

WELCOME TO ALLEN COUNTY PRIMARY CENTER

ACPC MISSION STATEMENT

The Allen County Primary Center is committed to providing all students with the academic and social skills to become life-long learners.

ACPC EXPECTATIONS

L-Lead by Example
E-Encourage Self and Others
A-Act Responsibly
R-Respect Everyone
N-Never Give Up

Welcome to the Allen County Primary Center! The teachers, staff, and administrators are excited to be part of this wonderful journey that will bring you and your student many exciting opportunities and memories.

ACPC is divided into five pods that allow for greater individual student attention. There are currently thirty-eight regular classrooms divided into Kindergarten, 1st, 2nd, and 3rd grades. ACPC also houses a state-funded preschool program with sessions all day Monday-Thursday.

The dedicated staff of ACPC is committed to providing your student with the academic and social skills to become life-long learners. Reading and math instruction are essential academic skills that will lead to student success. We will monitor student progress through evaluations, four times each year, as well as end of the year assessments. Preschool students will also receive daily reading instruction. We invite parents/guardians to partner with us in helping all our students achieve.

Welcome to ACPC and thank you for the opportunity to LEARN together!

ACPC Vision Statement

The vision of the Allen County Primary Center is to develop a rich educational foundation consisting of both standards-based instruction and experiences in the arts that will prepare students for the remainder of their educational career and real-world experiences. We do this in an environment that is student-centered and promotes learning, compassion, and social responsibility.

ALLEN COUNTY PRIMARY CENTER FACULTY AND STAFF 2018-2019

Principal – Tim Wilson

Assistant Principal – Natalie Davis

Secretaries – Annette Ausbrooks
Donna Hoffman
Debbie Wolfe

School Counselor – Rhea DeVillez- K-1st
Ashley Tabor-2nd-3rd

Instructional Coach – Melissa Jones

School Nurse – Karla Calvert

School Nurse Assistant – Cindy Copas

Computer Lab- Debbie Atwood, I.A.

Primary Talent Pool – Vicki Cooper

RELATED ARTS

Librarian – Tasha Stamper

Music – Julie Hartman

Physical Education – Diane Towe

Art – Valynn Spearman

Science-Tabbatha Elmore

POD A - Preschool (Downstairs – Mauve)

Preschool Staff

Preschool Instructional Coach – Peggy Rippy

Cassie Lloyd
Gretchin Reagan
Amanda Spears
Tabitha Collins
Courtney Bernado
Elizabeth Reardon
Lesley Atwood, ECE
Jonna Carver, ECE I.A.

Lea Cornwell, I.A.
Marah Robinson, I.A.
April Davis I.A.
Shannon Carter, I.A.
Peggy Blankenship, I.A.
Rachel McCoy, I.A.
Mariah Hagan, ECE I.A.

Speech/Language Staff – Malissa Cooke,

Tanya Buttry, Emily Williams

Title I/RTI Staff –

Valarie Powell
Susie Sadler
Cindy McIntyre

POD B – 3rd Grade (Upstairs – Purple)

Maritta Shain

Jane Calvert

Vera Gothard
Lisa Stinson
Lauren Spears
Julie Croft
Candace Gaddis, ECE

Tina Ploughe
Heather Haney
Josette Carter
Leslie Garland
Brenda Pruitt, ECE

POD C - Kindergarten
(Downstairs – Sand)

Cindy King
Heather Mitchell
Karen Stinson
Rachel Gammons
Daphne Mitchell
Sarah Reynolds
Freda Rigsby
Lisa Kirby
Jean Anne Williams
Shannon Fisher, ECE

Channa Jones, I.A.
Cristin Witcher, I.A.
Cynthia Reynolds, I.A.
Debbie Walden, I.A.
Monica Wilson, I.A.
Michelle Cornwell, I.A.
Rochelle Uhls, I.A.
Lindsay Howell, I.A.
Danielle Robison, I.A.
Cody Harper, ECE

POD D – 2nd Grade
(Upstairs – Pumpkin)

Missy Sikes
Monica Blevins
Sherry Jo Walker
Amy Sloan
Brittney Rector
Joni Dismon, ECE

Erica Ausbrooks
Susan Nelson
Louella Hite
Hope Pedigo
Cheri Napier
Cheryl Rough, ECE

POD E – 1st Grade
(Downstairs – Green)

Julie Groce
Jenna Birge
Catina Cooper
Karrie Graves
Cassie Allen
Angie Beltz, ECE
Cassidy McCord, ECE/MSD
Becky Taylor, I.A.

Janet Grizzle
Shelby Tabor
Angie Patrick
Missy Coffey
Samantha Stinson, ECE/PASS
Nancy Benton, ECE
Bernice Huff, I.A.
Rita Trammel, I.A.

Support Staff – Robert Bunton, PASS, IA
Treva Myers, Pre-K IA
Megan Phillips. ECE, IA
Kerri Harp, CNA IA

ADDITIONAL ACPC STAFF

Cafeteria

Toni Kendall- Manager
Jeannie Bower
Patti Taylor
Penny Phillips
Serena Robinson
Julie Saylor

Cafeteria Cashiers

Toni McGuire – Head Cashier
Scharline Carver

Custodians

Donnie Bridgeman
Ronny Donovan
Tammy Burge
Norman Carter
Karen Copas
Trevor Gentry
Sterling Pardue
Randi Riddle

FAMILY RESOURCE CENTER

Family Resource Centers came about as part of the Kentucky Education Reform Act of 1991. Family Resource Centers are recognized as the nation's largest school based family support initiative. Family Resource Centers are designed to address the needs of children by developing partnerships with school, family and community to support students to excel in their education. Allen County Family Resource Center serves children in Allen County from birth through fifth grade. The Family Resource Center provides such services as crisis intervention, character education, homework help, Parents as Teachers, parenting classes, referrals for mental health services, referrals for daycare services and family literacy referrals. There is a Family Resource Center office at Allen County Intermediate Center as well as Allen County Primary Center. You can reach the center by phone at 618-8202 or 618-7200. Office hours are Monday through Friday from 7:30 a.m. through 4:00 p.m. and anytime by appointment.

Family Resource Center Staff

Rhonda Kircher, Coordinator

Hannah Erwin, Program Assistant

SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

The Allen County Primary Center SBDM Council shall have the responsibility to set school policy which shall provide an environment to enhance the student’s achievement and help the school meet goals established by the Kentucky Revised Statutes.

2018-19 SBDM MEMBERS

Daphne Mitchell- Teacher Rep
 Monica Blevins- Teacher Rep
 Rep
 Vera Gothard- Teacher Rep

Donnie Meador- Parent Rep
 Michael Hayes- Parent
 Rep
 Tim Wilson- Principal

**ALLEN COUNTY PRIMARY CENTER P.T.O.
 (PARENT TEACHER ORGANIZATION)
 2018-2019**

The Allen County Primary Center P.T.O. exists to promote the welfare of children and youth. They sponsor many educational opportunities for our students at ACPC, family activities, and gifts to our school. We encourage our parents to join and participate in the activities of the ACPC-P.T.O. We know that you may not be able to attend all of the meetings, but we welcome your input and assistance in any and all activities the P.T.O. embarks in for the benefit of all of our children at the Primary Center. You may send correspondence to school with your ideas or questions at any time; we have a P.T.O. mailbox in the office of the school. Information from the P.T.O. will be sent home with your child throughout the school year reminding parents of meeting dates and activities.

2018-2019 P.T.O. OFFICERS

President – Ina Elmore

Secretary/Teacher Liaison- Julie Hartman

Secretary-

Treasurer – Jessica Temple

P. T.O. SCHEDULE OF EVENTS FOR 2018-2019

Will be announced at a later date

ACPC SCHOOL DAY

School hours: 7:50-3:10

Time		Notes
6:50	1 st students dropped off	All Students go to lobby until 7:00. At 7:00, students go to gym.
7:10-7:50	Staff members assist with drop-off	
7:30-7:35	Morning Meeting in Gym	
7:35-7:40	Grab-n-go breakfast	1 st , 2 nd , & 3 rd graders pick-up breakfast and eat in classrooms. K eat in cafeteria
7:50	Tardy bell	Any student arriving to the classroom after 7:50 will be considered tardy and MUST be

		signed in at the office by a parent/guardian
3:10	1 st round of buses called	Any student that leaves before 3:10 MUST be signed out at the office
3:10	School day ends	All pick-ups go to the lobby

Morning Drop-off:

Parents may walk their child into the building for the first **7 days** of school. Beginning Monday, August 20, ALL STUDENTS are expected to be let out at the curb and allowed to walk into the building independently, staff members will be on duty to supervise. Please pull your car all the way forward when dropping off your student. (NOTE: ACPC staff will not be opening car doors but will be on the sidewalk to supervise students as they exit cars and walk to the building). **If you must walk your student in at any time, you will need to park in the Central Office overflow parking lot and walk across.**

Afternoon Car-Rider Pick-up:

1. 2 school-issued tags will be given for each student that will be a pick-up at any point during the school year. The school-issued tag MUST be displayed when the student is called by an ACPC staff member. **If the school issue tag is not displayed the party picking up the student must park and come into the office.**
2. If you park and come into the office before school is out, your child will have to be signed out from school and will be considered tardy. **You may not come in early to pick up your child and wait in the office until school is over.**
3. Students that do not ride a bus in the afternoon should be picked up by 3:35 PM as staff members' assigned supervision duty is over at 3:35 PM. If it is not possible to pick your child up by 3:35, you should consider making other arrangements such as an afternoon sitter, day care, etc. If for some reason a child is still at the school after 3:45 pm, the child MUST be picked up in the office.

LEAVING SCHOOL GROUNDS AND TRANSPORTATION CHANGES

Students will not be permitted to leave the school grounds during the school day unless a parent or authorized person comes to the office and signs them out. This is for the protection of your child. If unable to come and check your child out, then he/she needs a note and phone number where we can verify his /her leaving. Students must never leave the building without checking out of the office.

If a child is to ride a different bus, we must have a note from home stating the bus change and name and address of the person's home where your child will be going. If a change in transportation occurs during the school day, please call the office (618-7200) **BEFORE 2:00 p.m.** so that we can explain to the child what he/she is to do.

*** Text Messages or e-mails to your child's teacher will not be accepted as a transportation change.**

When making a call to change your child's mode of transportation please note the following example:

This is a transportation change for STUDENT NAME in TEACHER'S NAME room. My Child will need to be a pick up by NAME OF PERSON PICKING UP CHILD OR My child will be riding BUS # to NAME OF PERSON or BUSINESS at this ADDRESS. This is being called in by PERSON'S NAME AND RELATIONSHIP TO STUDENT.

RELATED ARTS COLOR SCHEDULE

In order for students at ACPC to get to go to each Related Arts class an equal amount of time, we are going to use this color schedule. The Red day will begin on the first day of school and we will rotate daily. If we miss a day of school, the day we return will be the next color day. For example, if we are on Green on Friday, but we are out the following Monday, the next Tuesday will be Blue.

RELATED CLASS	RED	ORANGE	YELLOW	GREEN	BLUE
2nd Grade	8:00-8:40	8:00-8:40	8:00-8:40	8:00-8:40	8:00-8:40
MUSIC	Napier	Pedigo	Rector	Sloan	Hite
SCIENCE	Hite	Napier	Pedigo	Rector	Sloan
LIBRARY	Sloan	Hite	Napier	Pedigo	Rector
PE	Rector	Sloan	Hite	Napier	Pedigo
ART	Pedigo	Rector	Sloan	Hite	Napier
2nd Grade	8:45-9:25	8:45-9:25	8:45-9:25	8:45-9:25	8:45-9:25
MUSIC	Sikes	Blevins	Nelson	Ausbrooks	Walker
SCIENCE	Walker	Sikes	Blevins	Nelson	Ausbrooks
LIBRARY	Ausbrooks	Walker	Sikes	Blevins	Nelson
PE	Nelson	Ausbrooks	Walker	Sikes	Blevins
ART	Blevins	Nelson	Ausbrooks	Walker	Sikes

3rd Grade	10:05-10:45	10:05-10:45	10:05-10:45	10:05-10:45	10:05-10:45
MUSIC	Shain	Calvert	Gothard	Ploughe	Garland
SCIENCE	Garland	Shain	Calvert	Gothard	Ploughe
LIBRARY	Ploughe	Garland	Shain	Calvert	Gothard
PE	Gothard	Ploughe	Garland	Shain	Calvert
ART	Calvert	Gothard	Ploughe	Garland	Shain
3rd Grade	10:50-11:30	10:50-11:30	10:50-11:30	10:50-11:30	10:50-11:30
MUSIC	Croft	Carter	Haney	L. Stinson	Spears
SCIENCE	Spears	Croft	Carter	Haney	L. Stinson
LIBRARY	L. Stinson	Spears	Croft	Carter	Haney
PE	Haney	L. Stinson	Spears	Croft	Carter
ART	Carter	Haney	L. Stinson	Spears	Croft

1st Grade	12:00-12:40	12:00-12:40	12:00-12:40	12:00-12:40	12:00-12:40
MUSIC	Groce	Grizzle	Birge	Tabor	Cooper
SCIENCE	Cooper	Groce	Grizzle	Birge	Tabor
LIBRARY	Tabor	Cooper	Groce	Grizzle	Birge
PE	Birge	Tabor	Cooper	Groce	Grizzle
ART	Grizzle	Birge	Tabor	Cooper	Groce
1st Grade	12:50-1:30	12:50-1:30	12:50-1:30	12:50-1:30	12:50-1:30
MUSIC	Allen	Coffey		Graves	Patrick
SCIENCE	Patrick	Allen	Coffey		Graves
LIBRARY	Graves	Patrick	Allen	Coffey	
PE		Graves	Patrick	Allen	Coffey
ART	Coffey		Graves	Patrick	Allen

Kindergarten	1:35-2:15	1:35-2:15	1:35-2:15	1:35-2:15	1:35-2:15
MUSIC	King	H. Mitchell	K. Stinson	Gammons	D. Mitchell
SCIENCE	D. Mitchell	King	H. Mitchell	K. Stinson	Gammons
LIBRARY	Gammons	D. Mitchell	King	H. Mitchell	K. Stinson
PE	K. Stinson	Gammons	D. Mitchell	King	H. Mitchell
ART	H. Mitchell	K. Stinson	Gammons	D. Mitchell	King
KINDERGARTEN	2:20-3:00	2:20-3:00	2:20-3:00	2:20-3:00	2:20-3:00
MUSIC	Williams	Kirby	Rigsby	Reynolds	Reynolds
SCIENCE		Williams	Kirby	Rigsby	Rigsby
LIBRARY	Reynolds		Williams	Kirby	Rigsby
PE	Rigsby	Reynolds		Williams	Kirby
ART	Kirby	Rigsby	Reynolds		Williams

BREAKFAST AND LUNCH INFORMATION

Allen County Primary Center is participating in the “Community Eligibility Provision which allows ALL students to eat breakfast AND lunch at NO CHARGE. Students will be allowed to put money into their account in order to buy extras at breakfast/lunch. You may send extra money/check for your child to purchase extras in the cafeteria. All students have a cafeteria number that is entered into the computer in order to keep an itemized account of your child’s money.

All students are to eat lunch in the cafeteria during the time provided for their class. Your child may choose white milk, chocolate milk, or orange juice at lunch. Extra milk/juice may be purchased or drinks may be brought from home to go with home lunches; however, these must be brought in an unbreakable container. NO glass containers will be permitted at school because of the danger of breakage.

Adult Breakfast/lunch prices are as follows:

	Employee	Adult Visitor
Breakfast	\$1.50	\$ 2.00
Lunch	\$3.00	\$ 3.50

We welcome you to come and eat lunch with your child at any time, but we ask that you call or send a note so that we can inform our cafeteria staff to prepare extra lunches.

If you choose to eat lunch with your child please sit at the designated tables in the auxiliary gym only eating with your child. You may only eat with your child and/or relatives. Your child may not allow friends to join him or her while you enjoy lunch together. Please remain in the designated area during lunch and then exit through the office. Please do not go with your student back to the classroom.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety.

1. All students should be dropped off and picked up in the school-designated areas only. Please do not put your child in a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This rule is intended to prevent serious injury and to ensure the **SAFETY of all students**.
2. When picking up a child always **pull to the curb**. Do not stop in the middle of the driveway to pick up or drop off a child. He/she may be seriously injured by walking into the path of another vehicle.
3. Do not stop to pick up a child until you have driven to the far end of the pick-up area directly behind the car ahead of you. Please maintain **one lane of traffic** in the school driveway. This allows others access to the pick-up area, otherwise traffic will back up into the street.
4. Do not park in the bus loading zones.
5. Children are not permitted to cross the driveway unless accompanied by an adult. Acknowledge and obey the school staff.
6. Students are not allowed to wait unsupervised on the playground or on the sidewalk to be picked up.

CHANGE OF STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or a change in emergency information during the academic school year.

TELEPHONE USAGE

We will allow a student to use the telephone for emergency calls. Also, if there is an emergency at home, the parents may call the office and we will get the message to your child. However, we prefer not to disturb a child during class unless it is an emergency. Any other messages may be left with the secretary and she will get the message to your child. **Students are not permitted to use cell phones at school. Cell phones confiscated at school will be held in the office to be picked up by a parent.**

VISITORS

All visitors must show a picture ID! Students are not permitted to bring visiting children to school. All visitors to the building must check in through the main entrance into the office. For the safety of our students, all doors will be locked at 7:50 each morning and remained locked throughout the day. Visitors in any part of the building will be issued a visitor's pass in the office as our students are taught to alert their teacher if they see someone without a visitor's pass in the building that is not school personnel. Please abide by this rule, as the safety of our students is most important.

VOLUNTEER PROGRAM

Parent volunteers are welcomed and encouraged to become involved at Allen County Primary Center. We are very appreciative of the time our volunteers give to the school to benefit our students. If you are interested in volunteering at ACPC please leave your name and phone number with your child's teacher or in the office and a short note stating

you are interested in volunteering. Everyone must complete a background check (cost is \$10 per background check) and confidentiality training before volunteering in the school/classroom or any school hours related function, including field trips.

STUDENT BIRTHDAY CELEBRATIONS

Many times students want to bring cupcakes or some sort of treat for their birthdays. This is perfectly acceptable, as long as it is arranged with the child's teacher. **We do ask that all treats brought in to share with other students be store bought, not homemade.**

SCHOOL PARTIES

The staff at Allen County Primary Center has agreed upon three parties for the school year: Fall Harvest Party (Fall) – November 2, Christmas party (Winter) – December 14, and Valentine's Day party – February 15. The parties do not be at the end of the school day. The room mothers have the responsibility of organizing the parties. Please let your child's teacher know if you are interested in being a room mother. **If you are asked to bring in food for the parties, the food will need to be store bought, not homemade.** If you attend your child's party you will be asked to show a photo ID, sign in, and receive a pass before going to your child's classroom. **You will not be permitted without a photo ID.** You will not be allowed to go to the classroom until the designated time as not to interrupt the students' class work.

****Please note – No Valentine's Day deliveries for students will be allowed to be made to the Primary Center. Deliveries include anything from a Florist or brought from home.**

INSURANCE

Accidental insurance is provided for every child in the Allen County School District. This coverage is available for students during the school day or during school related activities only. Claim forms are available in the office at Allen County Primary Center. This policy is secondary in nature and will pay after parents' coverage has been used. Additional 24-hour accidental insurance coverage may be purchased.

SCHOOL PICTURES AND SCHOOL YEARBOOK

Individual school pictures will be taken at the beginning of school. Class group pictures will be taken later in the school year. You will be notified a few days before the pictures are scheduled to be made. School yearbooks (for the 2018-2019 school year) will be available for students during the last week of school. Each student's individual picture will be a part of his/her class section in the yearbook.

TAKING MEDICINE AT SCHOOL

Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if at all possible. Medication that is

prescribed three (3) times daily can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage)

1. Medicine must be in the original container.
2. All medicine will be kept in the office and administered by the health room attendant or her designee and recorded.
3. A medication form must be completed for each medication (prescription or nonprescription) taken by child.

HEALTH AND SAFETY REGULATIONS

All students are required to have a physical, valid immunization certificate and birth certificate prior to enrollment in school.

Parents will be asked to fill out an emergency information sheet. This sheet gives us authority to make necessary arrangements in the event of an accident or illness. If there is a medical problem that requires special attention, be sure to tell us on that form. It is vitally important that you list a telephone number and an alternate number where you, or someone designated by you, can be reached in the event of an emergency. Simple first aid will be administered in case of a minor injury at school.

DISMISSAL BECAUSE OF ILLNESS

Should it be necessary to send your child home at any time, or if your child becomes ill, the school nurse will call home first (the student's teacher will not call for illness). No child will be allowed to leave the school grounds without signing out in the office by a parent, guardian, or parent designee. Your child will be sent home for the following conditions:

Chills	Fever – 100 or above
Vomiting	Diarrhea
Contagious skin conditions	Serious accidents
Incomplete immunizations	Lice

COMPUTERS

Each of our classrooms has computers in order for our students to have the opportunity to use daily. Our teachers have various programs in the content areas to enhance learning. Students also have access to internet use throughout, however parents must complete an electronic access/user agreement form. We also have labs in our school that all primary students attend during the weekly schedule.

Clubs

We have clubs for our 3rd grade students. The clubs are optional and students will be required to try-out in order to participate. The clubs meet during the school day, but may

require some time after school. If time is required after school, parents/guardians will be notified in advance.

Art Club-Valynn Spearman, sponsor

Joyful Noise-Julie Hartman, sponsor

STLP-Heather Haney, sponsor

PROGRESS REPORTING SYSTEM

Parents will receive a written progress report four times during the school year, October, January, March, and the last week of school in May. Parents will also receive at least one informal report through notes, phone calls, and/or conferences during the interim between written progress reports.

Parents are encouraged to schedule a time with your child's teacher to attend a conference during the progress-reporting period to gain an understanding of the evaluation/assessment process, as well as your child's current progress.

PARENT CONFERENCES

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 270-618-7200. Our teachers are available at various times during the school day based on their individual schedules, and after school by appointment. Scheduling ahead of time will allow the teacher to have your child's work samples readily available.

When attending a conference during the school day, **please check in at the office**. You will be required to show your ID to check in. Do not go directly to the classroom. We always welcome parents in our school, but we feel that your child's instruction time is valuable and important, so we ask that you help in keeping classroom interruptions to a minimum.

****Helpful hints for parents before the conference:**

Decide what you want to ask the teacher and have a few notes ready to discuss with the teacher. Discuss the upcoming conference with your child to see if there is anything that he/she would like for you to talk to the teacher about. Write a few notes of things that you feel the teacher may need to know about your child.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- Start each day right; a calm beginning at home makes the school day much better.
- Make certain he/she gets at least eight hours of sleep each night.
- Praise your child each day for something he/she has done. Make a special place to display school work.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of situations that could influence child's behavior.

- Take your child to the Public Library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, etc. for child to use at home.
- Work at home with skills taught at school.

EXTENDED SCHOOL SERVICES

Allen County Primary Center provides Extended School Services (ESS) for students needing additional instruction and time to achieve academic expectations. Computer programs in Reading and Math are available to all students. The computer programs can provide supplemental practice or enrichment activities, as well as providing teachers with the ability to monitor student progress through assessments imbedded into this technology.

PHYSICAL EDUCATION

All students must have a completed physical education medical information form on file before students can participate in our physical education program. Please complete this form and return it to your child's teacher promptly.

BRINGING EXTRA MONEY

If you send money with your child to purchase any item at school (extras in cafeteria, school pictures, field trips, etc), we suggest putting the money in an envelope labeled with your child's name and purpose for the money. Young children cannot always tell you why they brought money to school. Whenever possible, please send exact change.

TEXTBOOKS/LIBRARY BOOKS

Textbook/library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks and/or library books.

STUDENT DRESS AND LOST & FOUND

We maintain that student dress is the responsibility of both the school and the home and that through cooperation of both parties no student will be embarrassed by what he or she wears. The SBDM Council has accepted the following:

1. All students will wear shoes, preferably tennis shoes as children are on the playground or in P.E. daily. **“Heelies” or any shoes with wheels on the bottoms are prohibited at ACPC.** Sandals or shoes without backs and flip-flops are not allowed.
2. All students will wear shirts that cover the entire torso. No shirt should show the students mid-section. Also, halter-tops or shirts with spaghetti straps are not permissible.
3. All students will wear pants, skirts, or dresses in a manner that does not expose undergarments.

4. Students may not wear hats, caps, or other headwear into the building except on special announced occasions.
5. Students may not wear patches, emblems, clothing or accessories that are offensive or promote unacceptable behavior.

A lost and found area will be located in the school. Please put your child's name inside coats, hats, lunch boxes, book bags, etc., so that we can get them returned to your child when they are turned in.

ROLLING BACKPACKS

Our SBDM council has adopted a policy that prohibits students from using rolling backpacks. This policy is for student safety.

TOYS AND MOVIES

Students are not allowed to bring toys, trading cards, game players, or movies to school unless requested by the teacher. If movies are brought from home for any reason, they must be screened by the classroom teacher before viewing by students in that class.

FIRE-SEVERE WEATHER-EARTHQUAKE DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, earthquake drills, and crisis drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Evacuation Plan

Front Exit – Preschool- Pod A (Mauve)

Music

3rd grade- Pod B (Purple B1-B8)

Art

Playground 1 Exit – Kindergarten- Pod C (Sand C1-C5)

3rd grade- Pod B (Purple B9-B13)

Library

Upstairs Computer Labs

2nd grade- Pod D (Pumpkin D2-D14)

Playground 2 Exit – Kindergarten- Pod C (Sand C7-C14)

Auxiliary Gym Exit – 1st grade- Pod E (Green E1-E6)

Gym/Auxiliary Gym/Cafeteria

Rear Exit – 1st grade Pod E (Green E7-E14)

Storm Shelter Areas

Preschool- Pod A (Mauve) Hallway – Preschool Pods A and 3rd grade- B, Music, Art, Upstairs Computer Labs

Pod C (Sand) Hallway – Kindergarten and 2nd grade Pods C, D2-D6

Pod E (Green) Hallway – 1st grade and 2nd grade Pod E, D7-D13

Inner Hallway by Gym – Library and Gym

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcasted between 6:00 a.m. and 6:15 a.m. Please listen to WVLE radio (99.3 FM) for information. TV stations are also notified of any school closings; the TV stations contacted include Nashville's channels 2, 4, and 5 and Bowling Green's WBKO Channel 13. The Allen County School District also uses a program called "School Messenger" that will call the numbers that you have provided to the school to inform you of school closings. **It is imperative that all numbers on file be updated.**

COLD WEATHER RECESS POLICY

The Allen County Primary Center will use the following guidelines for outdoor recess when cold weather is in place.

- When the temperature is below 38 degrees, classes will not have outdoor recess.
- When the air temperature "feels like" 32 degrees or below, then classes will not have outdoor recess

FIELD TRIPS

Students at Allen County Primary Center participate in various types of field trips and activities throughout the year. These activities support and strengthen the objectives of a recent theme or unit of study. The students are supervised by teachers or other authorized personnel.

The following guidelines will be followed at the Allen County Primary Center concerning field trips for students:

1. Students are required to have on file a form that will cover an emergency situation in which the student would need medical attention and the parent/guardian cannot be reached at any of the numbers listed on the child's emergency card and/or form. If parents have a concern with the form, they should contact one of the administrators.
2. All students will ride the bus both to and back from the field trip. Parent/guardians will not be allowed to sign-out students without it resulting in a tardy from school for field trips during school hours.
3. Parents who wish to chaperone a field trip must go through the classroom teacher – Not through the school office. Any supervising parent will be responsible for his or her own fee if required.
4. **All parents/guardians that attend a field trip MUST have completed a background check and confidentiality training.**
5. No school age siblings are to go on the field trip – the activity is for an enhancement of the child's classroom studies.
6. Teachers are responsible for students' lunches only.
7. All field trips are normal school related activities.
8. Teachers may choose one parent per classroom to attend as a chaperone. All chaperones will ride the bus.

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, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

The following outlines the expectations and rules at ACPC:

Expectations:

- L-Lead by Example
- E-Encourage Self and Others
- A-Act Responsibly
- R-Respect Everyone
- N-Never Give Up

Rules:

Cafeteria Rules

- 1) Speed Limit 1
- 2) Voice level 0 when entering and going through the serving line
- 3) Voice level max 2- follow directions given by monitors and cafeteria staff
- 4) Gently dump all items from tray into trash can
- 5) Use voice level 0 when putting trays away and lining up

Playground Rules

- 1) Always play safely
- 2) Use all playground equipment correctly
- 3) Keep our playground clean and neat
- 4) Remember to LEARN

Hallway Rules

- 1) Straight line behind leader
- 2) Voice Level 0, Speed Limit 1
- 3) Keep hands and feet to self

Bathroom Rules

- 1) Voice Level 0, Speed Limit 1
- 2) Use bathroom quickly
- 3) Remember to flush
- 4) Wash hands before leaving
- 5) Properly dispose of all paper products

Parents will receive the following form for incidents that are considered minor and are handled by the classroom teacher. Please contact the teacher for more information about these incidents.

Minor Behavior Intervention Report

Student Name _____ **Date** _____ **Time** _____

Referring Staff _____ Classroom Teacher _____

LOCATION: Bathroom Bus Zone Cafeteria
 Classroom Commons Cubby Area Gym
 Hallway Library Office Other Location
 Playground Special Event/Field Trip

BEHAVIOR CONCERN:

Inappropriate Language Non-compliance Not Prepared
 Dress Code Inappropriate Voice/Level Late to Class
 Dishonesty Electronic Devices Copying/Cheating
 Not Actively Participating Not Keeping Hands/Feet/Objects to Self
 Violation of Playground/Cafeteria/Hallway/Bathroom Rules

DESCRIPTION OF INCIDENT:

INTERVENTION:

Verbal Conference Written Warning Change Seat/Proximity
 Loss of recess/free time Guidance referral Cool Down/Time Out
 Contact/Conference with Parent Re-teach/practice correct behavior
 Behavior Contract

Staff Signature _____ Parent Signature _____ Date Signed _____

Parents will receive the following form for incidents more serious in nature and require attention from a Principal. After three minor incidents, a student will be sent to the office on the fourth incident to see a Principal. At that time, this report will be sent home to parents.

Behavior Intervention Report

Student Name _____ Date _____ Time _____

Referring Staff _____ Classroom Teacher _____

LOCATION: Bathroom Bus Zone Cafeteria Classroom
 Commons Cubby Area Gym Hallway Library
 Office Other Location Playground Special Event/Field Trip

Positive Behavior Interventions Used Prior to Office Referral (If Appropriate):

Conference with Student Student Conf. w/Team Loss of Recess/Free Time
 Behavior Improvement Plan Contacted Parent (Phone/Note/Personal)
 Referred to Counselor/Family Resource Increased Positive Interaction (Mentor)

REASON FOR THIS REPORT: (Mark ONE only)

- | | |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Abusive or Inappropriate Language | <input type="checkbox"/> Instigation Non-Physical/Physical |
| <input type="checkbox"/> False Alarm | <input type="checkbox"/> Aggression/Rough Play/Horseplay |
| <input type="checkbox"/> Defiance/Disrespect/Insubordination/
Non-Compliance | <input type="checkbox"/> Lying/Cheating |
| <input type="checkbox"/> Fighting/Physical Aggression | <input type="checkbox"/> Other Behavior |
| <input type="checkbox"/> Forgery/Theft | <input type="checkbox"/> Property Damage/Vandalism |
| <input type="checkbox"/> Gang Affiliation Display | <input type="checkbox"/> Technology Violations |
| <input type="checkbox"/> Harassment/Bullying/Threats | <input type="checkbox"/> Use/Possession of Inappropriate/Illegal
Substances or Look-a-likes |
| <input type="checkbox"/> Inappropriate Display of Affection | <input type="checkbox"/> Use/Possession of Weapons or
Look-a-likes |
| <input type="checkbox"/> Inappropriate Location/Out of
Bounds/Late to Class | <input type="checkbox"/> Yelling/Arguing/Non-Physical |

COMMENTS:

POSSIBLE MOTIVATION:

- | | | |
|------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Obtain Peer Attention | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain items/activity |
| <input type="checkbox"/> Avoid Peer(s) | <input type="checkbox"/> Avoid Adult | <input type="checkbox"/> Avoid task/activity |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Unknown |

DISPOSITION:

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> After School Detention on _____ until _____ | |
| <input type="checkbox"/> Office Detention _____ minutes/hours | <input type="checkbox"/> Contacted Parent _____ |
| <input type="checkbox"/> Conference with Student _____ | <input type="checkbox"/> Conference with Parent _____ |
| <input type="checkbox"/> ABC Room | <input type="checkbox"/> Referred to Counselor _____ |
| <input type="checkbox"/> Other _____ | |

Parent Signature _____ Adm. Signature _____

Suspension From School

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

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

Additional information regarding suspension will be included in the Allen County Schools Code of Conduct. All children are expected to honor the code of conduct unless otherwise stated in an Individual Education Plan (IEP).

ALLEN COUNTY ATTENDANCE POLICY

The basic purpose of the attendance policy in the Allen County School System is to provide each student with meaningful experiences designed to enhance his/her development into a productive and responsible functioning member of our society. In achieving this purpose, it is important that each student realize that perfect attendance is his/her primary responsibility. We want to educate all students enrolled in this school system and it all starts by “being there”.

“Any and all students shall follow the attendance guidelines listed in the handbook regardless of age”

It is very important that your child be in school every day on time and remain all day.

The school year, 2018-2019, attendance will be determined once again on a Full Time Equivalence (FTE) basis. A student’s attendance will be tracked by minutes.

- I. KRS 159.150 defines truancy as follows: Any child who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant.

II. Excused Absences

1. Physician’s statement, signed by physician, indicating child was under doctor’s care and unable to attend school. Statement is to excuse only the absence of the student being treated by the doctor. Doctor’s statement(s) must be turned into the school office within **five (5) days** upon return to school.
2. Court appearance – bring a note of verification.
3. Death, 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.
4. One day for state fair.
5. Approved school activities.
6. Religious holidays.
7. Doctor and dental appointments.
8. Family emergencies – approved by Principal.
9. Parent note accepted for two days per semester – Each excuse may be used for up to 2 consecutive days. No phone calls please.
10. Lice – Must be excused by School Nurse or Physician.
11. Trips qualifying as educational enhancement opportunities – Prior approval (application submitted before the scheduled absence) to Principal is required.

- III. Unexcused Absences (students are allowed 6 unexcused absences for the year)
 - a. Work
 - b. Skipping school

- c. Vacation
- d. Missing bus
- e. Car trouble
- f. Slept late
- g. Baby-sitting
- h. Visiting out of town relatives
- i. Personal business
- j. Job hunting
- k. Illness without doctor's statement
- l. Indifferent parents

- IV. The following steps are to be taken with unexcused absences:
 - a. Parents/guardians will be contacted after a student has accumulated no more than three (3) unexcused absences and/or unexcused tardies.
 - b. After a student has three (3) unexcused absences and/or unexcused tardies, the parent/guardian will be asked to meet with an attendance review committee.
 - c. After the student has missed his/her sixth (6th) unexcused day and/or accumulated his/her, the D.P.P. will serve a final notice on the parent/guardian.
 - d. After the student has missed his/her seventh (7th) unexcused day and/or accumulated his/her, a Juvenile Petition will be served on the parent/guardian by the sheriff. Parents/guardians and student must appear before the Judge in Juvenile Court.
 - e. An alternative to filing a juvenile petition would be to have a summons issued for parents/guardians for violation of attendance laws, which would subject them to a fine of \$100 for the first offense, and \$250 for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor.

- V. Attendance Review Committee
 - a. The function of this committee is to meet with the parents/guardians to discuss the three unexcused absences and/or unexcused tardies. Parents/guardians are to present any facts to the committee which would change these absences or tardies. If none exist, the parents/guardians will be informed that when the student accumulates six (6) unexcused absences or tardies, this will cause the D.P.P. to serve a final notice and if another unexcused absence or tardy is recorded after the final notice, the case will be referred to Juvenile Court.
 - b. The attendance review committee will consist of the following:
Elementary schools: principal, assistant principal, homeroom teacher, or whomever the principal designates.

- VI. Age limits pertaining to the Kentucky Attendance Laws
 - a. 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 sixth birthday and has not passed his/her eighteenth birthday.

- VII. Tardies and Early Dismissals: Each school will decide how they will deal with tardies and early dismissals. Tardies for any part of the day will be accumulated and used toward truancy.
- VIII. Each school will decide if they will provide incentives for attendance and how they will be administered.
- IX. Notes and/or phone calls to inform the school of the absence are encouraged but do not replace the note for excused absence. It is very important for both the parent/guardian and the school to know the whereabouts of the students. However, these calls or notes do not excuse the absence. Please review the list of reasons listed in this policy for absences being excused.
- X. Each school will determine their own procedures for students entering school following an absence and how missed work will be made up.

Students must have up-to-date immunization records before enrolling in school. Students must live with a parent or legal guardian to enroll in school. After a student has missed six (6) days of unexcused absences, **for any reason**, we are required to notify the Director of Pupil Personnel for further action with regards to truancy.

Examples:

Three (3) unexcused absences = Simple Truancy
 Two (2) occurrence of Simple Truancy (6 days unexcused) =
 Habitual Truancy

After the sixth (6th) unexcused absence, the student’s name will be referred to the Director of Pupil Personnel for further action.

Tardies- Three (3) unexcused tardies will be counted as Simple Truancy.
 Two (2) occurrences of simple truancy (6 unexcused tardies) will be counted as Habitual Truancy. After the sixth (6th) unexcused tardy, the student’s name will be referred to the Director of Pupil Personnel for further action.

**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 describes 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 who have access to personally identifiable information is on file in each school. The ACSD 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 education record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to new 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 members 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, audio tape, videotape, or photograph classroom activities or special events or projects in which your child participates during or after the school day. Such interviews, audio tapes, videotapes or photographs may be used for staff/student evaluative, educational, or public awareness purpose and may be viewed by other students and faculty/administrators, and/or placed on the District's/school's Internet Web site(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, audio tapes, 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 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) affords 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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the 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 that 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 are 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 that permits disclosure with 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 education 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. Directory information may be released by the school or individual students 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 school 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. The student will be sent to the nurse to be checked.
 - b. 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 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. School nurse/school designated personnel upon return to school will recheck them.
 - b. Second occurrence and any thereafter during the school year: Students may return to school after receiving "All Clear of Nits & Lice" from either their family physician, the Health Department or they may make an appointment

with the school nurse/school designated personnel to be rechecked for re-admittance to school.

4. The Superintendent/designee shall:
 - a. Establish education/information programs on head lice control methods for school personnel, students and parents.
 - b. Provide each school with written materials on head lice control and prevention.

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.

ABSENCES DUE TO HEAD LICE

1. First occurrence – the parents will receive a letter outlining steps for correcting the situation.
2. Second occurrence – the family will receive another copy of the letter outlining steps for correcting the situation. They will also receive a note letting them know how their child/children can return to school once “LICE FREE”. They will be reminded that information and assistance is available through the Family Resource Center.
3. Three days maximum excused per year – any days over 3 days will be unexcused.

ASSAULT AND THREATS OF VIOLENCE

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary actions, 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.

BULLYING PREVENTION

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

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or

2. That disrupts the education process

Disciplinary action at the discretion of the principal.

TOBACCO

USE/POSSESSION PROHIBITED

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.

GRIEVANCES

Students and parents wishing to express an education 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

HARASSMENT/DISCRIMINATION

DEFINITION

Harassment/Discrimination is intimidation by threat of or actual physical violence; the creation, by whatever means, or a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to 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 into contact with employees and students.

District staff shall provide 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 FOR REPORTING

Level One: Teacher/Counselor

Student may file complaint with a teacher/counselor. Corrective action shall be taken within TEN (10) working days or receipt of the complaint at this level.

Level Two: Principal/Counselor

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

Level Three: Superintendent/Designee

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

Level Four: Board of Education

Corrective action shall be taken within TEN (10) working days of receipt 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 Mr. Chad Cooper. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact the Title IX Coordinator as follows:

570 Oliver Street, Scottsville, KY 42164
Address

(270) 618-3181
Telephone Number

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. Mr. Cooper will conduct the investigation. If you have any questions of the District's investigator, you may contact him/her as follows:

570 Oliver Street, Scottsville, KY 42164
Address

(270) 618-3181
Telephone Number

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness (es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated. The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The district is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the

investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX Coordinator or the Investigator identified previously.

If you are dissatisfied with the progress of the investigation, the progress rendering a decision, or the decision itself, you have the right to appeal to the Board.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX Coordinator and/or the Investigator.

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation by anyone against an individual, who has reported improper conduct, including sexual harassment/discrimination, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator and/or the Investigator immediately.

USE OF ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES

Drugs and Alcohol

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:

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

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

Drugs Defined

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.

Authorized Medication

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.

Penalty

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.

Reporting

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

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:

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

If you would like to request this information, please contact Chad Cooper by phone at 618-3181 or by email at Chad.Cooper@Allen.kyschools.us. Please include your child's name, the school they attend, the names of your child's teacher(s) and an address and phone number. Thank you for your interest and involvement in your child's education.

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 of 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.

TELEPHONE NUMBERS

Allen County Primary Center	618-7200
Allen County Board of Education	618-3181
Randall Jackson, Superintendent	
Rick Fisher, Director of Instruction	
Chad Cooper, Instructional Supervisor	
Kim Hawkins, Director of Special Education and Preschool	
Roger Weaver, Director of Transportation	
Gary Dewitt, Director of Pupil Personnel	
Shane Davis, Director of Safety and Support Services	
Family Resource Center	618-7200/618-8202
Allen County Intermediate Center	618-8200
James E. Bazzell Middle School	622-7140
Allen County Scottsville High School	622-4119
Allen County Technical Center	622-4711
Youth Services Center	622-3311
White Plains Learning Opportunity Center	237-4141
Allen County Adult Education	237-4492