

# **Parent Handbook 2023-2024**



**721 Witt Rd.**

**Franklin, KY. 42134**

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**[www.simpson.kyschools.us](http://www.simpson.kyschools.us)**

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# Greetings from Our Principal



On behalf of the Simpson Elementary faculty and staff, I would like to take this time to welcome you and your child to Simpson Elementary. I am looking forward to the 2023 - 2024 school year. Simpson Elementary continues to strive diligently to provide a safe, caring environment while meeting all the various academic needs of all students. This must be a collaborative effort on the part of students, teachers, administrators, parents and community. Open lines of communication between the home and school are essential. Please feel free to visit our school and attend the PTO and SBDM meetings, as well as the scheduled conference days.

As federal and state regulations change, we will work diligently to ensure your child is in a safe and secure environment. Do not hesitate to call the school 270-586-4414 if you have any questions or concerns.

Partners in Education,

Michael Barnum, Principal

## **UPDATES & VOLUNTEERS**

We are looking forward to the new school year and the growth for each and every student at Simpson. Our school year will be as “regular” as possible without any unforeseen restrictions taking place. Families will be allowed in the building and we ask for those wishing to volunteer at SES to contact Robin Hollingsworth, Community Education Director about being a volunteer. All of the information required is located on the following website: <https://www.simpson.kyschools.us/page/community-education> The Community Education phone number is 270.586.3809 or you can email her at [robin.hollingsworth@simpson.kyschools.us](mailto:robin.hollingsworth@simpson.kyschools.us).

# SIMPSON ELEMENTARY SBDM COUNCIL

Simpson Elementary School’s Site Based Decision Making Council has the responsibility for setting school policy consistent with district policy to provide an environment that supports student achievement and assists the school in meeting goals established by the General Assembly. In order to submit an item to be considered at a meeting, it must be submitted in writing to the school principal at least five days prior to a meeting. The school council shall adopt a policy to be implemented by the principal in the following areas:

Curriculum; Instructional/Non-Instructional Staff Time; Assignment of Students to Classes, School Schedule, School Space, Instructional Practices; Discipline/Classroom Management, Extracurricular Programs

## 2023-2024 SBDM Council Representatives

Michael Barnum – Principal    Bethanne Wimpee–Teacher    Jennifer Ogles–Teacher  
Dawn Spencer – Teacher    Kari Harris– Parent    Stacy Nishibun – Parent

## PTO

The Simpson Elementary School Parent/Teacher Organization is a critical support group for the school. Parents are encouraged to become active members of this worthy organization. Additional information about how you may join and participate in PTO functions may be obtained by contacting the school or the PTO.

## 2023-2024 PTO Officers

President:	Mary Clayton Garrett	
Vice President:	Neely Burrell	
Secretary:	Kristin Crafton	
Treasurer:	Brooke Perkins	
Box Top Coordinator:	Hannah Coffee	
Special Events:	Erin Hunter	Mallory Sterling
	Jennifer Gregory	Tori Killen
	Sarah Halcomb	Sunni Gregory
	Savannah Hicks	
Teachers:	Victoria Graves	
	Lindsay Murray	
	Preston Graves	
	Allison Schornak	
Principal:	Michael Barnum	

## STATEMENT OF PHILOSOPHY

We believe Simpson Elementary School should provide equal opportunity for the maximum development of each child's potential. In order to encourage academic achievement, the curriculum should include varied courses of study to give opportunity for self-expression.

Realizing the need for each pupil to live a useful and happy life, our school has a definite responsibility in the establishment of constructive values.

We believe the American System of Education must be a forceful institution in perpetuating worthwhile physical, social, moral, and democratic attitudes.

## MISSION STATEMENT

The mission of Simpson Elementary is to develop students to become life-ready in an environment where everyone is honest, responsible, respectful and safe.

## TEACHER QUALITY

If you would like to know whether your child is being taught by a teacher who is highly qualified in that subject area, please contact your school principal.

## COMPLIANCE STATEMENT

It is the policy of the Simpson County Board of Education that no person is subjected to discrimination on the basis of race, color, national origin, religion, sex, handicap or marital status in any program, service or activity for which the Simpson County Board of Education is responsible. The board will comply with the requirements of state and federal law concerning non-discrimination and will strive by its actions to enhance dignity and worth of all persons.

## COMPLAINT/GRIEVANCE STATEMENT

The parent, guardian or student who has a complaint should contact the individual who can give relief to the complaint. If no relief is given, contact should be made with the next individual in a line-staff relationship. For example: first teacher, second principal, third superintendent, fourth Board of Education. The board will have the option to hear or not to hear the complaint. The complaint may be written or oral. According to KRS-158.05, a student is afforded due process before disciplinary measures are taken. Please refer KRS 158.192, "Harmful to Minors" complaint resolution process on [the district website](#) VISITOR POLICY

Providing quality education in a safe environment is the primary goal of the Simpson Elementary School staff. Parents are encouraged to be active partners in the educational process. As partners, parental cooperation and support are critical in every aspect of the teaching/learning process. PLEASE ASSIST THE SCHOOL IN PROVIDING A SAFE EDUCATIONAL SETTING BY USING **ONLY** THE MAIN ENTRANCE TO THE BUILDING. WE DO ASK **ALL** VISITORS TO SIGN IN AT THE OFFICE AND GET A VISITORS PASS. **AN ID MUST BE PRESENTED AND THE NAME MUST BE ON THE ENROLLMENT FORM.** ANY CHANGES TO THE ENROLLMENT FORM AS TO THE CHILD'S PICK-UP MUST BE DONE IN WRITING OR YOU MUST COME INTO THE SCHOOL. **WE PREFER THE PARENT COME INTO THE SCHOOL.** PHONE REQUESTS CANNOT BE HONORED. [Please refer to KRS 438.305 regarding to banned substances on school property.](#)

## **The Use of Illicit Drugs and the Unlawful Possession and Use of Alcohol is Wrong and Harmful**

For information about any drug and alcohol counseling and rehabilitation and re-entry programs, please contact Joey Kilburn, Simpson County Schools Title IV Coordinator, at 586-8877, or any of the school counselors. Agencies offering assistance include the Simpson County Family Resource Center, 586-2007, Life Skills Inc., 586-8826 or Champions Against Drugs, 842-5509.

### **GUIDELINES FOR APPROPRIATE DRESS**

#### **Dress and Appearance**

Students should dress appropriately for the occasion and avoid extremes in clothing, cosmetics and hair styles. Students should feel a responsibility to present a suitable appearance in order to reflect credit upon themselves and their family, school, and community. The primary purpose of this policy is to avoid embarrassment for students and parents, and to ensure an educational climate that is not disrupted or impeded.

Following are guidelines for student dress:

- Modesty and avoidance of distractions are keys to appropriate dress;
- Wearing of attire/cosmetics and/or, presentation of extraordinary personal appearance.,\_ costumes that hide someone's identity or imitate someone or something else, or unsanitary body condition which, in the judgment of the administration, significantly disrupts school work or threatens the health of other pupils and/or faculty, is prohibited;
- Hats, caps, bandannas/headbands, hoods, or headdresses shall not be worn in school, with the exception of days designated by the Principal;
- Baggie clothes are not permitted. Pants should be worn at the waist;
- "Trench" coats, "dusters" or other coats which extend below the knee are prohibited;
- Sunglasses shall not be worn inside the school building without a medical excuse (A doctor's note must be presented beforehand.);
- Shorts should be at least as long as the end of the finger tips when hanging naturally, skirts and dresses should be no shorter than three inches above the knee for secondary students. Extremes should be avoided (e.g., shortness and tightness of garment);
- Patches, emblems, tattoos, and clothing depicting vulgarity, profanity or sexual content, or clothing that advertises alcoholic beverages, tobacco products or illegal substances, or clothing that is perceived degrading to others shall not be permitted. This shall include, but is not limited to, the following: Black Panthers, Confederate flag, Nazi Swastika, Gang Symbols and/or hate groups of any sort, etc.
- The body shall be appropriately covered at all times;
- The nude look and/or see-through or cutaway styles that expose the ribcage or mid-riff, shoulders or chest are prohibited. Sleeveless attire is acceptable for girls. Boys must wear clothing with sleeves at all times.
- Chains (such as long chains classified as billfold chains) or jewelry which may present a



safety hazard if misused are prohibited. Jewelry symbolizing drugs or illegal substances is prohibited.

- Students are prohibited from wearing attire which exposes undergarments. Students are not permitted to wear clothes with holes above where the end of the fingertips are when hanging naturally.

The Principal/designee is authorized to interpret this policy when students wear clothing that is a variation of or is not included in these guidelines.

On pre-announced days (.e.g. during homecoming or testing weeks), students may be exempt from portions of this dress code. On days when shorts are allowed as a reward or incentive, they must hit mid-thigh.

### **Dress and Appearance**

This dress code is adopted in the interest of developing and maintaining a student body that is well-groomed, neat, and stylish. Students failing to follow the established policy should expect to face corrective action.

When informed of a dress code violation, a student must correct the situation by removing the offending item and/or changing into more suitable clothing before s/he returns to class. If necessary, parents will be notified to bring suitable clothes to school and/or the student will be sent home to change clothes. If necessary, disciplinary action may be taken by the Principal.

If a school/council chooses to develop a dress code, it shall be consistent with Board policy and the District's Code of Acceptable Behavior and Discipline.

### **Health Screenings**

Hearing and vision screenings will be performed during the first semester of the school year. Only those students failing a particular screening will receive a letter indicating the need to see the necessary health care provider. Follow-up is expected upon receipt of the referral letter. Various financial resources are available, if necessary.

### **District No Lice Policy**

Simpson County School's District policy does not allow students to attend school if lice or viable nits are present. In the event that lice or nits are present parents will be called and children will be sent home.

#### **Head Lice Screening Procedures:**

The Simpson County Schools operate under a NO LICE policy. Once a student is sent home with head lice, **the child may only return to school to be checked once per day.** This will help insure the parents are taking the necessary steps to treat the hair, remove the nits and return the nit-free child to school for a head check. If the child is free of lice and nits, he/she will be allowed to remain at school.

Upon a second occurrence of head lice, the family will be referred to the Family Resource Center for assistance.

Students are allowed a maximum of three (3) excused absences during the school year for the purpose of treating head lice. Then all other lice absences are unexcused.

A student may be cleared to return to class by the Health Department, a physician, (cost paid by parent) or school personnel, (no cost). If the student is cleared by the Health Department or a physician, the statement from either party **MUST STATE "FREE OF LICE AND VIABLE NITS"**. **STUDENTS WILL BE RE-CHECKED IN TWO (2) WEEKS BY SCHOOL PERSONNEL.**

## **Arrival at School**

School staff will begin unloading cars at 7:30. **DO NOT LEAVE YOUR CHILD UNSUPERVISED PRIOR TO 7:30 A.M.** Students who walk to school should arrive no earlier than 7:30. **SUPERVISORY STAFF IS NOT ASSIGNED PRIOR TO 7:30 A.M. SPECIAL ARRANGEMENTS MUST BE MADE WITH THE BUILDING PRINCIPAL FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:30 A.M.**

**\*ALL car rider drop offs must take place in the car rider line from 7:30-8:00** unless one of the following is taking place: parent teacher conference, before school tutoring, meeting with school nurse, head check, scheduled meeting with counselor/administrator or alternate arrangement made with administration to benefit the student.

## **Pick-Up Procedures**

Students will be loaded by school personnel beginning at 3:05. Parents/Guardians who pick up their child should do the following:

- Form 3 lines entering the gym parking lot from Witt Road.
- Children will start being dismissed at 3:05 p.m. (ALL grades)

## **Early Checkout Procedures**

Every minute of instructional time is critical. According to the state law, if a child checks out of school before 3:00 p.m. or arrives after 8:00 a.m., he or she will be counted tardy. Instruction occurs from 8:00 a.m. - 3:00 p.m. at Simpson Elementary School. Instructional time that is missed impedes achievement and decreases the probability of academic success. **ALL STUDENTS ARRIVING LATE OR LEAVING EARLY MUST BE SIGNED IN OR OUT IN THE SCHOOL OFFICE BY A PARENT OR AUTHORIZED ADULT.**

## **Late Arrival or Early Dismissal Check In/Out**

In the event that your child arrives after 8:00 at school, **YOU MUST COME INTO THE SCHOOL OFFICE AND SIGN IN YOUR CHILD.** In addition, if you are checking your child out of school for any reason you must do so in the office. **PLEASE REMEMBER THIS IS FOR THE SAFETY OF YOUR CHILD.**

## **Transferring or Moving**

If your child has to move out of the Simpson County School District during the school year, try to notify the teacher and principal as soon as possible so that we can help make the transfer speedy and efficient. Library books must be returned before leaving.

If you move during the school year and your child will still be attending Simpson Elementary, please send us the change of address for our records. Also, if your telephone number or work information changes during the year we need this information.

## Attendance Policies

All students arriving before 7:50 should report to the cafeteria or gym. Children should be in the classroom by 8:00. Any students arriving after 8:00 will be marked as late for the day/tardy. If a student arrives late, he/she should report to the office before going to class. Students who eat breakfast should arrive at school in time to eat and go to class on time.

If a student is absent, he/she must present a written and dated excuse from the doctor or home upon return to school. When a student returns to school, he/she should take the note to the office as soon as they arrive at school. Every absence will be recorded as unexcused until the written excuse for the absence is received. When the written excuse is received the absence will be determined excused or unexcused and recorded as such. The note will be stamped as excused or unexcused and given to the student to be taken to the teacher and placed in the student's file. Please remember that according to Board Policy, **you will be allowed 6 parent notes throughout the school year.**

**ALWAYS follow up all absences from school with documentation, INCLUDING early check out and late arrival.**

Students that have been absent from school **more than 15 (excused or unexcused) days** must have the district **medical excuse form** completed in order for an absence to be excused. Refer to district policy for exemptions. Exceptions to this policy can only be made when a chronic medical condition exists supported by documentation from a physician, or other extenuating circumstances that should be discussed with a school administrator.

**NOTES MUST BE SENT TO SCHOOL WITHIN THREE (3) SCHOOL DAYS OF THE ABSENCE FOR THE ABSENCE TO BE DETERMINED AS EXCUSED OR UNEXCUSED. IT IS THE REASON FOR THE ABSENCE THAT DETERMINES IF IT MAY BE EXCUSED OR UNEXCUSED; HOWEVER, NOTES PRESENTED AFTER THE THREE (3) SCHOOL DAY LIMIT CANNOT BE ACCEPTED.**

If an extended absence (illness, surgery, family emergency) is necessary, parents should contact the school principal or assistant principal to make appropriate arrangements. Students who must be absent more than three (3) consecutive school days may qualify for homebound services. It is important to notify the school for assistance.

Homework and assignments missed due to an absence may be picked up in the office if parents call and make arrangements the morning of the absence. Make-up work may be picked up in the afternoon between 2:00 and 3:30. It is a student's responsibility to ask the teacher for assignments missed due to an absence if they have not been requested by the parent/guardian. Makeup work should be turned in to the teacher within 3 days of the excused absence to receive credit. **STUDENTS CANNOT BE GIVEN CREDIT FOR MAKEUP WORK IF THE ABSENCE IS UNEXCUSED.**

## Absences and Excuses

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

### EXCUSED ABSENCES:

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

- Death or severe illness in the pupil's immediate family
- Illness of the pupil (a physician's statement may be required)
- Religious holidays and practices

- Participation in school-related activities approved by the Principal
- Court appearances
- Act of God
- Treatment of head lice (maximum of three (3) absences per school year)
- One (1) day for attendance at the Kentucky State Fair
- Other valid reasons as determined by the Principal

**UNEXCUSED ABSENCES:**

All other absences shall be considered unexcused.

**NOTES REQUIRED:**

When students return to school, they shall bring notes signed and dated by the parents stating the reason for absence. The Principal or designee shall determine whether the absence is excused. After a student has missed 6 days within the current school year, he/she will be required to meet with the Principal to explain his/her extenuating circumstances or to present a statement from a licensed physician which indicates it was **MEDICALLY INADVISABLE** for the student to attend school/class. This note/statement is to be presented to the designated office personnel upon returning to school, no later than three (3) days after the absence. When sending in a note, please do not ask us to call or contact the doctor’s office because we cannot due to the HIPPA Regulations.

School Board policies may be assessed at [www.simpson.kyschools.us](http://www.simpson.kyschools.us)

**A doctor’s statement for an appointment in which the child could have been in school part of the day, will not be excused. Example: dental cleaning.**

**Breakfast and Lunch Prices**

Child Visitor Breakfast...\$1.75	Child Visitor Lunch...\$2.75
Adult Breakfast.....\$2.75	Adult Lunch.....\$4.00
Student Breakfast.....Federally Funded	Student Lunch.....Federally Funded

**Discipline Statement**

Students at Simpson Elementary School are expected to act in accordance with the guidelines of the “Simpson Elementary Student Handbook” and the “Simpson County Board of Education Code of Conduct and Discipline Policies and Procedures”. The school staff intends to protect the right of each child to learn without interference or intimidation.

**Classroom Visitation Policy**

The purpose of this policy is to establish procedures that allow guardians to visit classrooms in a welcoming and professional manner where classroom instruction is preserved.

\*24 hour notice is given to the teacher or principal regarding the classroom visit. Contact must be two way and both parties agree to a predetermined time and place.

\*Cell phones are off limits and photos will not be taken of students.

\*If the parent/designee needs to address the teacher, it must take place after school or during the teacher's planning. Not during instructional time.

- \*Observation can take place for the specific time frame, not on a whim with another class.
- \*Parental rights must be established or written permission from the parent for their designee to visit.
- \*The visitor will only visit the classroom of which they have spoken to the principal/teacher about. No other visits will take place at that time.
- \*Confidentiality is a must. No discussion of other students will be allowed.
- \*Signed statement by the parent/guardian will be kept at SES.

## **WILDCATS SUCCESS BEHAVIOR INCENTIVE PROGRAM**

### ***Leader of the Month:***

A student will be selected each quarter by the homeroom teacher to be recognized as the Leader of the Month from that homeroom. Leaders of the Month are all around well behaved students who display superior character traits and use the four Wildcats words of honesty, responsibility, respect, and safety. They have consistent good behavior. These students will be rewarded with a quarterly special time, such as, extra outside time or snack time. They will receive a special certificate honoring the leader.

### ***Success Paws***

Individual students may receive a Lil' Cats slip from the teacher or staff member when the student has been "caught" being honest, responsible, respectful, or safe. The slips will be put in a box for a weekly drawing of ten names. These 10 will choose a prize from the Assistant Principal's Treasure Chest.

### ***Wildcats Good Behavior***

Quarterly, our school will celebrate classroom good behavior by having a fun-type dress up day to reward their successes. A note will be sent home each quarter describing how we will celebrate the day. Classroom teachers will be able to decide if their own classes or students earn participation in this day. Our goal is to promote teamwork and cooperation, not competition. Students don't learn if they don't behave.

### ***Clip System***

The clip system consists of a chart that has been divided into levels. All of the children start each day on "Ready to Learn" (GREEN). Then, during the course of the day, the children move their clothespins up or down the chart, based on the behavioral choices they make. If they are making good choices, they can move their clothespin up a level at a time. Inappropriate behavior would cause them to move down a level. Since the children start in the middle of the chart, they have numerous opportunities to work their way up the chart. This really helps the children realize that they must practice self-control and be responsible for their actions and behavior if they want to be recognized for making good choices. Making it to the top of the chart is not easy, but it is definitely attainable. The children quickly realize how they must conduct themselves in order to achieve this goal. Once a student clips to the top of the chart, they can continue making great choices and clipping to their teacher and even all the way to the principal! When they make it to the principal, the students will be announced on the morning announcements the following day and recognized for their outstanding behavior.

## *Perfect Attendance*

Students who have 100% attendance (zero absences and zero tardies) for the entire school year will be recognized. Consecutive, cumulative years of perfect attendance will be recognized with medallions or trophies that reflect the number of years perfect attendance has been achieved. Throughout the school year other incentives will be offered.

## *Year End Awards Program*

There will be one end of the year awards program to reward students good behavior, attendance and achievement. The following awards will be given:

- One overall Leader of the Year from each homeroom
- Perfect attendance
- Accelerated Reader
- Principal's Award

## **Inclement Weather Plan**

Inclement weather plan information is on the enrollment sheet under the Transportation section; please fill out when you register your child. **STUDENTS OR SCHOOL PERSONNEL MAY NOT MAKE PHONE CALLS; A PRE-EXISTING PLAN MUST BE IN PLACE!** Please discuss and develop a plan for the early release procedures with your child. If school is closed early due to inclement weather, both parents and children will feel more secure if a plan has been established. In the event of early dismissal from school, our **ONE CALL** system will contact the parent/guardian. Also, announcements will be reported on **WFKN, WBKO-13, WTVF-5, WKRN AND WSMV. Please DO NOT call Simpson Elementary, as school phone lines are difficult to access when early dismissal is necessary.** Your child will be calmer if they know your plan for their early dismissal.

## **Parent/Teacher Conferences**

Parent/Teacher conference days are scheduled one/two times through the year. However, parents are encouraged to contact teachers as needed. If a problem arises, parents should contact the teacher first. If there is a need, a conference with the parent, teacher and principal may be scheduled. **CONFERENCES MUST BE SCHEDULED IN ADVANCE. TEACHERS CANNOT USE INSTRUCTIONAL TIME FOR CONFERENCES.**

## **Report Cards**

Report cards will be sent home at the end of each trimester. The report card will be a Standards Based Report Card that will be computer generated. It will be designed to have the specific academic and social behaviors that are expected at each grade level.

## **Backpacks**

Backpacks on wheels can cause safety problems at school and on buses. To help ensure the safety of your child, **SES REQUESTS NO STUDENT HAVE A BACKPACK WITH ANY TYPE OF WHEELS.**

## **Parties**

Each classroom may sponsor parties to celebrate various occasions. Children are not required to participate in classroom parties and we encourage "healthy" snacks or treats to promote good nutrition.

Please remember parties are for SES students and small children should not be invited to attend. ANY STUDENT CHECKING OUT OF SCHOOL EARLY ON PARTY DAYS WITHOUT A VALID EXCUSE WILL RECEIVE AN UNEXCUSED TARDY.

## **Gift Deliveries to School**

Helium balloons and glass items are **NOT** permitted on any school bus. Any gifts delivered to school will be kept in the office for students to pick up as they leave school. If your child has received balloons or a glass item, **PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD TO BE A PICK-UP!**

## **Birthdays**

The school will recognize your child's birthday. In celebration of reading, students may choose a book on his or her birthday. Students are allowed to choose one or two friends to sit with them at the "birthday table" on their birthday. **BIRTHDAY PARTY INVITATIONS ARE NOT TO BE DISTRIBUTED AT SCHOOL.**

## **Field Trips**

Teachers will send home information concerning field trip participation. If permissible for parent attendance on a field trip, parents will need to furnish their own transportation. Each classroom teacher has the option of excluding a child from a field trip after consultation with the principal and notification of parents.

## **Bus Privileges**

District transportation rules and regulations are sent home with every student at the beginning of the year. If a student is referred to the office for discipline due to misbehaving on the bus, a bus discipline report will be completed and kept on file. Upon a third bus discipline referral, bus privileges will be suspended. Extreme violations will result in immediate suspension of bus privileges.

## **Did You Know?**

Passing a school bus anytime while it is loading or unloading students is illegal, and if reported, carries a fine and/or jail sentences as a penalty. This applies on school grounds. If parents come on campus to pick up or drop off students, they need to be very careful to watch for students who may dart into the path of a car. Please use designated areas that are away from the bus lanes for picking up and dropping off students. **DO NOT ENTER THE FRONT PARKING LOT FROM 7:30-8:00 A.M. AND 2:30-3:30 P.M. PLEASE USE THE SIDE PARKING LOT.**

## **Variation from Routine Transportation**

Transportation changes can **ONLY** be made by the parent or guardian. Transportation changes will only be granted in **ONE** of the following ways:

- A written note signed by parent/guardian
- Fax a written note with signature and phone number to 270-598-6059
- In person

**Fax MUST have a number so we may call to verify!!!**

**ALL TRANSPORTATION CHANGES MUST BE RECEIVED BY 2:00 pm DAILY.**

## **TRANSPORTATION CHANGES WILL *NOT* BE ACCEPTED VIA TELEPHONE!**

Any extreme emergencies involving transportation changes will be done by an administrator. **ALL** visitors must show an ID each time they visit the school. Please list all persons who will be able to pick up your child, want to eat with your child, or are allowed to visit your child.

## **Library Media Center Checkout Procedure**

Students will be allowed to checkout 1 BOOK from the media center. If it is misplaced, 1 MORE BOOK can be checked out. This will give the student a total of 2 BOOKS. There is a 2 BOOK limit for each student. If it is lost then a \$10 charge will be placed on each book. In order to checkout again, the lost book will need to be paid for or found. If a book is paid for and later it is located, a refund will be given. Student report cards will be held at the end of the year until any existing library charge is paid.

## **Internet Access/Acceptable Use Policy**

Students must have a signed copy of the District Acceptable Use Policy on file in order to access the internet. After signing the policy, parents must notify the school in writing if they wish access terminated for their child.

## **Toys and Electronic Games**

Frequently children will bring toys, electronic pets/games, cell phones, iPods and other valuable items to school. This is inappropriate for several reasons. These items cause distractions in the classroom, instigate fights and get broken, lost or stolen. Please do not allow children to bring items to school that are more appropriate for home. **Items brought to school or taken by bus drivers will be kept in the office. A parent or guardian must pick up the item taken.** The school cannot be responsible for items that are broken, lost or stolen.

## **Insurance and Pictures**

Each year you have an option of purchasing school insurance and school pictures for your child. Neither is mandatory.

## **Safety Drills**

Fire drills, tornado drills, earthquake drills, bomb threat drills, lockdown drills and bus evacuation drills will be required by law at regular intervals throughout the school year. These are important safety precautions for all involved.

## **Medication Forms**

**NO** medication will be administered to a student until the school nurse receives paperwork entitled **“PERMISSION FORM FOR PRESCRIBED MEDICATIONS”**. Please have your student’s physician or authorized prescriber complete the document and forward it to the school with the medication in the **ORIGINAL** container. **Permission form is available from the school office. Board policy is on the district website: [www.simpson.kyschools.us](http://www.simpson.kyschools.us)** Students should not transport medication on the bus unless it is necessary to have during their transportation to/from school.



## **Prevention of Bloodborne Diseases**

At the elementary age many children will be losing teeth, having bloody noses and getting scrapes on the playground. As disease can be spread from blood on clothing, every attempt will be made to change a child's clothes while at school. If this is not possible, then the parent will be contacted and asked to bring in a change of clothes and change the child. If the school's staff is unable to reach you, then your child will be excused from the classroom and all other activities until someone is contacted and the child can be changed. If school personnel are unsuccessful in reaching anyone to either pick up the child or change the child's clothes, and the child normally rides the bus, then as a protective measure to everyone, the child will be placed on the bus with a plastic bag covering the bloody clothing and the child will be isolated on the bus with the plastic bag covering the bloody clothing. If your child is actively bleeding for example a bloody nose when the bus arrives, then your child will not be allowed to get on the bus. The school staff will notify you of the need to pick up your child.

## **PUBLIC NOTICE**

### **EXCEPTIONAL CHILDREN RECORD RETENTION AND DESTRUCTION**

Kentucky Records Retention Guidelines describe how Simpson County Schools shall maintain and/or destroy Exceptional Student Records according to PL 94-142, Sec. 300.573 and PL 93-380, Sec. 513. The following records will be destroyed after the student's program has been inactive or completes his educational program in the Simpson County School District.

**After five (5) years the following Special Education Due Process Records will be destroyed:**

- **All Notices: of placement, records of disclosures, of SBARC Conference meetings**
- **All Due Process Forms: including SBARC conference summaries, parental permissions for testing and placement, developmental/social histories, plus any other information contained within the Due Process Folder**

Copies of these records will not be retained unless we have a written request that they are not destroyed. If you have any questions, please feel free to contact Whitney Maxwell at 270-586-8877.

# **Parental Involvement Policy**

## **Simpson Elementary School**

### **DEFINITION OF A PARENT:**

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The legal definition of a “parent” is a parent, step-parent or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purpose of this policy we will use the term “parent” to encompass all diverse family situations.

### **COMMITMENTS**

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We commit to:

1. Sharing clear information about each student’s progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community member’s full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **SCHOOL-PARENT COMPACT**

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Our students’ parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

### **SCHOOL RESPONSIBILITIES**

Simpson Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive and safe learning environment that enables the students to meet Kentucky’s academic standards.
2. Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.
3. Assign homework in accordance with our Homework Policy.
4. Provide parents with frequent reports on their child’s progress. Specifically we will provide formal reports every nine weeks.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student’s achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child’s teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can

- help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Association or Organization.
  9. Provide parents opportunities including but not limited to:
    - ❖ Observing their child's classroom activities
    - ❖ Tutoring
    - ❖ Assisting with classroom activities that require more than one adult
    - ❖ Preparing materials, mailings, refreshments and other items needed for family and community involvement
    - ❖ Serving on one of our decision-making committees
    - ❖ Joining our parent teacher organization and participating in its efforts to strengthen our school
    - ❖ Volunteering along with other concerned members of our community in other areas as needed
  10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Center will share responsibility for student achievement by:

- ❖ Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
- ❖ Offering a well-planned, well publicized menu of activities and programs to meet those needs.

## **PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home
3. Make sure homework is completed.
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
7. To the extent possible, volunteer, serve on the school council, or a committee, attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.

## **STUDENT RESPONSIBILITIES**

With support from parent, students are asked to:

### **PRIMARY**

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.

4. Complete and turn in all assigned homework.
5. Give parents or adult who is responsible for them, all notices and information received from the school.

### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

## **Simpson County Schools Title I School-Parent Compact**

### **SCHOOL-PARENT COMPACT**

This school-parent compact is in effect during the 2022-2023 school year.

### **COMMITMENTS**

We commit to:

1. Sharing clear information about each student's progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home.
3. Making representative parents and community member's full partners in our decision-making.
4. Facilitating the involvement of our parents with limited English proficiency, parents with disabilities and parents of migratory children.
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents we will review the compact with parents, ask for input and then revise, if necessary, the compact.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents and the students:

#### **School Responsibilities**

The **Simpson County Elementary Schools** will:

1. **Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.**
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which This compact will be discussed as it relates to the individual child's achievement.**  
Those conferences will be held: September 2020, in the fall and February 2021, in the spring.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows: every 9 weeks.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows: email, phone calls and appointments for face-to-face conferences.
5. **Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities,** as follows:

- Tutoring
  - Assisting with classroom activities that require more than one adult.
  - Preparing materials, mailings, refreshments and other items needed for family and community involvement.
  - Serving on one of our decision-making committees.
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
6. **Provide information on the content students will learn each year through the methods listed in our Curriculum Policy.**
  7. **Assign homework in accordance with our homework policy.**
  8. **Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.**
  9. **Support an active Parent Teacher Association or Organization.**
  10. **Ensure that all adult volunteers working in our school and our students are subject to board policy and state law regarding criminal record checks, as applicable.**
  11. **The Family Resource/Youth Service will share responsibility for student achievement by:**
    - **Surveying families at least once a year to learn what services and activities would most help them support their children as learners.**
    - **Offering a well-planned, well-publicized menu of activities and programs to meet those needs.**

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Assist the child with time management (extracurricular, television watching, electronic games, playing, computer, etc.).
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district received either by my child or by mail and responding, as appropriate.
- Serving to the extent possible, volunteer, serve on the school council, or a committee, and attend School-Based Decision Making Council meetings and comment on draft policies and plans as they are made available.
- Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.

### **Student's Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. With support from parents, students are asked to:

- Complete and turn in all assigned homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible to my welfare all notices and information received by me from my school every day.
- Attend school as regularly as possible.
- Follow the school and classroom behavior standards.
- Bring necessary learning materials to school and to class.

If you have any questions concerning the Title 1 program, please contact the CIA at Simpson Elementary.

## Rules and Regulations for Riding a School Bus

Regulations are issued in accordance with the Students Code of Conduct, Simpson County Board of Education Policy, Kentucky Administrative Regulations and Kentucky Revised Statutes do not require Boards of Education to furnish transportation to and from school for pupils. The Simpson County Board of Education has elected to provide transportation for only those pupils regularly enrolled in the Public Schools within the Simpson County School District. Pupils have the privilege of riding a Simpson County School Bus to and from school provided they comply with the Directions from the Driver, Monitor and the Rules and Regulations for Pupils Riding School Buses. Video cameras are installed in the District's school buses to record student behavior during transportation to and from school and school related events. Evidence of student misbehavior recorded on video may be used to discipline students under provisions of governance authorities.

1. The bus driver and monitor are in charge of the bus and pupils will have an assigned seat.
  2. Pupils should arrive at the stop 5 minutes before time for the bus to arrive. The driver cannot wait but will cooperate when it is raining, snowing or extremely cold.
  3. Pupils should wait 10 feet away from the street or road and on the side of the street where the pupil lives, not crossing until the bus arrives and stops the traffic.
  4. When pupils must cross the roadway to enter or leave the bus, they shall cross the roadway approximately 10 feet away from the bus and not cross until all traffic has stopped and the driver signals for them to cross.
  5. Pupils should always board the bus in an orderly manner, using the handrail and going immediately to sit down, sitting in the assigned seat.
  6. Pupils are to remain seated until the bus has come to a complete stop, with the park brake set, before leaving the bus seats to get off the bus.
  7. Pupils are not to change from one seat to another while the bus is in motion.
  8. For safety reasons, pupils shall sit back to back and bottom to bottom and keep arms, legs and head inside the bus.
  9. Pupils shall not create noise on the bus to the extent that it would distract the driver or interfere with the driver's ability to hear emergency vehicles or trains.
- 10. The following activities are prohibited at all times:**
- a. Improper behavior (insolence, vulgarity, foul language, fighting, pushing or similar offenses).
  - b. The use of any tobacco substances on the bus, possession or under the influence of a controlled substance.
  - c. No pens or pencils out.
  - d. Eating or drinking on the bus.
  - e. Throwing articles in or from the bus.
  - f. Possessing knives, sharp objects, glass containers, helium balloons or lasers.
  - g. Tampering with controls of the bus.
  - h. Littering the bus.
  - i. Placing articles at the door by the driver.
  - j. Obstructing the aisle in any manner.
  - k. Water guns or water gun fights.
  - l. Any articles causing damage or excessive wear to the bus.
  - m. Pupils are allowed CD players with headphones, but cannot share or have CD's out of players. **MUST REMOVE WHEN LOADING/UNLOADING AND AT RAILROAD CROSSINGS.**
  - n. **NO** cell phones, cameras or hand held games out.
  - o. Students must maintain quietness at railroad crossings.
  - p. Occupying more space in a seat than required (pupils shall only be allowed to carry on a school bus those items which they can securely hold and contain in their lap without imposing into another passenger's area.

**11. Pupils ARE NOT permitted:**

- a. To sit or stand on the steps at the entrance of the bus, or in the landing area.
  - b. To operate the signals or entrance door.
  - c. Any type of weapon on the bus either operative or ceremonial.
  - d. To bring any object that would likely block the aisle or exits.
  - e. To bring pets, snakes, mice or preserved specimens that would likely frighten any pupil or cause a commotion on the bus.
12. Pupils are to ride their assigned buses only and are required to get off the bus at their assigned stop unless the pupil presents the driver a pass signed by the principal or designate.
13. Non-students are not permitted to ride the bus anytime unless with written permission from the superintendent.
14. Students on extra-curricular trips are required to abide by the same safety rules and regulations.

*Parents: If there are any questions about the penalties, call the principal. If there are any questions about policies, call the Pupil Transportation Department, 270-586-3757.*

05-13-2011

SIMPSON COUNTY SCHOOL DISTRICT

STUDENTS

09.2212

**Use of Physical Restraint and Seclusion**

Use of physical restraint or seclusion by school personnel is subject to 704 KAR 7:160. However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

**DEFINITIONS**

- *Physical Restraint* means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- *Seclusion* means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

**PHYSICAL RESTRAINT**

*All School Personnel*

Use of physical restraint 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. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

*Core Trained Personnel*

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In non emergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

STUDENTS

09.2212 (Continued)

### **Use of Physical Restraint and Seclusion**

#### **SECLUSION**

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff is appropriately trained to use seclusion.

#### **PARAMETERS**

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by 704 KAR 7:160, school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

#### **TRAINING**

Training of personnel on use of physical restraint and seclusion shall be provided as required by 704 KAR 7:160:

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR 7:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 7:160. (Exception: Core team members who are school



resource officers or other sworn law enforcement officers are not required to undergo this training.)

### **REQUIRED PROCEDURES**

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

### **NOTIFICATION REQUIREMENTS**

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but not later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via US mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

STUDENTS

09.2212 (CONTINUED)

### **Use of Physical Restraint and Seclusion**

#### **DEBRIEFING SESSION**

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

#### **PARENT COMPLAINTS**

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

## **DOCUMENTATION**

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by 704 KAR 7:160.

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

## **REFERENCES:**

704 KAR 7:160

KRS Chapter 503: KRS 503.050, 503.070, KRS 503.080, KRS 503.110

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

## **RELATED POLICIES**

09.4281, 10.2

Page 3 of 3

Adopted/Amended: 4/18/13

Order #: 1030

## **Assault and Threats of Violence - Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

### **KRS 508.078 (Terroristic Threatening, Second Degree)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

b) Makes false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;

2. Causing cancellation of school classes or school sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.

LEGAL: HB 538 AMENDS KRS 158.150 TO DEFINE "CHRONICALLY DISRUPTIVE" TO THE EDUCATIONAL PROCESS AND ADDS STATUTORY GUIDELINES FOR SUSPENSION OF A STUDENT. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.434

## **Suspension**

### **WHO MAY SUSPEND**

In accordance with KRS 158.150,<sup>1</sup> the Superintendent, Principal or assistant Principal may suspend a **student):ffi):3H** up to a maximum of ten (10) days per incident. Any student recommended for suspension in excess of ten (10) days cumulative per school year shall be referred to the Superintendent.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

### **PRIOR DUE PROCESS REQUIRED**

A **student):ffi):3H** shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)<sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

**A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive: and may be suspended from school and no other basis for suspension shall be deemed necessary.**

### **UNLESS THERE IS IMMINENT DANGER**

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

### **WRITTEN REPORT REQUIRED**

The Principal or assistant Principal shall report any suspension in writing immediately to the Superintendent and to the parent of the **student):ffi):3H** being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

### **STUDENTS WITH DISABILITIES**

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

LEGAL: HB 538 AMENDS KRS 158.150 TO REQUIRE EXPULSION FOR AT LEAST TWELVE (12) MONTHS IF A STUDENT MAKES THREATS THAT POSE A DANGER TO OTHER STUDENTS OR STAFF (WITH OPTIONAL MODIFICATION ON CASE-BY-CASE BASIS) AND REQUIRES LOCAL POLICY REGARDING A STUDENT WHO ASSAULTS OTHER STUDENTS OR STAFF OFF CAMPUS AND THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.435

## **Expulsion**

### **BOARD MAY EXPEL**

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.<sup>1</sup>

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy

05.48. The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others on or off school property {and the incident is likely to substantially disrupt the educational process}; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

### **HEARING AND RECORDS REQUIRED**

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.<sup>3</sup>

## **Expulsion**

### **HEARING AND RECORDS REQUIRED (CONTINUED)**

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

### **BOARD DECISION FINAL**

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.<sup>1</sup>

### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)<sup>1,3</sup>

### **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.<sup>2</sup>

LEGAL: HB 538 AMENDS KRS 158.150 TO INCLUDE BEHAVIORS THAT OCCUR OFF SCHOOL PROPERTY IF THE INCIDENT IS LIKELY TO SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS AND OPTIONS FOR REMOVAL OF STUDENTS.

FINANCIAL IMPLICATIONS: COST OF EDUCATING EXPELLED STUDENTS AND CONDUCTING HEARINGS

STUDENTS

09.425

### **Assault and Threats of Violence**

For purposes of this Policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

#### **STUDENTSPUPILS**

Any **student** who threatens, **physically** assaults, batters or abuses another **student** shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.<sup>2</sup>

#### **EDUCATIONALSCROOL PERSONNEL**

Any **student** who threatens, **physically** assaults, batters or physically or verbally abuses **a-educational** personnel **on or off school property (and the incident is likely to substantially disrupt the educational process)** shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

#### **REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. **Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.,**
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

**The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.**

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a

classroom setting and the employee(s) who will supervise the student at the site.



## Assault and Threats of Violence

### REMOVAL OF STUDENTS (CONTINUED)

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

### REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

### DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

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

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or

dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

## **Assault and Threats of Violence**

### **DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION (CONTINUED)**

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

### **NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

### **REFERENCES:**

<sup>1</sup>KRS 158.150  
<sup>2</sup>KRS158.1559  
KRS 158.154; KRS 160.290  
KRS 161.155; KRS 161.190; KRS 161.195  
KRS 209A:020; KRS 209.160  
KRS 209A.100; KRS 209A.110; KRS 209A.130  
KRS 211.160; KRS 403.720; KRS 456.010  
KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080  
KRS 532.060; KRS 534.030; KRS 620.030  
702 KAR 5:080

### **RELATED POLICIES:**

03.123; 03.13253; 03.223; 03.23253; 05.4; [05.48](#)  
06.34; 09.14; 09.2211; 09.422; [09.426](#); [09.4281](#); 09.429;

### **Disrupting the Educational Process**

Behavior that materially or substantially disrupts the educational process, whether on or off school property or at school-sponsored events and activities, shall not be tolerated and shall subject the offending student to appropriate disciplinary action. For purposes of this section, behavior which disrupts the educational process shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or staff;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

#### **REMOVAL**

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

## **Disrupting the Educational Process**

### **OTHER CLAIMS**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

### **REFERENCES:**

KRS 158.150; KRS 158.165; KRS 160.290

### **RELATED POLICIES:**

09.13; 09.422; [09.425](#); [09.4281](#); 09.42811; [09.431](#); 09.4

# **Criteria for Enrichment Programs at SES**

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## **Music Talent Pool**

In order for students to be invited to participate in this enrichment program, they must meet the criteria in three areas:

1. Score 85% or higher on a standardized music aptitude test
2. Show excellence on performance assessments
3. Excel on performance assessments as observed by teacher

## **Art Talent Pool**

In order for students to be invited to participate in this enrichment program, four data points are used:

1. Naglieri Nonverbal Ability test
2. Referrals from teachers
3. Performance assessments
4. Observations by art teacher

## **Academic Talent Pool**

In order for students to be invited to participate in this enrichment program, three out of four of the criteria must be met:

1. Score within the top 10% of their grade in STAR Reading test
2. Score within the top 10% of their grade in STAR Math test
3. Teacher referral/anecdotal notes
4. Qualifying score on Naglieri test

## **STLP Program**

In order for students to be invited to participate in this enrichment program, the following criteria are used:

1. Teacher recommendation
2. Observation by librarian

The competition team will be chosen based on observation by librarian and student performance throughout the year.

## **Asbestos Notice**

This notice is to assure you that the Simpson County School System is in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in building construction in past years.

An inspection for building materials which contain asbestos has been completed for all school buildings owned, leased, or otherwise occupied by the Simpson County Schools. This inspection has been conducted by a certified inspector, and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school district is available at the Central Office or in the principal's office of each school during regular business hours.

You will be notified at least once each year on the status of the Asbestos Management Plan. Should it be necessary, more frequent updates will be issued as a result of an additional inspection, normal surveillance practices, response actions, or remodeling work which might disturb building materials which contain asbestos. Every precaution will continue to be utilized in order to protect the well-being of students and employees of the Simpson County Schools.