, and school staff should work in a partnership to ensure each student reaches his/her highest potential.

As partners, we agree to the following:

**As a Student, I will:**

- Believe that I can learn and will learn.
- Read for at least 30 minutes a day, five days a week.
- Come to class on time, ready to learn, and with my assignments completed.
- Set aside time every day to complete my homework.
- Know and follow JCMS and class rules.
- Regularly talk to my parents/guardians and teachers about my progress in school.
- Respect the diversity and needs of JCMS students, parents, staff, and families.

**As a Parent/Guardian or Family member I will:**

- Talk to my child/children regularly about the value of education.
- Monitor TV viewing and make sure that my child/children read every day.
- Make sure that my child/children attend school every day on time and with homework completed.
- Support the discipline and dress codes of JCMS.
- Monitor my child/children's progress in school.
- Make every effort to attend school events such as open house, parent/teacher conference, etc.
- Make sure that my child/children get adequate sleep, regular medical attention, and proper nutrition.
- Participate in school, home, and community sponsored activities whenever I can.
- Respect the diversity and needs of JCMS students, parents, staff, and families.

**As a Teacher I will:**

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional opportunities that improve teaching and learning and support the formation of partnership with families and the community.
- Communicate regularly with families about their child/children progress in school.
- Provide assistance for families on what they can do to support their child/children learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the diversity and needs of JCMS students, parents, Staff, and families.

# **Gear Up Opportunity**

Jackson County Middle School is excited to partner with Berea College to bring Gear Up Opportunity to our students.

Gear Up Opportunity provides students with various supports as they transition from middle school to high school, and high school to college/career. This year, students in grades seven and eight will be served by four dedicated Gear Up Opportunity staff. These staff provide supports in academics and college/career. During the school year, Gear Up Opportunity will be hosting various school-based and community-based activities.

The Gear Up Staff:

Alison McQueen—Academic Interventionist

David York—College Career Navigator

If you have questions, please feel free to reach out to the Gear Up Opportunity staff at any time. They may be reached at 606-287-8351.

THE RULES AND REGULATIONS OF THIS STUDENT/  
PARENT HANDBOOK HAVE BEEN READ AND DISCUSSED  
IN HOMEROOM.

HOMEROOM TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE CONTENT OF THIS  
HANDBOOK.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Students will be responsible for abiding by all rules and regulations  
of the Student & Parent Handbook. If there are any concerns  
regarding rules and regulations, direct them to Jackson County  
Middle School Administration. .

Please return this form to your homeroom teacher by September 1.