

# ACIC

## Student Handbook

### 2018-19



**Learn · Lead · Succeed**

The  
**Leader in Me™**

great happens here

# The 7 Habits<sup>®</sup> Tree

AND REMEMBER TO  
TAKE CARE OF YOURSELF

## Habit 7



**SHARPEN THE SAW<sup>®</sup>**  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

## Habit 6



**SYNERGIZE<sup>®</sup>**  
Together Is Better

## Habit 5



**SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD<sup>®</sup>**  
Listen Before You Talk

## Habit 4



**THINK WIN-WIN<sup>®</sup>**  
Everyone Can Win

START WITH YOU

## Habit 3



**PUT FIRST THINGS FIRST<sup>®</sup>**  
Work First, Then Play

## Habit 2



**BEGIN WITH  
THE END IN MIND<sup>®</sup>**  
Have a Plan

## Habit 1



**BE PROACTIVE<sup>®</sup>**  
You're in Charge

## TO THE STUDENTS

This handbook was put together by the teachers and staff; and approved by SBDM to help answer questions about the school. As in any organization, to run smoothly, certain procedures must be followed. You are encouraged to read this handbook and refer to it when necessary throughout the school year.

Your school experience should be an enjoyable time. By working with teachers and other students, by becoming involved in activities, you will not only learn the academics but you will gain an enjoyable and memorable experience at this school. If you have any questions about part of the school or procedures, make sure that you ask questions. Your homeroom teacher is the one person who will help you and answer any such questions throughout the school year.

## THE SCHOOL DAY

The building will be unlocked each day at **6:45** for student arrival. Students who arrive at school before 7:30 should report to the cafeteria or gym and remain there until dismissed to go to their classrooms. The school day will begin at 7:50 and end at **3:00**. Students should be picked up from school by **3:15**.

## MISSION STATEMENT

Learn, Lead, Succeed

## GRADE REPORTING

Students will receive final quarter grades four times per year. Midterms will be given for students who have D's or F's at the reporting time. Parents can track academic progress by logging into the **Infinite Campus Parent Portal**. The parent portal can be accessed at <http://www.allen.kyschools.us/>

## STAR TESTING: INTERVENTION AND EXTENSIONS

All students will take STAR reading and math assessments three times per year. Students who are at risk in reading and/or math will participate in interventions during the school day in an effort to increase student achievement. Students who are not at risk will participate in a variety of extension opportunities.

## BREAKFAST/LUNCH PROGRAM

The Allen County Intermediate Center will be participating in the Community Eligibility Provision for the 2018-2019 school year. This means that all students are eligible for a healthy breakfast and lunch at absolutely no charge. Parents do not have to pay a fee or submit any application. Additional charges will apply for students who purchase additional a la carte items.

## CAFETERIA and LUNCH

Allen County Intermediate Center participates in the Community Eligibility Provision program that provides free breakfast and lunch to all students. Students wishing to purchase extra a la carte items may do so at an additional cost.

The cafeteria aide is an extension of the classroom teacher and has authority over students during lunch. If students misbehave, the aide may correct them, move them to isolation, contact the teacher, or complete a discipline referral. Misbehavior will not be tolerated during lunch. We want students to enjoy lunch, however, we do expect good manners and good behavior at all times. Each class will be responsible for cleaning up the area around their table prior to leaving the cafeteria.

Students are expected to get all necessary items they need when going through the line the first time. They will not be allowed to return to the line for forgotten items. The cafeteria aide will provide those items to them in the event something is forgotten. Students are to remain seated, with both legs under their table, at all times while in the cafeteria.

Food allergies are an ever-growing issue. The faculty and staff at ACIC take great care to ensure the safety of students with food allergies; therefore, we work with our cafeteria staff, school nurse, and follow the recommendations of the Food Allergy Anaphylaxis Network. If your child has or develops a food allergy, please notify the school at once.

Lunch guests are welcome. Guests are to sit with their child at the two round tables near the cafeteria entrance/exit. In order to ensure that all guests have enough room and that the cafeteria remains orderly, students are allowed to invite **ONE FRIEND FROM THEIR CLASSROOM** to join them for lunch.

## DISMISSAL FROM SCHOOL

Any time a student is dismissed from school, he/she will be released according to the written instructions provided by the custodial parent/guardian. These instructions should be given at the time a student enrolls for the school year and should include the mode of transportation and a list of at least two people other than the custodial parent/guardian who are authorized to pick up the child from school. Names of persons authorized to pick up the child should be written on the student emergency card. Any time there is a change in the dismissal instructions, the school should be notified in writing.

## ATTENDANCE POLICY

Pupils are required to attend regularly and punctually the school in which they are enrolled. Any and all students shall follow the attendance guidelines listed in the handbook regardless of age.

### Truancy Defined

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

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

Any student, who has been reported, as a truant six (6) or more times, is a habitual truant.

Absence for less than 60 minutes shall be considered tardiness.

### Excused Absences

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

1. Death in the pupil's immediate family - **Immediate family shall mean mother, father, spouse, brother, sister, grandfather, grandmother, blood-related aunts, uncles, nieces, nephews, or anyone living under the same household roof with the student;**
2. Illness of the pupil - **The student shall submit a physician's statement, signed by the physician, indicating the student was under doctor's care and unable to attend school. The statement is to excuse only the absence of the student being treated by the doctor. This statement must be submitted within five (5) school days of the student's return to school or the absence shall be deemed unexcused:**
3. Court appearances - **A note of verification shall be required**
4. Driver's test for time it takes for the test
5. College visitation for seniors limited to one (1) day
6. Religious holidays and practices
7. Doctor and dental appointments
8. One (1) day for attendance at the Kentucky State Fair
9. Family emergencies approved by the Principal
10. Trips qualifying as educational enhancement opportunities, as determined by the Principal.

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

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

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the

Board under its grievance policy and procedures.

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

The Principal may accept two (2) parent notes per semester for excused absences. The Principal shall have the discretion to accept or decline the parent note as written.

#### Unexcused Absences

The following absences shall be considered unexcused:

1. Work
2. Skipping school
3. Vacations
4. Missing the bus
5. Car trouble
6. Sleeping late
7. Baby-sitting
8. Visiting out-of-town relative
9. Personal business and/or
10. Job hunting

**After accumulating three (3) unexcused absences or three (3) unexcused tardies, the student's parent/guardian may be asked to meet with an Attendance Review Committee to review the reasons for the unexcused absences. After a student has accumulated six (6) unexcused absences, the DPP will notify the parent/guardian that the student is a habitual truant. After the student has accumulated seven (7) unexcused absences, the sheriff will serve a Juvenile Petition on the parent/guardian requiring the parent/guardian and the student to appear before the judge in Juvenile Court or a summons will be issued to the parents/guardians for violation of the attendance laws. Parents/guardians are subject to a fine of \$100 for the first offense and \$250 for a second offense. Each subsequent offense shall be classified as a class B misdemeanor.**

#### V. Attendance Review Committee.

1. The function of this committee is to meet with the parents/guardians to discuss the 3 unexcused absences and/or tardies. Parents/guardians are to present any facts to the committee which would change these absences and/or tardies. If none exist, the parents/guardians will be informed that the next unexcused absence and/or tardy will cause the D.P.P. (Garry DeWitt) to serve a final notice and if another unexcused absence is recorded after the final notice, the case will be referred to Juvenile Court.
2. The attendance review committee will consist of the following: Middle school and high school - principal, assistant principal, counselor, or whomever the principal designates. Elementary schools - principal, assistant principal, homeroom teacher, or whomever the principal designates.

#### VI. Age limits pertaining to the Kentucky Attendance Laws

1. The Kentucky Attendance laws only cover students who are 6-18 years of age. A child's age is between six (6) and eighteen (18) when the child has reached his/her sixth birthday and has not passed his/her eighteenth birthday.
2. Students 18-21 - Students who have attained their 18th birthday will adhere to the same attendance rules listed above with one exception. Instead of going to court on their 10th unexcused absence, they may be withdrawn from school.
3. Students 21 and over are required to pay tuition.

4. Married students follow the same attendance rules as everyone else. The latest ruling from the office of the Attorney General maintains that married children under sixteen years old must attend school. Married students who are sixteen or seventeen years of age follow the same attendance procedures as unmarried students of this age with the exception of who may sign papers if it is decided that they will not continue in school.

#### VII. Tardies and Early Dismissals

Tardies and early dismissals will be excused for the same reasons as absences. After a student has accumulated absences, tardies, and early dismissals that violate the attendance policy, the steps will be followed as listed in section IV. Students arriving after 7:50 A.M. will be considered tardy and students leaving before the designated time in the afternoon will be considered tardy as early dismissal.

VIII. A statement from the doctor should be sent to school the day the student returns after an absence. Notes and/or phone calls are encouraged when your child is absent from school. It is very important for both the parent/guardian and the school to know the whereabouts of the students at all times. However, these calls or notes do not excuse the absence. Please review the list of reasons listed in this policy for absences being excused.

IX. Students must have up-to-date immunization records on a Kentucky form before enrolling in school. Students must live with a parent or legal guardian to enroll in school.

#### MORNING STUDENT DROP-OFF

If you bring your child to school in the morning, you will use the Oliver Street entrance to the school and drop your student near the bell tower. Weather permitting; pull as far forward as possible so several cars can unload at the same time. School personnel will be standing by to assist your child with morning drop off. Students should always exit the vehicle from the passenger side. We ask that you not walk your child into the building unless you have additional business at school.

If you have a child attending the Allen County Primary Center and the Allen County Intermediate Center and you will be bringing them to school in the morning, please use the following procedure. Drop off your ACIC child first and then pull around and circle back down third lane toward the access road to the Primary Center. Please be very careful, because you will be pulling across traffic for ACIC student drop-off. Use the access road to ACPC and follow the usual drop-off procedures for ACPC.

#### AFTERNOON PICK UP

Your child will be dismissed from school at 3:00 p.m. each afternoon. **HAVE YOUR CAR RIDER SIGN ON YOUR DASH OR BE READY TO SHOW IT TO THE TEACHER ON DUTY. STUDENTS WILL ONLY BE CALLED AND LOADED INTO VEHICLES WITH THE APPROPRIATE CAR RIDER SIGN.** The teacher on duty will radio into the school and call your child to one of four pick up zones. There will be signs marking those zones, and we ask that you pull your vehicle to the appropriate number. School personnel will be available to help direct your child to your car. It is not necessary to get out of your car to retrieve your child; we will bring them to you. ***If you do not have your car rider sign bring your photo identification and come to the office.***

#### TRANSPORTATION CHANGES

Parents need to call in transportation changes before 1:30 pm unless it is an ***EMERGENCY.***

#### MAKE-UP WORK

Upon returning to school, the student is expected to make-up all assignments. Parents may call and request work a day in advance for extended absences.

#### WITHDRAWAL FROM SCHOOL

When a child moves from the Allen County School District, they should return any materials belonging to ACIC. Student records will be forwarded to the new school upon enrollment.

#### ILLNESS and MEDICATION

Students are requested not to come to school when they are running a fever or may be contagious. If a student becomes sick at school, parents or guardians will be notified. Students should not leave the building without first contacting the school office.

Medication should be given at home when possible. Any medication needed by students must be brought to school by the parents.

Before any medication will be dispensed at school, parents and health care providers shall complete the required forms. The form will require the following information: student's name, physician's name, address, phone number, type of medicine, dosage, time of day for dosage, reason medication is to be administered, possible side effects of medicine, release from liability and parent's telephone numbers at home and work as well as an emergency contact and numbers.

Prescription medications will be administered only as prescribed on the physician's authorization. Parents will have the ultimate responsibility to provide the school with an adequate supply of medication to enable the physician's orders to be followed. All prescription medication, original or refill, should be sent or brought to school in the pharmacy labeled container which includes the student's name, date, medication, dosage, strength, and directions for use including frequency, duration, mode of administration, prescriber's name, pharmacy name, pharmacy address and phone number. Changes in the dosage and/or administration must be received in the form of a written order from the physician or a new prescription bottle from the pharmacy indicating the change and a note from the student's parent or guardian.

Non-prescription (over-the-counter) medications will be accepted on an individual basis as provided by the parent or legal guardian when a completed authorization form to give medication is on file. The medication should be in the original container. Non-prescription medication shall be given no more than three (3) consecutive days without a physician's order.

## **LOCKERS**

The Allen County Intermediate Center has a significant number of student lockers located in the hallways of the school. Students will be issued a locker for their personal belongings. The lockers have built-in combination locks. Your child's teacher will issue a locker and combination to the lock. It is extremely important that your child not share his/her locker combination with other students.

## **BACKPACKS**

Backpacks are to be left in the locker during the school day. Students will have multiple opportunities to visit their lockers during the day. Rolling backpacks will not be permitted in school.

## **PHYSICAL EDUCATION FORM**

Parents will be required to sign a permission form to allow their child to participate in Physical Education Class. Your child will not be permitted to participate in class until the form is signed and returned to school.

## **VISITORS IN THE BUILDING**

We at the Allen County Intermediate Center want to welcome all of our parents and students to our school. Our school offers the highest level of security for our students, faculty, and staff. No one will be able to attain entrance to student areas of the building without signing in with office personnel. Office personnel only can open security doors. You must enter the building through the doors nearest the bell tower, sign in, and get a visitor pass. All visitors must present photo identification.

## **FIRE, TORNADO, BOMB THREATS, AND LOCKDOWN DRILLS**

Each teacher will instruct his or her class on the procedure for each drill. These drills will be conducted periodically throughout the school year.

## **USE OF TELEPHONE/CELL PHONES**

The school telephone is a business phone and is to be used accordingly. Students may use the phone for emergencies only and must have permission from their teacher and either the school secretary or principal. Students are not to use personal phones to call or text during the school day.

## **PARENT CONFERENCES**

Schoolwide parent conferences will be held after the first grade reporting period. However, parents may request a conference at anytime. Teachers and administrators also may request parent conferences if deemed necessary.

## **NOTIFICATION OF RIGHT TO REQUEST TEACHER QUALIFICATIONS**

The educators in the Allen County School District are committed to providing a quality instructional program for your child. This is just one way of keeping you informed of the educational commitment of our schools and our district. Our district receives federal funds for Title I programs as a part of No Child Left Behind (NCLB). Under NCLB, you have the right to

request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you with the following:

- \*Whether the teacher had met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
- \*Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- \*The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- \*Whether your child is provided services by paraeducators, and if so, their qualifications

If you would like to request this information, please contact Shane Davis by phone at (270)618-3181 or by email at [shane.davis@allen.kyschools.us](mailto:shane.davis@allen.kyschools.us). Please include your child's name, the school they attend, the names of your child's teacher(s) and an address or phone number. Thank you for your interest and involvement in your child's education.

## Allen County Schools Calendar

### 2018-19

August 6-7	Professional Development Days (No Students)
August 8.....	Opening Day for Teacher (No Students)
<b>August 9</b>	<b>First Day for Students</b>
September 3	Labor Day (Schools Closed)
September 24	Professional Development Day (No Students)
October 1-5	Fall Break (Schools Closed)
October 22	Professional Development Day (No Students)
November 12.....	Professional Development Day (No Students)
November 21-23	Thanksgiving Break (Schools Closed)
December 17-January 2	Christmas Break (Schools Closed)
December 17-18.....	Make up Days --Schools will be <b>in session</b> on these days if school is dismissed for snow.
January 21	MLK Jr. Birthday (Schools Closed)
February 18	Professional Development Day (Schools Closed)
April 1-5	Spring Break
April 19.....	Good Friday (Schools Closed)
<b>May 23</b>	<b>Last Day for Students</b>
May 24	Closing Day (No Students)
May 28-June 13	Make-Up Days for Snow Days—Schools will be <b>in session</b> on these days if school is dismissed for snow.

### 2018-2019 GRADING PERIOD

It is very important that parents be involved in the educational progress of their children. Parents need to know where their children stand in your class regarding grades. Grades will be reported to parents at the end of each nine-week period. The dates of the nine-week periods are as follows:

1st Nine weeks	August 9 – October 12 — 40 days of instruction
2nd Nine weeks	October 15 - December 14 — 40 days of instruction
3rd Nine weeks	January 2 - March 8 — 46 days of instruction
4th Nine weeks	March 11 - May 23 — 48 days of instruction

1<sup>st</sup> Nine weeks through 4<sup>th</sup> nine weeks = 174 days of instruction.

**DISCIPLINE CODE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, and orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint it will make you a better person.

The teachers and administrators of Allen County Intermediate Center will take necessary action to bring about and maintain proper discipline.

The Allen County School District has adopted the Positive Behavioral Interventions and Support form of discipline. We have put in place the development and implementation of positive, proactive and instructional strategies so students become self-disciplined, responsible, and productive members of the commonwealth. The Allen County Intermediate Center has established certain areas of our building where students must have high expectations of behavior for their success.

Our Mission is ...***Learn. Lead. Succeed.***

**COMMON AREA EXPECTATIONS**

**Common Area: Hallways**

**Goal:** Hallways will be safe, clean, and orderly.

LOOKS LIKE	SOUNDS LIKE
<p>1. Walk on the right side of the hall, when waiting in line <b>do not lean on the wall.</b></p> <p>2. Hands behind back when walking in line without materials.</p> <p>3. Carry materials in front of you at waist level.</p> <p>4. Walk with backpacks worn properly on back <b>with arms through each strap.</b></p> <p>Walk in a single file line facing forward to and from destination.</p>	<p>1. No talking when walking <b>(Level 0)</b> and a whisper <b>(Level 1)</b> when waiting.</p>

**Voice Levels**

Level 1 = when stopped in line (whisper)

Level 0 = when walking in line

**Common Area: Cafeteria**

**Goal:** Allen County Intermediate Center lunch line and lunch areas are safe, are clean, and are a pleasant space where people are responsible and respectful.

Looks Like	Sounds Like
<ol style="list-style-type: none"> <li>1. Follow all adult directions</li> <li>2. Keep hands, feet, and objects to self.</li> <li>3. Talk only to the cafeteria staff while in line.</li> <li>4. Get everything needed the <b>first</b> time through the line.</li> <li>5. Maintain a personal space that is clean and neat.</li> <li>6. When waiting for cashier, wait quietly in own space.</li> <li>7. Respond in a positive way.</li> <li>8. Remain seated and <b>do not throw away trash</b> until dismissed.</li> <li>9. Use appropriate table manners (no playing with food).</li> <li>10. Once seated, raise hand for assistance.</li> <li>11. Touch food on own tray (absolutely no sharing <b>NOT EVEN wrapped items</b>).</li> <li>12. Wait for your teacher to dismiss you from your table. Dismissal will be one table at a time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respond respectfully to adult direction the first time they are given.</li> <li>2. Remain quiet when passing classes in session.</li> <li>3. Use courtesy words ("please" and "thank you").</li> <li>4. Keep your feet under the table and facing forward.</li> <li>5. No food leaves the cafeteria.</li> </ol>

**Voice Levels**

Level 2= while at tables

Level 1 = while waiting to go through the line

**Common Area: Restroom**

**Goal:** Restrooms will be safe, clean, and orderly.

Looks Like	Sounds Like
<p><b>AM</b></p> <ol style="list-style-type: none"> <li>1. Student In the gym may use the restroom outside the gym only.</li> <li>2. All students will return to gym</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 1 while waiting and in the restroom.</li> <li>2. Should not hear slamming doors or loud noises.</li> </ol>

<p>immediately after using the restroom.</p> <p><b>Class</b></p> <ol style="list-style-type: none"> <li>1. Students will wait their turn to enter the restroom during restroom breaks.</li> <li>2. No more than 4 students in the restroom at one time.</li> <li>3. Students will use the restroom in a timely manner and flush the toilet when finished.</li> <li>4. Students will not horseplay in the restroom (ex: throwing paper, spraying water, excessive use of soap, slamming doors, peeking in stalls, running, jumping).</li> <li>5. Students will wash hands and 1 pump of soap after using the restroom.</li> <li>6. Students will dry hands and throw paper in the trash.</li> <li>7. Students will return to the line and wait.</li> </ol> <p><b>Individual</b></p> <ol style="list-style-type: none"> <li>1. Students will follow these guidelines: 1- 6 for class (see above)</li> <li>2. Students will immediately return to class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 1 while waiting and in the restroom.</li> <li>2. Should not hear slamming doors or loud noises.</li> </ol> <ol style="list-style-type: none"> <li>1. Level 1 while waiting in the restroom.</li> <li>2. Should not hear slamming doors or loud noises.</li> </ol>
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**Voice Level:**

Level 1 while waiting in the restroom

## General Behaviors/Consequences

**Level I** behaviors – Minor classroom behaviors handled by the teacher. Examples could be talking without permission, being unprepared for class, or being out of their seat without permission.

**Level II** – Behaviors may be handled at the classroom level or referred to the office. Examples of Level II behaviors could be: repeated level I behaviors, lying, physical horseplay, disrespect, defiance, or inappropriate language.

**Level III** Behaviors – These behaviors would justify an immediate discipline referral. fighting, threat of force or violence, cursing/obscene gestures, theft, vandalism (defacing school property), use/possession/sale of drugs or alcohol, weapons, use or possession of tobacco products/lighters, or disrespect toward faculty or staff.

### Student Dress Code

Students shall be required to show proper attention to personal cleanliness, neatness and proper standards of dress and appearance. We maintain that student dress is the responsibility of both the school and the home. We ask that students be reasonable in their choices of school wear.

#### THEREFORE:

#### Students Must

- Wear Shoes: closed toe shoes recommended
- Wear shirts that cover the entire torso – no bare midriffs
- All shirts, tops and dresses must have a finished sleeve so that skin or under garments are not visible under the arm. Spaghetti straps and racer back tops are not allowed. Shirts that leave shoulder blades uncovered are not acceptable.
- Keep hair of a natural color (no colors such as pink, purple etc.)
- No inappropriate hairstyles that may disrupt the educational process will be allowed. This is at the administrator's discretion
- Tights, leggings, spandex, yoga pants, and other types of form fitting clothing must be accompanied by skirts, shorts, or dresses that comply with the dress code policy length. See bottom of page for description.

#### Students May ***Not***

- Wear sunglasses or head coverings in the building
- Wear clothing or jewelry or have in their possession any materials with obscenities, drugs, alcohol, tobacco, sexual or racial implications, vulgarities or anything advocating offensive or inappropriate behavior, which may disrupt the learning environment.
- Wear crop tops, racer back tops, or halter-tops
- Wear heavy coats to class
- Wear chains or other objects deemed as a risk to safety
- Wear shoes with skates built into them
- Wear gloves or anything that will conceal part or all of the hand(s)
- Wear anything that obstructs a teacher from seeing the student's face  
i.e., hoods as well as hair

\*\*Students may wear shorts/skirts that are long enough so that when the student is standing at attention, the fingertips must touch the hem of the garment.

Students in violation of the dress code **will be** required to get a change of clothing. Repeated dress code violations will result in consequences.

#### \*\*\***Toys, Games, and Trading Cards**\*\*\*

Toys, games, and trading cards of any kind and other items, which might interfere with the educational process, are strictly prohibited at school and on the bus unless the teacher or bus driver has given previous permission. The principal reserves the right to confiscate unauthorized items.

Students are allowed to bring electronic devices (smartphones, tablets, laptops) to school as long as they abide by the Bring Your Own Device policy found in this handbook.

### **Possession/Use/Sale/Transfer of Drugs, Alcohol, and other Controlled Substance**

Possession or use of illegal drugs or alcohol on or about school property, or at any location of a school-sponsored activity at any time is strictly prohibited. Violations shall constitute reason for disciplinary action including referral to White Plains, expulsion and legal prosecution. Violators will be subject to the following actions:

1. Student to be removed from class or activity and isolated away from all other students.
2. Substance will be confiscated.
3. Parent/Guardian will be notified and required to come to school.
4. Law enforcement will be contacted.
5. Student will be sent to a long-term placement at Allen County Learning Center

### **Simulated Controlled Substances (Look-Alikes)**

No student shall sell, possess, or transfer any substance with the representation or upon the creation of an impression that the substance, which is sold or transferred, is a controlled substance. No student shall possess for sale or transfer any substance, including over-the-counter drugs, designed in any manner to simulate a controlled substance. Violations may result in disciplinary action including referrals to Allen County Learning Center, suspension, or legal prosecution.

### **\*\*\*\*“Bring Your Own Device”\*\*\*\* (BYOD)**

#### **Responsibility Use Policy**

##### **Purpose**

Allen County Intermediate Center allows personal devices on our “district” network and school grounds for students who follow the responsibilities stated in the Acceptable User Policy and the attached guidelines regarding “Bringing Your Own Device” (BYOD).

##### **Device Types**

For the purpose of this program, the word “devices” will include: laptops, netbooks, cell phones, smart phones, iPods, iPads, tablets and eReaders. Please note that gaming devices (Nintendo DS, PlayStation and/or other gaming devices with internet access) are not permissible.

#### **Students and Parents/Guardians Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her laptop or other production device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating must adhere to the following guidelines as well as the Student Code of Conduct, Student Handbook, and all Board policies (Acceptable User Policy). Please read the following statements carefully before signing this document.

- Students take full responsibility for personal devices and keep it with them during allocated times (morning and afternoon in the gym and in classroom settings when given teacher permission).
- Devices are not to be used in the cafeteria during breakfast or lunch.
- Each teacher has the discretion to prohibit or allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode (sound muted) while on school campus, unless allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such a making personal phone calls or text messaging).
- **Students may not use devices to record, transmit, or post photographic images or videos of a person or persons on campus during school hours or during school activities (field trips, assemblies etc.).**
- Game play on allowed devices is not permitted during the educational day. Only exceptions are during the morning gym and afternoon gym and indoor recess at teacher discretion.
- The school and district have the right to collect and examine any device that is suspected of causing problems.
- Personal devices must be charged prior to school and run on battery power while at school. Charging devices will not be permitted at Allen County Intermediate Center.
- The school’s network filters will be applied to a device connected to the Internet and any attempt to bypass the network filters is prohibited (this includes attempts to use 3G/4G/LTE data services instead of the school’s wireless network).

- All personal devices must log into the school's Wi-Fi system (ACS wireless).
- Allen County Intermediate Center is authorized to collect and examine any device that is suspected of causing technology problems or is the source of an attack or virus infection.
- Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct or the acceptable user policy. If the device is locked or password/passcode protected, the student will be required to unlock the device at the request of a school administrator.
- Students and parents understand the use of school email is for the purpose of educational matters and material.

## Security and Damages

Responsibility to keep the device secure rests with the individual owner. Allen County Intermediate Center and Allen County School District are not responsible or liable for any devices that may be stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are stolen or damaged in similar situations. It is recommended that skins (decals) and other custom touches be used to physically identify your device from others. Additional protection for devices is encouraged. Decals, skins and/or cases must be school appropriate in nature.

## Usage Charges

Allen County Intermediate Center and Allen County School District are not responsible for any possible device charges to your account that might be incurred during approved school related use (i.e. in app purchases or app downloads).

## Network Connection

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "ACS wireless" network to access the Internet. Allen County School District is not responsible for maintaining or troubleshooting student technology devices.

## Disciplinary Actions

If a student is found to be in violation of any BYOD regulations and policies the following procedures will be administered:

**1<sup>st</sup> offense**—Students will be given a verbal warning and reminded of BYOD regulations. Parents/Guardians will also be notified of the student's infraction.

**2<sup>nd</sup> offense**—Student's device will be confiscated and afternoon detention will be assigned. Parents/Guardians will be notified of student's infraction. The device will be returned to the student at the end of the day.

**3<sup>rd</sup> offense**—Student's device will be confiscated and the student will be issued an office referral. At the discretion of the administrator, the student will lose BYOD privileges and parents/guardians will be notified. At the discretion of the school administrator, other disciplinary actions, such as ISS, may be issued. Parents or guardians will be required to pick up the device at school. It will not be sent home with the student.

## Possession/Use of electronic device:

First Offense:	Verbal reprimand and notify parent
Second Offense:	Notify Parent, confiscate device, detention, and device returned to student.
Third Offense:	Notify Parent, confiscate device, ALC, parent must pick up the device.
Fourth Offense	Notify Parent, confiscate device, loss of BYOD privileges.

## ADMINISTRATIVE DISCIPLINARY ACTIONS

Misbehaviors or infractions, which are referred to the administration, may require action/actions from the following:

- Conference with student or parent
- Loss of privileges
- Detention
- ALC - In School Suspension
- Allen County Learning Center In School Suspension, full or temporary placement – only for 6th graders
- Out-of-School suspension/expulsion

## HOMEWORK OR CLASS WORK

Each student at Allen County Intermediate Center is expected to complete homework and class work in a timely manner. At ACIC we expect the students to be responsible for the work assigned, however if a student habitually neglects to complete homework or class

work consequences will apply.

### **TEACHER'S DISCIPLINARY ACTIONS**

Teacher assigned consequences may include, but not limited to the following:

- Verbal reprimand
- Conference with student
- Notify parent/guardian
- Loss of recess, field trips, or other special privileges by student
- Detention
- Refer student to principal (office referral/write up)

### **ALTERNATIVE LEARNING CENTER (ALC)**

**Purpose:** To establish an alternative setting for students who fail to meet academic and behavior expectations.

#### **Procedures:**

- Student misbehavior that disrupts the educational process of other students in the classroom, will be reported to the principal or assistant principal. The teacher will make every attempt to manage misbehavior in the classroom before the referral is made to administration.
- Assignments to the Alternative Learning Center will be made at the discretion of the principal or the assistant principal based on student misconduct and/or violations of classroom, school wide, or district wide rules and regulations. Assignments will include the number of days and dates of attendance in ALC.
- Students will be under the supervision of the ALC teacher at all times.
- Student's Homeroom Teachers will provide adequate work to keep the student busy while assigned to ALC.
- Students who fail to meet the academic and behavior expectations in ALC may be assigned additional days.

### **ALLEN COUNTY LEARNING CENTER (ACLC)**

**Purpose:** ACLC will be used for 6th grade students whose behavior is deemed by the principal/assistant principal to be disruptive to the learning environment of the school. ACLC contains an in-school suspension room where a student may be sent from 1-5 days based on the severity of the rules infraction. ACLC may also be used as a full-time alternative placement for students who will not follow the discipline code at ACIC.

#### **Procedures:**

- Student misbehavior deemed to be severe or repetitive (multiple discipline referrals) will be reported to the principal or assistant principal.
- Assignments to ACLC will be made at the discretion of the principal or the assistant principal based on the student misconduct and/or violations of the classroom, school or district rules and regulations.
- Students who are sent to in-school suspension at ACLC will have work sent by their teachers at ACIC to ACLC for the short-term duration of their stay. Students who are sent to ISS at ACLC will report to the office at ACIC and remain there until the ACLC bus arrives to transport them to ACLC. At the end of the school day, the student will board his/her regular bus or be picked up by parent/guardian at ACLC.
- Students who are assigned to ACLC full-time will be enrolled by the administrators of both schools and with a parent present. The rules and regulations of ACLC will be explained at the enrollment meeting and the student will then receive their grades from the faculty at ACIC. Transportation will be discussed at the enrollment meeting.

### **SUSPENSION FROM SCHOOL**

A student shall not be suspended from the school until after at least the following due process procedures have been provided:

- B. The student has been given oral or written notice of the charge or charges against him which constitute cause for suspension;
- C. The student has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
- D. The student has been given an opportunity to present his own version of the facts relating to the charge or charges.

These due process procedures shall precede any suspension from the school unless immediate suspension is essential to protect persons or property and to avoid disruptions of the ongoing academic process.

In such cases, the due process procedures outlined above shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension. Before a student can return to class following a suspension the parent/guardian may be required with an administrator.

## **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 ("look-alike" weapon/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 device 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.

## **TOBACCO**

Students shall not be permitted to use or possess any tobacco products on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline. Tobacco is a Level III behavior.

## **ASSAULT AND THREATS OF VIOLENCE**

### **Potentially Dangerous Students Pupils**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

### **School Personnel**

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

### **Threats Reported to Principal**

#### **I. Principal evaluates the threat**

The Principal will obtain a specific account of the threat by interviewing the student or students who made the threat, the recipient of the threat, and other witnesses to determine if the threat warrants further action. A school counselor will aid the Principal in this step as needed.

#### **II. Principal determines if threat is transient or substantive**

##### **A. When the threat is **transient**, appropriate responses shall include, but not be limited to:**

1. Reprimand, Principal's notification to parent of all students' involved or other disciplinary action
2. Students may be required to make amends and/or attend mediation or counseling.

If no further action is deemed necessary, a written report with the recommendations from the Principal will be completed.

##### **B. When the threat is **substantive or indeterminate (not clear)**, appropriate responses shall include, but not be limited to:**

1. The Principal shall determine if the substantive threat is *serious* or *very serious*. A *serious threat* might involve a threat to assault someone. A *very serious threat* might involve the use of a weapon or is a threat to kill, rape, or inflict severe injury on another person.

- a. When the threat is a *serious substantive threat*, response shall include, but not be limited to:
  - i. Taking immediate precaution to protect potential victims, including notifying the victim and victim's parents,
  - ii. Notifying parents of all students involved.
  - iii. Determining whether or not to contact law enforcement (When the Principal has reason to believe that a violation has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or assault involving the use of a weapon, s/he shall immediately report the occurrence to law enforcement officials).
  - iv. Referring students for counseling, dispute mediation, or other appropriate intervention
  - v. Disciplining students, including, but not limited to, suspension or expulsion, as appropriate to severity and chronic occurrence of behavior, and/or
  - vi. Referring students to the Risk Assessment team (RAT) to implement assessment procedures.
- vii. When the threat is a *very serious substantive threat*, responses shall include, but not be limited to:
  - viii. Taking immediate precaution to protect potential victims, including notifying the victim and victim's parents.
  - ix. Consulting with law enforcement (When the principal has reason to believe that a violation has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or assault involving the use of a weapon, he/she shall immediately report the occurrence to law enforcement officials.),
  - x. Notifying parents of all students involved
  - xi. Require a mental health evaluation
  - xii. Disciplining students, as appropriate including, but not limited to, suspension or expulsion

### III. Implement interventions,

- A. Complete a written report
- B. Maintain contact with the student/students, and/or
- C. Revise interventions as needed

In each case, the counselor and/or building administrator will inform the parents that these are our professional recommendations only, but if we feel that a valid threat does exist to the student or other students or faculty, we are bound by law to report this to the Department of Community Based Services or other appropriate organization if our recommendations for consultation with mental health professionals is not followed with 24 hours. The parent will be asked to provide documentation of the outcome of the mental health assessment once it is completed.

## **ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES**

No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity: alcoholic beverages; controlled drug substances and drug paraphernalia; or substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance. In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.020.

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Punishment will be at the Principal's discretion.

Violation of this policy shall constitute reason for disciplinary action including alternative program, suspension or expulsion from

school and suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

The Allen County School District promotes healthy lifestyles of our students and encourages students, parents and the community to work in a coordinated, collaborated effort to accomplish this goal of Drug Free Schools and Communities.

Students and parents needing preventative information, services, counseling and/or assistance may contact school personnel.

## **BULLYING**

Allen County Schools are committed to providing all students with a safe learning environment. Our Safe School Committee firmly believes that we must address the problem of bullying. Bullying is strictly prohibited. By definition - Bullying is when any unwanted verbal, physical, or social behavior among students that involves real or perceived power imbalance and is repeated or has the potential to be repeated. It is an abusive act perpetrated toward an individual or groups over a period of time either at school, at a school sponsored event. Disciplinary action is at the discretion of the principal.

## **HARASSMENT/DISCRIMINATION**

**DEFINITION** - Harassment/Discrimination is intimidation by threats of/ or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual.

**PROHIBITION** - Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, or disability is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come in contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

**DISCIPLINARY ACTION** - Students who engage in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, or disability shall be subject to disciplinary action, including but not limited to suspension and expulsion.

**PROCEDURES** - Students who believe they have been a victim of an act of harassment/discrimination or who have observed other students being victimized shall, as soon as reasonably practicable inform their teacher, guidance counselor or principal of the incident. Procedures for reporting are as follows:

**LEVEL ONE:** Teacher/Counselor student may file complaint with a teacher/counselor.

- Corrective action shall be taken within TEN (10) working days of receipt of the complaint at this level.

**LEVEL TWO:** Principal/Counselor

- Corrective action shall be taken within TEN (10) working days of receipt of the complaint at this level.

**LEVEL THREE:** Superintendent/Designee

- Corrective action shall be taken within TEN (10) working days of receipt of the complaint at this level.

**LEVEL FOUR:** Board of Education

- Corrective action shall be taken within TEN (10) working days of receipt of the complaint at this level.

## **NOTICE TO INDIVIDUALS COMPLAINING OF HARASSMENT/DISCRIMINATION**

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions:

The District's Title IX Coordinator is Shane Davis. If you have any questions pertaining to sexual harassment or sexual



owned by or leased to the Allen County Board of Education. Bus passengers shall not attempt to board a school bus with an inflated balloon in his/her possession. Balloons must be deflated or discarded. The driver of the bus shall be authorized to refuse to allow the passenger to board the bus and shall direct the passenger to the school principal.

### **NON-DISCRIMINATION STATEMENT**

Students, their parents, and employees of Allen County School System are hereby notified this District does not discriminate on the basis of race, color, national origin, age, educational programs, or activities as set forth in Title IX (The Educational Amendments of 1972), Title VI (The Civil Rights Act of 1964) and Section 504 (Rehabilitation of the Handicapped of 1973). Any person having inquiries concerning the Allen County School Systems compliance with Title IX, Title VI, and Section 504 is directed to contact Allen County Board of Education, phone 270-618-3181, who have been designated by the Allen County School System to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504.

## **ALLEN COUNTY SCHOOLS ANNUAL NOTIFICATION TO PARENTS**

### **Family Educational Rights and Privacy Act (FERPA)**

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Allen County School District's requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the act. These rights are passed on to the student at age 18. For the purpose of this notice, the student 18 years or older, and the students who are married, will be referred to as the "emancipated" or "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

The ACSD will presume that the parent has the authority to review and inspect records relating to their children unless the District has been advised in writing that the parent does not have legal authority under applicable state law governing such matters as guardianship, separation and divorce.

Personally identifiable information is not related to another party unless there is written authorization from the parent or eligible student or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions that have access to personally identifiable information is on file in each school. The ASCD has described in its policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

"Directory Information" is information contained on an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to news media, athletic organizations, scholarship or college entrance committees or official organizations whose need for data is connected with student help activities.

In addition to the agencies listed above, "Directory Information" may be released to state and national armed services for recruitment purposes upon request. "Directory Information" includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. At some time during the school year, school/District personnel or other District-authorized persons may interview, audiotape, videotape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audiotapes, videotapes or photographs may be used for staff/student evaluative, educational, or public awareness purposes and may be viewed by other students and faculty/administrators, and/or placed on the District's/school's Internet web sites(s). Please note that student information posted on the District's school's web site is available to the general public. The school/District assumes no responsibility for videotapes, audiotapes, photographs, etc. that may be made by parents or other non-school personnel at public events. The parent, guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the principal of your child's school, within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school

district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain upon request a copy of the records transferred.

The Allen County Schools keeps child and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student or any eligible student may challenge the content or accuracy of any material or entries in the student's education records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal of your child's school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The ACSD will destroy the educational records of a child or youth without a parent's request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be later needed for Social Security purposes. The ACSD retains for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance record, classes attended, grades completed and year completed.

## **NOTIFICATION OF FERPA RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible" students) certain rights with respect to the student's educational records. These rights apply to all education records equally and FERPA does not distinguish between the records of students with disabilities and the records of the other students. The rights afforded to parents and eligible students are:

*(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.*

Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The District will presume that a parent has the authority to review and inspect records relating to his/her children unless the District has been provided with a court order, which provides that the parent does not have legal authority.

*(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.*

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

*(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administration, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee; such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student

seeks or intends to enroll. Parents may obtain upon receipt a copy of the records transferred. The schools or individual students may release directory information unless specific instruction not to do so is presented to the principal or superintendent in writing by the parents of a student on or before September 30 of each year. Directory information includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent education institution attended by the student.

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

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

### **CONTROL OF HEAD LICE IN SCHOOLS**

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

Principals and school personnel shall adhere to the following guidelines:

1. When students are observed/reported to have head lice any time during the school year:
  - a. Parents of students with an active case of head lice will be notified to pick the student up from the school.
2. Principals or school personnel shall offer parents of infected students:
  - a. Visual evidence of lice and/or nits in the student's hair.
  - b. Verbal and/or pamphlet information/direction for treatment and household disinfection.
3. Students may return to school when:
  - a. First occurrence: they have been treated and all nits removed. Upon return to school, school nurse/school designated personnel will recheck students.
4. The Superintendent/designee shall:
  - a. Provide each school with written materials on head lice control and prevention.

### **ABSENCES DUE TO HEAD LICE**

Students will be excused for three days maximum per year for head lice - any days over three will be unexcused. A physician's statement will not be needed or accepted.

### **ALLEN COUNTY SCHOOLS' FAMILY RESOURCE CENTER**

Allen County Intermediate Center was established in 1991 as part of the Kentucky Education Reform Act of 1990. The FRC is established to serve all children, parents and families in Allen County who are faced with the many issues that affect a child's success in the classroom. The FRC seeks to help children and families by providing a "one stop" source of referral information, as well as providing an array of family-based services on site at the school and at the Community Resource Center.

The Family Resource Center may be reached by contacting the FRC at 618-8206.

Rhonda Kircher, Coordinator Allen County School's Family Resource Center

### **STUDENT ACCESS TO ELECTRONIC MEDIA ELECTRONIC MAIL/INTERNET**

The District offers students, staff and members of the community access to the District's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, and inaccurate or potentially offensive to some people, we require all students under the age of 18 to submit a completed Parent Permission/User Agreement Form to the Principal/designee prior to access/use. All other users will be required to complete and submit a User Agreement Form.

### **GENERAL STANDARDS FOR USERS**

Standards for users shall be included in the District's electronic access plan that shall include specific guidelines for student, staff,

and community member access to and use of electronic resources.

## **RULES AND REGULATIONS**

Access is a privilege - not a right. Users are responsible for good behavior on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible manner. Users are required to comply with District standards and to honor the access/usage agreements they have signed. Beyond clarification of user standards, the District is not responsible for restricting, monitoring controlling the communications of individuals utilizing the network independently.

## **RIGHT TO PRIVACY**

The network is provided for users to conduct research and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other media that may carry/broadcast information.

The network administrator/District Technology Coordinator has the right to access information stored on any District device. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District device to be private.

## **RULES AND REGULATIONS**

**Generally, behavior including, but not limited to, the following is not permitted:**

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using another user's password**
- 7. Trespassing in another user's folder, work or files**
- 8. Intentionally wasting limited resources**
- 9. Using the network for commercial purposes**

**Additional rules and regulations may be found in the Access/Usage Plan. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.**

## **SCHOOL BASED DECISION MAKING**

Scheduled meeting time for the SBDM Council is the second Tuesday afternoon of each month at 4:00 p.m. The meeting is conducted in the office conference room. Parent representatives are A.J. Anderson and Brenda Swartz. Teacher representatives are Nikki Francis, Renee Jones, and Lori Tabor.

**Media Release Information and Opt Out Process**  
**(No Form Required if previously submitted)**

**\*\*\*\*ONLY RETURN IF YOU WANT TO OPT OUT\*\*\*\***

You are certifying that you are the parent or legal guardian of the child listed and that as such you have the authority to approve or deny the use of your child's photograph and information about your child's identity.

As parent or legal guardian, you are authorizing the Kentucky Department of Education ("the department") and your child's local school and the Allen County School District to use photographic images or videotape of your child for lawful purposes including those outlined below. This permission remains in effect while your child is a student in the Allen County School District.

Also, by signing the school handbook, you are giving permission for the use of your child's image and identification information (full name, grade, and school name) in various education related print publications, television production, and on the Internet sites of the Kentucky Department of Education and/or your child's local school or the Allen County School District. You are also authorizing these entities to submit your child's image and identification information to other publications, media outlets and educational organizations for publicity purposes.

**If you choose to opt out of this media release, you must complete the statement below, sign it, and submit it to the principal of your child's school.** Once received by the principal, the staff of the appropriate schools and district will be notified.

**Opt Out Statement:**

I wish to opt out of the media release policy and do not permit the use of my child's or children's image(s) for use in ways checked below (check all that apply):

- Video Productions for media outlets  
 Education Promotions in video or print media  
 Digital Pictures for Internet Use or E-newsletters  
 Yearbook

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian (print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

District: Allen County Schools

Parent/Guardian Signature: \_\_\_\_\_

**Note: This form is to remain on file at the local school district and is exempt from public disclosure in accordance with KRS 61.878(1)(a)(the Kentucky Open Records Law)**