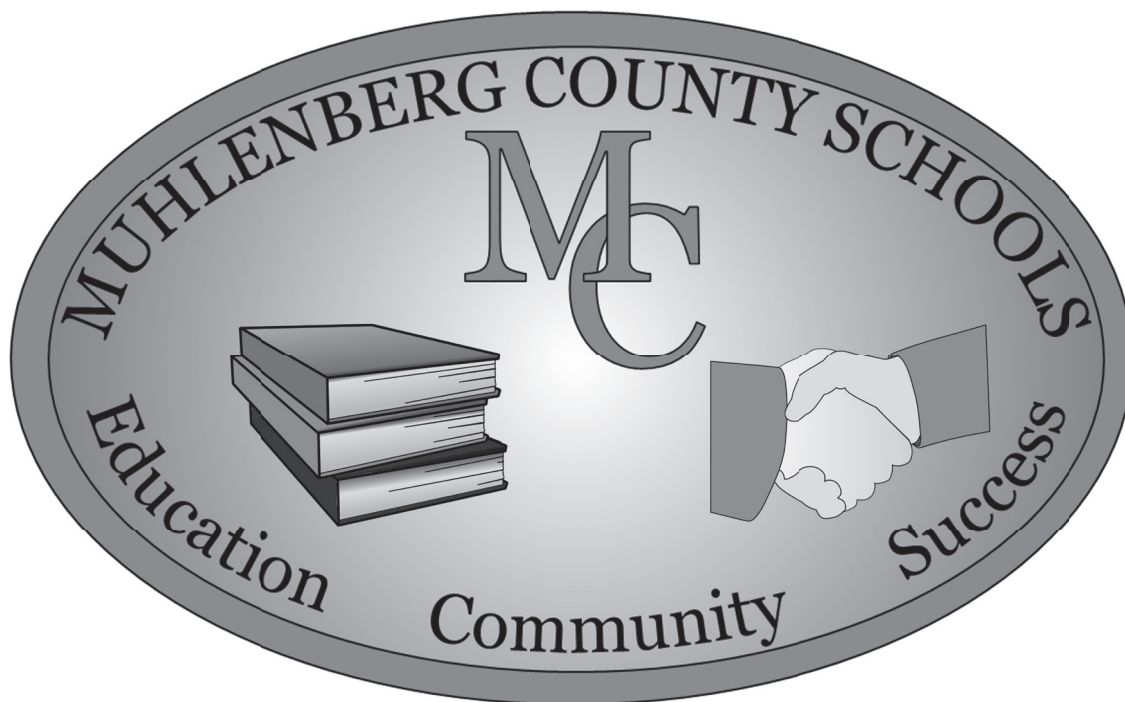


Muhlenberg County Schools

CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE 2020-2021



Adopted June, 1985
Revised July, 2020

STUDENT

HOMEROOM TEACHER

**MUHLENBERG COUNTY SCHOOLS
CODE OF
ACCEPTABLE BEHAVIOR
AND DISCIPLINE HANDBOOK**

I have received a copy of the Muhlenberg County Student Code of Acceptable Behavior and Discipline Handbook in accordance with Muhlenberg County Board of Education policy. Any questions I may have should be directed to my child's teacher as soon as possible.

PARENT OR GUARDIAN SIGNATURE

DATE SIGNED

* Please detach and return to your child's school as soon as possible.

Student Directory Information Notification

Consistent with the Family Educational Rights and Privacy Act (FERPA), parents (or students 18 or older) may direct the District not to disclose directory information listed below. We are required to disclose a student's name, address, and telephone listing at the request of Armed Forces recruiters or institutions of higher education, unless a parent or student who has reached age 18 requests that this information *not* be disclosed. Information about the living situation of a homeless student is not considered directory information.

Date

Dear Parent/Eligible Student,

This letter informs you of your right to direct the District to withhold release of student directory information for

Student's Name

Following is a list of items that the District considers student directory information. If you wish information to be withheld, please choose one (1) of the two (2) options below in both Sections I and II. Choose Option 1 if the District may not release any item of directory information; Option 2 if the District may release only selected items of information. Then check those items that may be released. Please be advised that parents cannot prevent the school from using directory information on District-issued ID cards or badges.

If we receive no response within thirty (30) days of the date of this letter, all students directory information will be subject to release without your consent. If you return this signed form on time, we will withhold the directory information consistent with your written directions, unless disclosure is otherwise required or permitted by law. Once there has been an opt-out of directory information disclosure, the District will continue to honor that opt-out until the parent or the eligible student rescinds it, even after the student is no longer in attendance.

<i>Student Directory Information Listing</i>		
Section I		Section II
Release to Third Parties other than Armed Forces Recruiters and Institutions of Higher Education		Armed Forces Recruiters & Institutions of Higher Education
(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section.)		(Parent or student who has reached age 18 may sign below to direct the District to withhold information in this section)
<p><i>Choose one of the Options below:</i></p> <p><input type="checkbox"/> Option 1: The District MAY NOT RELEASE ANY information listed below.</p> <p><input type="checkbox"/> Option 2: The District MAY RELEASE ONLY the information checked below.</p>		<p><i>Choose one of the Options below:</i></p> <p><input type="checkbox"/> Option 1: The District MAY NOT RELEASE ANY information listed below.</p> <p><input type="checkbox"/> Option 2: The District MAY RELEASE ONLY the information below.</p>
<p><i>If you choose Option 2, check the item(s) of information listed below that the District may release.</i></p>		
<input type="checkbox"/> Student's name <input type="checkbox"/> Student's address <input type="checkbox"/> Student's school email address <input type="checkbox"/> Student's telephone number <input type="checkbox"/> Student's date and place of birth <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Information about the student's participation in officially recognized activities and sports	<input type="checkbox"/> Student's weight and height (if a member of an athletic team) <input type="checkbox"/> Student's dates of attendance <input type="checkbox"/> Degrees, honors and awards the student has received <input type="checkbox"/> Student's photograph/picture <input type="checkbox"/> Most recent educational institution attended by the student <input type="checkbox"/> Grade level	<p>• Student's name</p> <p>• Student's address</p> <p>• Student's telephone number (if listed)</p>
<p>NOTE: IF DIRECTED TO WITHHOLD A STUDENT'S NAME, GRADE LEVEL, OR PHOTOGRAPH, THAT INFORMATION WILL NOT BE INCLUDED IN ANY SCHOOL OR DISTRICT PUBLICATION RELEASED TO THE PUBLIC. A PARENT WISHING TO PERMIT SUCH INFORMATION ABOUT HIS/HER CHILD (NAME, PICTURE, ETC.) TO BE INCLUDED IN A SCHOOL OR DISTRICT PUBLICATION (YEARBOOK, SPORTS PROGRAM, ETC.) THAT IS SOLD FOR FUND-RAISING PURPOSES MUST PROVIDE WRITTEN CONSENT FOR SUCH PURPOSES.</p>		

Parent/Eligible Student's Signature

II

Date

Notification of Right to Request Teacher Qualifications

Dear Parent or Guardian:

The educators in Muhlenberg County Schools are committed to providing a quality instructional program for your child. This letter is just one of the ways of keeping you informed of the educational commitment of our schools and our district.

Our district receives federal funds for the Title I programs as a part of the *Every Student Succeeds Act* (ESSA). Under ESSA 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 teacher has met the state requirements for licensure and certification for the grade levels and subject matter in which the teacher provides instructions;
2. Whether the teacher is teaching under emergency or other professional status through which state qualifications 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.

ESSA also requires that you be informed whether your child is provided services by paraeducators and, if so, their qualifications. In our district all paraeducators with instructional duties working in programs supported with Title I funds have passed the Kentucky Paraeducator Assessment; have an associates degree or higher or have completed at least 48 hours of postsecondary education.

If you would like to request this information, please contact the school principal.

You may also contact Matt Perkins, by phone at 270-338-2871 or email matt.perkins@muhlenberg.kyschools.us. Please include your child's name, the name of the school your child attends, the name of your child's teacher(s) and a mailing address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Matt Perkins, Assistant Superintendent/Federal Programs

**MUHLENBERG COUNTY SCHOOLS
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

Philosophy

County Schools Code of Acceptable Behavior and Discipline describes standards of conduct which are important to the success of both learning and community life in our schools. For students to have a successful educational experience, they must understand that individual rights and responsibilities go hand in hand. When people come together, their individual rights become limited because of the need for mutual respect.

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the regulations of the school district and the laws of the community and state.

Good order, proper attire, and cleanliness of person and attire are required of every pupil. Every pupil is expected to obey the directions of the teachers, to be diligent in study, and to be respectful to teachers and schoolmates.

The Principal of each school shall develop, distribute, and enforce specific rules of conduct for his school.

Students have the responsibility to follow rules and respect the authority of adults whose jobs are to ensure a successful education for many and not just one individual.

In light of this concept, it follows that students at different ages and grade levels will exercise their rights differently; the younger the child, the greater the need for adult guidance and protection.

These rights shall include but not be limited to the following:

Students Have the Right:

- a. To an education preparing the student within the limits of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
- b. To receive a free public education until they have either successfully completed a twelve-year educational program or reached the age of 21 years, whichever comes first.
- c. To request an explanation of the purpose of rules.
- d. To suggest rules or changes in rules.
- e. To "due process" in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teacher to principal to Superintendent to Board of Education according to established procedures.
- f. To protection of person and property to the fullest extent possible by the school.
- g. To participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.
- h. To confidentiality of personal school records.
- i. To receive academic grades based only on academic performance.

STUDENTS HAVE THE RESPONSIBILITY:

- a. To attend school regularly and to take advantage of the opportunities offered by cooperating with those trying to teach and working at the job of learning and not to interfere with the right of fellow students to an education.
- b. To responsibly use the freedom of speech in such a way as not to offend the rights of others with obscene or damaging words or actions, and within the limits of good taste, to avoid the use of language in a discourteous, offensive, or inflammatory manner.
- c. To obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
- d. To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just that one or a few individuals.
- e. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
- f. To refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.
- g. To make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
- h. To follow established procedures in requesting release of personal records.
- i. To cooperate with those trying to teach.
- j. To maintain high standards of personal conduct and respect the rights of others and abide by regulations of the school district.
- k. To refrain from using, possessing, or transmitting any alcoholic beverages or illegal or controlled substance.
- l. To exhibit neatness and cleanliness of personal hygiene.
- m. To refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- n. To follow the rules and regulations of the Board of Education and/or the school administration.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- a. Send their child to a school with an environment where learning is valued.
- b. Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- c. Enroll students in the Muhlenberg County School District where they shall attend classes regularly and promptly with minimal interruptions.
- d. Expect the school to maintain high academic standards.
- e. Review the student's academic progress and other pertinent information which may be contained in the student's personal records.
- f. Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- a. Instill in their children the values of an education.
- b. Instill in their children a sense of responsibility.
- c. Instill in their children a sense of respect.
- d. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- e. Be familiar with the educational program and the procedures.
- f. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- g. See that children attend school regularly and promptly.
- h. Check with the proper school officials regarding the facts of any situation that they might question.
- i. Support the efforts of the school personnel.
- j. Demonstrate respect for the teachers, administrators, school personnel at school and all school related activities.
- k. See that students exhibit neatness and cleanliness in their personal attire and hygiene.

TEACHERS HAVE THE RIGHT TO:

- a. The support of co-workers, administrators, and parents.
- b. Work in an educational environment with a minimum of disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Remove any student, from class whose behavior significantly disrupts a positive learning environment, for no more than one class period during which time the student will be in the office or other designated area.
- e. Safety from physical harm and freedom from verbal abuse.
- f. Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g. Take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

- a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and return them as soon as possible.
- e. Exhibit exemplary behavior in action and speech.
- f. Exhibit neatness and cleanliness of personal dress and hygiene.
- g. Reward exemplary behavior or work of students.
- h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
- j. Maintain necessary records of student progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school.
- m. Maintain detailed, systematic records of the achievement of each student and report every nine (9) weeks to the parent or guardian on the progress of their child.

PRINCIPALS HAVE THE RIGHT TO:

- a. The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b. Provide input for the establishment of procedures and regulations that relate to the school.
- c. Safety from physical harm and verbal abuse.
- d. To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- e. Suspend any student whose conduct disrupts the educational process.
- f. Administer the school environment to provide the proper learning atmosphere.

PRINCIPALS HAVE THE RESPONSIBILITY TO:

- a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b. Administer discipline fairly and equally following the guidelines set forth herein, but in doing so use his/her own best judgement.
- c. Exhibit exemplary behavior in action, dress, and speech.
- d. Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, State, and Nation.
- e. Direct a program of dissemination of information explaining the Code of Acceptable Behavior and Discipline to the school community.

ALTERNATIVE EDUCATION (See Board Policy 09.4341)

For conduct that disrupts the educational process and in accordance with procedures developed by the Superintendent, a student may be assigned to the alternative education program. Assignments to the District's alternate education program are made by the Superintendent and/or the ILPA Team.

Certain behaviors that may warrant immediate placement in the alternate education program include: furnishing/selling/possession of an unauthorized substance, possession/use/transfer of a dangerous weapon, bomb threat, arson, or inflicting serious physical injury on another individual while on school property.

The Principal or designee shall notify the parents of their child's assignment to the alternate education program. If the student is enrolled in the special education program, parents and the student, when appropriate, will be invited to an Admissions and Release Committee meeting to discuss the child's Individual Education Plan and placement options.

Students assigned to the alternative education program continue regular schoolwork under the supervision of school staff. Counseling services shall be offered to address school-related problems in the alternative setting.

Students who are assigned to an alternative education program shall not be permitted to participate in or attend extracurricular or other school-sponsored activities during the term of their assignment to the alternative program. Students are not allowed to drive vehicles to or from school when assigned to the alternative education program.

VIRTUAL LEARNING Due to Covid-19 pandemic, a variety of virtual learning opportunities will be offered to all students K-12 for the 2020-2021 school year.

MUHLENBERG COUNTY SCHOOLS

ELEMENTARY SCHOOL LEVELS OF STUDENT MISCONDUCT

Level I

Minor misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school. (Examples may include but are not limited to: excessive talking, out of seat, failure to complete assignments, refusal to carry out staff directions).

Level II

Misbehavior that occurs frequently or the seriousness tends to disrupt the learning climate of the school. (Examples may include but are not limited to: continuation of Level I misconduct, inappropriate notes/messages, pinching, insulting remarks, bus misconduct, abusive language, failure to keep hands and feet to self).

Level III

Acts directed against persons or property but the consequences do not seriously endanger the health or safety of others in the school. (Examples may include but are not limited to: continuation of Level II misconduct, stealing, threats to others).

Level IV

Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. (Examples may include but are not limited to: continuation of Level III misconduct, bullying/harassment, assault/battery, possession of dangerous weapon, possession of unauthorized substances).

MUHLENBERG COUNTY SCHOOLS

MIDDLE/HIGH SCHOOL LEVELS OF STUDENT MISCONDUCT

Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. (Examples may include but are not limited to: tardiness, classroom disturbance, failure to complete assignments or carry out directions).

Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. (Examples may include but are not limited to: continuation of Level I misconduct, school tardiness, truancy, skipping class, bus misconduct).

Level III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. (Examples may include but are not limited to: possession/use of unauthorized substances, stealing, threats to others, defiance of authority, disorderly conduct).

Level IV

Acts which result in violence to another person or property, which pose a direct threat to the safety of others in the school. (Examples may include but are not limited to: extortion, bomb threat, possession/use of dangerous weapons, assault/battery, theft/possession/sale of stolen property, possession/furnishing/selling of unauthorized substances).

ABSENCES AND EXCUSES (See Board Policy 09.123)

Pupils are required to attend regularly and punctually the school in which they are enrolled.

ANY PUPIL WHO HAS BEEN ABSENT FROM SCHOOL WITHOUT VALID EXCUSE FOR THREE (3) DAYS OR MORE, OR TARDY THREE (3) DAYS OR MORE, IS A TRUANT. A PUPIL WHO HAS BEEN REPORTED AS A TRUANT TWO (2) OR MORE TIMES IS A HABITUAL TRUANT. AN ABSENCE FOR LESS THAN 35% OF THE REGULARLY SCHEDULED SCHOOL DAY SHALL BE CONSIDERED TARDY.

Seven (7) absences for the following valid reasons may be excused (anytime during the year) provided they are verified by phone and/or writing (school preference) by the student's parent or guardian within (5) days of the student returning to school. Any absence after (7) call ins/or written notes (school preference) must have verifiable evidence that the absence was for a valid reason in order for it to be excused. Examples: written doctor or medical personnel excuse in case of sickness, death notice or funeral home card in case of death in the family, or court excuse in cases of mandatory court appearances.

EXCUSED ABSENCES/TARDIES

1. Death or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Participation in school-related activities approved by the Principal,
4. To pursue an educational enhancement opportunity of significant educational value,
5. Mandated court appearances,
6. Religious holidays and practices with prior approval of the Principal,
7. Documented military leave,
8. One (1) day prior to departure of parent/guardian called to active military duty,
9. One (1) day upon the return of parent/guardian from active military duty,
10. One (1) day for attendance at the Kentucky State Fair, or
11. Other valid reasons as determined by the Principal

Make-up work shall be permitted for excused absences only. The student will be allowed the number of days for make-up equal to the number of days absent. It is the student's responsibility to contact the teacher for make-up work.

School handbooks or agenda books should also be reviewed by parent for school-specific instances of excused/unexcused absences.

NO PASS - NO DRIVE (See Board Policy 09.4294)

The No Pass/No Drive Law (KRS 159.051) was passed during the 2007 legislative session. Students who are sixteen (16) or seventeen (17) years old who became academically deficient or deficient in attendance, and have not successfully completed high school graduation requirements, shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation. Academic deficient is not receiving passing grades in at least two-thirds (2/3) or sixty-six percent (66%) of their classes in the preceding semester or accumulating nine (9) unexcused absences in the preceding semester. Suspensions shall be considered unexcused absences.

SUSPENSION (See Board Policy 09.434)

In accordance with KRS 158.150, the Principal or Assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident.

All absences due to suspensions will be unexcused.

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (Board Policy 09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

The Principal or Assistant Principal shall report any suspension in writing immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

Above guidelines must also be followed for suspension of students with disabilities. In addition to the above guidelines, the following procedures should be followed for students with disabilities.

If a suspension is more than 10 days, the Admissions and Release Committee (ARC) should be convened to determine whether the discipline problem is related to the student's disability.

If the discipline problem is determined to be related to the disability, the ARC must consider the appropriateness of the placement and/or the Individual Education Plan. If the discipline problem is determined to be unrelated to his/her disability, then the student will be disciplined according to the Discipline Code.

If a manifestation determination is required, the school shall notify the Director of Special Education.

EXPULSION (See Board Policy 09.435)

The Board may expel any pupil for misconduct as defined in subsection (1), KRS 158.150. (See Board Policy 09.434.)

Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

The Board's decision shall be final.

In cases which involve students with disabilities, the procedures mandated by federal and state law for disabled students shall be followed.

USE OF PHYSICAL RESTRAINT AND SECLUSION (See Board Policy 09.2212)

CORPORAL PUNISHMENT (See Board Policy 09.433)

"Corporal Punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

Effective July 1, 1991 no person employed or engaged by any public elementary or secondary educational system within this school district shall inflict or cause to be inflicted corporal punishment or bodily pain upon a pupil attending any school or institution within such educational system; provided, however, that any such person may, within the scope of his employment, use and apply such amounts of physical restraint as may be reasonable and necessary to protect oneself, the pupil, or others from physical injury, to obtain possession of a weapon or other dangerous objects within control of the pupil, or to protect property from serious harm.

For conduct that disrupts the educational process, a student may be referred to the alternate education program or appropriate discipline according to board policy.

DISTRICT TECHNOLOGY

District technology resources may not be used to access blogs, online journals, or any other online site where personal information is shared. Revealing personal information can make one more vulnerable to online predators.

TELECOMMUNICATION DEVICES (See Board Policy 09.4261)

While on school property or while attending school sponsored or school related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunication devices as defined by law provided they observe certain conditions:

1. Devices shall not be used in a manner that disrupts the educational process.
2. Students are responsible for keeping up with devices they bring to school.
3. Students shall comply with any additional rules developed by the school.

SEARCH AND SEIZURE (See Board Policy 09.436)

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

Searches of a pupil's person or his/her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school which the student attends.

When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search.

No search of a pupil shall be conducted in the presence of other students.

No strip searches of students shall be permitted.

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

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

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

CANINE USE

Specially trained non-aggressive canines will be used to provide random unannounced inspections. The canines are trained to detect prohibited items and will cover common areas, lockers, classrooms, desks, bookbags, personal effects, automobiles, and all other areas of the school property or facility being used for a school function.

ALCOHOL, DRUGS, AND OTHER CONTROLLED SUBSTANCES (See Board Policy 09.423)

No pupil shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage or any controlled drug substance, or any substance which “looks like” a controlled substance,* 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.**

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 Human resources under regulations pursuant to KRS 218A.020.***

Use of a drug authorized and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

Violation of this policy shall constitute reason for disciplinary action including, but not limited to, suspension or expulsion from school, or referral to Alternative Learning Center**** and suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, violations may result in notification of appropriate legal officials.

HIGH SCHOOL RANDOM DRUG TESTING PROGRAM (See Board Policy 09.423 and Administrative Procedures 09.423 AP.1/AP.21)

Students participating in extracurricular activities at the high school and students who wish to drive to and from school shall participate in the District’s student random drug-testing program. Students who do not exercise the privilege of participating in extracurricular activities or driving and/or parking on campus may participate in the random drug and alcohol testing program on a voluntary basis.

Extracurricular activities include participation in school clubs or organizations not required by a class and athletic teams, including but not limited to baseball, basketball, cheer leading, cross-country, dance, football, softball, tennis, track, volleyball, swimming and golf.

While not required, other students may voluntarily participate in the District’s random drug-testing program upon receipt of parental consent and completion of all appropriate forms.

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

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen; and
5. Integrity of the collection and testing process, as well as the confidentiality of test results.

TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS (See Board Policy 09.4232)

The possession or use of tobacco, alternative nicotine, or vapor products by students on school grounds, in school buildings or in all Board vehicles is prohibited.

WEAPONS (See Board Policy 05.48)

Pupils shall not carry on their person or cause to be brought to school firearms, illegal knives, or any other object which can be classified as a dangerous instrument.

Violation shall constitute reason for suspension, or expulsion and possible referral to Alternative Learning Center.

Unlawful possession of weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000.00) fine.

ASSAULT AND THREATS OF VIOLENCE (See Board Policy 09.425)

Any pupil who threatens , assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion. ¹

When school personnel 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 assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

BULLYING / HAZING (See Board Policy 09.422)

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the educational process or intrude upon the rights of others.

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: that occurs on school premises, on school-sponsored transportation, or at a school sponsored event: or that disrupts the educational process. This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the educational process.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur in the locations listed above. All students who believe they have been victims of bullying/harassment shall immediately report it to an administrator or teacher at their school. All students who witness bullying/harassment shall immediately report it to an administrator or teacher at their school. All administrators and teachers who have any incidences of bullying/harassment reported to them shall promptly forward the report(s) to the principal for appropriate action. Each building principal or principal's designee shall ensure that all reports involving student bullying/hazing in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken. Principals and/or parents may request a district investigation by contacting the Director of Special Education, after a school level investigation was completed and additional support is requested.

To assist in determining appropriate action, the principal shall consider all existing policies and procedures that address the type of conduct that may be involved in bullying/hazing. Such policies and procedures include, but are not limited to, 09.42811 AP.1, 09.42811 AP.2, 09.42811 AP.22, 09.42811 AP.24, 09.438 AP.1

Discipline for student bullying/hazing may include suspension or expulsion. In addition, the building principal shall consider other actions which may be appropriate responses to student bullying/hazing. These responses may include, but are not limited to: holding student assemblies and implementing programs that are used to prevent and stop bullying/hazing, advising students on consequences of engaging in bullying/hazing behaviors, developing a communication system that encourages students to report incidences of bullying/hazing, holding conferences with parents of students who continue to engage in bullying/hazing behaviors after intervention, withholding privileges from students who participate in bullying/hazing behaviors, holding training/in-services to assist in staff development in being alert to student bullying/hazing, taking action against bullying/hazing, and helping create a school climate where bullying/hazing is not tolerated.

DISRUPTING THE EDUCATIONAL PROCESS (See Board Policy 09.426)

Behavior which is disruptive of the educational process shall not be tolerated and shall subject the offending pupil or pupils to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may potentially damage property;
3. Illegal activity; or
4. Conduct that interferes with, or hinders, the orderly administration of the school and school-related activities.

DRESS AND APPEARANCE (See Board Policy 09.427)

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgement of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils, is prohibited.

Girls shall be permitted to wear slacks and other forms of long pants to school. No mini-skirts shall be worn by students in grades six through twelve (6-12). Shorts may be worn as long as they are not shorter than the allowable length of dresses.

CONDUCT ON SCHOOL BUS (See Board Policy 09.226)

Pupils shall conform to transportation rules and regulations prescribed under state statutes and under state and local regulations.

Instruction in bus conduct and safety shall be provided all transported students. Instruction shall include the following rules:

1. Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.
2. Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.
3. When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.
4. When pupils enter the bus, they shall proceed directly to a seat.
5. Pupils shall remain seated until the bus has come to a complete stop.
6. Pupils shall not extend their arms, legs, or heads out the bus windows.

7. Pupils shall not change from one seat to another while the bus is in motion unless given permission by the driver.

8. Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear signals of emergency vehicles or an approaching train.

9. At no time shall students be permitted to eat, drink, or use tobacco products while riding the bus. (See Board Policy 06.343)

SUICIDE PREVENTION (See Board Policy 09.22)

Suicide awareness information will be given to our students and can be accessed at our schools. All threats are taken seriously and should be reported to school personnel who have training to respond to emergencies.

CARE OF SCHOOL PROPERTY (See Board Policy 09.421)

Pupils shall be held responsible for damage to school property.

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

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

CHILD FIND

Children and youth determined eligible for special education include those children and youth with disabilities who have hearing impairments, vision impairments, emotional and behavior disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, or traumatic brain injuries, and who because of these impairments need specially designed instruction and related services.

The district has an ongoing Child Find system, which is designed to find any child or youth, age three through twenty-one years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

The Muhlenberg County School District will make sure any child or youth who has a disability, regardless of how severe the disability, is provided an appropriate public education at no cost to the parents of the child or youth.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help Muhlenberg County Schools find any toddler, child, or youth who may have a disability and need special education and related services. The district needs to know the name and date of birth of the child or youth; the name, address and phone number of the parent or guardian; the possible disability; and other information to determine if special education is needed.

Letters and phone calls are some of the ways Muhlenberg County Schools collect the information needed. The information the school district collects will be used to contact parents to determine if referral and evaluation are needed. If you know of a child or youth who lives in the district who may have a disability and is not receiving needed services please contact: Director of Special Education, Muhlenberg County Schools, 510 W. Main Street, Powderly, KY 42367, or phone (270) 338-2871. The district office is open Monday through Friday, from 8 a.m. to 4:00 p.m.

Child Find activities will continue throughout the school year. As part of these efforts, Muhlenberg County Schools will use screening information, student records, and basic assessment information it collects on all children and youth in the district to help locate those children and youth who have a disability and need special education.

Any information the district collects through Child Find is maintained confidentially.

DESTRUCTION OF EDUCATION RECORDS

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The Muhlenberg County School District will destroy the educational records of a child or youth without a parent's request, in accordance with the state records retention schedule. Parents are advised that data contained in the records may be needed at a later date for Social Security purposes. The MCSD 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.

NOTICE TO PARENTS OF TEACHER'S QUALIFICATION/CERTIFICATION

Information regarding the professional qualifications of their child's classroom teacher related to federal law may be requested at the school their child attends.

NOTICE OF ASBESTOS MANAGEMENT PLAN

The district Asbestos Management Plan is available for review at the central office.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. The rights accorded to and the consent required of parents will transfer to the student at the age of eighteen (18) unless parents provide the school with evidence that there is a court order, legal document, or other verification showing that parents are the guardian of, or a student’s representative in educational matters or that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

These rights are:

1) The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

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

2) The right to inspect and review logs documenting disclosures of the student’s education records.

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

3) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

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

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

a. Disclosure to school officials with legitimate educational interest. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a 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 disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend on the authority granted to their particular agency.

5) The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.

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

6) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard, and institutions of higher education.

Unless the parent or student who has reached age 18 requests in writing that the District not release information, the student’s name, address and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

Protection of Pupil Rights Amendment (PPRA) affords parent certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Any Eligible student, parent, or guardian who does not wish to participate in surveys, collection and use of information for marketing purposes, and certain physical exams shall notify the Superintendent in writing on or before September 15 of each school year.

Parents who believe their rights have been violated may file complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

If you have any questions, please contact the Director of Special Education, Muhlenberg County Schools, 510 W. Main Street, Powderly, KY 42367, or phone 270-338-2871.

The Muhlenberg County Schools does not discriminate on the basis of race, color, national origin, sex or handicap in admission to, access to, treatment in or employment in its programs and activities. The Muhlenberg County Schools has designated the following official(s) to coordinate its nondiscrimination compliance efforts.

Director of Personnel
Muhlenberg County Schools
270-338-2871

MUHLENBERG COUNTY BOARD OF EDUCATION
510 West Main Street
Powderly, Kentucky 42367
Phone (270) 338-2871
Fax (270) 338-0529

BOARD OF EDUCATION

Stefanie Rager Chairman
Susan Wells Vice-Chairman
Darrell Bowers Member
Rajiv Johar Member
Kim Bard Member

ADMINISTRATION

Robby Davis Superintendent of Schools
Grant Sharp, Principal Bremen
Scott Blake, Principal Central City
Grayson Wells, Principal Muhlenberg South Elementary
Stacie Jones, Principal Greenville
Brent Hardison, Principal Longest
Jerry Rager, Principal Muhlenberg North Middle
Brian Lile, Principal Muhlenberg South Middle
Donna Bumps, Principal Muhlenberg County High
Alex Watkins, Principal Renaissance Center

The complete board policy and procedures book is available for viewing on the board's website:
www.mberg.k12.ky.us