

STUDENT-PARENT Handbook

Jackson City School

2025
2026

DOCUMENTS IN THIS HANDBOOK MAY BE REVISED AS DEEMED NECESSARY.

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NON-DISCRIMINATION STATEMENT

Students, their parents, and employees of the Jackson Independent School District are hereby notified this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.

INTRODUCTION

Welcome to the Jackson Independent Schools! We are unique among Public School Districts in that we represent three separate schools under one roof: Jackson Primary School, Jackson Middle School and Jackson High School. Organized in 1910 Jackson Independent Schools have served the boys and girls in the City of Jackson and Breathitt County by providing rigorous academic programs, a nurturing social environment, and competitive athletic programs.

Parents and students are encouraged to read and discuss this handbook thoroughly. Many of the most frequently asked questions are addressed in the handbook. If you have any

additional questions or need clarification on any item, please contact your teacher(s) or the principal.

MISSION STATEMENT

The mission of the Jackson City School is to assure exemplary schooling in a small, family-like setting with the academic and personal well-being of our children and youth at the heart of all we do.

JACKSON INDEPENDENT SCHOOL STAFF

Administrative Staff

| | |
|--------------------|---------------------|
| Wayne Sizemore | Superintendent |
| Melissa Roark | Principal |
| Anjanette Davidson | DPP, DAC, FedP |
| Matthew Coots | Chief Tech. Officer |
| Gentry Hayes | Athletic Director |

Classified Staff

| | |
|-----------------|---------------------|
| Dixie Combs | Asst. to Superint |
| Angie Turner | Finance Officer |
| Teresa Robinson | School Secretary |
| Orville Turner | Bldg Security/Maint |
| Andrus Sizemore | SLP |
| Ashley Combs | FRYSC/Comm Educ |
| Hope Lucas | Dist Hlth Coord |
| Ellen Banks | School Nurse/Inst |

Certified Staff

| | |
|---------------------|---------------------|
| Valerie Pugh | Kindergarten |
| Regina Stamper | Kindergarten |
| Megan Byers | First Grade |
| Faith Noble | Second Grade |
| Angie Campbell | Second Grade |
| Sarah Roberts | Elem/SpEd |
| Victoria Howard | 4th/5th |
| ELA/Science | |
| Christy Taulbee | 3rd |
| Sarah Trent | 4th/5th |
| Math/Social Studies | |
| Cora Bowling | M.S. E.L.A. |
| Krystal Holbrook | M.S. Science |
| Britni Back | M.S. Math |
| Jessica Stacey | H.S. Eng/Journalism |
| Jeffrey Coots | H.S. Math |
| Lucy Warrix | H.S. Science |
| Jordan Fugate | H.S Social Studies |
| Jacob McCoy | Special Needs |
| Misty Noble | Special Needs |
| Walter Thompson | Health/P.E. |

| | |
|------------------|----------------------|
| Chet Sygiel | Chess |
| Tyler Howard | Clinician |
| Grethel Jones | Preschool Teacher |
| Gentry Hayes | SBMH Counselor |
| Amanda Fugate | Inst Asst. |
| Katie Little | Inst Asst. |
| Donna Little | Inst Asst. |
| Crystal McIntosh | Inst Asst. |
| Ashley Mullins | Int Asst. |
| Amanda Salyers | Inst Asst. |
| Crystal Smith | Inst Asst. |
| Laura Turner | Inst. Asst. |
| Paige Tittle | Food Service Dir |
| Tonya Morgan | Food Service Staff |
| Harley Fugate | Food Service Staff |
| Tamara O'Malley | Food Service Staff |
| Eric Mullins | Asst Trans. Director |
| Anthony Brown | Custodian |
| Michael Baker | Custodian |

DAILY CLASS SCHEDULE

The doors to the school will be opened at 7:30 am. **Students arriving before this time will not be allowed to enter the school building.** When students enter the building, all Drop-off /Pick-up Students in Grades P-5 must enter/exit the building by the Staff Parking lot on Patton Avenue. Drop-off /Pick-up students in Grades 6-12 will enter/exit the building through the main entry door. All bus riders will enter/exit the breezeway doors.

If students in grades 6-12 have not eaten breakfast, they may do so anytime between 7:30-8:00 am. Students in grades 6-12 will take their breakfast back to the room to eat. Students in grades K-5 will have assigned breakfast times.

Minutes

| | | |
|------------------------|-------------|------------|
| Breakfast/Mentor/ | | |
| Remediation | 7:30-8:00 | 30 minutes |
| 1 st Period | 8:05-9:05 | 60 minutes |
| PASS | 9:05-9:10 | 5 minutes |
| 2 nd Period | 9:10-10:10 | 60 minutes |
| PASS | 10:10-10:15 | 5 minutes |
| 3 rd Period | 10:15-11:15 | 60 minutes |
| PASS | 11:15-11:20 | 5 minutes |
| 4 th Period | 11:20-12:20 | 60 minutes |
| Lunch | 12:20-12:45 | 25 minutes |
| PASS | 12:45-12:50 | 5 minutes |
| 5 th Period | 12:50-1:50 | 60 minutes |
| PASS | 1:50-1:55 | 5 minutes |
| 6 th Period | 1:55-2:55 | 60 minutes |

EFFECTIVE SCHOOLS SITE PROJECT

The effective schools process is a school reform framework based on evolving research from both empirical and case studies of schools across the country that have been effective in teaching the intended curriculum to all students.

Two standards for measuring effectiveness have evolved: Quality and Equity.

The quality standard assures that the overall level of achievement in the school is at a high level. The equity standard assures that the high achievement does not vary significantly across the subsets of the school's population.

JACKSON INDEPENDENT EFFECTIVE SCHOOL CORRELATES

Clear School Mission
Frequent Monitoring
High Expectations
Home/School Relations

Instructional Leadership
Opportunity to Learn
Safe and Orderly Environment

REQUIREMENTS FOR ADMISSIONS

1. A legal birth certificate or other reliable proof of age and identification
2. A Kentucky certificate of immunization
3. Proof of a preventative health care examination conducted within one year prior to initial entry into the school program and another preventative health care examination within one year priority to entry into the 6th grade; a Head Start and/or preschool physical exam may count as the initial enrollment school physical
4. Proof of an eye examination by an optometrist or ophthalmologist, documented on the Kentucky School Eye Exam Form
5. Proof of a dental screening or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner or physician assistant, documented on the Kentucky Dental Screening Form (This form must be presented to the school no later than January 1 of the first year that a 5- or 6-year-old child is enrolled.)

VISITORS

All visitors to Jackson City School must first sign-in with the school office. Parents and guardians are encouraged to visit our schools often. If a conference is desired with the principal or any teacher, please call first to arrange an appointment, if possible. Upon request, all visitors must identify themselves to proper school authorities in the school building or on the school grounds.

TELEPHONES/CELLPHONES

Students will not be called from class unless absolutely necessary. Important telephone messages will be taken and delivered to the student during class breaks or after school. The use of any electronic communication device by students is prohibited during the instructional school day unless prior permission is granted from the principal or designee.

ATTENDANCE POLICY

Updated:

Calculation of Attendance

702 KAR 7:125. Pupil attendance. Section 2. The guidelines in this section shall be used to calculate pupil attendance for state funding purposes.

(1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.

(2) A tardy shall be recorded for a pupil who is absent thirty-five (35) percent or less of the regularly scheduled school day for the pupil's grade level.

(3) A half-day absence shall be recorded for a pupil who is absent thirty-six (36) percent to eighty-four (84) percent of the regularly scheduled school day for the pupil's grade level.

(4) A full day absence shall be recorded for a pupil who is absent more than eighty-four (84) percent of the regularly-scheduled school day for the pupil's grade level.

Attention: Students who have 6 or more unexcused absences, (this includes all tardies that accumulate up to an unexcused absence), will not be permitted to attend school field trips. This includes 8th grade and Junior/Senior trips. Students who have 6 or more unexcused absences will not be permitted to attend intergenerational dance, middle school prom, or high school prom. All changes are subject to the principal's discretion. (Updated 7/8/25)

Excused Absences

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

- Participation in school-related activities, including 4-H and the KY State Fair, as approved by the Principal;
- Court appearances (only the portion of the day required and with documentation from the Court);
- Doctor or Dentist appointment (only the portion of the day required and with documentation from physician/dentist office; Mental or Behavioral Health Notes shall be presented within three (3) days of return to school); *Beginning 2024 SY: When a student exceeds 10 doctors'/medical excuses, additional documentation must be picked up in the office and filled out by the attending physician.
- Driver's permit or license tests (only the portion of the day required and with documentation)
- Other valid reasons as determined by the DPP or Principal
- Parents or guardians should call the school by 9:00 a.m. any day their student is absent from school. **Calling does not excuse the absence**, written documentation must be provided to receive an excused absence.

Parent Notes

Only three days per semester will be excused by a parent note. Notes shall be presented within three days of return to school; otherwise, they will be unexcused. Parent notes after the first three, per semester, will be counted as unexcused.

Suspensions

Suspensions are unexcused as stated by House Bill 43.

Truancy

Definition of Truancy

KRS 159.150

A Truant as stated by KRS 159.150 says,

1. Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant.
2. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days is a truant.
3. Any student who has been reported as a truant two (2) or more times is a habitual truant.
4. For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one (1) Kentucky public school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.
5. A local board of education may adopt reasonable policies that:
 - a. Require students to comply with compulsory attendance laws.
 - b. Require truants and habitual truants to make up unexcused absences; and
 - c. Impose sanctions for noncompliance.

PROCEDURE FOR MAKE UP WORK

1. Students having excused absences should make-up work. Full credit is given for all make-up work.
2. For every day not in attendance the student will receive the same number of days to complete the work.
3. A missed test due to an excused absence is to be made up **within three days** after returning to school.
4. Work may be made up for unexcused absences **at the discretion of the teacher involved.**
5. **It is the responsibility of the student** to arrange make-up work with the teacher.

DRESS CODE

The wearing of any attire, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in **judgment of the Principal**, significantly disrupts

school work, interrupts scholastic endeavors or threatens the health of the other pupils, is prohibited. **The principal/designee has final authority of deeming what is appropriate or inappropriate.** Attire prohibited includes but is not limited to: racial emblems or messages, vulgarity, profanity, sexist statements, satanic emblems **or any other message deemed inappropriate by the Principal.**

PUBLIC DISPLAY OF AFFECTION

Students shall not display public affection toward each other during regular school hours, or as a participant of a school function. Display of public affection includes but is not limited to kissing, embracing or behaving in any manner the Jackson City School Administration deems inappropriate. Holding hands or a congratulatory embrace will not be considered a violation of this policy.

TEXTBOOKS AND LOCKERS

Textbooks must be returned at the end of the school year. If students fail to do so, they will be assessed a fee and holds will be placed in the student's permanent folder until payment of that fee occurs. They must also be returned in the condition in which they were loaned to the students. Lockers must be left in appropriate conditions or an assessment will be charged for repair or replacement.

Lost textbook fees: the value of the book

CONSUMABLE FEES

A *per class* fee of \$20.00 will be charged to each student in grades kindergarten through third grade and a *per homeroom* fee of \$20.00 will be charged to each student in grades four through eight to help offset the cost of consumable materials. A Consumable Fee of \$36.00 will be charged to each student in grades nine through twelve.

The student activity/textbook fees provide funding for individual technology devices (Chrome Books or iPad) that they can use in each class, every day. The fee also goes to pay for many online programs and subscription fees for educational software for our students to use with their personal technology. We also pay for college classes, AP classes, MOS certifications, as well as the traditional materials that most schools include.

DISMISSAL POLICY

Under no circumstances shall a student be dismissed from school prior to the end of the school day or into any persons' custody without the direct prior approval and knowledge of the principal or designee. The Principal or designee shall not excuse a student before the end of the school day unless their parent or legal guardian signs out the student. Only

three parental excuses will be accepted each semester. In keeping with this policy, it becomes prudent that:

1. No student will be released from school early on the basis of an invalidated telephone call.
2. Children of estranged parents will be released only on the request of the parent/guardian **whom the court** holds directly responsible for the child.
3. Students can only be released to those persons identified by the parent/guardian on the Student Information Sheet.
4. Parent or designee must sign the student out on the sign-out sheet located in the office.
5. If a Student's parents are divorced or legally separated, a copy of the legal document may be requested pertaining to child custody. This information would be noted on the Student Information Sheet.
6. If a person whom the principal or designee does not recognize requests the early dismissal of a student, the principal or designee will ask for identification such as a Drivers' License or other picture of identification. Even if the person presents proper identification, the person's name must have been noted on the student information sheet by the parent/guardian as an authorized adult to whom the student may be dismissed. The principal or designee as needed shall take additional precautions or circumstances arise to ensure the safety of the student.
7. Students that are eighteen (18) years old shall not check out of school during the instructional day **unless declared emancipated according to KRS statues**. Eighteen (18) year old students fall under the same guidelines as all other students.

FIRE, EARTHQUAKE, TORNADO AND LOCK DOWN DRILLS

Fire, earthquakes, tornado and lock down drills will be held from time to time and each room has a specific pattern of action to follow. Every student should become familiar with any room that they occupy. All alarms are to be responded to immediately in a quiet, orderly manner.

USE OF SCHOOL BUILDING

Students are not to be in the building after school hours unless prior arrangements have been made through the principal and/or the maintenance supervisor. A teacher or staff member must accompany all Students at all times. **Unscheduled use of the building is prohibited by any group or individual.**

ACCIDENTS

Any accident occurring on the school premises should be reported to the office and appropriate report forms completed. If the student has insurance, s/he should obtain an insurance report form in the school office and have it completed for the attending physician. It is the responsibility of the parents/guardians to request and file these forms.

STUDENT INSURANCE

The student insurance program is a plan of student accident insurance covering all student activities that are school sponsored and supervised. This accident insurance is available to all students at a nominal fee and each student is encouraged to take out this coverage. Neither the Jackson City Schools nor the Jackson Independent Board of Education is responsible for any accident occurring at school or for any medical expenses not covered by the insurance policy.

Student insurance may be obtained to cover only the school day or for 24-hour coverage. Accident insurance claim forms are available in the school office and are the responsibility of the student and the parents/guardians in order to receive payment of claims. All accident insurance claims must be filled out by the doctor and signed by the parent.

The Student Insurance is a voluntary insurance and is secondary to your personal insurance.

*Student insurance programs are provided by vendors independent of the school district and will be offered only if available from said providers.

EMERGENCY MEDICAL TREATMENT

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a physician become available. Parents'/guardian's telephone numbers or a number at which parents can be reached and name of the family physician shall be maintained at each school for all pupils. Parents will be notified in the event of an accident. In cases when parent/guardian cannot be reached, Emergency Medical Treatment release forms will be issued to each student to be sent home to be signed by the parent/guardian.

COUNSELING SERVICES OFFERED AT THE JACKSON CITY SCHOOL

The Jackson City School has available full-time counseling services through the **Bridges Program**. The Bridges Program is part of the Kentucky River Community Care organization and provides counseling for students and families that request their services. Our Bridges counselor is Mr. Tyler Howard and he provides services for both our

students and families upon request. If you would like to utilize these services for your child, please contact Mr. Tyler Howard at 666-7475. No services will be provided without parental consent and all services are kept confidential.

Gentry Hayes is the school based mental health counselor. Services are for students that have any type of concerns regarding any aspect of their lives. For more information, please call the school at 606-666-5164.

GRADING POLICY

Grades shall reflect the quality of the students' academic work and shall not be lowered or raised as a disciplinary action.

Students in grades 3-12 will receive progress reports at the approximate midpoint of each 9 weeks grading period in addition to the regular report card each 9 weeks

All regular high school courses will count as 4 points on the scale when calculating GPA's. *College and A.P. classes will be weighted and therefore an A will equal 5 points, a B will equal 4 points, a C will equal 3 points, etc.*

This will become effective with the graduating class of 2011. (SBDM)

Primary students will receive a progress report at the approximate midpoint and end of each 9 weeks grading period. Progress is measured relative to the primary school exit criteria established by the Kentucky Department of Education.

High School students will receive 1/2 credit each semester for each course successfully passed (grades of a D or above).

Each semester stands as a complete course and does not affect the grade of another semester in that course. Semester grades are calculated using the following formula:

**High School & Middle School
Grading Scale**

| | |
|--------|---|
| 100-90 | A |
| 89-80 | B |
| 79-70 | C |
| 69-60 | D |
| 60-0 | F |

| | |
|----------------|--------------------------------|
| 1st 9 weeks: | 50% of semester grade |
| 2nd 9 weeks: | 50% of semester grade |
| Semester exam: | Last two days of each semester |
| 3rd 9 weeks: | 50% of semester grade |
| 4th 9 weeks: | 50% of semester grade |
| Semester exam: | Last two days of each semester |

HIGH SCHOOL SEMESTER EXAM POLICY

Semester examinations will be given at the discretion of the classroom teacher.

CREDIT RECOVERY

Credit recovery classes are available for high school students that lose a credit due to failure of a class. Credit recovery classes will only be available to students that have the recommendation of the teacher for the class in which they have failed. There may be a charge for some credit recovery classes. That cost will be assessed to the student.

"NO PASS/NO DRIVE"

The 2007 legislative session ended with the passage of several education-related bills, including the "No Pass/No Drive" bill (HB 32, amending KRS 159.051). This statute became effective on June 26, 2007, and will apply to school districts in the Commonwealth. This bill is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses.

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student is deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences. Should you want to review the full text of this law, please

use the Legislative Research Commission's website at the following address:
www.lrc.ky.gov/record/07RS/record.htm.

GRADUATION REQUIREMENTS

Jackson High School offers two graduation options for our students. Each meet or exceeds the minimum requirements established by the Kentucky Department of Education.

| <u>General</u> | | <u>College Preparatory</u> | |
|-----------------------|---------|-----------------------------------|---------|
| Courses | Credits | Courses | Credits |
| English | 4 | English | 4 |
| Math | 4 | Math | 4 |
| Soc. St. | 3 | Soc. St. | 4 |
| Science | 4 | Science | 4 |
| Health | ½ | Health | ½ |
| Phys.Ed. | ½ | Phys.Ed. | ½ |
| Electives | 5 | Electives | 4 |
| V/P Arts | 1 | V/P Arts | 1 |
| | | For Lang | 2 |
| Total credits 22 | | Total credits 24 | |

Students entering high school shall take a math course every year of their high school career. Algebra I, Geometry, and Algebra II are mandatory for graduation. Those students who have completed high school math courses in the 8th grade shall be required to take a math course every year of high school. In addition, students shall have four math credits to be eligible to meet graduation requirements.

KENTUCKY DEPARTMENT OF EDUCATION: NEW MINIMUM GRADUATION REQUIREMENTS

| | 4 ENGLISH CREDITS | 4 MATH CREDITS | 3 SOCIAL STUDIES CREDITS | 3 SCIENCE CREDITS | OTHER CREDITS |
|--------------|-------------------------|-----------------------|----------------------------------|--|--|
| FOUNDATIONAL | English I English II | Algebra I Geometry | Social Studies Social Studies | Lab-based Science Lab-based Science | 1/2 Health; 1/2 PE Visual/Performing Arts |

| | | | | | |
|--------------|--|---|---|---|---|
| PERSONALIZED | Additional English aligned with ILP Additional English aligned with ILP | Additional Math aligned with ILP Additional Math aligned with ILP | Social Studies aligned with ILP | Science aligned with ILP | 6 credits aligned with ILP |
| | Additional course options could include, but are not limited to: English III, English IV, AP Language, AP Literature, dual credit English, etc. | Additional course options could include, but are not limited to: Algebra II, Precalculus, College Algebra, AP Calculus, dual credit math, dual credit CTE math, etc. | Additional course options could include, but are not limited to: Government (or AP), U.S. History (or AP), World Civilizations/History (or AP), dual credit social studies, etc. | Additional course options could include, but are not limited to: Chemistry (or AP), Physics (or AP), Biology (or AP), CSI Forensics, dual credit science, etc. | Additional course options could include, but are not limited to: Chorus I, Orchestra I, Visual Arts I, Theatre I, Band I, etc. |

GRADUATION QUALIFIERS FOR STUDENTS ENTERING HIGH SCHOOL IN 2019-2020 (COMPLETE ONE):

| Precollege curriculum | Benchmark score | Three postsecondary credit hours or more of college admissions or placement examination as established by the Council on Education in 13 KAR 2:020 | One course and corresponding assessment meeting the following criteria: Advanced placement (AP) with a score of three or higher; or Cambridge Advanced International (CAI) with a score at or above benchmark; or International Baccalaureate (IB) with a score of five or higher | Industry certification as approved by the Kentucky Workforce Innovation Board | Four credits from valid courses within a single KDE-approved career pathway | Two years of a KDE-approved or Kentucky Labor Cabinet-approved pre-apprenticeship or apprenticeship | A KDE-approved process to verify 500 hours of exceptional work experience, or alternative requirements as prescribed in a student's IEP |
|-----------------------|-----------------|--|--|---|---|---|---|
|-----------------------|-----------------|--|--|---|---|---|---|

GRADUATION PREREQUISITES FOR STUDENTS ENTERING HIGH SCHOOL IN 2020-2021 (MEET ONE OR A COMBINATION OF THE FOLLOWING TO DEMONSTRATE BASIC COMPETENCE IN READING AND MATH):

The student's 10th-grade state-required assessments in reading and mathematics meet the minimum criteria. The minimum criteria shall include **scoring, at least, as an Apprentice in reading and mathematics** in the state-required assessments approved by the Kentucky Board of Education. Students who do not meet the minimum criteria on one or both assessments may retake the reading and/or mathematics assessments twice annually in the 11th and 12th grades of high school enrollment.

Score Proficient or higher for reading or mathematics or both reading and mathematics, if applicable, on the student's 8th-grade state-required assessment.

OTHER GRADUATION REQUIREMENTS:

- Pass state-mandated civics test
- Receive instruction in financial literacy
- Demonstrate essential workplace skills
- Demonstrate competency in technology



The principal may submit a collection of the following student evidence to the superintendent or designee for review and approval: the student's ILP that includes student transcript, if applicable, for students with IEPs; evidence that the student has achieved progress on measurable annual IEP goals as determined by the Admissions and Release Committee; performance on the 10th-grade state-required assessments in reading or mathematics; and appropriate interventions, targeted to the student's needs, provided to the student to ensure support was offered and accessible in order for the student to meet the requirements outlined in this administrative regulation.

MINIMUM GRADUATION REQUIREMENTS FRESHMAN CLASSES 2018-2019 THROUGH 2020-2021

| YEAR | MINIMUM NUMBER OF CREDITS | ENGLISH/ LANGUAGE ARTS | SOCIAL STUDIES | MATH | SCIENCE | OTHER CREDITS | GRADE 10 EXAMS | OTHER REQUIREMENTS |
|--|---------------------------|--|----------------|--|---------------|--|--|--|
| GRADE NINE STUDENTS ENTERING 2018-2019 SCHOOL YEAR | 22 credits | Four credits: English I, II, III, and IV | Three credits | Three credits: Algebra I, Geometry, and Algebra II; A math course or equivalent will be taken each year of high school | Three credits | 1/2 credit: Health 1/2 credit: Physical Education One credit: visual/performing arts | Counts only toward accountability spring of 2020 | Civics test; demonstrated performance based competency in technology; seven elective credits |
| GRADE NINE STUDENTS ENTERING 2019-2020 SCHOOL YEAR | 22 credits | Four credits: English I, II, and two other personalized credits covering the standards | Three credits | Four credits: Algebra I, Geometry, and two other personalized credits covering the standards | Three credits | 1/2 credit: Health 1/2 credit: Physical Education One credit: visual/performing arts | Counts only toward accountability spring of 2021 | Civics test; Complete at least one graduation qualifier listed in 704 KAR 3:305; demonstrated performance based competency in technology; six elective credits |
| GRADE NINE STUDENTS ENTERING 2020-2021 SCHOOL YEAR | 22 credits | Four credits: English I, II, and two other personalized credits covering the standards | Three credits | Four credits: Algebra I, Geometry, and two other personalized credits covering the standards | Three credits | 1/2 credit: Health 1/2 credit: Physical Education One credit: visual/performing arts | For graduation and accountability spring of 2022 (This is only one option for demonstrating the prerequisites) | Civics test; Financial literacy standards program or course; Complete at least one graduation qualifier and meet at least one graduation prerequisite listed in 704 KAR 3:305; demonstrated performance based competency in technology; six elective credits |

All required courses must be aligned to the Kentucky Academic Standards. These are state minimum standards. Standards may vary by district.



COMMENCEMENT

A Commencement program is provided by Jackson High School in the spring of each year to honor the graduating seniors. Only those seniors who have fulfilled the requirements for graduation set forth by the Kentucky Department of Education and the Jackson Independent Board of Education are allowed to take part in the ceremony. No student may participate in the commencement exercises unless s/he has earned the required units of credit by the graduation date students must have returned all books and school property. All debts must be paid before graduation.

Students who do not meet the requirements have the option of picking up the diploma when requirements are met or to participate with the next graduating class.

VALEDICTORIAN

Any student receiving the honor of Valedictorian of the senior class shall:

1. Complete the College Prep Graduation requirements set forth by the Kentucky Department of Education and the Jackson Independent Board of Education; and
2. Have the highest weighted G.P.A. in the senior class as calculated by the district administrative designee at the close of the fall semester of the senior year.
3. For purposes of this section, all students with a 4.0 GPA or higher will be Valedictorian.

SALUTATORIAN

Any student receiving the honor of Salutatorian of the senior class shall:

1. Complete the College Prep graduation requirements set forth by the Kentucky Department of Education and The Jackson Independent Board of Education, and
2. Have the second highest weighted G.P.A in the senior class as calculated by district administrative designee at the close of the fall semester of the senior year.

TIES FOR AWARDS

In case of a tie for Valedictorian or the Salutatorian award, equal recognition will be granted to the recipients.

The graduating student who has been in Jackson High School for all four years and has the highest G.P.A. among students who have been in JHS for all four years shall be a valedictorian. The graduating student who has been at JHS for all four years and has the next highest G.P.A. among all the students who have been in JHS for all four years shall also be a salutatorian. Students that have not met the four year attendance criteria but have met the requirements for salutatorian or valedictorian, may petition the Site Based Council to be considered for the awards. The honors of valedictorian and salutatorian are prestigious honors bestowed by this institution for excellent scholarship and citizenship. Willful or flagrant disobedience of school policies or conviction in a court of law for

misdemeanor or felonious acts stands as cause for disallowing the bestowal of these honors, at the discretion of Such decision rests in the hands of the principal.

JUNIOR MARSHALLS

The Junior Marshalls shall be chosen to lead the senior class at graduation. The following process will choose them:

1. The male and female will each have completed the requirements for the College Prep diploma program through their junior year.
2. The female and male with the highest weighted grade point average in the junior class as calculated by the guidance officer through the spring semester.

EIGHTH GRADE GRADUATION

Eighth grade graduation procedures will follow the guidelines of the high school graduation procedures and requirements with the exception of criteria for valedictorian and salutatorian, which will be based upon the G.P.A. of the 4 nine weeks of seventh grade year and the first three nine weeks of the eighth grade year. Students must also complete algebra I and biology their 8th grade year. This policy will take effect with the 2019-2020 school year.

ACADEMIC BOOSTERS OF BREATHITT COUNTY

The Jackson City School is proud to be a part of the Academic Boosters of Breathitt County program. This community-based program honors all students in Breathitt County from grades 6 to 12 who achieve academic excellence. The program honors students achieving at least a **3.5 G.P.A.** (grade point average) and above for grades 6, 7, and 8 for the first semester of the year. Students in grades 9, 10, 11, and 12 must maintain a cumulative **3.5 G.P.A.** or above. This award program is generally held in the spring of each year.

NATIONAL HONOR SOCIETY **JUNIOR NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Selection Criteria

Candidates eligible for election to the Jackson City School chapter must be members of the sophomore, junior, or senior class.

Scholarship: "Students eligible for election to the chapter shall have a minimum cumulative grade point average of 3.2 (out of 4.0; unweighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission and candidacy. All students who rise in scholarship to or above such standard may be admitted to candidacy for

election to membership. Their eligibility shall then be considered on their service, leadership, and character."

(NHS Constitution, Article IX, Section 2)

National Honor/JR Honor Society (Continued)

Service: This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service. Chapters may establish criteria that stipulate specific quantities of projects or service hours for candidates, as well as expectations of service obligations once a student is selected as a member.

Leadership: Student leaders are often viewed as those students who are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and who are both organized and organizers. Experiences to be considered under the leadership criterion can include activities that originate in the school or community or both, as determined by the local chapter.

Character: The student of good character can be said to be one who upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and is a good citizen. Local chapters consider the values and traditions of both the local school and community when defining the character criterion.

COLLEGE COURSES FOR DUAL CREDIT

Junior or Senior students may be permitted to take two college courses per semester in the core areas (English, science, social studies, or math) providing their GPA is 3.2 or above and she/he has successfully met the requirements of the ACT test. Special consideration will be given to seniors for waving the two-course requirement per semester. The student shall meet the graduation credit requirements for Jackson City School and the Kentucky Department of Education, and appropriate funding must be available.

Students must take Algebra I, Algebra II, Geometry before taking a math college class.

College Course GPA's shall be unweighted for students graduating before 2011.

Grades from college courses shall be included in the student's GPA.

If a student fails and/or withdraws from one college course, they will not be permitted to take additional college courses at the schools expense the daily instructional school schedule.

All college courses will be counted as 1 credit per semester.

JOURNALISM AND MEDIA CLASS

Due to the fact that journalism and media are classes that publish material (yearbook and articles), students need to have a certain amount of talent as well as the desire and self-motivation to be successful in these classes and create quality products. Therefore, students who are interested in taking these classes will write a paper before pre-registration at the end of the school year, discussing why they would like to be in the class and include what they think they can add to the yearbook/media publications. Students interested in media will submit a sample of their writing. The English Department will review the papers and sample writings and assist with determining who will be placed in each class. Enrollment for these classes will be 10-12 students.

EIGHTH GRADE STUDENTS TAKING HIGH SCHOOL ALGEBRA I OR HIGH SCHOOL BIOLOGY

Eighth grade students who meet the criteria may take algebra for dual credit. Students successfully completing algebra will receive high school credit for that class. Students not completing the course at an acceptable level, will not receive high school credit, and will retake algebra their freshman year.

HOMEWORK POLICY

Homework is assigned to students by teachers and is meant to be carried out during non-school hours. We feel that homework assignments are necessary for the advancement of student knowledge that is acquired in the classroom. It is an important part of the learning process which reinforces the concepts and applications taught each day. The purpose of Homework is to check for understanding and practice the newly acquired skills.

Homework focuses on the developmental levels of the student. It fosters a positive attitude, habits, character traits, and reinforces specific concepts and applications presented in class.

INCOMPLETE GRADES

Any student receiving an incomplete grade in any work area will be given 14 days to complete the missing work. Any work still missing after the two week period will be calculated into the final grade of "0".

PROMOTION AND CLASSIFICATION REQUIREMENTS

High School students will be assigned to homeroom based on the accumulation of credits toward graduation.

Freshman: 0-3 credits

Sophomores: 4-9 credits

Juniors: 10-15 credits

Seniors: 16+ credits

AREA TECHNOLOGY CENTER

As a part of the comprehensive high school program, students have an option to enroll in vocational classes at the Breathitt County Area Vocational Education Center. These classes are elective credits that meet the requirements for high school graduation. In addition, Career Pathway certifications may be earned in the areas of health science, office technology, and industry standards, which include electricity, automotive technology, and carpentry. These certifications would allow you to go from the classroom to the jobsite following high school graduation.

Violations in school policy may result in being withdrawn from vocational school. Students shall be bused to and from vocational classes.

ONLINE COMMUNICATIONS FOLDER

Each classroom teacher in grades K–3 and all language arts/English teachers in grades 4–12 shall ensure students are maintaining collections of their work related to writing skills. (See definition of writing). This shall be referred to as the school-wide Digital communications Folder. The district technology coordinator shall create digital folders for all students in grades K-12. All **students shall contribute at least one published piece each semester per class to their personal Digital Communications Folder. By the end of each semester, all **students should have placed at least one published writing per class into their personal Digital Communications Folder with documentation that it has been scored appropriately using a KAS Composition Rubric (teachers may add documentation to student folders/guide student choice as needed). All LAMP/ Enrichment classes shall instead complete one on-demand or first draft writing per class each semester. Each student should place these writings into their personal Digital Communications Folder.

**Note: Middle and high school students shall place writings into their personal folders (with teacher guidance as needed). For grades K-3, teachers may have to place writings into the folders for the students. This will be left to the discretion of the teachers.

Digital Communications Folders should remain from grade to grade and pass from school to school as required by SB 1. [SBDM Policy Writing Policy](#)

COLLEGE PREPARATORY (Developmental) ALGEBRA

College Preparatory Algebra is mandatory for juniors who have completed Algebra I, Geometry, and Algebra II or are currently taking either Geometry or Algebra II, and have not mastered the Mathematics College and Career Readiness (CCR) benchmarks required by the Kentucky Department of Education. The course reviews and extends the concepts taught in Algebra I and Algebra II and includes a unit on preparation for the SAT and ACT tests, as well as a unit on probability and statistics. Prerequisites: Passing grades in Algebra I, Geometry, and Algebra II or are taking either Geometry or Algebra II right now (pending staffing and budget).

CREDIT RECOVERY AND SUMMER SCHOOL

High school students who have fallen behind in the accumulation of credits toward graduation may enroll in no more than two credit recovery courses to "catch up" with their classmates. All credit recovery work is arranged through the principal's office and is supervised by the principal or designee. Final grade reports must be submitted for each credit recovery course at least three weeks prior to graduation. If additional credits are needed to graduate on time, the student is encouraged to attend summer school or return the next semester to finish the requirements for the high school diploma. The goal of Jackson High School is to help in every way possible to ensure that all students have equal access to the high school diploma. Any problems or concerns should be brought directly to the principal for resolution.

Students may only be eligible to retake courses during the summer in which they have failed to receive credit during that school year.

SCHEDULE CHANGES IN THE HIGH SCHOOL

High school course credit is based on the Carnegie unit. Each 1/2 unit represents 90 hours of class time available for the "teaching for learning" process to take place. Schedule changes will only be made during the first week of each semester. The student, parent/guardian, all teachers involved and the principal must sign a schedule change form. Final approval for any change requires the approval of the principal.

SCHOOL AND PERSONAL PROPERTY

Pupils shall be held responsible for damage to school property. Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, damages or removes school property, personal property of school personnel or personal property of students shall be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

EXTRA CURRICULAR ACTIVITY POLICY

- A function is any activity which is sponsored/approved by the school. All school rules shall apply at any school sponsored activity.
- Participants and parents of participants must be willing to accept the regulations of KHSAA/KAPOS/KAA (Kentucky High School Athletic Association/Kentucky Association of Pep Organizations, KY Academic Association), when the team joins the organization, and the ruling school authorities (sponsors, administration, SBDM Council, Board of Education). As of the 2014-2015 school year, middle school athletics also fall under the regulations of the Kentucky High School Athletic Association (702 KAR 7:065).
- **All students who participate in middle and high school sports, must have and maintain a 2.0 GPA**
- Participants must present evidence of accident insurance and must pass a medical exam before eligibility begins.
- All club/team business will be approached first through the coach/sponsor.
- If a dispute occurs, the coach/sponsor will attempt to settle said dispute. Appeals will follow the Due Process Policy.
- The rules and regulations here are approved and adopted as policy by the Jackson City School Based Decision Making Council. Failure to comply may mean permanent suspension of a participant for that year.
- Parents must agree to accept the policies of the Jackson City Board of Education and the School Based Decision Making Council and indicate their agreement by signing a written statement.
- Student participation in multiple extracurricular activities may at times result in scheduling conflicts between programs. It is the student's responsibility to inform the coaches / sponsors of the scheduling conflicts. The coaches / sponsors should attempt to work out these conflicts. Should this not be possible, preference will be given for participation in Academic Events to ensure that our focus on Academic excellence is not compromised. No student will be penalized for missing athletic or other extracurricular events due to participation in an Academic event.

Scholarship/Eligibility: All participants in any extracurricular activity will be required to meet the requirements set forth by the KHSAA Eligibility will be determined every grading period/progress report. Participants must also pass with a GPA of 2.0 classes to be eligible. If a participant is serving detention, he/she will not be allowed to participate in that day's function. If the participant is absent on the day of the event, he/she will not be allowed to participate.

Responsibilities: If a participant refuses to participate at any function, she/he will be dropped from the squad/team. Participants must attend the last scheduled practice before

a game/activity in order to participate in that game/activity. No participant is to leave the area at any time without the permission of the coach/sponsor for any reason except for illness.

Participants are expected to attend all scheduled practices, games, camps/clinics unless excused by a doctor or sponsor because of illness.

Uniforms and Equipment: Any equipment that is bought by the school or donations given to the school will become the property of the school to be returned to the school.

- Uniforms and equipment are not to be used by anyone other than the participant unless approved by the coach/sponsor.
- Participants will be responsible for keeping their uniforms clean and ready for use at all times.
- The coach/sponsor will decide and issue a list of uniform requirements for each game/activity.

Participant Conduct: Participants are ambassadors for our school. Their conduct must be exemplary at all times. Participants are expected to give 100% effort in their duties. They must be willing to accept constructive criticism, must be willing to work with other school groups and must support each other. They must be willing to smile in victory and defeat and maintain good sportsmanship with the fans.

Participants may be suspended from the club/team because of failure to make grades, attitude, disregard for responsibility, refusal to accept the decision of the sponsor, disagreements with the squad/team/club or failure to abide by any regulations.

Participants shall not bring food or drink into the playing area except as approved by the sponsor/coach. Due process as stated in the Student Handbook will be followed.

Any situation not covered in these policies will be reviewed through proper channels (coach/sponsor, administration, School Based Decision Making Council, Board of Education) in order to arrive at an acceptable decision.

FUND-RAISING POLICY

1. Money required to begin a fund-raising activity must be provided by the group sponsoring the activity.
2. Any fund-raising activity must have adequate adult supervision, and must always be supervised by the coach or sponsor of the group.

3. All fund-raising activities must be approved by the Principal/SBDM/Board of Education prior to the activity.
4. Each participant will share in the fund-raising activities and any/all money raised will go to benefit the entire group.
6. Fund-raisers must take place within the time specified on the fund-raising request form.

ASBESTOS FREE FACILITY

The Jackson City School District has been designated as asbestos free by a certified inspector. The Jackson City School Asbestos Management Plan is located in the school office.

ACCEPTABLE USE POLICY

In accordance with the Jackson Independent School Districts acceptable use policy for technology, any student in violation will lose computer privileges and receive punishment according to policy as deemed necessary by the Principal.

A copy of acceptable use policy will be sent home to be signed by both student and parent/guardian.

STUDENT DRIVERS

For safety and courtesy to the local community, student drivers are required to park at the student parking lot located on Patton Avenue at the Jackson Independent School Board of Education Office.

WITHDRAWAL FROM SCHOOL

Any student who is withdrawing from school for any reason must obtain the proper release from the principal indicating that a conference has been held to discuss the reasons for the withdrawal and all fees, debts, books or other school/district property has been returned. Final release must be obtained from the principal.

Before a student may withdraw from school and terminate their education prior to graduation, the student must be eighteen (18) years of age and shall confer with the principal. The principal or the designee shall request a conference with the student's parents/guardians.

A written permission for withdrawal shall be required from the parent before the student may withdraw. The permission shall be dated and signed in the presence of the principal or principal's designee.

TRACEABLE COMMUNICATIONS CONSENT PROCEDURE

CURRICULUM AND INSTRUCTION

08.2324 AP.2

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications? ☐ Yes ☐ No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent

Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer

Date

For administrative office use only:

Received by

Date

OVER-THE-COUNTER MEDICATION PROCEDURE

STUDENTS

09.2241 AP.21

Permission Form for Prescribed or Over-the-Counter Medication

School: _____ Date form received by the School: _____

| | | |
|---|--------------|---------------------------|
| Student's Name: _____ | Grade: _____ | Homeroom/Classroom: _____ |
| Student's Age: _____ Date of Birth: _____ | | |

| |
|---|
| TO BE COMPLETED BY THE PHYSICIAN OR HEALTH CARE PROVIDER FOR PRESCRIPTION AND NON-PRESCRIPTION (OVER-THE-COUNTER "OTC") MEDICATION |
|---|

Name of medication: _____ Reason for medication: _____

Form of medication/treatment: ☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other _____

Describe schedule and dose to be given at school: _____

Starting Date: ☐ date form received ☐ Other, as specified: _____

Stopping Date: ☐ for episodic/emergency events only ☐ end of school year ☐ Other date/duration: _____

Restrictions and/or important effects: ☐ Yes. Please describe: _____

NOTE: *In the event the Principal/designee is notified of the possibility of an adverse or extreme reaction to a medication, s/he shall inform the student's teacher(s) of such a possibility before the student begins the medication schedule.*

Special storage requirements: ☐ None ☐ Refrigerate ☐ Other _____

Student is capable of/responsible for self-administering this medication: ☐ No ☐ Yes ☐ Supervised
☐ Unsupervised

Student has been instructed in self-administering the medication: ☐ No ☐ Yes

Student must carry this medication on his/her person: ☐ No ☐ Yes

Please indicate additional information: ☐ On the back side of this form ☐ As an attachment

Physician/Health Care Provider Signature

Date

Signature of Parent/Guardian

Date

| | |
|---|--------------|
| Name of Physician/Health Care Provider: _____ | |
| Address: _____ | |
| Phone #: _____ | Fax #: _____ |

To the school: Please report concerns about medications or the student's condition to the above physician/health care provider.

TRANSFER PROCESS

Any student who is transferring from school for any reason must ensure all fees, debts, books or other school/district property has been returned. Final transfer release will be completed by the district pupil personnel once above criteria has been met.

DUE PROCESS

Before being punished at the school level with detention, suspension, or expulsion for violation of school regulations, a pupil shall have the right of the following due process procedure.

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

RELEASE OF RECORDS TO STATE CHILD WELFARE AGENCY

School district administrators may authorize release of protected student education record information to authorized representatives of a Kentucky state child welfare agency.

PHYSICAL RESTRAINT AND SECLUSION

As required by 704 KAR 7:160, use of physical restraint and/or seclusion by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances.

DISCIPLINE POLICY

IN-SCHOOL SUSPENSION/DETENTION

Teachers may assign detention after exhausting the Assertive Discipline Plan.

Teacher detentions are regulated by the teachers. The Principal will hear any appeals made by student, parent or teacher.

Notices or telephone calls will be sent to parents each time a child is placed in in-school suspension. Students will complete class work while in detention. If a student leaves

school early and misses a scheduled detention, the detention will be made-up at the discretion of the assigning teacher.

A third detention assignment could be grounds for suspension, expulsion, or referral to the Breathitt County Day Treatment facility. Students who misbehave in the cafeteria, hallways, gym, bus, classroom, or anywhere on the school grounds may be assigned after school detention or out of school suspension or detention hall by the certified or classified employee that intercedes. Detentions may also be assigned by teachers after school when appropriate. After school detention will be scheduled at the discretion of the assigning teacher. Parents will be responsible for arranging transportation for their child receiving detention.

SUSPENSION

Board policy 9.434

1. Students will comply with the lawful regulations of school. Actions that constitute cause for suspension are as follows:
 - a. Willful disobedience/defiance of authority.
 - b. Profanity/vulgarity
 - c. Assault/battery/abuse of another student.
 - d. Threat of force/violence
 - e. Use/possession of alcohol/drugs
 - f. Stealing/destruction of school/personal property.
 - g. Possession/use of deadly weapons or dangerous instruments.
 - h. Other incorrigible bad conduct
2. These regulations apply while on school property, school sponsored activities, which take place off school property, and on route to and from school.
3. A student shall not be suspended from school until the due process procedures have been provided.
4. The Superintendent or Principal may suspend a student, but must immediately report the action in writing to the superintendent and the parents/guardian of the student giving the reason for the suspension.
5. After a conference with the Principal/Superintendent the student may be reinstated in school.
6. Principals may suspend students up to 5 days; or they may place a student in an alternative placement program.
7. The Superintendent may suspend students up to 10 days.

EXPULSION

Expulsion cases must follow the same procedures as explained in the suspension policy and be given a hearing before the Board of Education.

1. The hearing must precede the expulsion.
2. Reasonable notice of the hearing will be given before it is held.
3. The student may be represented at the hearing by a person chosen by the student or parent.

PROCEDURES FOR SEARCH & SEIZURE

Lockers are the property of the school; therefore, they may be inspected or searched when the health, safety, or welfare of the students, faculty, staff, or protection of school property is involved. The Principal or designee and at least one certified staff member will conduct search & seizure situations.

Principal or designee and certified staff member must be the same sex as the pupil.

1. A student's person will be searched only when there is reasonable suspicion that the student has violated or is violating either a school rule or the law.
2. Illegal items or other possessions reasonably determined by a school authority to be a threat to the student or other students' safety/security may be seized by school officials.
3. Items which can be used to disrupt the educational process may be taken from a student by a staff member. The item may be returned to the parent(s) by the teacher or through the school office.
4. A general inspection of school properties may be conducted on a regular basis. Items found belonging to the school may be collected (example: overdue library books).
5. All items seized will be turned over to proper authorities or returned to the true owner. The student will have the opportunity to be present when a search of personal possessions is to be conducted unless:
 - a. the student is absent from school
 - b. school authorities decide that the student's presence could endanger the pupil's health and safety
 - c. time is an important factor
 - d. A search is conducted after school hours.
6. No search of a pupil shall be conducted in the presence of other students.

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

TOBACCO, ALTERNATIVE NICOTINE or VAPOR PRODUCTS

Per Policy 9.4232:

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. 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.

BUS RULES

1. All classroom policies and procedures related to the safety and well-being of the student are applicable while riding the school bus.
2. No part of the body shall be extended outside the bus.
3. Students must not distract the driver.
4. Pets, animals, or objects that are large enough to take up seating space are not allowed on the bus.
5. Students must remain seated after the bus is in motion.
6. Students should be ready to get on the bus when it arrives at their particular stop. They should not cross the highway until the bus stops.
7. Students are not to change their regular pattern of riding and stops without a request from home and approval of the school Principal.
8. Students are never to leave the bus by the emergency (back, side or top) door except in case of emergency or on emergency drills.
9. Only authorized passengers are allowed to ride the bus. (State law and board policy).
10. The board requires that the parent/guardian of any student who damages or destroys any part of the bus beyond normal usage to reimburse the board for the amount of the damage.

Bus Rules (Continued)

Consequences: A student that commits an infraction of the rules while riding the bus to and/or from school or while participating in a school sponsored activity will be disciplined.

1. A first offense will result in a day of in-school suspension.
2. A second offense will result in a school and/or transportation suspension. (Three days off the bus)
3. A third offense will result in a school and/or transportation suspension. (Five days off the bus).
4. A fourth offense may result in permanent bus suspension.

All students participating in school-sponsored activities that require transportation are required to ride the bus to and from the activity. Only students participating in the activity may ride the bus. Students may ride with parents/guardians after the function if the coach/sponsor is notified in writing.

SCHOOL RULES

1. Maintain acceptable conduct at all times.
2. Abstain from any form of disruptive classroom or hallway behavior.
3. Display consideration for the rights and property of others.

BREAKING ANY OF THE ABOVE RULES OR ANY SCHOOL RULE WILL BE JUDGED ACCORDINGLY:

SEE FOLLOWING SHEET (OFFENSES AND PUNISHMENTS)

Consequences:**High School Classroom Rules:**

1. Respect for school property/personnel
2. Be prepared for class/supplies
3. Always be prepared and on time to class

Consequences:

See following sheet (Offenses and Punishments)

OFFENSES AND PUNISHMENTS

Display of affection:

- 1st Warning
- 2nd Parent notification
- 3rd After school detention

Bus Riding Regulations:

- 1st Warning
- 2nd 3 days off bus
- 3rd 5 days off bus
- 4th Loss of privileges indefinitely

Dress Code:

- 1st Warning- change clothes
- 2nd Parent conference/change clothes
- 3rd Possible suspension/change clothes

Fighting:

- 1st Sent home day of fight up to 5 days out of school suspension.
- 2nd Sent home, 5 days out of school suspension and possible court action
- 3rd Recommend expulsion/Referral to Day treatment

Tobacco/Vape Products:

- 1st Detention /parent notification
- 2nd 3 days suspension and enrollment in tobacco cessation program
- 3rd 5 days suspension and enrollment in tobacco cessation program
- 4th Referral to day treatment

Weapons/Fireworks:

Fireworks- 3 days suspension
Weapons- harmful to students (suspension with recommendation for expulsion)

Disrespectfulness:

Minor-Detention
Severe-Suspension

Cheating/ Plagiarism:

0 for work and no make-up and parent contact

Fire Alarm:

3 days suspension with possible court action

Leaving school grounds without permission:

- 1st 1 day ISS/parent contact
- 2nd 3 days suspension
- 3rd 5 days suspension

Skiping Class:

- 1st ISS
- 2nd 3 days ISS and parent conf.
- 3rd 5 days ISS and parent conf.
- 4th Referral to Day Treatment and possible court action

Alcohol-Drug Policy possession and or use:

- 1st Offense 5 days suspension
- 2nd Offense Referral to Day Treatment with possible court action

**Any and/or all areas of offenses:
Punishment shall be determined by the Principal.** The Principal reserves the right to assign student alternative placement if the Principal deems this to be necessary.

CODE FOR ACCEPTABLE BEHAVIOR AND DISCIPLINE

SECTION 1. CODE FOR ACCEPTABLE BEHAVIOR AND DISCIPLINE REFERENCE DOCUMENTS

Below is a listing of Policies, Handbooks, Plans, Records, Statutes, and Regulations that are incorporated into and made a part of this Code by reference.

1. Other Board of Education policies and procedures;
2. School Council policies;
3. School handbooks;
4. The District's Safety Plan;
5. Student records information (FERPA);
6. The District's special education policy and procedures;
7. Kentucky Revised Statutes;
8. Kentucky Administrative Regulations; and
9. Federal laws and Regulations.

This Code is part of the Board's policy on student behavior and discipline. After this Code is distributed for the school year, changes to Board policy, including those affecting provisions of this Code, may be necessary due to new/revised statutes, regulations, and/or case law. A complete copy of the policy manual is available for inspection at each school and at the Central Office.

Students in Jackson City Schools are provided the right to an education in the public schools. The United States Supreme Court has held that a student may not be deprived of the opportunity to a public education without good cause in which procedural due process is observed. It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education. Behavior that detracts from a student's ability to profit from instruction or that infringes upon the rights of others warrants disciplinary action. The intent of disciplinary actions should be to bring about a positive change in the student's behavior.

Professional judgment, devoid of anger or negative emotions on the part of the staff member, shall be used when determining the appropriate disciplinary action to be taken. In general, the concept of fitting the punishment to the seriousness of the violation of the rules shall apply at all levels. The student's right to due process procedures must be respected, especially in instances when possible suspension, expulsion or removal of the student is involved. This Code shall be mandatory and enforced in a fair and equitable manner, without regard for race, color, national origin, age, religion, marital status, gender, or disability, in all Jackson City schools and at all school-related trips.

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the student is on his/her way to or from school, but extends to any activity which is school related or school related.

This Code, on adoption by the Board, shall be furnished to every Principal, faculty member, staff member, parent, and student. The Principal in each school shall post, in a conspicuous place, a copy of this Code, and a notice informing anyone entering the school where a copy of this Code may be obtained. It is the responsibility of all parents, students and District personnel to become familiar with this Code.

Teachers, and all school personnel, shall be provided orientation of the Code each school

year during a pre-school in-service program.

Principal and/or teachers shall present the Code to all students in an assembly meeting or in homerooms in order to clarify the contents. These presentations will occur during the first week of the school year. Whenever a new student enrolls, the principle, or other school personnel as directed by the Principal, shall present the student and his/her parent(s)/guardian(s) with a copy of the Code and explain the contents with the student and the student's parent(s)/guardian(s).

The Principal/designee shall provide appropriate arrangements for all non-English speaking, blind, deaf, or non-readers to become familiar with the rights and responsibilities as specified in this Code.

The Jackson City Board of Education adopted this Code on _____

SECTION 2. POLICY STATEMENT

The educational process should be conducted in an atmosphere conducive to learning, free of disruption and threat to person or property, and be supportive of individual rights. The Board desires to establish and maintain this atmosphere throughout the school district by the adoption of a reasonable Code.

The Code provides for consistent treatment for all students, fairness as required by constitutional due process, an atmosphere of open communications, clearly understood rules, and encouraging behavior which will enable students to develop to their fullest potential. This Code applies to all students while they are on school property, at school related activities, or on school related trips. **School property means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.** It is expected that all concerned in the application of this Code will use sound, fair and equitable judgment.

SECTION 3. REQUIRED STANDARDS

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

1. To promote the full implementation of conduct standards and maximize safety in the school environment, **the Board requires all employees to make supervision of all students at all school activities a top priority among their assigned duties.** The younger the child, the greater the need for adult guidance and protection.
2. **A professionally planned and positive school atmosphere is necessary for academic progress and a safe environment.** Therefore, students shall not interfere with the orderly environment of the school or school activity. *Examples of **prohibited behavior** include, but are not limited to:*
 - a. Actions such as harassment of, or discrimination against, other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, gender or disability.
 - b. Insubordination (disobedient or defiant behavior).
 - c. Sale of items without prior approval of the Superintendent or Principal.
 - d. Wearing apparel, accessories or hairstyles that disrupt the educational process or threaten health or safety.
 - e. Possession of **prohibited items**, such as **laser pointers/lights and paging devices** (except for members of a volunteer fire fighting or emergency medical organization).
3. **Regular and punctual school attendance** is both a privilege and a responsibility of

the student. Good attendance is necessary to satisfactory progress and high academic achievement. *Examples of attendance violations include, but are not limited to:*

- a. Absence from school without valid excuse and
 - b. Tardy without valid excuse
4. **Students shall exercise self-control** as required by the particular situation and in keeping with school and district rules, or be subject to removal from the regular classroom setting or transportation system. In addition, a student may be barred from participating in extracurricular activities, pending investigation that s/he has violated either the District's behavior standards or the school council's criteria for participation. *Examples of prohibited behaviors include, but are not limited to:*
- a. Fighting and physical attacks;
 - b. Possession of a weapon;
 - c. Threats by verbal or written statements or gestures with intent to harm or demean others;
 - d. Use of alcohol or prohibited drugs; and
 - e. Use of prohibited tobacco products.
5. **School property belongs to the community** and the state. It must be protected and preserved for educational and community use. Therefore, students shall respect school property and the property of others. *Examples of prohibited behaviors include, but are not limited to:*
- a. Theft of school property or personal property of employees or other students;
 - b. Abuse of school or personal property to include intentional or careless damage or destruction;
 - c. Extortion of money or property;
 - d. Prohibited use of electronic media and other District technological resources; and
 - f. Littering.
6. **Students shall work cooperatively and productively** with each other and with school personnel in a manner that is consistent with standards of respect and courtesy. *Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:*
- a. Making abusive and harassing statements regarding race, gender, disability, religion or nationality;
 - b. Use of profanity;
 - c. Lying;
 - d. Cheating;
 - e. Ignoring or breaking rules and procedures established to maintain order; and
 - f. Otherwise behaving in a manner disrespectful of others.

The Board has included the above samples of prohibited behaviors to help the reader understand how the behavior standard will be enforced. This is not an “all-inclusive-list” and other behaviors not included in the examples may also be prohibited.

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| SECTION 4. ZERO TOLERANCE |
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The Jackson City School District has adopted a Zero Tolerance policy in the areas of Drugs, Alcohol, Weapons (as defined by the Criminal Code of Kentucky), Tobacco, and

Violence. No student while in or on the premises owned, leased, rented or controlled by the Board of Education shall dispense, distribute, manufacture, sell, traffic in, transfer, possess, consume, be under the influence of, or use any controlled substances or alcoholic beverages in violation of KRS Chapter 218 A, or in any other way dispense, distribute, manufacture, sell, traffic in, transfer, possess, consume, be under the influence of, or use any controlled substance or alcoholic beverage in violation of laws, ordinances or regulations of the United States of America, the State of Kentucky, the County of Breathitt, or the Board of Education of Jackson City, or any of their respective agencies.

In order for students to attend drug free, alcohol free, and weapon free school related and school sponsored activities and trips, personnel of the school district may call a local law enforcement agency if they have **reasonable suspicion** to believe a student or students may possess, be using, or be under the influence of alcohol or drugs. (**District employees** to test for possible alcohol use **shall not use a Breathalyzer**.) A hand-held metal detector or SCANNER may be used to conduct a student (weapons) search when the Principal or other administrative personnel due to **reasonable suspicion** deem this method appropriate.

Section 5. PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution, and more particularly the Bill of Rights, apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his rights unless he also exercises the self-discipline and care to afford all others the same rights and not allow his own actions to infringe on the rights of others. The school environment is a community of individuals who have the right and responsibility to know the basic standards of conduct and behavior expected.

Section 6. STUDENT'S BILL OF RIGHTS

Preamble

A student has legal rights guaranteed by the Constitution of the United States. These rights can be exercised in school as long as they do not interfere with the rights of others or the school's responsibility to provide safe and orderly schools. The Jackson City School District encourages each student to balance the expression of his/her rights by honoring his/her responsibilities as outlined in the Code and the Student Bill of Rights.

1. The Right to an Education

Under Kentucky law, children between the ages of 6 and 16 years have a right to an education. This education is provided free of charge to students until they have completed a 12-year program or reached their 21st birthday. (Children eligible for Exceptional Child Education services are guaranteed a free and appropriate public education between the ages of 3 and 21.)

Discipline is necessary to maintain a climate for meaningful instruction, and a student may forfeit his/her right to an education under the Code. A student's right to an education will not be taken away without due process as guaranteed by the Constitution of the United States.

Each student shall be granted an opportunity for consultation with teachers, counselors, administrators, and other school personnel.

2. **The Right to Academic Grades Based on Academic Performance**

Academic grades will be assigned based on academic performance. Academic grades will not be reduced as punishment for misconduct. A student is entitled to an explanation of how his/her academic grades were determined.

3. **The Right to Make Up Work**

A student returning to school after an **excused** absence has the right to **request** make-up work within three (3) days of his/her return. The make-up work will include only written daily work, tests, and major projects. Some class work cannot be reasonably duplicated and cannot be made up. The make-up work will be provided as arranged with the teacher. **The student will have the number of days absent plus one (1) day from the time he/she receives it to turn it in.** Teacher discretion can be used to handle a special situation.

In order for a student to accompany a parent/guardian on trips or family activities, arrangements for the completion of the required work must be made in advance with the teacher.

4. **The Right of Access to Student Records and the Right to Confidentiality**

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

For information concerning access or corrections to student records, contact the Principal of the student's school or the Superintendent at the Central Office.

The Family Educational Rights and Privacy Act (FERPA) and KRS 160.700 guarantee to parents/guardians of students under age 18 and to eligible students age 18 and older the right to:

- a. Inspect and review the educational records of the student.
- b. Request the District to disclose information in the educational records to a third party.
- c. Request the amendment of the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students.
- d. File with the U.S. Department of Education a complaint concerning alleged failures by the District to comply with the requirements of FERPA.
- e. Obtain a copy of the District's policies on confidentiality.

School records are maintained and kept by the school office in a secure location.

They contain a list of credits, standardized test results, academic portfolios, grade-point averages, educational and psychological evaluations, screening and health records, attendance records, disciplinary records, directory information, and a list of activities.

In order to inspect, review, or transfer educational records, the eligible student and/or the parent/guardian must complete an **Authority To Release School Records** form.

Other than certified school staff (*or classified staff working under the direct supervision of certified staff and following directives of certified staff*), no additional person may inspect, review, or transfer a student's educational records without:

- a. the written consent of the eligible student,
- b. the written consent of the parent/guardian if the student is under 18 years of age; or
- c. a properly issued court order.

Under the provisions of FERPA, the District may release educational records to other school systems, colleges, and universities to which the student intends to enroll or transfer without written consent. The District may also release directory information, including name and address, without written consent unless the eligible student and/or parent/guardian notify the District in writing not to release the information.

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 District 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 (or until the student's 26th birthday) 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 District 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.

5. The Right of Access to Services for All Students with Disabilities/Child Find

A student with a disability will be provided a free appropriate public education. Students eligible for special education include those students who have hearing impairments, vision impairments, emotional and behavioral disorders, both deafness and blindness, health impairments, specific learning disabilities, mental disabilities, multiple disabilities, speech and language impairments, physical disabilities, autism, developmental delay, or traumatic brain injuries, and who, because of these impairments, need special education and related services.

Anyone who knows of a child or youth under 22 years old who may have a disability and need special education is urged to contact a school counselor or the Director of Special Education office at 666-4979. Jackson City School District personnel will contact the parent/guardian to discuss if the child or youth needs to be referred for services. The District will also use screening information, student records, and test results collected on all students to help locate students who may need special education. All information collected will be confidential in accordance with FERPA.

6. The Right to Freedom of Expression

A student has the right to freedom of expression as it relates to speech, assembly, appearance, publications, and the circulation of petitions. This right must be exercised in such a way that it does not interfere with the rights of others or the orderly operations of the school. A student is encouraged to form opinions and express them in a responsible manner. Conduct that interferes with the learning process or the orderly operations of the school may be restricted.

A student has the right to assemble peacefully as long as it does not interfere with the learning process or the orderly operations of the school.

The school may establish rules about dress and appearance as long as the rules have a specific educational purpose. The purpose may be to ensure health, safety, full participation in classes or school activities, or an orderly educational environment. A student has the right to dress or otherwise arrange his/her appearance in accordance with the dress code of the school.

School publications, like the school newspaper or yearbook, will be free from censorship or prior restraint. However, school officials shall establish guidelines for school newspapers, yearbooks, and other publications, including the restriction of libelous or obscene material, or materials that would incite others. Guidelines must be consistent with governing legal standards and with the rules and regulations of the Board. A student involved in any such publication is responsible for knowing his/her legal responsibilities and the consequences for failure to follow the guidelines. A student or student group has the right to access the pages of the student newspaper and to distribute leaflets, pamphlets, and other literature on school grounds as long as school regulations for their distribution are followed. The distribution of materials must not interfere with the orderly operations of the school nor violate the rights of others.

7. **The Right to Freedom from Abuse**

A student has the right to freedom from verbal or physical abuse by other students or school staff and protection of personal property. Punishments that are cruel and unusual, demeaning, degrading, humiliating, excessive, or unreasonable are prohibited. The use of obscene or abusive language by school staff or students is prohibited. ***However, in accordance with Kentucky Revised Statute (KRS) 503.110, school personnel may, under the authorization of the Board of Education, use reasonable physical force to physically restrain a student or students whenever immediate action is essential (i.e., fighting, assault, possession/use or threat of use of weapons), to protect themselves, students, or others from physical injury; to get possession of a weapon or other dangerous object; or to protect property from serious harm.***

8. **The Right to Participate**

A student has the right to be a member of a school club or organization as long as he/she meets established criteria for membership. School clubs and organizations must apply criteria for membership to all applicants equally. Under the law, no club or organization may restrict membership on the basis of age, color, disability, marital or parental status, national origin, race, gender, political opinion or affiliation, and religion. The Principal and/or the Superintendent must approve all clubs or organizations and shall not be gang oriented or affiliated.

9. **The Right to Freedom from Unreasonable Search and Seizure of Property**

A student has the right to freedom from unreasonable search and seizure of his/her person and property. **School officials, however, have a right under the law to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others.** Students may be searched to maintain the ongoing educational process, to maintain order, and/or to

protect people and property. Searches may include the student, and his/her locker, desk, automobile, or personal belongings.

10. The Right to Freedom from Harassment and Discrimination

Federal, state, and local anti-discrimination laws and acts govern the Jackson City School District. To address these, the District has adopted policies that forbid discrimination in providing equal educational opportunities and fair employment practices and opportunities on the basis of age, color, disability, marital or parental status, national origin, race, gender, political opinion or affiliation, and/or religion as set forth in Title V, Title VI, Title IX, and Section 504.

DEFINITION

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

PROHIBITION

Harassment/Discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, 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 for a prompt and equitable resolution of complaints concerning harassment/discrimination.

PROHIBITED CONDUCT

Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

- a. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
- b. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
- c. Members of one gender in a class being subjected to sexual remarks of the other gender in the context of the classroom;
- d. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student;
- e. Limiting students' access to education tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
- f. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

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, gender, or disability shall be subject to disciplinary action including but not limited to suspension and expulsion.

False or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

SECTION 7. STUDENT RIGHTS AND RESPONSIBILITIES

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

Specifically, students have the right to:

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

Students have the responsibility to:

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

Students have the right and responsibility to:

1. Be responsible for their own conduct and for showing consideration for the rights and property of others.
2. Exhibit neatness and cleanliness of personal attire and hygiene.
3. *Not fight, create disturbances, create excessive noise, deny others the use of school facilities or buildings, use or carry any weapon on school premises or to any school sponsored activity, intentionally injure another person or expose others to harm, or use threats or intimidation against any other person.*
4. *Not use, possess, sell, assist in the acquisition of, or distribute tobacco products of any and all kinds, types, or forms (including smokeless tobacco) or tobacco related products of any and all kinds, types, or forms (such as cigarette/cigar lighters, matches, cigarette packs, cigarette papers, etc.).*
5. Not be under the influence of, use, possess, assist in the acquisition of, or transmit any alcoholic beverage or illegal substance of any and all kinds, types, or forms (or any products related to alcohol, alcohol use, and/or illegal substances).
6. Not possess or use a laser pointer/light.
 - a. Any District personnel who discover a student in possession of a laser pointer/light in violation of this section shall report the violation to the appropriate school administrator. For the first offense, the device will be returned to the parent only. For the second and each subsequent offense, the district personnel forfeit the device to the school district for disposition as deemed appropriate.
7. *Not be involved with gambling, extortion, theft or any other unlawful activity.*
8. Show respect for the educational process by taking advantage of every opportunity for his or her education.
9. Show respect for the educational environment by refraining from intentional or habitual tardiness or unexcused absences.
10. Shall practice self-control of voice and limb.
11. Not commit any type of harassment and/or discrimination.
12. **A student in a public school shall not use a cellular phone or other electronic**

device during the instructional day (8:00 a.m. until 3:00 p.m.) unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical services organization.

- a. In this section, a **"electronic device"** means a **telecommunications device** that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.
13. The Board believes student dress for school and related school functions shall be appropriate for the learning environment. Students are expected to dress in a manner that does not interfere or disrupt the educational process. It is recommended that students dress in a manner that is comfortable, economically feasible, and within current styles. However, **a student's dress shall not interfere or disrupt the educational process.** (Please refer to the school's Student Handbook for additional information.)

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| SECTION 8. TEACHERS' RIGHTS AND RESPONSIBILITIES IN RELATIONSHIP TO THE STUDENTS |
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Teachers have the right and responsibility to:

1. Work in an educational environment with a minimum of disruption.
*(In accordance with KRS 161.190, whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be **unlawful for any person (including students and parents/guardians of students)** to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.)*
2. They may establish rules for student conduct within their classrooms provided the rules are not in violation of policies and regulations.
3. Expect, from all students, all assignments (including homework) to be completed and turned in as assigned.
4. Request administrative disciplinary action for any student whose behavior significantly disrupts a positive learning environment.
5. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.
6. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
7. Recommend for retention in a class any student who fails to meet the basic standards of the class.

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| SECTION 9. PARENT'S / GUARDIAN'S RESPONSIBILITIES AND RIGHTS IN RELATIONSHIP TO THEIR CHILDREN |
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Parent's/Guardians have the responsibility:

1. *To stress the importance of an education with their child.*
2. To keep the school up to date on telephone numbers and address changes, medical problems, and family or social problems that may affect school performance.

3. To send their child to school **on time** every day.
4. To submit a doctor's excuse when their child is absent due to an illness. **All excuses must be received within 5 days of the child's return to school.**
5. To make sure their child has time, space, materials, and help for homework.
6. *To be involved in what goes on in school and attend parent-teacher conferences.*
7. To support the school's discipline measures and assist the school with discipline when needed.
8. To keep up to date with their child's progress, and review, sign, and return progress reports and report cards, as requested.
9. To read/review the Code and the Student Bill of Rights and school rules with their child.
10. To insure their child has current immunizations required medical exams, and a complete emergency medical card. The emergency medical card needs to contain current address, telephone number, emergency contact persons, relevant medical information, and name of family doctor. The emergency medical card needs to be updated when necessary.
11. To request or insure that their child (1) dresses appropriately (drawstrings should be contained within your child's coat or other garment to insure your child's safety while getting onto or exiting from the school bus), (2) adheres to the school's dress code, and (3) practices good hygiene.
12. *To request that their child be responsible and respectful and behaves appropriately in school and on the school bus.*
14. To pay required fees and dues (i.e., lunch fees, lost book fees, project fees).

Parents/Guardians have the right to:

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

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| <p>SECTION 10. PRINCIPALS' RIGHTS AND RESPONSIBILITIES IN RELATIONSHIP TO THE STUDENTS</p> |
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Principals have the right and responsibility to:

1. Suspend any student whose conduct disrupts the educational process.
2. Expect respect from students and parents/guardians.
3. Help create and foster an atmosphere of mutual respect and consideration among students.
4. Administer discipline fairly and equally, following the guidelines set forth herein.

SECTION 11. Attendance

In accordance with revisions to **702 KAR 7.125** and effective July 1, 2006, attendance for all students will be calculated based on the actual time the student is absent from school. **Any student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy. Absences in excess of sixty (60) minutes will result in the student being marked absent for a percentage of the school day.** For example, if your child signs in/out of school for more than 60 minutes per day this will count against their attendance. We have 375 minutes built into each school day. Any student that signs in after 8:02 a.m. in grades K-4 will be considered tardy, and any student that signs in after 8:07 a.m. in grades 5-12 will be considered tardy, as well as any student that signs out before 3:00 p.m. **If a student is out more than 60 minutes of the regularly scheduled school day, then the attendance will be calculated on a percentage;** therefore, in order to maintain perfect attendance, students must follow the new criteria approved by the Kentucky State Board of Education. If a student signs in 35 minutes tardy during the morning and on the same day signs out 45 minutes early, that student has missed a total of 80 minutes, and will be counted as present for a percentage of the school day. The student was in attendance 295 out of 375 minutes, for a daily attendance percentage of 78.7% for that day.

Perfect Attendance: To be considered as having perfect attendance, a student must be present **100%** of the instructional school days, as calculated by the Infinite Campus system.

KRS 38.470 provides that student called to active military service shall receive credit for completed work and shall have reasonable time to make-up missed work. In addition, the state budget allows students one (1) excused absence for parent being deployed for military service and one (1) excused absence for parent returning for deployment.

Truancy Defined

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

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

Any student who has been reported a truant two (2) or more times is a habitual truant. Habitual truants, along with their parents or guardians, shall be subject to court action.

Excused Absences:

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

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil;
3. Religious holidays and practices;
4. One (1) day for attendance at the Kentucky State Fair;
5. Documented military leave
6. One (1) day prior to departure of parent/guardian called to active military

duty;

7. One (1) day upon the return of parent/guardian from active military duty.

All excuses must be presented to the school within 3 days of returning to school. Parent notes for excused absences are limited to three (3) per semester. After using up the limit per semester, parent notes will be considered an unexcused absence.

SECTION 12. VISITORS

Upon entering a school, all visitors (including parents/guardians) must sign in, request permission from the Principal (or authorized certified staff), and get a visitor's pass from the school office (Principal's office) before proceeding into the school building or into a classroom. Visitors will be required to wear or display a Visitor's Pass while they are in the school building. Approval of any visitation will rest with the school's Principal. For safety reasons, all visitors and parents/guardians must use the front or designated entrance at each school for entry purposes. All doors, other than the front or designated entrance door, will not be accessible for entry.

SECTION 13. REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

The privilege of any student to ride a school bus is based upon their good behavior and observance of the following rules and regulations. Any student who violates any of these rules or regulations will be reported to the Principal of the school that the student attends for necessary corrective action. The bus driver is responsible for the safety of the bus passengers and shall comply with 702 KAR 5:080. The bus driver is in full, total, and complete charge of the school bus and students.

(The bus driver must report these activities to the student's Principal and has the right to recommend to the Principal that the student(s) be removed from the bus for these activities. The Principal will categorize the infractions as Category One, Two, or Three.)

1. Students shall obey the driver cheerfully and promptly.
2. Students shall occupy the seat assigned to them by the bus driver. (Bus drivers reserve the right to change seat assignments as determined necessary by the driver.)
3. Students shall be on time at the bus stop; the bus cannot, and will not, wait for those students who are not on time at the bus stop.
4. Students are never to stand in the road while waiting for the bus.
5. Students are not to ride the bus to school when sick or when any member of the family has a contagious disease.
6. Students are not to place musical instruments or other articles at the door near the driver.
7. Students are not to obstruct the aisle in any manner.
8. Students are not to open or close windows without permission of the driver.
9. Students are to avoid unnecessary conversation with the driver.
10. Students are not to occupy more space in the seat than required.
11. Students, at all times, are to keep arms, head, and all other body parts inside the bus windows.
12. Students are not to leave their seats unless getting on or off the bus, unless authorized by the driver.

13. Students are to respect persons whom they pass on the bus routes.
14. Students shall ride the school bus to which they are assigned to and from school each day.
15. Students shall get on and off the bus at the same stop each day unless the Principal of the school that the student attends to the contrary grants written permission.
16. Students riding the school bus on school-sponsored activities shall ride the assigned bus to and from their destination unless the Principal, trip sponsor, or Coach grants permission to the contrary. (An exception to this is when the student is released to the (custodial) parent or guardian (or any individual authorized by the parent. However, before releasing the student to the parent, a Release of Liability form must be completed and signed by the parent or guardian and be retained by the Principal, trip sponsor, or Coach to be filed in the student's records.)
17. Students are to report to the driver immediately any damage found on the bus.
18. Students are to walk on the left side of the road, facing the traffic.
19. Students who must cross the road after alighting or exiting from the school bus shall pass in front of the bus and not behind it. The driver shall see that the way is clear before the student is permitted to cross the road.
20. Students are not permitted to bring anything on the bus that might frighten the other students or distract the driver's attention. These would include live, stuffed, or preserved animals such as fowls, fish, snakes, insects, and any similar things.
21. Students are not to spit on the floor, seats, or walls of the bus
22. Students are not to mark or otherwise deface the bus.
23. Students are not allowed to carry a knife (**of any size**), any sharp instrument, laser pointer/light, or a weapon (**of any kind or nature**) on the bus.
24. Students are not to conduct improper behavior such as: insolence, disobedience, vulgarity, foul language, fighting, pushing, shoving, and/or similar offensive acts on the bus.
25. Students are not to possess or use tobacco or vaping products of any type or kind, or tobacco related products (such as cigarette/cigar lighters, cigarette papers, etc.) on the bus.
26. Students are not to eat or drink anything on the bus.
27. Students are not to throw articles or objects inside the bus or from the bus.
28. Students are not to tamper with mechanical equipment, accessories, or controls of the bus.
29. Students are not to possess and/or use illegal drugs and/or alcohol of any kind and/or be under the influence of drugs and/or alcohol on the bus.
30. Students are not to harass or intimidate any student on the bus.
31. Students are not to be disrespectful to the bus driver.
32. Students are not to stand, run, or make loud noises of any kind on the bus.
33. Students shall remain seated until the bus has come to a complete stop.
34. When the conduct of a student on the bus endangers the lives or morals of other students or people and the offending student fails to cease when requested by the bus driver, the bus driver may put the offending student off the bus. The driver shall make every effort to do so near a house or open business establishment and, at the first reasonable opportunity, the driver shall report his action to the Principal,

Superintendent, and the student's parent or legal guardian. Should a driver have to eject a student as permitted in 702 KAR 5:080 (section 21), the driver shall inform the Principal, the Superintendent, or the Transportation Director as soon as possible of his/her action. This should be done only in extreme cases and as a last resort to protect the safety of the other students.

Any complaints of drivers, students, or parents, not specified above, shall be reported promptly to the Principal, Superintendent, or transportation director/personnel.

SECTION 14. WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

Any time a student is suspended from the bus, the parent/guardian is responsible for transporting or making arrangements for transporting the student to and from school. Any student not attending school, as a result of being suspended from the bus, may have truancy charges filed against him or her in juvenile court.

SECTION 15. BEHAVIOR VIOLATIONS

The student shall be disciplined for committing the offenses listed below while on school property or any school-sponsored activity. **(For purposes of this section, "school property: means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal or other school personnel.)** Certain violations will be handled with informal or in-school disciplinary measures. Some of these offenses may also result in a suspension (short or long- term), placement in alternative programs, or expulsion from school.

Category One Violations

- a. Failure to follow school or class rules.
- b. Unexcused tardiness to class or homeroom.
- c. Non-attendance of class.
- d. Failure to sign-in properly.
- e. Leaving school grounds without permission.
- f. Forgery - falsifying documents or signatures.
- g. Student disruptions - *any deliberate action by the student which results in serious disruption of the educational process.*
- h. Failure to follow directions - *the willful refusal by a student to respond to any reasonable directions of authorized school personnel (including failure to identify oneself or to accept in-school (or ISS) disciplinary measures).*
- i. Gambling - games of chance or skill for money or profit.
- j. Profanity, vulgarity, obscene gestures, and indecent exposure.
- k. Possession and/or use of any paging device **or other communication device.**
- l. Public display of affection between students.
- m. Sexual interaction/relations between students.

n. Hazing, bullying, or menacing.

Consequences for Category One Violations

First Offense

In School discipline and phone contact with parent/guardian

Second Offense

In-School discipline and parent/guardian conference

Third Offense

Short-Term Suspension

Subsequent Offenses

Long term suspension and expulsion process initiated (*depending on seriousness of offense*)

Category Two Violations

- a. Possession or use of tobacco/vaping products (cigarettes, cigars, snuff, chewing tobacco, or any tobacco product **or tobacco related product such as cigarette/cigar lighters**).
- b. Possession or use of laser pointers/lights.
- c. Fighting (**students**) - *the use of serious physical force between two or more students or individuals.*
- d. Theft - *stealing property belonging to the school or another person.*
- e. Extortion - *the obtaining of property from an unwilling person by intimidation or physical force.*
- f. False activation of a fire alarm or making a bomb threat.
- g. Vandalism - *damaging or defacing school property or the property of school personnel/students* (the student also faces liability for the costs associated with the property damage.)

Consequences for Category Two Violations

First Offense

Short term suspension and/or **notification of law enforcement authorities** (*depending on seriousness of offense*)

Second Offense

Short term suspension and/or alternative school placement initiated and/or **notification of law enforcement authorities** (*depending on seriousness of offense*)

Third Offense (and Subsequent Offenses)

Long term suspension, expulsion process initiated, and **notification of law enforcement authorities** (*depending on seriousness of offense*)

Category Three Violations

- a. Arson - *intentionally damaging school buildings or property of another person by starting fire or causing an explosion.*
- b. Sale, distribution, **assisting in the acquisition of**, possession, use, or under the influence of drugs or alcohol.
- c. Sale, distribution, **assisting in the acquisition of**, possession, or use of drug paraphernalia.

- d. Sale, distribution, possession, ***assisting in the acquisition of***, or use of any substance that simulates a controlled substance.
- e. Sale, distribution, possession, ***assisting in the acquisition of***, or use of fireworks.
- f. Sale, distribution, possession, ***assisting in the acquisition of***, or use of weapons - *carrying, storing, using, or selling deadly weapons (such as guns, knives, or any object that is used or can be used to hurt another person) on school property, to and from school, or school sponsored functions.*
- g. Assault - *intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument or intentionally causing physical injury to another person. Physical sexual abuse of any kind is considered assault.*
- h. Fighting or striking **school personnel**.
- i. Harassing, intimidating or interfering with school personnel/students; preventing or attempting to prevent school personnel or students from performing their responsibilities through verbal and non-verbal ***threats, violence***, or harassment (regardless of whether done in a joking manner or serious manner).
- j. Making threats toward school personnel/students through the use of hand/body gestures to indicate the use of a gun, knife, or any other type of weapon that may be used to cause injury (regardless of whether done in a joking manner or serious manner).
- k. Robbery - *theft involving the use of the physical force, deadly weapons, or dangerous instruments.*

Consequences for Category Three Violations

All Offenses

Long term suspension, Expulsion process initiated and **notification of law enforcement authorities.**

Section 16. ALTERNATIVE PLACEMENT PROGRAM

The Alternative Placement Program is designed and implemented to address the following components: academic, social, conflict resolution, school survival skills, and provision of academic services during expulsion periods.

If in-class and in-school measures, a parent/guardian conference, and/or suspension do not resolve behavior problems, then the Middle or High School student shall be assigned to alternative placement. (If the student's behavior problems continue and the alternative school personnel are unable to resolve the problems, then the expulsion process will be initiated.)

ADMISSIONS PROCEDURES When a decision has been reached to place a student in the Alternative Placement Program, parents/guardians will be notified to arrange a meeting with the following taking place:

1. The Principal will arrange with the parent/guardian a convenient time for the meeting.
2. The Principal will secure the parent/guardians permission in writing to perform an individual evaluation (educational and psychological testing), and consent for individual and group counseling.
3. The Principal will inform the student and the parent/guardian of the available transportation, meal rules, and purposes of the program.
4. The Principal will make arrangements for the acquisition of the necessary books and materials from the student's school.

5. The Program will secure the youth's signature to abide by the basic rules of the Alternative Placement Program.
6. Special Education students referred and placed in the Alternative Placement Program must come through the School Based Admissions and Release Committee (SBARC) due to the action resulting in a change of placement for the student. Services must be provided through collaboration with the special education personnel from the student's school.
7. In accordance with House Bill 330 – The Safe Schools Act, students who have been expelled from school must be provided educational services in an appropriate alternative setting. Therefore, the Board will, as it deems necessary and appropriate, assign expelled students to the Alternative School Placement.

COUNSELING SERVICES Counseling services will be provided for every student. Upon enrollment, each student will be assigned to the counselor and will meet with the counselor on a schedule as determined appropriate by the Alternative Placement Principal during the parent conference which is conducted prior to placement. Individual counseling will focus on the importance of obtaining an education, academic progress, social development, conflict resolution, and school survival skills.

EXIT CONFERENCE: THE ALTERNATIVE PLACEMENT PRINCIPAL WILL ARRANGE THIS CONFERENCE after conferring with and receiving recommendations from the counselor and alternative school staff. This conference will take place before a student returns to the regular school setting. *Students assigned to Alternative Placement as a result of Board action shall remain for the time period stipulated by the Board.*

NOTIFICATION OF FERPA RIGHTS AND CHILD FIND **Children with Disabilities in Need of Special Education Services**

Distribute this notice annually to parents and students.

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student’s education records. They 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 records may be inspected.

2) ***The right to request the amendment of the student’s education records that the parent or eligible student***

beliefs 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 to 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 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 authorizes disclosure without consent.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. 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 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 shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

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**

Directory Information

The Superintendent or the Superintendent's designee is authorized to release Board approved directory information.

Approved directory information shall be: student names and addresses, telephone numbers, 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 most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing on or before September 30 of each school year or within 30 days of distribution of the Student Directory Information Notification form which allows parents to notify the school district.

Child Find

The Jackson Independent School District keeps educational records in a secure location in each school and Board office.

The Jackson Independent School District obtains written consent from a parent or eligible student (age 18 or who is attending a postsecondary institution), before disclosing personally identifiable information to an entity or individual not authorized to receive it under FERPA.

For students who have been determined eligible for Special Education, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs or services. The Jackson Independent School District may destroy the educational records of a child without a parent's request 5 years after they are no longer needed to provide educational programs or services. Parents are advised that data contained in the records may later be needed for Social Security benefits or other purposes. The Jackson Independent School District may retain, for an indefinite period of time, a record of the student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed.

Children determined eligible for Special Education include those children with disabilities who have autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment and who because of such an impairment need Special Education services.

The Jackson Independent School District has an ongoing "Child Find" system, which is designed to locate, identify and evaluate any child residing in a home, facility, or residence within its geographical boundaries, age three (3) to twenty-one (21) years, who may have a disability and be in need of Special Education. This includes children who are not in school; those who are in public, private, or home school; those who are highly mobile such as children who are migrant or homeless; and those who are advancing from grade to grade, who may need but are not receiving Special Education.

The Jackson Independent School District will make sure any child enrolled in its district who qualifies for Special Education services, regardless of how severe the disability, is provided appropriate Special Education services at no cost to the parents of the child.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the Jackson Independent School District find any child who may have a disability and need Special Education services. The District needs to know the name and age, or date of birth of the child; 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 the Jackson Independent School District collects the information needed. The information the school District collects will be used to contact the parents of the child and find out if the child needs to be evaluated or referred for Special Education services.

If you know of a child who lives within the boundaries of the Jackson Independent School District, who may have a disability, and may need but is not receiving Special Education services, please call (606)666-4979 or send the information to:

**Director of Special Education
Jackson Independent Board of Education
940 Highland Avenue
Jackson, KY 41339
Ph. (606)666-4979**

“Child Find” activities will continue throughout the school year. As part of these efforts the Jackson Independent School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education. Any information the District collects through “Child Find” is maintained confidentially.

Written Policies and Procedures have been developed which describe the District’s requirements regarding the confidentiality of personally identifiable information and “Child Find” activities. There are copies in the Principal’s office of each school, and in the Board of Education office. Copies of the Policies and Procedures may be obtained by contacting:

**Director of Pupil Personnel
Jackson Independent Board of Education
940 Highland Avenue
Jackson, KY 41339
Ph. (606)666-4979**

The District office is open Monday through Friday, from 8 a.m. to 4:00 p.m.

The Jackson Independent School District provides a public notice in the native language or other mode of communication of the various populations in the geographical boundaries of the District to the extent feasible.

If you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner or mode of communication, please contact the Director of Pupil Personnel or the Director of Special Education at the address or phone number listed above for the Jackson Independent Schools.

Section 17. Head Lice

The following information on head lice is taken from the American Academy of Pediatrics Clinical Report on Head Lice, September 2002. The complete report is available online at <http://www.aap.org/policy/0203.html>. This is also the stance that is endorsed by the Kentucky Department of Education. KDE information may be found at http://www.education.ky.gov/users/jneal/HSRG/ch5/Selected_Cummunicable_diseases.pdf?IMAGE=Search beginning on page 3.

Head lice infestation is common in the United States among children 3 to 12 years of age. Head lice are not a health hazard or a sign of uncleanliness and are not responsible for the spread of any disease. Head lice are small parasitic insects that live on the scalp and neck hairs of human hosts. Lice cannot fly or jump and are transmitted by direct head-to-head contact with an infested individual. The most common symptom is itching. Individuals with head lice infestation may scratch the scalp to alleviate itching, and there rarely may be secondary bacterial skin infection. Head lice are the cause of much embarrassment and misunderstanding, and many unnecessary days lost from school and work.

School Control Measures

Screening for nits alone is not an accurate way of predicting which children will become infested, and screening for live lice has not been proven to have a significant effect on the incidence of head lice in a school community over time. Neither has such screening proven to be cost effective. The American Academy of Pediatrics Clinical Report on Head Lice encourages the school nurse or other trained persons to check a student's head if he or she is demonstrating symptoms, otherwise, classroom or school-wide screening should be strongly discouraged. The report goes on to say that it would be prudent to periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents should be encouraged to check their children's heads for lice if symptomatic; school screenings do not take the place of these more careful checks.

Management on the Day of Diagnosis

Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, poses little risk to others, and does not have a resulting health problem, he or she should remain in class but be discouraged from close direct head contact with others. If a child is assessed as having head lice, confidentiality must be maintained so the child is not embarrassed. The child's parent or guardian should be notified that day by telephone or a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. Common sense should prevail when deciding how "contagious" an individual child may be (a child with hundreds versus a child with 2 live lice). It may be prudent to check other children who were most likely to have had direct head-to-head contact with the index child. (The index child is the one who has been found with active head lice infestation) In an elementary school, often the most efficient way to deal with the problem is to notify the parents or guardians of all children in the index child's classroom, encouraging that all children be checked at home and treated if appropriate before returning to school the next day.

Treatment Recommendations

Permethrin 1% (Nix) is currently the recommended treatment for head lice, with retreatment in 7-10 days if live lice are seen. Instructions on proper use of products should be carefully relayed. Safety and efficacy should be taken into account when recommending any product for treatment of head lice infestation. None of the currently available pediculicides are 100% ovicidal and resistance has been reported with lindane, pyrethrins, and permethrin. Bed linen should also be laundered. Treatment failure does not equate with resistance, and most instances of such failure represent misdiagnosis/misidentification or noncompliance with the treatment regimen. ⁽⁹⁾

It is important to remember that proper education of students, parents, school and healthcare personnel is essential for controlling the spread of head lice.

The Principal, School Nurse, and Health Services Coordinator shall maintain and provide to parents upon request, written information about head lice, treatment procedures, and sources of support for parents of indigent students.

As directed by the Principal, any and all children may be checked by school personnel if the Principal or a teacher has reason to believe one or more students may have head lice and nits (lice eggs).

Section 18 Food services

Charge Meal Policy

Jackson Independent School Meal Price Policy

With the implementation of CEP, all students will be eligible for free school breakfasts and lunches. Ala Carte items may not be charged by students. Students may purchase ala carte items with cash or check. Parents/guardians also have the option to add money to the student's account to purchase ala carte items.

Adult Staff may charge meals or ala carte with the understanding that accounts must be paid monthly.

Adult Visitors must pay for meals with cash or check.

Adult & Visitor Meal Prices

| <u>Lunch</u> | | <u>Breakfast</u> | |
|---------------------------|--------|---------------------------|--------|
| Staff/Adult Visitor Price | \$5.00 | Staff/Adult Visitor Price | \$3.00 |
| Visiting Students | Free | Visiting Students | Free |

Jackson City School

940 Highland Avenue

Jackson, KY 41339

Mrs. Melissa Roark, Principal

PHONE (606) 666-5164

FAX (606) 666-2555

Jackson Independent School

Dual Enrollment Permission Form Contract for High School Students

Juniors and Seniors can start earning college and AP credit before graduating high school. Beginning with the 2018-2019 school year, Sophomores who have met the ACT benchmark scores of 23 in English, 24 in Math, and 25 in Reading and a Composite score of 27 will be eligible to take one (1) Dual Credit class per semester paid for by the District. **The Principal has final authority to decide which students and grade levels have the privilege of taking the dual credit classes.** Students who are eligible may take college, AP, and online classes through the Dual Credit Program, allowing them to take up to two college and/or AP courses per semester while in high school. In addition to college credit, students may earn credit toward their high school graduation requirements by completing dual credit hours. The purpose of these options include promoting content standards, providing academic challenges, and providing access to academic courses that may not be available at Jackson High School.

Self-motivation and discipline are important factors in successfully completing college-level courses. The general rule is: For every hour spent in class, college students should spend two hours out of class reading, studying and completing assignments.

ATTENDANCE: Even though the students are enrolled in a college level class that is taught by a professor, the student will still be receiving high school graduation credit. Therefore, attendance in class is expected and falls under the same guidelines/rules of high school attendance. For extracurricular activities- students are NOT automatically EXCUSED and PRIOR APPROVAL from the college professor is necessary. Refer to the course syllabus for additional attendance requirements and guidelines.

High school students taking dual credit classes are treated no differently than any other college student. There are no parent conferences and any communication regarding college students is restricted due to FERPA (Family Educational Rights and Privacy Act). The college class(es) that your child is enrolled in is, of course, a college class taught by a college professor. Please communicate regularly with your child regarding his/her progress as your child may actually have a failing grade in the class. Because college classes often have few grades and they are not based on a nine week's time frame, the high school has to wait until the end of the semester to receive and report grades.

ATTENTION:

Beginning with the 2013-2014 school year, if at the end of the semester, the student does not pass any college or AP course; he/she will be required to gain high school credit for the class. **DROPPING THIS COURSE PRIOR TO THE ORIGINAL END DATE** will also require the student to gain high school credit and will be ineligible to enroll in additional college classes. In addition, **PARENTS WILL BE RESPONSIBLE** for the tuition of the students class(es) he/she did not pass or dropped.

Section A: To be completed by student

Name of Student _____

SSN _____

School ID _____

Birth Date _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Name of Parent/Guardian _____

HS Principal _____

College _____ Term _____ Academic Year _____

College Course(s): Approved (Initials):

Section B: Student Eligibility: To be completed by High School counselor/principal. Check all that apply.

- A. ____ This student is a junior or senior who has met or will meet the high school graduation requirements.
- B. ____ This student is eligible to participate and has the maturity to enroll in a college level course and complete the assignments for the course.
- C. ____ The school district agrees to pay the tuition for 2 courses this term.
- D. ____ This student is enrolled in 11th grade.
- E. ____ This student is enrolled in 12th grade.
- F. ____ This student has at or above 3.2 cumulative grade point average.
- G. ____ This student has met all Kentucky ACT requirements and a 21 composite for 2 courses paid by the district.
- H. ____ This student has met all ACT National Benchmarks and a 25 composite for 3 courses paid by the district.
- I. ____ This student is a sophomore and has met benchmark of 23 English, 24 math, 25 reading, and a 27 composite for 1 course paid by the district. Students must have 2 letters of recommendations from a teacher at JCS.

Section C: To be signed by student and student's parent/guardian

I understand that this agreement entitles me/my child to enroll in college courses. I understand the following:

- 1. The course is a college-level course and I will meet the same course requirements as college students.
- 2. The course satisfies high school graduation requirements.
- 3. The course credits will only transfer if I earn a C or better in the course.
- 4. The grade received in this course will appear on my college and high school transcript.
- 5. If I withdraw from the course after drop/add date, I will receive a W or F on my college and high school transcript, and **will be responsible for the tuition cost** for that course.
- 6. If I do not earn a C or better in the course, I **will be responsible for the tuition cost for that course.**

By signing below, I acknowledge that I understand Jackson Independent School policies and expectations of dual enrollment students.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

*****The principal has final authority to decide on which students and grade levels have the privilege of taking the dual credit class.**

Jackson Independent School

Melissa Roark, Principal

940 Highland Avenue
Jackson, Kentucky 41339
(606) 666-5164 Fax (606) 666-2555
Web Page: www.jacksonind.net

July 1, 2023

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as part of Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessionals(s), if applicable.

If you would like to request this information, please contact Melissa Roark by phone 606-666-5164 or by email at melissa.roark@jacksonind.kyschools.us.

Sincerely,

Melissa Roark, JCS Principal

Jackson City School—Since 1910

Jackson Independent School District does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs, or activities. Civil Rights Coordinator: Anjanette Davidson

Jackson City School
STUDENT HANDBOOK SIGNATURE PAGE

****** Remove this page, check items, sign, and return to school ******
(One signature page for each household)

Please initial each section. Initialing each section proves all terms were read and agreed to and helps prevent future misunderstandings.

All Parents Kindergarten through 12th Grade

_____ I have read and understand the new state policy regarding attendance located on **pages 6 -7** of the JCS Student Handbook.

_____ I have read and understood the procedure for make-up work located on **page 8** of the student hand book.

_____ I have read and understand the activity/consumable fee that is located on **page 9** of the JCS student handbook and will accumulate yearly if unpaid. All debts must be paid before graduation.

_____ I have read and understand the student insurance policy located on **page 11** of the JCS student handbook.

Middle School Parents Only

_____ I have read and understand the guidelines for valedictorian and salutatorian located on **page 17** of the JCS student handbook.

High School Parents Only

_____ I have read and understand the policy regarding dual credit classes located on **page 18** of the JCS Student Handbook.

Parent Name: _____
Please Print Signature

Date: _____

Students included in the household: _____

