

# **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**

D- Do My Best  
R- Respect Everyone  
E- Ensure Safety  
A- Act Responsibly  
M- Maintain Self-Control

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 allows for greater individual student attention. There are currently forty regular classrooms divided into Entry (K), Primary 1 (P1), Primary 2 (P2), and Primary 3 (P3) classrooms. ACPC also houses a KERA 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 DREAM 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**

**2015-2016**

Principal – Tim Wilson

Assistant Principal – Natalie Davis

Secretaries – Donna Hoffman  
Kim Huntsman  
Debbie Wolfe

School Counselor – Rhea DeVillez - K-1<sup>st</sup>  
Josh Long 2<sup>nd</sup>-3<sup>rd</sup>

School Nurse – Karla Calvert  
Reading Coach – Kathy Clark  
Primary Talent Pool – Vicki Cooper

Curriculum Coordinator – Melissa Jones  
School Nurse Assistant – Cindy Copas  
Computer Lab- Debbie Atwood, I.A.  
Tech/Computer Lab Support-, Josh Jones

### **RELATED ARTS**

Librarian – Tasha Stamper  
Physical Education – Diane Towe

Music – Julie Hartman  
Art – Valynn Spearman

### **POD A - Preschool** (Downstairs – Mauve)

#### Preschool Staff

Preschool Instructional Coach – Peggy Rippy

Heather Mitchell  
Gretchin Reagan  
Lesley Atwood  
Tabitha Uhls  
Missy Coffey  
Elizabeth Reardon

Channa Jones, I.A.  
Lea Cornwell, I.A.  
Kasey Williams, I.A.  
Shannon Carter, I.A.  
Peggy Blankenship, I.A.  
Becky Shaub, I.A.

Speech/Language Staff – Kristi Pardue  
Jeanna Stice  
Emily Williams

Title I/RTI Staff – Leslie Penny  
Susie Sadler  
Janet Grizzle  
Tabbatha Elmore  
Cindy McIntyre

Language For Learning Staff – Rita Trammel  
Becky Taylor

### **POD B – 3<sup>rd</sup> Grade** (Upstairs – Purple)

Maritta Shain  
Vera Gothard  
Lisa Stinson  
Jane Labadie  
Julie Croft  
Candace Gaddis, ECE

Jane Calvert  
Tina Ploughe  
Cindy Howard  
Josette Carter  
Mary Thompson  
Brenda Pruitt, ECE

**POD C - Kindergarten**  
(Downstairs – Sand)

Cindy King  
Leslie Manion  
Karen Stinson  
Rachel Gammons  
Daphne Mitchell  
Sarah Lammy  
Freda Rigsby  
Ashley Tabor  
Lisa Kirby  
Jean Anne Williams  
Shannon Fisher, ECE  
Jenna Birge, ECE

TBD, I.A.  
Lindsay Howell, I.A.  
Bernice Huff, I.A.  
Debbie Walden, I.A.  
Abby White, I.A.  
Michelle Cornwell, I.A.  
Rochelle Uhls, I.A.  
Cynthia Reynolds, I.A.  
Kim Borders, I.A.  
Danielle Robison, I.A.

**POD D – 2<sup>nd</sup> Grade**  
(Upstairs – Pumpkin)

Missy Sikes  
Monica Blevins  
Sherry Jo Walker  
Amy Sloan  
Brittney Rector  
Sandra Rippy, ECE

Erica Ausbrooks  
Susan Nelson  
Louella Hite  
Hope Pedigo  
Depeka Croft

**POD E – 1<sup>st</sup> Grade**  
(Downstairs – Green)

Julie Groce  
Sherry Roberson  
Heather Haney  
Sally Harper  
Valarie Powell  
Samantha Stinson, ECE/PASS  
Sarah Neal, ECE/MSD

Nancy Moody  
Karrie Graves  
Catina Cooper  
Cheri Napier  
Natalie Davis  
Angie Beltz, ECE

Support Staff – Robert Bunton, PASS, IA  
Chandra Hand, ECE, IA  
Trevia Myers, Pre-K IA  
Lydia Vernon, ECE, IA  
Vickie Warren, ECE, IA  
Megan Phillips, ECE, IA  
Mariah Burnley, ECE, IA

## **ADDITIONAL ACPC STAFF**

### Cafeteria

Robin Meador - Manager  
Patty Brown  
Dar Rita Carver  
Scharline Carver  
Jolene Cooper  
Shenna Hopkins  
Toni Kendall

### Full-time Substitute

Carmen Cesare

### Cafeteria Cashiers

Toni McGuire – Head Cashier  
Annette Ausbrooks

### Custodians

Donnie Bridgeman  
Norman Carter  
Karen Copas  
Brittany Donovan

Ronny Donovan  
Leonard Hester  
Ben Spears

## **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

April Hogue, 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.

### 2015-16 SBDM MEMBERS

TBD- Teacher Rep  
Julie Hartman- Teacher Rep  
Sherry Roberson- Teacher Rep

AJ Anderson- Parent Rep  
Jessica Temple- Parent Rep  
Tim Wilson- Principal



### Morning Drop-off:

Parents may walk their child into the building for the first **8 days** of school. Beginning August 17<sup>th</sup> 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 (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).

### 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. 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 signed out of 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 your child will be going to. If a change in transportation occurs during the school day, please call the office (618-7200) **BEFORE 1:30 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.*

## **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. Also please remain in the cafeteria 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

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.

## SCHOOL PARTIES

The staff at Allen County Primary Center has agreed upon three parties for the school year: Fall Harvest Party (Fall) – October 30, Christmas party (Winter) – December 18, and Valentine's Day party – February 12. The parties do not begin until the last hour of the 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 attend your child's party you will be asked to sign in and receive a pass before going to your child's classroom. 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 2015-2016 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.

### **STLP (Student Technology Leadership Program)**

**Mission Statement:** The mission of the Allen County Primary Center STLP is to promote opportunities for leadership, to enhance individual and cooperative learning experiences, and to provide motivation for students through technology.

**Objectives:** STLP students will serve on various teams, which will work cooperatively together and with others to promote leadership in a variety of technological skills. The following teams will be initiated:

1. Media Mania
2. Information Station
3. Mouse Patrol
4. Promotion Commotion
5. Software Specialists

STLP will meet during the school day. A schedule of meeting times will be made available after school starts.

### **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 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. 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 jot down a few notes. 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. This year we will have two instructors to provide intervention to students needing extra assistance in Math.

## **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 what the money is for. Young children cannot always tell you what they bring money for. 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.
6. No extreme hair colors or hair styles.

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, as students have fallen over these backpacks in the past. Students also try to pull these backpacks out of vehicles and up and down the stairs at school, causing accidents. Students at this level have very little homework; therefore, they should not have a heavy backpack to carry.

### **TOYS AND VIDEOS**

Students are not allowed to bring toys, trading cards, or videos to school unless requested by the teacher. If videos 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

3<sup>rd</sup> grade- Pod B (Purple B1-B8)

Art

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

3<sup>rd</sup> grade- Pod B (Purple B9-B13)

Library

Upstairs Computer Labs

2<sup>nd</sup> grade- Pod D (Pumpkin D2-D14)

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

Auxiliary Gym Exit – 1<sup>st</sup> grade- Pod E (Green E1-E6)

Gym/Auxiliary Gym/Cafeteria

Rear Exit – 1<sup>st</sup> grade Pod E (Green E7-E14)

### **Storm Shelter Areas**

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

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

Pod E (Green) Hallway – 1<sup>st</sup> grade and 2<sup>nd</sup> 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.**

## **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 to the location of the field trip. If parent/guardian has been selected to supervise and/or accompany the students, the student will be allowed to ride back with the parent/guardian after signing out with the child's classroom teacher.
3. Occasionally there is an admission fee or activity fee that will need to be paid in advance to the classroom teacher – Not through the school office. Any supervising parent will be responsible for his or her own fee if required.
4. Two parents from each classroom involved **may** be allowed to ride the bus with the students (if there is enough room on the bus). This is at the classroom teacher's request.
5. If teams take an additional field trip, other parents will be given the opportunity to ride the buses with the students **and/or** follow in vehicles. (It will be left up to the teachers as to how parents are selected, or if parents are needed for additional supervision.)
6. No more than five additional adults per classroom (less is option of classroom teacher) to follow in vehicles (in five teacher teams, that can be up to 25 additional adults per trip – sometimes this number is a problem for the trip location to accommodate the extra people

- and also shortens the students participation time.) All parents/guardians that attend a field trip MUST have completed a background check.
7. No younger brothers or sisters, or students from another team or school are to go on the field trip – the activity is for an enhancement of the child’s classroom studies.
  8. If parents have indicated that their child will get a sack lunch from school, they will be responsible for that lunch, even if they decide to bring a lunch from home on the day of the field trip. The lunches are prepared early that morning for students to be able to leave between 8:00 and 9:00. Teachers are responsible for students’ lunches only.
  9. Students are expected to complete classroom/homework tasks and behave appropriately on a daily basis (classroom, bus, activity time, playground, etc.). Those students who do not choose to take responsibility for their studies and behavior may not be permitted to participate in field trip activities. Parents/Guardians will be informed in advance if there is a possibility that the student may not be allowed to go on the field trip.
  10. In order for parents to attend a field trip, a criminal background check must be on file. Forms may be picked up from your child’s classroom teacher or from one of the school secretaries.
  11. Teachers may choose one parent per classroom to attend as a chaperone on a field trip.

### **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:  
Our expectations are based upon our motto: “Together We Dream”.

#### **Expectations:**

- D – Do My Best
- R – Respect Everyone
- E - Ensure Safety
- A – Act Responsibly
- M – Maintain Self-Control

#### **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) Use hands to place non-food items 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 DREAM

##### 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:**

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**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 along with copies of the three minors from the classroom.

**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)**

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

**COMMENTS:**

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**POSSIBLE MOTIVATION:**

___ Obtain Peer Attention	___ Obtain Adult Attention	___ Obtain items/activity
___ Avoid Peer(s)	___ Avoid Adult	___ Avoid task/activity
___ Other _____		___ Unknown

**DISPOSITION:**

___ After School Detention on _____ until _____	
___ Office Detention _____ minutes/hours	___ Contacted Parent _____
___ Conference with Student _____	___ Conference with Parent _____
___ ABC Room	___ Referred to Counselor
___ 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, 2015-2016, 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. Drivers test for the time it takes for test.

4. 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.
  5. One day for state fair.
  6. Each senior will be granted one day for college visitation.
  7. Approved school activities.
  8. Religious holidays.
  9. Doctor and dental appointments.
  10. Family emergencies – approved by Principal.
  11. Parent note accepted for two days per semester – Each excuse may be used for up to 2 consecutive days. No phone calls please.
  12. Lice – Must be excused by School Nurse or Physician.
  13. Trips qualifying as educational enhancement opportunities – Prior approval by Board of Education and Principal is required. Must be submitted to the Principal prior to the next scheduled Board of Education meeting before the trip.
- 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 (6<sup>th</sup>) 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 (7<sup>th</sup>) 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 sixth (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:  
Middle School or 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
- 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.
  - b. Students 18-21: Students who have attained their eighteenth birthday will adhere to the same attendance rules listed above with one exception. Instead of going to court on their tenth unexcused absence, they will be withdrawn from school.
  - c. Students over 21 are required to pay tuition.
  - d. Married students follow the same attendance rules as everyone else. The latest ruling from the Attorney General maintains that unmarried children under sixteen or seventeen years of age 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: 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 is 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, video tape, 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.

- Definition – Bullying is when a person or individuals inflict verbal, physical, or emotional abuse on another
- It includes threat of bodily harm, intimidation, a weapon, extortion, civil rights violation, gang activity, etc.
- It is an abusive act perpetrated toward an individual or groups over a period of time.

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](mailto: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	
Karen Harlow, Director of Special Education and Preschool	
Wendell Spears, Director of Transportation	
Gary Dewitt, Director of Pupil Personnel	
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 Vocational School	622-4711
Youth Services Center	622-3311
White Plains Learning Opportunity Center	237-4141
Allen County Adult Education	237-4492