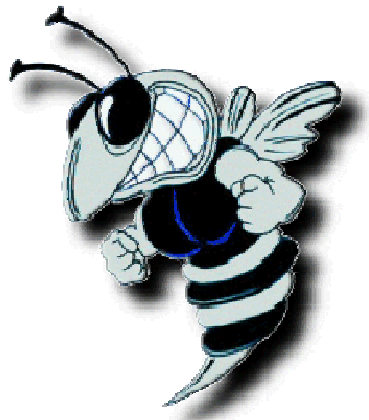


NICHOLAS COUNTY ELEMENTARY

PARENT AND STUDENT

HANDBOOK

2014-2015



PRIDE everyday, that's the Bluejacket way!

Personality--good attitude, honesty to self and others

Respect--courtesy, proper language, treating others the way you want to be treated

Involvement--being prepared (book, paper, pencil), work completed, participation

Disciplined--hands to self, obey rules, keeping comments to yourself

Effort--doing your best work, trying your hardest

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****Section 19 (three forms) shall be signed and returned to the students home room teacher****

SECTION 1: MISSION STATEMENT

PRIDE everyday, that's the Bluejacket way!

Personality--good attitude, honesty to self and others

Respect--courtesy, proper language, treating others the way you want to be treated

Involvement--being prepared (book, paper, pencil), work completed, participation

Disciplined--hands to self, obey rules, keeping comments to yourself

Effort--doing your best work, trying your hardest



The vision of Nicholas County Elementary School is to work in cooperation with family and community to promote the development of skills necessary for our students to become 21st century learners. We strive to develop each child's social, emotional, physical, aesthetic and academic needs, especially in the areas of writing and communication. We foster this development in a safe and caring learning environment. Every Kid, Every Day, Whatever it Takes!

SECTION 2: SCHOOL CALENDAR

(Subject to change based on weather)

August 5-6	Professional Days for teachers
August 7	Opening Day for all NC staff members
August 8	First day for students
September 1	Labor Day-holiday-NO SCHOOL
September 2	Professional Day-NO SCHOOL
October 10	End of 1 st 9 weeks
October 13-17	Fall Break
November 4	Election Day-NO SCHOOL
November 26	Professional Day-NO SCHOOL
November 27-28	Thanksgiving Holiday-NO SCHOOL
December 19	Dismiss at 12:00; Begin Winter Break; End 2 nd 9 weeks
January 5	Return from Winter Break
January 19	MLK Holiday-NO SCHOOL
February 16	Presidents' Day-Holiday-NO SCHOOL
March 6	End of 3 rd 9 weeks
April 6-10	Spring Break
May 19	Primary Election Day-NO SCHOOL
May 20	Last day for students; Dismiss at 12:00
May 21	Closing Day for teachers

EARLY RELEASE FRIDAYS:

NCES will dismiss at 12 Noon on the following Fridays:

Aug. 15 Sept. 19 Oct. 10 Nov. 21 Dec. 19 Jan. 16 Feb. 20 Mar. 20 April 17

WEATHER RELATED MAKE-UP DAYS:

<u>Snow</u> <u>Day #</u>	<u>Make-up</u> <u>Day</u>	<u>Snow</u> <u>Day #</u>	<u>Make-up</u> <u>Day</u>	<u>Snow</u> <u>Day #</u>	<u>Make-up</u> <u>Day</u>	<u>Snow</u> <u>Day #</u>	<u>Make-up</u> <u>Day</u>
1	Feb. 16	7	May 27	13	June 4	19	June 9
2	May 21	8	May 28	14	June 5	20	June 10
3	May 22	9	May 29	15	April 8	21	June 11
4	April 6	10	June 1	16	April 9	22	June 12
5	April 7	11	June 2	17	April 10	23	June 15
6	May 26	12	June 3	18	June 8	24	June 16

SECTION 3: STAFF

Stacey Allison	Principal	Melissa Faulkner	Grade 5
Alicia Hughes	Asst. Principal	Tabitha Reid	Grade 5
Sondra Christy	Counselor	Trena Tinch	Grade 5
Sandy Sweeney	Curriculum Coordinator		
		Barry Bretz	Grade 6
Patty Ockerman	Bookkeeper	Stephanie Duncan	Grade 6
Donna Howard	School Secretary	Heather Price	Grade 6
Judy Jolly	Health Nurse, RN	Jennifer Sims	Grade 6
Jackie Thacker	21 st Century Learning		
Rhonda Curran	Librarian		
Travis Sims	PE		
Brandon Dittgen	Arts & Humanities/Band	Theresa Adams	Inst. Aide
Sharon Wilson	GATE/A&H	Beth Bromagen	Inst. Aide
		Keneatha Clark	Inst. Aide
		Wilma Clark	Inst. Aide
		Patty Evans	Inst. Aide
Mandy Anderson	Spec. Ed.	Sandy Faris	Inst. Aide
Larry Bretz	Spec. Ed.	Danita Harmon	Inst. Aide
Lindsey Hamm	Speech	Jodi Mattox	Inst. Aide
Amanda Aldridge	Spec. Ed.	Becky Myers	Inst. Aide
Tony Smith	Spec. Ed.	Rose Vice	Inst. Aide
Benita Curran	Math Intervention	Leah Wagoner	Inst. Aide
Kim Martin	Reading Intervention		
Georgia Taulbee	Reading Intervention		
Tracy Barnes	Preschool		
Christina Bromagen	Preschool		
Susan Rogers	Preschool	Priscilla Barbee	Manager/Cook
Stephanie Smith	Preschool	JoAnne Hamilton	Cook
		Matilda Hamilton	Cook
Lindsay Fryman	Kindergarten	Juanita Smith	Cook
Madeline Gallagher	Kindergarten	Lisa Sparks	Cook
Joy Story	Kindergarten	Kathy Fisher	Cook
Michelle Vice	Kindergarten		
		Ron McCarty	Custodian
		Ricky Morris	Custodian
		George Walden	Custodian
Sarah Hamm	Grade 1		
Lori Kenney	Grade 1		
Jordan Letcher	Grade 1		
Jenna Smoot	Grade 1		
Nancy Baker	Grade 2		
Teresa Mattox	Grade 2		
Melanie Swartz	Grade 2		
Connie Wills	Grade 2		
Krystal Gray	Grade 3		
Janie Livingood	Grade 3		
Angie Mitchell	Grade 3		
Hailee Boggs	Grade 4		
Nikki Orazen	Grade 4		
Ashley Vice	Grade 4		
Kylie Walton	Grade 4		

SECTION 4: SCHOOL OPERATING PROCEDURES

LATEX PROHIBITED:

NCES is a LATEX-FREE environment. This includes latex balloons.

MORNING DROP-OFF:

***In order to help ensure student safety:** All students shall be dropped off at either the loop or main doors; Students enter the building independently, parents/guardians do not escort students to breakfast or classrooms. School employees will be available to help students. If a parent needs assistance or needs to drop an item off, enter through the main doors where you will be directed to the front office. All Pre-School students should be dropped off at the loop entrance by the school library.

* School doors will open at 7:00 a.m. Students are not to be dropped off and left unattended outside the building. All students will go directly to the cafeteria until the 7:25 bell rings; students then go to homeroom.

***Breakfast (7:15-7:55)**

Preschool: Students will be met by the teacher/aide and escorted to the classroom; preschool will eat breakfast at 8:05

K-4: Students eating breakfast should go directly to the line and eat in the cafeteria; once finished, report to homeroom.

5-6: Students eating breakfast should go directly to the cafeteria line and take breakfast to their homeroom.

DISMISSAL:

*The dismissal process will begin at approximately 2:55.

*All students will be escorted to the bus by NCES staff.

*Students are not officially dismissed from the care and supervision of Nicholas County Elementary until they are dismissed through our dismissal process.

*Students participating in middle school activities shall bring a parent note stating which sport they are participating. The note will be given to the homeroom teacher.

PARENT PICK-UP DURING DISMISSAL:

In order to ensure the safety of all students, parents picking up students shall remain in their cars until 2:50. At that time, enter the side gym entrance and wait in gym for the following procedure:

***Preschool-6 parents**-students will be escorted to the gym by teachers; teachers will bring sign-out forms to gym.

*if students need to be signed out early, please go to the front office.

*all students shall be signed out before leaving the building.

BUS NOTES:

Due to student safety, the school shall implement the following protocol for bus notes:

- 1) Parent/guardian shall provide **written permission** if a child is to ride a different bus or exit the bus at a different residence/bus stop.
- 2) In the event of emergency, only parent/guardian may call in a bus note and must provide last 4 digits of your social security number which is checked against our records.
- 3) Bus notes must be taken care of by 2:00 p.m.

LATE ARRIVAL TO SCHOOL:

Students entering the building after the 8:00 home room bell (for any reason) will check in the front office as tardy. Students who do not follow this simple procedure will be subject to discipline as outlined in the Nicholas County Schools Code of Conduct located within this document. (Also, see attendance section)

EARLY DISMISSAL FROM SCHOOL:

Students leaving the building before their designated dismissal time must be checked out through the front office. Parents should go to the school office, sign out the student, and wait in the office. The office will call the room and the teacher will send the child to the office for the early dismissal. (Also, see attendance section)

VISITORS:

All visitors must sign in the front office and receive a visitors pass to be worn while in the building. The pass lists your name, date, time of arrival and destination.

CLASSROOM VOLUNTEERS:

Individuals who have completed and passed a volunteer background check may enter the building after 8:05 and sign-in at the front office. Please wear your visitor's pass and proceed to the classroom where you are volunteering. As always, please coordinate your efforts in advance with the classroom teacher.

PROGRAMS:

Individuals attending a school day program will sign-in at the front lobby and proceed to the area where the program is being held and remain in that area until the program is finished. Upon the program's conclusion, please exit the building.

MEETINGS DURING THE SCHOOL DAY:

Sign-in the front office and proceed to your established meeting area.

PARTIES:

Individuals wanting to attend a classroom party, must first complete and pass a volunteer background check through the board office. If you only want to provide refreshments for a party, drop them off in the front office and school personnel will deliver them to the appropriate classroom.

TEACHER CONFERENCES:

NCES holds parent teacher conferences at the end of each grading period. Parents wanting to meet with teachers concerning student performance at other times should schedule a meeting time with the teacher either by direct contact, or through a building principal. It is almost impossible to drop in and meet with a teacher without an appointment due to our teaching schedule. Meetings can be scheduled before or after school or during planning periods.

BELL SCHEDULE:

7:00 a.m.	Students may enter the building (report to cafeteria)
7:15-7:55	Breakfast
7:25	Buses unload; students report to homeroom
8:00	School Begins
2:55 pm.	Dismissal begins

AGENDA BOOKS:

Students will be provided with an agenda book. This will be used as a form of communication between teachers and parents.

SCHOOL CLOSINGS:

School closings will be announced over the following radio/television stations beginning between the hours of 6:00 and 7:00 a.m. We request that you do not tie up phone lines by calling the office of the Superintendent or office of the Principal.

Radio Stations

WLAP - Lexington - 630 AM
WBUL - Lexington - 98.1FM
WMXL - Lexington 94.5 FM
WAHY - Lexington 107.9FM
WKQQ - Lexington 100.1FM

Radio Stations

WVLK - Lexington 93FM
WJMM - Lexington 99.3FM
WKCA - Owingsville 107FM
WMST - Mt. Sterling 1150AM
WFTM - Maysville 95.9FM

Television Stations

WTVQ - Lexington, Channel 36
WKYT - Lexington, Channel 27
WLEX - Lexington, Channel 18

****Please note****Breakfast will be served if school is on a one-hour delay.

*****SECTION 5: GENERAL RULES AND REGULATIONS*****

1. School doors will open at 7:00 a.m. Students are not to be dropped off and left unattended outside the building.
2. Students are to obey instructions given by any of the staff in the building.
3. Students are expected to keep the building and grounds clean at all times.
4. Students are to practice good manners at all times.
5. Students shall not leave the school building or school grounds unless under teacher/staff supervision.
6. Students shall not leave the classroom without permission from their teacher or the person in charge.
7. Students shall not bring visitors to school.
8. Students riding a different bus than their normal bus or exiting at a different bus stop, must have a signed note from their parent. (Refer to section concerning bus notes)
9. Students shall not possess illegal drugs/tobacco, look-a-likes or engage in pretentious acts or distribute/sell such contraband.
10. Students shall not be in possession of or use tobacco products while on school grounds or during school activities.
11. All medications are to be kept in the health room and administered by the health nurse. The school staff cannot give medicine, including aspirin, without written permission from home. If a student must bring medicine to school, it shall be brought to the health room in the morning along with a note from the parents. The student must report to the health room at the time he/she is to take the dosage. Teachers are not to accept the responsibility for giving medicine.
12. Students may use the office telephone **only with staff permission.**
13. Students shall not deface/destroy school property; Students shall pay for defaced/destroyed property.
14. Students are to engage in physical activity only in the areas designated by their teachers.
15. Students shall not curse or use profane language.
16. Students are not to fight in the school building, on school grounds, on buses or any school activity.
17. Students leaving school prior to 2:55 p.m. dismissal, must check out through the front office.
18. Students are not permitted to sell items for any organization without approval from the council.
19. LATEX, (INCLUDING LATEX BALLOONS) IS NOT ALLOWED IN THE SCHOOL.
20. Students shall abide by the Nicholas County Schools Code of Acceptable Behavior.
21. NCES campus/building is equipped with DVR cameras to assist the administration in monitoring the school setting and events.

NOTE: This list of rules is not intended to be a complete list. These may be changed and added to when the need arises. Also, individual teachers will have rules concerning the operation of their classrooms and physical activity. (Also see behavior plan section, bus transportation section, and operating procedures section.)

*****SECTION 6: SCHOOL BUS TRANSPORTATION*****
(also see Behavior Expectations section of this handbook)

BUS TRANSPORTATION:

The transportation of students in the Nicholas County Schools is a privilege that is extended to all students who are willing to abide by the rules and regulations as required by the Nicholas County Board of Education. Teachers, administrators, and bus drivers are committed to the safe and comfortable transportation of students to and from school and on trips taken to enhance the educational experience. The Nicholas County Board of Education has provided a fleet of well maintained vehicles with highly qualified and trained drivers who take their responsibilities very seriously.

There is one more component to safe transportation of our students: the commitment of the students themselves and the commitment of their parents to see that their children obey the rules. By understanding the rules of riding a bus and the rules of common courtesy, perhaps serious injuries and even deaths can be prevented.

All Nicholas County buses are equipped with surveillance devices. Video may be used to document events and modify student/rider behavior. Students found to be in violation of these rules are subject to disciplinary action, including suspension of bus riding privileges (short term and long term).

BUS RULES:

- *The driver is in charge of the bus. The bus driver, principal, or principals designee, are authorized to assign seats.
- *Riders shall obey all school rules and codes of conduct while on the bus.
- *Riders will share seats as directed by the driver.
- *Preschool students will have a monitor.
- *No one is permitted to use tobacco products while on a school bus.
- *Riders are expected to remain in their seats at all times.
- *Loud and excessive talking is not permissible.
- *Riders shall not hang any body parts outside the bus.
- *Riders shall not eat or drink on the bus.
- *Riders shall not harass each other.
- *Students shall not damage any part of the bus.
- *Students shall not throw anything into, from, or on the bus.
- *Riders shall not exhibit improper behavior such as insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving or similar offensive acts.
- *Riders shall not bring electronic devices on the bus.
- *Riders shall not bring anything on the bus that might frighten other riders or distract the driver's attention.
- *Riders shall not be permitted to bring any item on the school bus that might block the center aisle, step well, or any entrance.
- *Generally, students are permitted to bring band instruments on the bus as long as they can be held safely and comfortably in the rider's lap. If this is not possible, then other arrangements for their transportation must be made.
- *Inflated balloons are not permitted on the bus.
- *Students are permitted to leave the bus only at their designated bus stop. Any request to leave the bus at another stop must have a bus note.
- *Students are expected to be ready to board the bus as soon as it arrives. While every effort will be made to remain on schedule, many times events beyond the driver's control will prevent this. It is wise to be at the bus stop ten minutes before the bus is scheduled to arrive. School bus drivers are instructed not to wait on students.

BUS NOTES:

Due to student safety, the school shall implement the following protocol for bus notes:

- 1) Parent/guardian shall provide written permission if a child is to ride a different bus or exit the bus at a different residence/bus stop.
- 2) In the event of emergency, only parent/guardian can call in a bus note and must provide last 4 digits of your social security number which is checked against our records.
- 3) Bus notes must be taken care of by 2:00 p.m.

BALLOONS ON THE BUS:

Balloons are not permitted on the school bus; this includes helium and regular latex balloons.

BUS EVACUATIONS:

Evacuation drills will be conducted during each school year. The drills consist of an orderly use of the available exits on the bus, and are designed to familiarize students with the proper safety procedures to be followed in case of emergency.

STOPPED SCHOOL BUSES:

School buses stopped for the purpose of loading and unloading students will have side "stop-arm" activated. Any time the stop-arm is out and lights are flashing, all traffic must stop. It is not permissible, even on school property to pass a school bus while it is loading or unloading students. School bus drivers are encouraged to file complaints with the local police officials whenever the stop-arm law is violated. Convictions may result in the assessment of points on the driver's license, a fine, and court costs.

*****SECTION 7: ATTENDANCE*****

All Board Policies concerning attendance shall take precedence; especially 09.123 on student absences and excuses

ATTENDANCE:

Student attendance will be calculated as follows:

TARDY – A tardy will be recorded when a student misses sixty (60) minutes or less of the school day. This includes late arrivals, mid-day appointments less than 60 minutes, and early checkouts.

ABSENCE - An absence will be calculated on an exact percentage of the day missed rather than in half-day or whole-day increments as has been done in previous years. *Events* will be assigned when a student is absent for more than sixty (60) minutes of the school day. For example, if a student misses 100 minutes of a 400 minute school day, an *event* of 25% absence will be recorded for the student.

The student report card will display the number of tardies, the number of *events*, and the total number of accumulated absences (the sum of all *event* percentages).

For example, a student may have 5 *events* (recorded absences of 30%, 80%, 40%, 100%, and 65%). The report card would then indicate 5 Events and 3.15 days absence (the sum of all the percentages).

Students, parents and guardians should be reminded that the law regarding truancy has not changed. Any student who has six (6) unexcused absences (of any percentage) or tardies or any combination of six unexcused absences and tardies is considered legally truant and may be subject to court proceedings.

Truancy:

Any child who has been absent from school without a valid excuse for more than three days, or tardy on more than three days is a truant. Any child who has been reported as a truant more than two times is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

Every parent or guardian of a child residing in Nicholas County is legally responsible for any violation of KRS 158.010 to 159.150 by the child. A written notice of the violation shall be served on the person by the Principal or Assistant Principal. A second notice will be served by the Director of Pupil Personnel. The child, the parent or guardian may be subject to appear in the Nicholas County District Court system. Legal Reference: KRS 159.150, 159.180.

Excused Absences:

Out of school appointments by students during school hours are discouraged. All students attending school must remain on the school grounds during school hours, including lunch period.

No student will be given an excused early dismissal unless he/she provides the school with proof of a medical appointment, an appointment card or statement from the doctor, either prior to or immediately upon return or proof of court appearance or driver's permit. A parent or guardian may come to the school to sign out a student who will be excused if one of the criteria above is met.

Students are required to attend regularly and punctually the school in which they are enrolled. School attendance and academic performance are directly related. The regulations below are designed to improve academic performance.

1. Any pupil may have up to five (5) excused absences by parental note only.
2. In addition to these five (5) excused absences, the following absences shall be considered excused. Pupils shall be permitted to make up work missed during excused absences upon request to the teacher(s). It shall be the pupil's responsibility to satisfy the school authorities of the validity of the excuse for absence and to request permission to make up work missed within five (5) calendar days after returning to school.
 - a. Death or severe illness in the immediate family (parent, siblings, grandparents, aunts or uncles).
 - b. Personal illness, injury or medical /dental appointment (verified with a doctor's statement).
 - c. School activities when approved by the Board of Education and when properly supervised.
 - d. Driver's test/court appearance.
 - e. Emergency declared by school authorities.

Unexcused Absences:

- All absences accumulated above five (5) will be unexcused unless verified by a medical statement or court order, declared an emergency by school authorities or declared a school-related activity.
- Pupils who have four (4) or more unexcused absences (except suspensions) in any class during any one grading period will receive a failing grade for that grading period.
- Pupils who have a failing grade in a class because of unexcused absences shall remain in that class and will be expected to participate in all classroom activities.
- The following absences shall be unexcused. Pupils shall be given no credit and shall not be allowed to make up work missed during unexcused absences.

1. Truancy (absent without valid reason).
2. Working (to comply with "Excused Absences")
3. All accumulated absences above five (5) unless verified by medical authorities, or declared a school-related activity or approved under state statute.
4. Treatment for lice (1 ½ days are excused; anything over 1 ½ days is unexcused).
5. Suspension

Educational Enhancement Opportunity Absence: (See Forms on pages 34-35)

To request an absence to attend or participate in a educational activity, parents/guardians shall complete the Educational Enhancement Opportunity Request form (located in the school office) and return it to the school principal for approval at least 10 days prior to the absence. If approved by the principal, the absence will be excused. The major intent of the activity must be educational in order for the student to be granted this type of absence; the proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art, dance, State Fair activities, workshops, college visits, etc.). A student may be approved for up to 10 days of absence per year for this purpose. Students granted absence under this law will be allowed to make up all school work; student grades can not be affected by lack of attendance or participation in classes for approved days.

EXCEPTION: This type of absence can not occur during the school's State Assessment Testing or District-wide assessments, unless there are extenuating circumstances that are approved by the principal. Decisions may be appealed to the Superintendent and then to the Board of Education.

Make-Up Work:

- 1) **Excused absences:** Students shall be allowed to make up work missed. It is the student's responsibility to make arrangements with his/her teacher(s) immediately upon returning to school. Students will have five (5) school days to complete make-up work.
- 2) **Unexcused absences:** Students shall not be allowed to make up any work, graded or written work or tests, and shall receive zeros for work or tests missed. Suspension is an unexcused absence.

HOMEBOUND INSTRUCTION:

Students who become ill and unable to attend school for a week or more should contact the school so arrangements can be made for home instruction. Only the student's doctor can put him/her on homebound. There is no charge to the parents for this service which helps to keep students from falling behind in their class work. Please notify the school as early as possible.

*****SECTION 8: BEHAVIOR EXPECTATIONS*****

HALLWAY & LINE BEHAVIOR

1. Voices should be extremely quiet, if used at all.
2. Stay in line.
3. Hands are by sides, not touching others, windows, or walls.
4. Maintain appropriate distance to respect the personal space of the person in front of and behind you.
5. Use appropriate MANNERS behavior

ASSEMBLY BEHAVIOR

1. Enter using HALLWAY/LINE behavior. If sitting on bleachers, use steps, railing, and walkways to get to your seat. If sitting on the floor, sit on your bottom with legs crossed.
2. Sit flat on your bottom with feet on the floor in front of you through the entire program.
3. Keep hands and feet to yourself; respect others personal space.
4. Keep your feet/hands still and quiet.
5. Watch for the signal from staff member (a raised hand) indicating that it is time to listen.
6. Keep your eyes and attention on the presenter, demonstrating appropriate LISTENING behavior.
7. Respond to the presentation appropriately.
8. Watch for the signal (a raised hand) and follow directions for exiting.

RESTROOM BEHAVIOR

1. Walk to the restroom using HALLWAY behavior.
2. Horse playing is not permitted in restrooms.
3. Check for an available stall or urinal. If there is no place available, wait patiently and quietly for a turn.
4. Walk to the stall/urinal when one becomes available.
5. Use the restroom as neatly as possible, making sure to use the necessary amount of toilet tissue.
6. Flush the commode/urinal leaving the area neat and clean.
7. Walk to the sink; place one squirt of soap in your hands
8. Wash hands, being very careful not to splash water.
9. Walk to the dryer; dry your hands.
10. Report any problems from the restroom to the teacher (commodes not working properly, messes encountered, writing on the walls, etc.)

STOP EVERYTHING

Anytime a faculty, staff member raises their hand, you should IMMEDIATELY stop everything (talking, walking, playing etc). Give that person your immediate attention.

GOOD MANNERS

Good manners are part of our Character Education Program. They are small actions used to show respect. The following are examples of good verbal manners:

Yes Sir/Ma'am	No Sir/Ma'am	Please	Thank-you	Pardon me
Excuse Me	No, thank you	Yes, Please	You are welcome	

MANNERS also include the following behaviors:

- Respectful listening
- Eye contact
- Appropriate body language
- Respectful consideration of people and property
- Acknowledging adults when they speak to you in an appropriate, respectful way
- Holding a door until the person behind you has a hold of the door.
- Saying hello or goodbye.
- Smiling at each other
- Students and staff members will speak to and interact with others in a respectful manner, treating others in the way they would like to be treated.

BUS BEHAVIOR

1. Wait calmly for the bus at the bus stop each morning. If you are waiting to leave school in the afternoon, follow your teacher's directions when going to the bus.
2. Wait until the bus stops to approach the bus.
3. If you are on the opposite side of the road, wait for the driver to signal that it is safe to cross in front of the bus.
4. Walk to the bus door and up the steps carefully and calmly.
5. Say hello to your bus driver.
6. Walk to your seat.
7. Sit in your seat, with your back against the seat, facing the seat in front of you.
8. Place your feet in front of you.
9. Place your backpack in your lap or on the seat beside you if there is room. If it isn't full, you might be able to keep it on your back.
10. Talk only to the person next to you so that only **THEY** can hear your voice.
11. Listen carefully and quickly follow any directions the bus driver gives you. (bus driver will have their own quiet signal)
12. Do **NOT** stand up until you have reached your destination and the bus driver lets you know it is safe to stand and walk toward the door.
13. As you leave the bus, tell your bus driver good bye.

IMPORTANT NOTE FOR SAFETY: Always check to be sure that you do not have loose straps or strings hanging from your person or possessions before entering and leaving the bus. These could become caught in the door and endanger your safety.

EMERGENCY DRILL BEHAVIOR

Emergency drills shall be periodically conducted. We conduct drills so students know exactly where to go and what to do for each type of Emergency Drill. For student and staff safety, there must be absolutely **NO TALKING** during emergency drills to ensure that any direction given by staff members can be easily heard.

FIRE:

1. Students calmly line up, using **HALLWAY** behavior.
2. Exit the building per the room evacuation plan

TORNADO/EARTHQUAKE:

1. Calmly line up using **HALLWAY** behavior.
2. Follow directions given by your teacher and move to the indicated room.
3. Assume the position of sitting on your knees, bent at the waist, hands covering the back of your neck.
4. Stay in the room until directions are given to evacuate the building.

IF A CHILD IS IN THE HALLWAY OR IN THE BATHROOM DURING A DRILL: He/She should go to the nearest classroom immediately and follow the directions of that teacher. As soon as it is safe to do so, the student's teacher should be notified of the student's location.

CAFETERIA

1. Students should enter the cafeteria using **HALLWAY** behavior.
2. Walk to the serving line. Students should keep hands to themselves, being sure not to touch the walls.
3. Students will pick up a tray, utensils, and straws. If a student drops any of these things, the student will pick up the items. Students will hold the tray with **BOTH** hands.
4. Use appropriate **MANNER** behavior as you interact with the Cafeteria Staff. Soft talking is allowed.
5. Choose your lunch items quickly.
6. Enter your lunch number at the computer pad.
7. Take a napkin and then take the tray with both hands out of the kitchen. Quickly select a seat at your designated tables. "Seat saving" will not be allowed.
8. While eating, sit flat on your bottom.
9. Have conversations with only those people at your table. Those are the only people who should be able to hear your voice.

10. Use your utensils to eat your food; Do not play with your food.
11. Please do not talk with food in your mouth, and remember to chew with your mouth closed. Show **MANNERS** behavior at all times.
12. Once through the line, **REMAIN IN YOUR SEAT**.
13. You will be dismissed by tables to take your tray.
14. Carry your tray, using **BOTH** hands, to the designated area. Use **HALLWAY** behavior as you wait in line to throw your trash away.
15. After throwing your trash away, walk to the right side of the cafeteria and wait by the last right hand door for the remainder of your class to be finished.
16. As you leave the cafeteria, all voices are turned off before you walk through the cafeteria doors.

If the cafeteria LIGHTS GO OFF, this is a signal that the noise level is excessive and every student should immediately be quiet until either the lights come back on or a staff member gives further direction.

PLAYGROUND

1. Use **HALLWAY** behavior to exit the building.
2. Continue with **HALLWAY** behavior until dismissed to the playground.
3. Safety is our priority at all times ; play on approved areas only.
4. Contact an adult if a piece of equipment is faulty in any way.
5. Line up immediately when the teacher gives the signal (raised hand).
6. Re-enter the building from the sidewalk modeling **HALLWAY** behavior.

*****SECTION 9: DISCIPLINE PROCEDURES*****

TIER DISCIPLINE:

NCES administrators practice Tier discipline. Tier discipline breaks down behavior offences into different levels from mild to severe. Discipline referrals are cumulative and consequences increase. Loss of school privileges may occur as part of the disciplinary consequence.

SUSPENSION:

“KRS 158.150 (Suspension and Expulsion of Students) provides suspension or expulsion of a student for the following reasons: (a) willful disobedience or defiance of authority of the teachers or administrators, use of profanity or vulgarity, battery or abuse of other students, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property of students, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property, as well as off school property at school-sponsored activities, constitutes cause for suspension or expulsion from school; and (b) assault or battery or abuse of school personnel, stealing or willfully or wantonly defacing, destroying, or damaging the personal property of school personnel on school property, off school property, or at school-sponsored activities constitutes cause for suspension or expulsion from school.” Also, students are subject to suspension if engaging in pretentious acts related to drug/alcohol/tobacco etc.

Students who are suspended are not to be on school property or participate in school activities anytime during the suspension period. Students found in violation may be subject to additional disciplinary action. Suspension is an **unexcused** absence, class work and tests can not be made up.

BEYOND-CONTROL:

The school may file Beyond Control through the court system for students who do not respond to disciplinary action within the school.

NCES BEHAVIOR PLAN:

PRIDE everyday, that's the Bluejacket way!

Personality--good attitude, honesty to self and others

Respect--courtesy, proper language, treating others the way you want to be treated

Involve--being prepared (book, paper, pencil), work completed, participation

Disciplined--hands to self, obey rules, keeping comments to yourself

Effort--doing your best work, trying your hardest

K-4 Consequences:

The following are the consequences which will be used for students who have difficulty behaving during the tracking period. The tracking period for K/1 students will be based on one week. Students grades 2 through 4 will have a rating period based on two weeks. Each student begins with a clean slate every rating period. Consequences are as follows:

- 1 mark per day will result in student being separated from peers for 5 minutes of physical activity.
- 2 marks per day will result in student being separated from peers for 10 minutes of physical activity.

- | | |
|----|---|
| 3 | marks per day will result in student being separated from peers for entire physical activity time. Marks received daily will accumulate during the tracking period. Separation during physical activity will only be on a daily basis. Students will begin each day with an opportunity not to be separated during physical activity. |
| 5 | marks per tracking period will result in a note home to parents which is to be signed and returned. |
| 8 | marks per tracking period will result in a phone call to the parents. |
| 10 | marks per tracking period; student sent to ISS. |

ADDITIONAL MARKS: If a student returns from ISS and receives one more mark during the rating period, he/she will be sent immediately back to ISS. Parent/guardian will be notified of the assigned time.

If a student receives a second ISS/Detention assignment due to excessive marks or severe behavior **WITHIN SIX WEEKS**, an administrative conference with the parent/guardian, principal, teacher and counselor will occur. Specific interventions will be discussed.

5-6 Consequences:

The following are the consequences which will be used for students who have difficulty behaving during the tracking period. The tracking period for 5-6 grade students will be based on two weeks. Each student begins with a clean slate every rating period.

Consequences are as follows:

- | | |
|----|--|
| 1 | mark per day will result in student being separated from peers for 5 minutes of physical activity. |
| 2 | marks per day will result in student being separated from peers for 10 minutes of physical activity. |
| 3 | marks per day will result in student being separated from peers for entire physical activity; parental contact made. |
| 5 | marks per tracking period; student assigned ½ day ISS. |
| 8 | marks per tracking period; student assigned an additional full day ISS; parental contact made. |
| 10 | marks per tracking period; student assigned 2 additional full ISS days (in addition to the previous assignments). |

Severe inappropriate behavior, such as fighting or insubordination to adults, requiring immediate action will result in direct assignment to ISS and “10 marks” will be placed on the teacher’s tracking chart.

The types of rewards for students receiving 5 or less marks will be up to each teacher. Students will receive awards at the end of each rating period. Students receiving more than 5 marks will not be allowed to participate in the planned reward. Marks from prior rating periods will not carry over to the next period. Tracking sheets will remain on file with the teacher for future reference.

A note will be sent home at the end of each period to inform parents of the number of marks their child received. Students will need to return the note within two days or they will receive a mark.

This behavior plan will be used throughout the school by all teachers (K-6) including special classes.

HOMEWORK DEN:

In an effort to improve student achievement, students not completing or with missing homework assignments shall be assigned homework den during the school day. Homework Den is not used for punishment. The supervising teacher will provide assistance as needed.

IN SCHOOL SUSPENSION (ISS):

Students not meeting behavior expectations may be assigned to ISS, either short term or indefinitely. Assignments to ISS are made by the principal for disciplinary, not academic, issues. Since ISS is a disciplinary consequence due to unwise choices or behaviors, normal privileges will be withheld including, but not limited to field trips, programs and dances etc. All ISS students are required to complete classroom assignments, remain quiet, follow ISS rules, and fully cooperate with ISS staff. For long-term (indefinite) assignments, students meeting these requirements, at the principal’s discretion, will gradually be reintroduced back into the regular classroom setting. These students shall be closely monitored, improper behavior will result in returning to ISS. Any student not complying with ISS rules may have additional days added to their stay in ISS or suspended from school. If suspended, the students will still owe any additional time not served in ISS. Students compiling 5 or more assignments to ISS may become subject to suspension in lieu of additional ISS assignments.

BEYOND CONTROL:

Students not meeting behavior expectations may have beyond control papers filed through the court by the principal or designee. The Court Designated Worker (CDW) then proceeds through the court system to resolve issues not resolvable through conventional means.

ALTERNATIVE SCHOOL (A-SCHOOL) (When available):

Students consistently not meeting behavior expectations can be assigned to A-School by the NCES principal or his designee. A-School is housed at NC High School. Students assigned to A-School will have all privileges withheld including, but not limited to field trips, programs and dances etc.

CELL PHONES & ELECTRONIC DEVICES:

Students are allowed to use cell phones and other electronic devices, including but not limited to electronic games, iPods, iPads, etc. for games or music only (no social media or texting) from the time they arrive until 7:55. At that time, they will be taken up by the teacher and kept in a secure location. Students will also be allowed to use cell phones and electronic devices at recess and then they will be returned to the teacher until dismissal. NCES will implement the following protocol for dealing with inappropriate use of cell phones and other electronic devices:

1st offense: Phone must be picked up by a parent.

2nd offense: ½ day ISS assigned; phone must be picked up by a parent.

3rd offense: ISS assigned (one day); phone must be picked up by a parent.

Additional offenses: Defiance, student subject to suspension; device given to School Resource Officer (SRO); device not to be brought back to school.

*****SECTION 10: BULLYING & HAZING*****

BULLYING & HAZING:

Students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are expected to speak and behave in a civil manner toward students, staff and visitors to the school.

The use of lewd, profane or vulgar language is prohibited. Students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating (verbal or physical), physical abuse of others, or other threatening behavior. This extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. This type of behavior is disruptive to the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered by our school. Students who demonstrate these behaviors shall be subject to appropriate disciplinary action.

Pursuant to KRS 158.148, students can report bullying behavior to a teacher, counselor, or principal. As an effort to prevent bullying, we will implement character education into the curriculum.

Bullying:

- **Physical bullying:** hitting, kicking, pushing, choking, punching
- **Verbal bullying:** threatening, taunting, teasing, starting rumors, hate speech.
- **Exclusion from activities:** systematically excluding others: "No one play with Mary;" "No one wants to play with him;" "Don't be her friend."
- Is done by someone with more power or social support (the abuser) to someone with less power or social support (the target)
- Often includes the abuser blaming the target for the abuse
- Often leads to the target blaming him or herself for the abuse

Preventing/reducing run-ins with a bully:

- **Don't give the bully a chance--**As much as possible, avoid a bully.
- **Stand tall and be brave--** Sometimes, just acting brave is enough to stop a bully. How does a brave person look and act? Stand tall and you'll send the message: "Don't mess with me." It's easier to feel brave when you feel good about yourself.
- **Feel good about yourself--** Nobody's perfect, but what can you do to look and feel your best? Maybe you'd like to be more fit. If so, maybe you'll decide to get more exercise, watch less TV, and eat healthier snacks. Or maybe you feel you look best when you shower in the morning before school. If so, you could decide to get up a little earlier so you can be clean and refreshed for the school day.
- **Get a buddy (and be a buddy)--**Two is better than one if you are trying to avoid being bullied. Make a plan to walk with a friend or two on the way to school or recess or lunch or wherever you think you might meet a bully. Offer to do the same if a friend is having bully trouble. Get involved if you see bullying going on in your school — **tell an adult**, stick up for the kid being bullied, and tell the bully to stop.

If you are being bullied:

- **Tell an adult.** If you are being bullied, it's very important to **tell an adult**. Find someone you trust and go and tell them what is happening to you. Teachers, principals, parents, and lunchroom helpers at school can all help to stop bullying. This is not tattling on someone who has done something small — bullying is wrong and it helps if everyone who gets bullied or sees someone being bullied speaks up.
- **Ignore the bully.** If you can, try your best to ignore the bully's threats. Pretend you don't hear them and walk away quickly to a place of safety. Bullies want a big reaction to their teasing and meanness. Acting as if you don't notice and don't care is like giving no reaction at all, and this just might stop a bully's behavior. Plan ahead.....How can you stop yourself from getting angry or showing you're upset? Try distracting yourself (counting backwards from 100, etc.) to keep your mind occupied until you are out of the situation and somewhere safe where you can show your feelings and **tell an adult**.

- **Stand up for yourself.** Pretend to feel really brave and confident. Tell the bully "No! Stop it!" in a loud voice. Then walk away, or run if you have to. Kids also can stand up for each other by telling a bully to stop teasing or scaring someone else, and then walk away together. If a bully wants you to do something that you don't want to do — say "no!" and walk away. If you do what a bully says to do, they will likely keep bullying you. Bullies tend to bully kids who don't stick up for themselves.
- **Don't bully back.** Don't hit, kick, or push back to deal with someone bullying you or your friends. Fighting back just satisfies a bully (you're also likely to get in trouble). It is best to stay with others, stay safe, and get help from an adult.

SECTION 11: SCHOOL BASED DECISION MAKING COUNCIL

NCES SBDM Council will meet the first Tuesday of each month in the school library at 5:00 pm. All parents are encouraged to attend our regular meetings. The general public may speak at council meetings during the Public Comment section of the agenda. Items to be placed on the agenda are due one week prior to council meetings. Two (2) parent representatives are elected in May. 2014-15 representatives: Stacey Allison, Krystal Gray, Ashley Vice, Lindsay Fryman, Steve Stacy, Eva Carson.

SECTION 12: GENERAL INFORMATION

GRADE REPORTING:

Report cards are issued once each nine weeks. Interim reports are issued at the midpoint of each grading period. In addition to the report cards and interim reports, conferences are encouraged and may be scheduled by either teacher or the parents. Activity grades will be averaged together to obtain one nine week grade. This grade will also be included in averaging GPA. The following grading scale will be used at Nicholas County Elementary:

A.....	96-100	C.....	78-81
A-.....	92-95	C-.....	75-77
B+.....	89-91	D+.....	72-74
B.....	87-88	D.....	68-71
B-.....	85-86	D-.....	65-67
C+.....	82-84	F.....	Below 65

TEXTBOOKS:

The State of Kentucky provides free textbooks for students. Parents and teachers need to stress student responsibility and care of textbooks. Teachers will periodically inspect and inventory all textbooks of their students. Students are encouraged to use book jackets on the free textbooks to prevent soil and wear. These book jackets can either be purchased or made at home. Students who abuse or lose textbooks will be required to pay for the books based on the following rates:

0-1 years old	100%	5 years old	70%
2 years old	90%	Over 5 years	50%
3-4 years old	80%		

STUDENT ORGANIZATIONS:

There are many organizations that the elementary school students can join. Some of the organizations are school-sponsored, while others are sponsored by organizations outside the school. All of the organizations provide worthwhile activities for our youth. Students in 6th grade may be allowed try out for Middle School athletic teams or other organizations. MS athletic teams and organizations are part of the high school program and are governed by NCMHS SBDM Council.

STUDENT AWARDS:

The Nicholas County Elementary staff believes that students should be recognized for their accomplishments in their school. Throughout the school year, our students receive awards for their accomplishments. Below are some of the awards students are eligible to receive:

Academic Awards	K-PREP Achievement Awards
Honor Roll/Super Honor Roll	Attendance awards
Individual teacher awards	Sports awards
DAR essay contest	Conservation Poster Contest
Soil conservation essay	4-H Awards

RETENTION OF STUDENTS IN PRIMARY GRADES:

In the State of Kentucky, students are allowed up to five (5) years to complete the primary program (grades K-3). Students shall be retained no more than one (1) time during primary grades. Students shall be parent promoted only one (1) time during the primary grades. Retention shall be based on grade level exit criteria as established by SBDM Council.

DANCE POLICY:

Nicholas County Elementary School may have dances with Principal and council approval. The NCES Dress Code will be in effect at all dances. A parent/guardian must sign students in and out of the dance. No outside drinks are permitted. Only students enrolled in NCES are permitted to attend dances held at or sponsored by our school. NCES SBDM Council will only consider approving dances sponsored by Nicholas County Schools organizations.

SCHOOL BREAKFAST AND LUNCH GRADES K-6:

Paid	Reduced	Paid	Reduced
Lunch	Lunch	Breakfast	Breakfast
1.75	.40	1.00	.30

****SPECIAL NOTE****All kindergarteners must pay full lunch price until the parent is notified by the board office. This includes students with older siblings already on a reduced plan.

LOCKERS:

Fifth and sixth grade students may rent a locker in his/her homeroom to keep belongings. Locker fees are \$3.00 per year. For safety reasons, combination locks will be provided by the school. A student may not use a personal lock - no exceptions. There will be a \$3.00 charge if lock is not turned in at the end of the school year.

VOLUNTEER FORM AND CRIMINAL BACKGROUND RECORDS CHECK:

State law requires that any parent/guardian or other chaperone who volunteers and/or attends school field trips, have direct contact with students, etc. must have a criminal records check each school year. Persons should contact the Nicholas County Board of Education to begin this process or complete and return the form located at the end of this document. **There is a \$10.00 fee for this service.**

MEDICATIONS AT SCHOOL:

All medications (prescription or non-prescription) shall be kept in the health room and administered by the health nurse. The school staff cannot give medicine, including aspirin, without written permission from home. If a student must bring medicine to school, it shall be brought to the health room in the morning along with a note from the parents. The student must report to the health room at the time he/she is to take the dosage. Teachers are not to accept the responsibility for giving medicine.

ELECTRONIC SCHOOL RESOURCES:

Each year, students and staff shall be required to sign the acceptable use agreement prior to using electronic school resources such as computers etc. Acceptable use policy is contained later in this document.

HONOR ROLLS:

Students grades 4-6 are eligible for honor roll. Honor roll shall be based on an average GPA 3.0-3.64. Super Honor Roll shall be an average GPA of 3.65 or higher. Activity grades are averaged together for one grade; the averaged activity grade is then averaged with the other classes for the GPA. Students with a D or F shall not be eligible for honor roll. K-3 students are eligible for certificates of achievement.

*****SECTION 13: STUDENT DRESS CODE*****

Students should dress in a manner that does not detract or interfere with the educational learning process or involve disruptive behavior (administrative staff will make determination). Student dress should promote decency, safety, and hygiene. Students will be required to correct his/her dress if violations occur. Continual violation will be considered defiance of school authority.

The principal (or principal designee) may contact the parent/guardian and may send the student home to correct the violation if the violation cannot be corrected at school. The student will be allowed to return to school and class as soon as the correction is made. Any class time missed is UNEXCUSED.

Please adhere to the following guidelines for acceptable dress:

- Clothing or accessories shall not contain obscene, lewd, or suggestive messages.
- The hemline of dresses, shorts, skorts, and skirts shall be finger-tip length with the arm extended straight down the seam.
- Pants must be secured at the natural waist covering the buttocks completely; sagging pants are not permitted; undergarments may not be revealed.
- Pants cannot have holes (real or pre-fabricated) above extended arm length.
- Caps, hats or head coverings shall not be worn in the building. These items will be confiscated by staff if student is in violation; returned at the end of the day.
- Hoodies may be worn, however, the hood must stay off the head while in the building.
- Overalls must remain fastened; they cannot hang around the waist.
- Shoes must be worn at all times.
- Shoes with any type of rollers must not be worn. "Wheelies" must not have the wheel exposed; cap in place.
- Provocative articles of clothing are inappropriate and may not be worn. This may include: tank tops, tube tops, halter-tops, underwear worn as outerwear, backless shirts, fishnet tops, spaghetti strap tops, see-through clothing, half shirts, and low-cut blouses which reveal cleavage. Undergarments should not be visible at any time.
- Shirts or blouses exposing the midriff (visible stomachs and/or visible belly buttons) may not be worn.
- Shirts must have at least a 3 inch strap at the shoulder.
- Clothing which reflects, intends, or causes disruption in a racial manner (as determined by administration) will not be worn.
- Students may not wear or display gang related items, headbands, armbands, bandanas, or garments which advertise alcohol, drugs or tobacco products.
- Sunglasses or tinted glasses may not be worn unless prescribed by a doctor.
- Items which threaten safety are not permitted. These include, but are not limited to the following: wild-eye contacts, see-through or stretch clothing, dog collars/chains, billfold chains, or articles with spikes. Such articles will be confiscated and returned to parents.

SECTION 14: ATHLETIC PARTICIPATION

Participation:

Students in grade 6 may try out for middle school athletic teams (SBDM Policy Manual, Section VIII). Participation will be governed by NCHMS SBDM Council policies, athletic department and coach requirements.

Conduct and Behavior:

It is an honor and privilege for students to participate on NCMS sports teams. Students not only represent themselves, but our school. Any student whose conduct does not meet the standards set forth in the NCE Student Handbook, while engaged in a NCMS sport activity, shall be subject to disciplinary action. Participating students must also meet all conduct/behavior expectations established by NCHMS SBDM Council, athletic department and coach. **Students in ISS or suspended are not eligible to participate/attend practice or games during the assignment time.**

SECTION 15: TITLE I

TITLE I PARENT INVOLVEMENT POLICY

Parents, the school staff, and students will share the responsibility of improving student achievement through the provision of an effective curriculum and instruction and a shared commitment to student achievement. Parents will be encouraged to share all educational communications with the entire family. Parents are expected to:

- Insure that their children arrive at school rested and well-nourished;
- Provide a time and place conducive to study and supervise their child's homework;
- Communicate with the school as soon as they think that their child is having a school-related problem;
- Review their child's progress reports, sign, and return to school;
- Encourage and expect their child to do well in all aspects of school, including class work and standardized tests;
- monitor attendance, homework completion, television viewing;
- participate in decisions that affect their child's education.

NCES is expected to:

- provide a curriculum designed to include Kentucky's learning goals and academic expectations
- provide an effective learning environment that will enable students to meet the performance standards;
- provide correspondence with the home in the language of the home;
- provide on-going and frequent communication between home and school by ensuring the following activities will be planned and implemented each school year:
 - address the Title I program at an annual meeting of each School-Based Council to be held each July at which the program from the previous year will be reviewed and, if needed, revised;

- progress reports will be sent for each child at the end of each grading period;
- regular teaching staff and Title I personnel will be available for parent-teacher conferences at the parent's request.

The school and parents will build and develop a partnership to achieve the state's standards through regular communication in meetings, through regular progress reports, and through parent training in instructional techniques to be used at home.

Effective parent involvement and support among schools, parents, and the community will be encouraged by assisting parents in their understanding of the National Education Goals, State Content Standards, and Student Performance Standards Section 111(b)(8), the State and Local Assessments and how parents can use this information to monitor and improve the academic performance of their children.

The school will provide full opportunity for the participation of parents with limited English proficiency or disabilities.

Documentation including agendas from council meetings and comments from parents will be kept on file in the Office of the Principal regarding the activities related to this Parent Involvement Policy.

NCES PARENT-SCHOOL LEARNING COMPACT

Effective schools are the result of school staff and parents working toward the common goal of successful school experience for all children. A compact is the voluntary agreement between the school and the home that unites both in that common goal. You are invited to be involved in this partnership with NCES.

NCES Vision Statement

Our vision of NCES is that it should provide an atmosphere in which each student can learn and develop into useful, productive citizens and which will empower each student academically, socially, physically, and ethically to further their education in high school and college and to enter the real world.

Student Pledge

I will strive to: attend school regularly; complete assignments and return homework in a timely manner; show respect for myself and others; accept responsibility for my own actions; do my best to learn; and resolve conflicts peacefully.

Staff Pledge

The faculty and staff of NCES pledge to: communicate and work with families to enhance student learning; respect the cultural differences of students and their families; continue efforts to develop professionally; provide a curriculum that promotes literacy through a broad range of offerings; explain assignments clearly and provide homework that supports learning; encourage students and parents by providing information about students progress; provide a safe and caring learning environment; provide all necessary resources to help all children succeed; maintain high expectations of myself, students, and other staff; assist students in the development of personal and civic responsibility; and help students to resolve conflict in an appropriate and positive manner.

Family Involvement:

Parents and other significant adults are asked to agree to the following commitments as they are central to assisting the school in insuring a productive experience for the students.

Parent Pledge

I will: help my children to be successful by volunteering at school and providing support to teachers and staff; attend school functions and parent teacher conferences; be involved in the amount and content of my children's television viewing and radio listening; be aware of what my child is learning and communicate regularly with the school and with my child; assist with homework and read with my child each day; provide adequate rest, food, and medical attention so that my child is ready to learn; and help my child to get to school on time and to attend regularly.

*****SECTION 16*****

NICHOLAS COUNTY BOARD OF EDUCATION

ELECTRONIC RESOURCES ACCEPTABLE USE POLICY

Revised 06.05

DEFINITIONS

LAN = Local Area Network

WAN = Wide Area Network

NCS-Net = Nicholas County Schools Network

ACCESS TO ELECTRONIC MEDIA

Student and School Personnel Use

The Nicholas County Board of Education supports the privilege of students and school personnel to have reasonable access to various information formats and believes it is incumbent upon students and school personnel to use this privilege in an appropriate and responsible manner.

Procedures and Guidelines

The District Technology Coordinator shall develop and implement appropriate procedures to provide guidance for student and school personnel access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications and shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

User Contract for Students

A written parental request shall be required prior to the student being granted access to electronic media involving district technological resources.

The required Student User Contract, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the parent or legal guardian and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian must provide the District Technology Coordinator with a written request.

User Contract for School Personnel Members

A signed School Personnel User Contract shall be required prior to school personnel members being granted independent access to electronic media involving district technological resources.

The required School Personnel User Contract, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural violations, must be signed by the school personnel member. This document shall be kept on file as a legal, binding document.

Responding to Concerns

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

Access Privileges to Electronic Materials

In the Nicholas County School District, access to electronic information/resources can range from read-only access to instructional software to full search capability of the Internet. For these reasons, the Nicholas County Board of Education maintains the right to limit access to software and/or documents found either on the Local Area Network (LAN), Wide Area Network (WAN) or the Internet, via technical or human barriers.

General Standards for Users

The following standards are used as a general structure for student and school personnel member access to electronic resources. ALL students and school personnel will receive an orientation covering LAN, WAN, and Internet applications.

Students

Students are allowed to use network resources using a username and password login. This type of user login allows students read-only access to instructional software and data files.

Students' access to the Internet is only available under the direct supervision of a teacher or an instructional assistant and with a release form signed by the student and parent or guardian. Students are not allowed to have unsupervised access to the Internet or e-mail at school.

Teachers and students can set "bookmarks" which are tagged and pre-selected sites on the Internet. This enables a teacher to lead online sessions but provides students with parameters outside which they should not venture. Students (grades 4-12) with specific classroom assignments will be offered access to electronic mail and must attend a minimum of one-hour training/awareness session provided by the District Technology Coordinator or designee prior to being given the account. A signed, parent consent will be required for this privilege.

School Personnel

For all school personnel who have network access, an account(s) with appropriate rights will be established. This account includes access to electronic mail. School personnel with electronic mail accounts must attend a minimum of one-hour training/awareness session provided by the District Technology Coordinator or designee prior to being given an account.

Classroom Telephone Usage

Telephones for teachers are provided in every classroom for emergencies and strictly for educational purposes. Personal calls, except those authorized by the individual school, are not considered acceptable use of these telephones. Classroom phones are not for student use. To protect the instructional process, students and staff, no telephone calls from outside the school shall go directly into the classroom. Staff will refrain from using these telephones during instructional time. Use of these telephones for any purposes prohibited by any school or Board of Education policy is prohibited.

Community Access

Community members may have access to the Internet at school upon request. Community members with Internet access must abide by the same rules and regulations as the district's school personnel.

Right to Privacy

The network administrator or the District Technology Coordinator has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised not to place confidential documents in his/her user directory. Network management and monitoring software packages will be used to review progress and for security purposes by randomly accessing student and school personnel monitors. Proxy Authentication is enforced requiring all users to use his/her unique username and password. In compliance to state regulations, the daily District Proxy Logs will be monitored and kept on record for a minimum of 30 days. Encryption will not be allowed, any users with encrypted or hidden files will be denied further access to the network.

Misuse of Information Technology and the Law

Copyright: Most software and much of the information posted on the Internet are copyrighted. Before software can be loaded on a computer or fileserver, the District must have the legal right to install that particular version of the software. The software license will specify whether the rights purchased are for single user on a single workstation, for multiple users, or for multiple workstations. Software may not be copied or shared outside the provisions of the agreement with the software publisher. Distributors of software and the Software Publishers Association have the right to audit the District at anytime to ensure compliance with licensing agreements. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

Do not:

- ☐ Copy software without authorization from the publisher or copyright holder;
- ☐ Use software for which you do not have proof or legal right;
- ☐ Copy information or programs from the Internet and re-use or distribute it without acknowledging authorship and source;
- ☐ A "Tech Request" will need to be submitted for installation of all software.

NCS-NET TERMS AND CONDITIONS (INCLUDING INTERNET ACCESS)

Acceptable Use

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is inappropriate. Illegal activities are strictly prohibited. Using your NCS Internet account to play games (including MUD's or multi-user games) is not an acceptable use.

Rights, Responsibilities, and Privileges

This document of the Electronic Resources Acceptable Use Policy must be signed by all students and his/her parent or legal guardian. School personnel acquiring a user account must also sign. The purpose is to enable all users to understand clearly their responsibilities as users of the Internet via the NCS-Net. If you have any questions about these responsibilities, please contact your network administrator or the District Technology Coordinator.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet and e-mail use, and could eliminate future access.

The following will have responsibility for dealing with such violations:

Students – Principal, School Technology Committee Designee, and District Technology Coordinator
School Personnel – Superintendent, Principal, and District Technology Coordinator
Community Users - Superintendent, Principals, District Technology Coordinator

Network and Internet Regulations

The use of your account must be in support of education and research and consistent with educational objectives of the

Nicholas County Board of Education. (This Network and Internet Regulations apply to ALL USERS, including wireless users.)

☐ All users must use his/her own unique ID and password to log on and off district workstations. The only exception is for students at the Primary level (K-P3), they log in using a shared account. All users will use a pre-defined network location (user folders) for storage of files. These user folders will be used for text documents and research related materials only. Files located on individual workstations are subject to erasure without warning by technical staff during upgrades, maintenance, or re-installs.

☐ Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

☐ You may not give your password to anyone, and it is suggested that you replace your password every three months to ensure security.

☐ You may not use another user's password.

☐ All workstations will be shut down at the close of each school day to provide added security.

☐ No workstation should ever be left on and logged into the network. Should the user leave his/her station logged on and an unauthorized user gains access to the network, the user will be held liable for any damages.

☐ No student will have access to the Internet without direct adult supervision. This includes before and after school.

Any student violating this will face consequences. The staff member who has responsibility for that student will be responsible to the building principal and/or district administrative staff.

☐ You may not use or alter anyone else's network account.

☐ You may not offer Internet access to any individual via your NCS-Net account.

☐ You may not break in or attempt to break into any other computer network.

☐ You may not create or share computer viruses.

☐ You may not destroy another person's data.

☐ You may not reveal personal addresses, phone numbers, or photographs of students and/or colleagues.

☐ You may not monopolize the resources of NCS-Net by such things as running large programs and applications over the network during the day, sending massive amounts of mail to other users, or using system resources for games.

☐ You may not use MUD (multi-user games) network via the NCHS-Net.

☐ You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material. (The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and school personnel member beyond the scope of supervision defined in the user agreement)

☐ Purposefully annoying other Internet users, on or off the NCS-Net system, is prohibited; this includes such things as continuous talk requests. As a user of this community system, users should notify a network administrator of any violations of this contract taking place by others or outside parties; this may be done anonymously.

☐ No illegal activities may be conducted via the network.

Electronic Mail Regulations

☐ Be polite.

☐ Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.

☐ Do not send or forward "chain" mail.

☐ Do not write or send abusive messages to others.

☐ E-mail shall be used for approved school related purposes only. Its purpose is to provide effective communications between staff members and themselves as well as other professionals in education. The following types of e-mail, though not limited to these, shall not be used :

☐ To conduct personal business or carry on personal relationships

☐ To rebuke, embarrass, or strike-out at others

☐ To harass or play practical jokes on others

☐ To send chain letters and other non-work related correspondence

☐ To send unsolicited mail to others

☐ Do not reveal personal addresses, phone numbers, or photographs of students and/or colleagues. Note that electronic

mail is not guaranteed to be private. The network administrator has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

☐ Conscientious users will clean up their mail regularly and save important information to user folder rather than leaving it on the network server.

☐ Mailbox size is limited to two megabytes.

☐ Do not leave your e-mail up and active while you are away from your workstation.

Loss of Network Services

A user account may be suspended or closed at any time as required. School personnel may also request the system administrator or District Technology Coordinator to deny, revoke, or suspend specific user accounts. Revocation of

unsupervised network and Internet access will be for a period of not less than one calendar year.

Users (students and school personnel) whose accounts are denied, suspended, or revoked do 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. Pending this decision a user can make a final appeal to the Board of Education. The decision of the Board of is final.

Liability

Nicholas County Board of Education will not be responsible for damages including but not limited to loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions.

Security

Security on any computer system is a high priority, especially when the system involves many users. If any user can identify a security problem on NCS-Net, s/he must notify the school network administrator or School Technology Coordinator. Do not demonstrate the problem to other users.

Vandalism

Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data, operating system or applications of another user, computer hardware, NCS-Net, or any of the above listed agencies or other networks that are connected to KETS Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

For additional information see Board Policies (BP) found in the Student Code of Conduct (BP9.438) and in BP 03.1321, BP 03.2321, and BP 03.1325 for certified and classified employees regarding use of school property, disrupting the educational process, and conduct. Kentucky Statutes include Criminal Damage to Property Law, Class D Felony KRS 512.020 and Unlawful Access to a Computer, Class C Felony Kentucky Criminal Statue KRS 434.840-434.860.

*****SECTION 17: NICHOLAS COUNTY SCHOOLS*****

*****CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE*****

NICHOLAS COUNTY SCHOOLS

Code of Acceptable Behavior

And

Discipline

Nicholas County Board of Education

395 West Main Street

Carlisle, KY 40311

Marty Feltner, Superintendent

Stacey Allison, Nicholas County Elementary Principal

Barbara Allison, Nicholas County Middle & High School Principal

The Nicholas County School District provides Equal Education and Employment Opportunities

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Introduction

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

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

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

See the Nicholas County Board of Education Policy Manual, Sections 05.5, 06.2, 06.34, 09.2, 09.221, 09.3, 09.42, 09.423, 09.425, and 09.426.

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

See the Nicholas County Board of Education Policy Manual, Section 05.21.

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

See the Nicholas County Board of Education Policy Manual, Section 02.4241.

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

See the Nicholas County Board of Education Policy Manual, Section 09.221.

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

See the Nicholas County Board of Education Policy Manual, Sections 02.4241 and 09.221.

DISTRICT MISSION

The mission of the Nicholas County Board of Education is to provide an educational program focused on academic excellence and student acquisition of knowledge and skills needed for lifelong learning, social well-being, and active, responsible citizenship.

See the Nicholas County Board of Education Policy Manual, Sections 01.111 and 02.442.

DISTRICT BELIEFS

- Providing challenging educational opportunities in a safe environment is the District's top priority.
- The Board and the schools will make program decisions on the basis of student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- The District will not tolerate incompetent performance, mediocre effort or harmful behavior by students or staff.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.
- Teachers/school officials should involve parents at the earliest stage when a student show signs of serious behavior problems.

See the Nicholas County Board of Education Policy Manual, Section 09.22.

STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex, or veteran status in the programs, activities and services it provides, as required by law.

Individuals who have questions concerning compliance with this requirement should contact Bill Guthrie, Title IX Coordinator, at the Board of Education's Central Office.

See the Nicholas County Board of Education Policy Manual, Section 09.13.

As citizens of the United States of America, students may participate in activities that do not (1) materially or substantially disrupt the education process, (2) present a clear and present danger to the health and safety of others or property, or (3) infringe on the rights of others.

Specifically:

Students have the right to:

- An orderly educational atmosphere conducive to learning.
- Personal safety and security while at school and school-sponsored activities.
- Academic grades based on academic performance, not on conduct.

Students have the responsibility to:

- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- **Immediately** report student threats to harm others to a teacher, counselor or school administrator.
- Give their best effort to tasks assigned by their teacher, coach or other person who works with them.

See the Nicholas County Board of Education Policy Manual, Sections 09.22, 09.226, 09.42, 09.421, 09.422, 09.423, 09.4232, 09.425, 09.426, and 09.42811.

REQUIRED STANDARDS

The Board expects employees, students, parents/ guardians and others associated with the schools to apply the following standards in a reasonable and fair manner:

- To promote the full implementation of conduct standards and maximize safety in the school environment, the Board requires **all employees to make supervision of all students at all school activities** a top priority among their assigned duties. The younger the child, the greater the need for adult guidance and protection.

See the Nicholas County Board of Education Policy Manual, Section 09.221 and 09.42.

A **professionally planned and positive school atmosphere** is necessary for academic progress and a safe environment. Therefore, students shall not interfere with the orderly environment of the school or school activity. Examples of prohibited behavior include, but are not limited to:

- Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability.
- Insubordination (disobedient or defiant behavior)
- Sale of items without prior approval of the Superintendent or Principal
- Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.
- Possession of prohibited items, such as cell phones, laser lights and paging devices (except for members of a volunteer fire fighting or emergency medical organization).

See the Nicholas County Board of Education Policy Manual, Section 09.42, 09.423, 09.4232, 09.425, 09.426, and 09.42811.

Regular and punctual school attendance is both a privilege and a responsibility of the student. Good attendance is necessary to satisfactory progress and high academic achievement. Examples of attendance violations include, but are not limited to:

- Absence from school without valid excuse
- Tardy without valid excuse

See the Nicholas County Board of Education Policy Manual, Sections 09.11, 09.12, 09.122 and 09.123.

Students shall exercise self-control as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District's behavior standards or the school council's criteria for participation.

Examples of prohibited behaviors include, but are not limited to:

- Fighting and physical attacks
- Possession of a weapon

- Threats by verbal or written statements or gestures with intent to harm or demean others
- Use of alcohol or prohibited drugs
- Use of prohibited tobacco products

See the Nicholas County Board of Education Policy Manual, Sections 09.22, 09.226, 09.3, 09.4, 09.42, 09.423, 09.4232, 09.425, 09.426, 09.436 and 09.438.

School property belongs to the community and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. Examples of prohibited behaviors include, but are not limited to:

- Theft of school property or personal property of employees or other students
- Abuse of school or personal property to include intentional or careless damage or destruction
- Extortion of money or property
- Prohibited use of electronic media and other District technological resources.
- Littering

See the Nicholas County Board of Education Policy Manual, Sections 05.21 and 09.421.

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing statements regarding race, gender, disability, religion or nationality
- Use of profanity
- Lying
- Cheating
- Ignoring or breaking rules and procedures established to maintain order
- Otherwise behaving in a manner disrespectful of others

See the Nicholas County Board of Education Policy Manual, Section 09.42, 09.422 and 09.42811.

The Board has included samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. Other behaviors not included in the examples may also be prohibited.

CONSEQUENCES OF VIOLATIONS

NOTE: State and federal laws require special consideration and possible designation of alternative consequences when dealing with behavior and disciplinary issues involving students with disabilities.

See the Nicholas County Board of Education Policy Manual, Sections 09.43, 09.431, 09.432, 09.433, 09.434, 09.4341, 09.435, 09.436, and 09.438.

Behavioral violations of a minor nature should be handled by the classroom teacher, who may choose from a variety of response options to include, but not be limited to:

- Verbal warning
- Classroom isolation
- Loss of privileges
- Teacher-student conference
- Notification of parents
- Alternative assignment
- Behavior contract
- Detention
- Referral for counseling/mediation
- Other techniques established by council policy

See the Nicholas County Board of Education Policy Manual, Section 09.221.

For repeated or more serious violations, administrators may also use these options:

- Suspension (up to 10 days)
- Expulsion
- Referral to police
- Petition to Juvenile Court
- Referral to court-designated worker

See the Nicholas County Board of Education Policy Manual, Sections 09.43, 09.431, 09.434, and 09.435.

SEARCH AND SEIZURE

Students have the right to be secure from unreasonable searches of their person and property. However, school authorities are authorized to search a student if they have reasonable suspicion that the search will reveal evidence that the student has violated or is violating this Code or a school rule or the law. Also, school authorities may conduct general inspections of jointly held property on a regular basis. All searches will be conducted in accordance with Board policy. Students cannot expect to have complete privacy in their use of school property assigned for their use, such as desks and lockers.

See the Nicholas County Board of Education Policy Manual, Section 09.436

PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm. The Board does not permit use of corporal punishment as a disciplinary technique.

See the Nicholas County Board of Education Policy Manual, Section 09.433.

STUDENT RECORDS

Records containing student information shall be made available to the parent of the student, guardian, or eligible student on written request. Eligible students include those 18 years of age or older or those enrolled in a post-secondary school program.

For information concerning access or corrections to student records, contact the Principal or the Superintendent at the Central Office address and telephone number listed on the front cover.

See the Nicholas County Board of Education Policy Manual, Section 09.14.

REPORTS TO LAW ENFORCEMENT OFFICIALS

When principals have reasonable belief that certain violations have taken place, they are required by law to immediately report them to law enforcement officials. Violations on school property or at a school-sponsored function requiring a report to law enforcement officials include:

- assault resulting in serious physical injury;
- a sexual offense;
- kidnapping;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a controlled substance in violation of the law
- damage to school property
- In addition to violations of this code, students may also be charged with criminal violations.

WEAPONS

Students are **never** allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device¹ to school or onto the school campus/property under jurisdiction of the District shall be **expulsion for a minimum of twelve (12) months.** (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

See the Nicholas County Board of Education Policy Manual, Section 05.48.

SUSPENSION, EXPULSION & DUE PROCESS

For certain violations, administrators, such as the Superintendent and Principal, may remove (suspend) a student from school for up to ten (10) days per incident.

Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s).
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

See the Nicholas County Board of Education Policy Manual, Sections 09.431, 09.434, and 09.435

GRIEVANCES

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;
4. Superintendent;
5. Board.

Information on filing a formal complaint or grievance is available at each school and at the Central Office.

CODE DEVELOPMENT

This Code was developed by a committee representing schools, the Central Office, the Board of Education, students, parents, and the community. The Attorney for the Board of Education has reviewed it, and the Board of Education adopted it on April 19, 1999. It was revised on July 17, 2006.

Schools have distributed copies of the Code to all students and employees of the district and to parents of students, including those who enroll after the beginning of the school year. The Superintendent has directed that the Code be posted in each school, with the Principal being responsible for seeing that guidance counselors and other personnel discuss its contents with students in a timely and age-appropriate manner. In addition, each school will reference the Code in the school's handbook(s). On request, the Principal shall provide help for non-English speaking, blind, deaf, or non-reading students and parents so that they can have access to the information contained in this Code.

Each year, the Code Committee will review the Code in preparation for the coming school year. It welcomes suggestions as to how to improve this document.

Individuals may send written comments to the contact person listed on the front cover, who will forward them to the Code Committee. Information should be submitted by the regular meeting of the Nicholas County Board of Education held on the third Monday in July.

See the Nicholas County Board of Education Policy Manual, Sections 01.111, 02.4241, 09.438.

The Nicholas County Board of Education Policy Manual referenced in this document is available from the school principals and Superintendent.

DISTRICT/SCHOOL PERSONNEL

<u>PERSON/ ADDRESS</u>	<u>AREA</u>	<u>TELEPHONE/E-MAIL</u>	<u>FAX</u>
Supt. Marty Feltner 395 W. Main St. Carlisle, KY 40311	Oversees the district	859/289-3770 greg.reid@nicholas.kyschools.us	289-3777
Title IX Coordinator Doug Bechanan 395 W. Main St. Carlisle, KY 40311	Sexual discrimination complaints	859/289-3770 doug.bechanan@nicholas.kyschools.us	289-3777
Special Programs Director Amy Switzer 395 W. Main St. Carlisle, KY 40311	Special education (students with disabilities)	859/289-3770 amy.switzer@nicholas.kyschools.us	289-3777
High School Principal Barbara Allison 103 School Dr. Carlisle, KY 40311	In charge of the high school	859/289-3780 marty.feltner@nicholas.kyschools.us	289-6429
Elementary Principal Stacey Allison 105 School Drive Carlisle, KY 40311	In charge of elementary school	859/289-3785 shawn.parrish@nicholas.kyschools.us	289-6240
FR/YSC Director Paula Hunter	Assists parents and students with barriers to learning	859/289-3702	289-3702

Other Community Resources

Nicholas County Community Center
159 Scrubgrass Road
Carlisle, KY 40311
859/289-7172

Community Action Council
159 Scrubgrass Road
Carlisle, KY 40311
859/289-7172

Carlisle Police Department
Chestnut Street
Carlisle, KY 40311

Nicholas County Sheriff
Nicholas County Courthouse
Main Street
Carlisle, KY 40311

**Cabinet for Families and Children
Department for Social Insurance**
Cash Assistance/Food Stamps
Medicaid
311 Moorefield Road
Carlisle, KY 40311

**Cabinet for Families and Children
Department for Social Services**
311 Moorefield Road
Carlisle, KY 40311
859/289-7123
859/289-7101

Nicholas County Home Health Care
2320 Concrete Road
Carlisle, KY 40311
859/289-7000

Nicholas Co Comprehensive Care
2320 Concrete Road
Carlisle, KY 40311
859/289-7126

Nicholas County Family Resource Center
105 School Drive
Carlisle, KY 40311
859/289-3702

Nicholas County Hospital
2323 Concrete Road
Carlisle, KY 40311
859/289-7181

Nicholas County Health Department
2320 Concrete Road
Carlisle, KY 40311
859/289-2188

NICHOLAS COUNTY SCHOOLS

BEHAVIOR LEVEL CODES FOR DISCIPLINARY INFRACTIONS

Level I MILD

Behavior resulted in office referral with conference and warning

Level II LOW AVERAGE

Behavior resulted in referral to office but consequences handled in-house

Level III ABOVE AVERAGE

Behavior resulted in officer intervention and suspension out of school or placement in alternative class.

Level IV SEVERE

Student is suspended and/or referred for expulsion hearing. SRO/ other staff utilized.

Level V CRITICAL

Behavior required police or ambulance to resolve issue. Student suspended and/or referred for expulsion hearing.

		Level I	Level II	Level III	Level IV	Level V
	Law Violations					
11	Criminal Homicide					■.
20	Forcible Rape/Forcible Sodomy					■.
30	Robbery					■.
50	Burglary				■.	■.
60	Larceny/Theft				■.	■.
70	Motor Vehicle Theft				■.	■.
90	Arson					■.
100	Forgery/Counterfeiting				■.	■.
110	Fraud				■.	■.
120	Embezzlement				■.	■.
130	Stolen Property (Receiving)				■.	■.
140	Vandalism (Criminal Mischief)					■.
151	Weapon A - Handgun					■.
152	Weapon B - Rifle					■.
153	Weapon C - Other Firearms					■.
154	Weapon D - Other					■.
160	Prostitution/Vice					■.
171	Indecent Exposure				■.	■.
172	Statutory Rape					■.
173	Consensual Relations				■.	■.
174	Sexual Assault (Abuse)					■.
175	Other Sexual Offenses					■.
190	Gambling				■.	■.
200	Offenses Against Family				■.	■.
		Level I	Level II	Level III	Level IV	Level V
210	Driving Under the Influence				■.	■.
220	Liquor Law				■.	■.
230	Drunkenness				■.	■.

240	Disorderly Conduct				■.	■.
260	All Other Offenses				■.	■.
280	Curfew and Loitering				■.	■.
290	Runaways				■.	■.
301	Assault in the First Degree					■.
302	Assault in the Second Degree					■.
303	Assault in the Third Degree					■.
304	Assault in the Fourth Degree				■.	■.
310	Terroristic Threatening					■.
320	Bomb Threat					■.
330	Chemical/Biological/Nuclear Threats					■.
1801	Other Drug Possession				■.	■.
1811	Alcohol Possession				■.	■.
1821	Marijuana Possession				■.	■.
1831	Hallucinogenic Possession				■.	■.
1841	Amphetamines Possession				■.	■.
1851	Barbiturates Possession				■.	■.
1861	Heroin Possession				■.	■.
1871	Cocaine/Crack Possession				■.	■.
1881	Prescription Medication Possession				■.	■.
1802	Other Drug Distribution				■.	■.
1812	Alcohol Distribution				■.	■.
1822	Marijuana Distribution					■.
1832	Hallucinogenic Distribution					■.
1842	Amphetamines Distribution					■.
1852	Barbiturates Distribution					■.
		Level I	Level II	Level III	Level IV	Level V
1862	Heroin Distribution					■.
1872	Cocaine/Crack Distribution					■.
1873	Prescription Medication Distribution					■.
1	Aggression					

1A	Horse Play		
1B	Aggression Toward Peers		
1C	Aggression Toward Faculty/Staff			
1D	Aggression Toward Self		
1E	Provoking		
1F	Other Aggression:		
2	Defiance					
2A	Refusing to Comply		
2B	Disrespectful Toward Faculty/Staff		
2C	Dress Code Violation		
2D	Other Defiance:		
2E	Lying		
3	Violations of Code of Behavior					
3A	Disrupting the Educational Process		
3B	Disturbing Class		
3C	Fighting/Physical Violence		
3D	Failure to Attend Assigned Detention		
3E	Threats/Intimidation		
3F	Profanity/Vulgarity		
3G	Tobacco Violations		
3H	Leaving Class/School w/o Permission		
3I	Inappropriate Sexual Behavior		
		Level I	Level II	Level III	Level IV	Level V
4	Attendance					
4A	Tardy to Class		
4B	Late to School		
4C	Skipped School		
4D	Skipped Class		
4E	Skipped Assigned Detention		
4F	Other:		
5	Harassment					
5A	Physical		
5B	Verbal		
5C	Sexual		
5D	Racial		
5E	Other Harassment		

Educational Enhancement Opportunity Request Forms

To request an absence to attend or participate in an educational activity, please complete this Application form and return it to your school principal **at least ten (10) days prior to the absence**. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.) The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. Proof of the trip such as an original, dated hotel receipt, original dated receipt or ticket from a place that was visited, original gas receipt from a location on the way to or from the destination, any other type of receipt that could be considered as proof. **This type of absence cannot occur during the school's K-PREP Testing or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal. Any student less than 90% attendance will not be approved for an EHO.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application: _____

Name of School: _____ Homeroom Teacher: _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences to Date: _____ # of Unexcused Absences to Date: _____

of Total Absences to Date: _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language or the Arts. Please attach a Schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student

Date

Signature of Parent/Guardian

Date

Educational Enhancement Opportunity Request Forms

**FOR SCHOOL USE ONLY
(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL/DESIGNEE)**

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes _____ No _____
2. This trip is tied to one of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language or the Arts. Yes _____ No _____
3. The major purpose of the trip is educational. Yes _____ No _____

As Principal, I recommend _____ I do not recommend _____ that this educational opportunity absence be granted.

Principal's Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE ONLY

As Superintendent, I recommend _____ I do not recommend _____ that this educational opportunity absence be granted.

Superintendent's Rationale _____

Signature of Superintendent

Date

The District grants _____ does not grant _____ this educational opportunity absence.

Signature of the Board Chairman

Date

*****SECTION 18*****

**CONFIRMATION OF RECEIPT
OF**

**NCES HANDBOOK
AND
NICHOLAS COUNTY SCHOOLS CODE OF ACCEPTABLE BEHAVIOR AND
DISCIPLINE**

(Please sign and return this page to student's homeroom teacher)

I have received a copy of The Nicholas County Elementary School Student Handbook and District Code of Acceptable Behavior and Discipline (contained within Handbook) for the 2013-2014 school year. I have read the Handbook and Code and agree to abide by its contents.

Student Signature

Parent/Guardian Signature

Date

(Please sign and return this page to student's homeroom teacher)

Nicholas County Board of Education

Electronic Resources Acceptable Use Policy 2013-2014 (sign and return)

Student User Contract

Directions: After reading the *Electronic Resources Acceptable Use Policy* please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for ALL students. Please return the contract to your homeroom teacher.

First Name: _____ M.I. _____ Last Name: _____

School: _____ Grade: _____

Homeroom Teacher: _____

Student:

I have read the Electronic Resources Acceptable Use Policy. I understand and will abide by the stated Electronic Resources Acceptable Use Policy. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Student's Name (please print): _____

Student's Signature: _____ Date: ____/____/2013-14

**** THE FOLLOWING SECTION MUST BE COMPLETED PRIOR TO SUPERVISED ACCESS PRIVILEGES****

Parent or Guardian

As the parent or guardian of this student, I have read the Electronic Resources Acceptable Use Policy. I understand that this is designed for educational purposes and the Nicholas County Board of Education has taken available precautions to eliminate access to controversial and/or inappropriate material. However, I also recognize it is impossible for the Nicholas County Schools to restrict access to all controversial and/or inappropriate materials and I will not hold them responsible for materials this student may acquire on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account to the student named above and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Address: _____

Signature: _____ Date: ____/____/2013-14

Daytime Phone Number: _____ Evening Phone Number: _____

Media Release Form

Nicholas County Schools

Sign and return this form

At times during and after the school day, the news media and/or school personnel may ask to interview and/or photograph students. Television stations may request a taping in a successful classroom or an interview with a winning team. A newspaper reporter may ask to interview an academic contest winner or a member of the band, choir, or any other team, organization, or individual. Pictures and/or information about contest winners, students' work, as well as students' life on campus, may be posted throughout the year on the School's and/or District's website.

Indicate whether you agree for your child to be photographed or taped by completing the form below and sending it to your child's homeroom teacher and/or building principal. This form will also serve as permission to post on the Web the information mentioned above. Permission as granted below will remain in effect for your child's enrollment in the District's schools.

NICHOLAS COUNTY SCHOOLS MEDIA RELEASE FORM

☐ I hereby give permission to the school/news media to photograph/videotape my child. It is my understanding that this photograph/videotape or portions thereof may be used for public viewing.

I agree to allow my child to participate in these projects without financial remuneration, and I understand that this releases the school/District from any future claims, as well as from any liability, arising from the use of the said photograph/videotape.

☐ I grant permission for the school/news media to post my child's photograph/videotape/interview on the Internet with NO identification.

☐ I do not grant permission for the school/news media to post my child's photograph/videotape/interview on the Internet without identification.

☐ I grant permission for my child's work to be displayed on the instructional website (check one):

___ with his/her first name and grade
___ without his/her first name and grade

☐ I grant permission for the school to post my child's first initial and last name on the District's website if in a list to recognize an organization or team.

☐ I do not grant permission for the school to post my child's first initial and last name on the District's website if in a list to recognize an organization or team.

Name of Child

Address

City

Zip

Signature of Parent/Guardian

Date

NOTE: At any time during the school year, you may amend this form only for future uses/preferences by notifying the Principal in writing of your request.