



Our primary concern is providing a quality education for all students in a safe environment conducive to learning. The health and safety of pupils shall be a priority consideration in all board decisions. Students will be under the direction of the principal and supervision of a qualified adult, but pupils are responsible for their conduct on school premises, on the way to and from school, and at school sponsored events. When large crowds are anticipated at athletic or other events security personnel and police will be available to aid in crowd control.

The board of education has adopted a safety plan including immediate and long-term strategies that address building security, safety of students, and discipline issues that includes this code of acceptable behavior and discipline. This code is applicable to all students while at school, at school-sponsored activities whether on or off school property, and on school transportation within or outside of school hours. These include, but are not limited to, athletic events, social events, school-related trips and other extra-curricular activities. Safety of the student shall be the first consideration of all these activities or events.

All other district policies relating to this document may be reviewed by contacting the Director of Pupil Personnel.

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PURPOSE

The purpose of this Code of Conduct is to provide a concise outline of rights and responsibilities of students in the Mayfield Independent Schools and those people, including parents/guardians and school personnel directly involved in the education of the students.

POLICY STATEMENT

The following procedures were followed in revising and modifying an existing local district discipline code:

1. A review of the Kentucky Department of Education Guidelines to determine if the existing code is in compliance with the guidelines.
2. A review of the other available discipline codes such as state and local laws and regulations and codes from other school districts.
3. The final draft shall be submitted by the Superintendent to the local board for approval.
4. After code approval by the local school board, the code shall be kept on file for the State Department of Education to review as to compliance with guidelines and regulations.
5. After approval of any changes or additions to the code of conduct by the Board of Education, the code shall be distributed to each student upon enrollment in the district. Annually, each school will develop a distribution and orientation process by which students, parents, teachers, and administrators, the news media, and citizens can become familiar with the discipline code.

No pupil shall be discriminated against because of age, color, handicap, parental status, marital status, race, national origin, religion, sex, or veteran status.

Before being punished at the school level for violation of school regulations, a pupil shall have the right of the following due process procedures.

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/she 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).

In cases involving handicapped students, the procedures mandated by federal and state law for handicapped students shall be followed.

Administrators and teachers shall administer discipline fairly, following the adopted discipline guidelines, but in doing so use his/her professional judgment.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

This includes the responsibilities of the following rules and respecting the authority of adults whose jobs are to ensure a successful education for many and not just one individual.

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

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

STUDENTS HAVE THE RIGHT:

- a. To an education preparing the student within the limits of abilities to reach maximum potential for contributing to the individual's welfare and that of society.
- b. To receive a free public education until they have either successfully completed a twelve-year educational program or reached the age of 21 years, whichever comes first.
- c. To freedom of speech and expression.
- d. To request an explanation of the purposes of rules.
- e. To suggest rules or changes in rules.
- f. To "due process" in regard to disciplinary action, including the right to hear charges, state his/her side, and to appeal decisions honestly believed unjust from teacher to principal to Superintendent according to established procedures
- g. To protection of person and property to the fullest extent possible by the school.

- h. To participate in all school programs and activities within the limits of capabilities and the established standards without regard to race, creed, or sex.
- i. To confidentiality of personal school records.
- j. To receive academic grades based only on academic performance.
- k. To freedom from abuse and threat of abuse by members of school faculty, administrative personnel, and other students.

STUDENTS HAVE THE RESPONSIBILITY:

- a. To attend school regularly and to take advantage of the opportunities offered by cooperating with those trying to teach and working at the job of learning and not to interfere with the right of fellow students to an education.
- b. To responsibly use the freedom of speech in such a way as not to offend the rights of others with obscene or damaging words or actions and, within the limits of good taste, to avoid the use of language in a discourteous, offensive or inflammatory manner.
- c. To obey the rules, and to question them in a way earnestly seeking explanation for understanding and not just for the purpose of an argument.
- d. To make suggestions in a positive, reasonable manner, taking into careful consideration the welfare of all, not just that of one or a few individuals.
- e. To exercise courtesy and reason at all times, to accept just punishment, to avoid unreasonable appeals, and to refrain from making false accusations for petty or vicious reasons.
- f. To refrain from acts or actions which would endanger self or others, including property, and to take those steps and precautions necessary to protect self and possessions.
- g. To make the best contribution possible with individual abilities, to support the school in all phases of program or activity, and to behave in such a way that participation will be a contribution and not a detriment.
- h. To follow established procedures in requesting release of personal records to persons not legally entitled to such records without proper consent.
- i. To cooperate with those teaching.

- j. To maintain high standards of personal conduct and respect the rights of others and abide by regulations of the school district.
- k. To refrain from using, possessing, or transmitting any alcoholic beverage or illegal or controlled substance.
- l. To exhibit neatness and cleanliness of personal dress and hygiene.
- m. To refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any person.
- n. To follow the rules and regulations of the Board of Education and /or the school administration.
- o. To keep up with items brought to school. The district shall not be responsible for lost, theft, or destruction of items brought on to school property.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

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

PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:

- a. Instill in their children the values of an education.
- b. Instill in their children a sense of responsibility.

- c. Instill in their children a sense of respect.
- d. Understand that unnecessary interruptions in the school are detrimental to the educational program for all students.
- e. Be familiar with the educational program and the procedures.
- f. Inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- g. See that children attend school regularly and promptly. Violations are subject to court action.
- h. Check with the proper school officials regarding the facts of any situation that they might question.
- i. Support the efforts of the school personnel.
- j. Support the teachers, administrators, and school personnel at school related activities.
- k. See that their child or children exhibit neatness and cleanliness in their personal attire and hygiene.
- l. Inform the school about changes in guardianship, living addresses, and phone contact numbers.

TEACHERS HAVE THE RIGHT TO:

- a. The support of co-workers, administrators, and parents.
- b. Work in an educational environment with a minimum of disruptions.
- c. Expect all assignments, including homework, to be completed and turned in as assigned.
- d. Safety from physical harm and freedom from verbal abuse.
- e. Provide input to aid in the formulation of policies that relate to their relationship with students and school personnel.
- f. Take action necessary in emergencies to protect their own person or property or the persons or property of those in their care.

TEACHERS HAVE THE RESPONSIBILITY TO:

- a. Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.

- b. Aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- c. Assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- d. Evaluate students' assignments and provide feedback to students promptly.
- e. Exhibit exemplary behavior in action and speech.
- f. Exhibit neatness and cleanliness of personal dress and hygiene.
- g. Reward exemplary behavior or work of students.
- h. Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i. Recommend for retention in a class any student who fails to meet the basic standards for such class.
- j. Maintain necessary records of students' progress and attendance as accurately as possible.
- k. Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l. Care for the equipment and physical facilities of the school.

PRINCIPALS HAVE THE RIGHT TO:

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

PRINCIPALS HAVE THE RESPONSIBILITY TO:

- a. Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b. Administer discipline fairly following the guidelines set forth herein, but in doing so, use his/her professional judgment.
- c. Exhibit exemplary behavior in action, dress and speech.
- d. Implement and evaluate all aspects of the educational program to improve learning and comply with all applicable policies, regulations, procedures, or statutes.
- e. Disseminate information explaining the Code of Conduct to the school community.

ABUSE OF SCHOOL PERSONNEL PROHIBITED:

Whenever a teacher, school administrator, or other school personnel is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher, school administrator, or other school personnel, 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.

Employees may use, within the scope of their employment, such physical restraint as may be reasonable and necessary to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student; or to protect property from serious harm.

COMPLIANCE WITH TITLE VI, TITLE IX, AND SECTION 504 OF THE REHABILITATION ACT OF 1973

1. The Mayfield Board of Education does not discriminate on the basis of sex, race, color, handicap, or national origin as to school services, benefits, aids, and admission into any vocational and other special or advanced placement courses.
2. All classes, extra-curricular activities, and programs are co-educational.
3. Any person having a complaint concerning discrimination based on sex, color, race, handicap, or national origin should contact the superintendent.

The following informal grievance procedure steps should be followed:

1. If a complainant feels that he/she has been discriminated against, the student must first bring the problem to the attention of the superintendent within five (5) days of the knowledge or alleged cause for grievance occurs.
2. The complainant, superintendent, and other involved parties will work informally to negotiate a solution within five (5) school days.
3. If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance within five (5) school days.
4. A formal grievance may be filed by completing the Formal Grievance Process form which is available from the Title VI/Title IX/Section 504 coordinator. The contact person is the Superintendent of Mayfield Independent Schools.
5. The superintendent will provide written notice to the parent/guardian that the formal grievance has been filed and forwarded to the school board attorney.

Board policy attempts to take every action to see that discipline is maintained in the school setting. Violations such as profanity directed toward a teacher, attacking a teacher, insubordination, willful disobedience, vulgarity, abusive language, or other acts as to make a student disruptive of the educational process of others, or dangerous to themselves or threaten another's safety will result in the following placements: detention before or after school, In-School Detention, suspension, Alternative Education Center, Day Treatment, or expulsion.

ESSA ASSESSMENT NOTIFICATION:

Because our District receives Federal funds for Title programs as a part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State, or by the District. If you would like to request this information, please contact your school principal. The parent also has the right to request and receive information on the qualifications of their children's teachers."

DUE PROCESS

Before being punished at the school level for violation of school regulations a pupil shall have the right of the following due process procedures.

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 own version of the facts concerning the charge(s).

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

SUSPENSION OR EXPULSION

1. All pupils admitted to the common schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, inappropriate sexual conduct, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school.
2. A pupil shall not be suspended from the common schools until the following due process procedures have been provided:
 - a. The pupil has been given oral or written notice of the charge or charges against him/her which constitute cause for suspension;
 - b. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
 - c. The pupil has been given an opportunity to present his own version of the facts relating to the charge or charges.

These procedures shall precede any suspension from the common schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practicable, but no later than three(3) school days after the suspension.

3. The superintendent, principal, or assistant principal of any school may suspend a pupil but shall report such action in writing immediately to the superintendent, director of pupil personnel, and to the parent or guardian having legal control of the pupil. **Make-up work will not be allowed.** Students are not allowed on any school campus at any time while under suspension (including any school sponsored activities).

4. The board of education of any school district may expel any pupil for misconduct as defined in subsection (1), but such action shall not be taken until the parent or guardian having legal custody or control of the pupil has had an opportunity to have a hearing before the board. The decision of the board shall be final. KRS 158.150.

CORPORAL PUNISHMENT

The board authorizes the use of corporal punishment as a disciplinary measure under guidelines set out in this policy.

Corporal punishment refers to the deliberate infliction of physical pain as a punishment or penalty for misbehavior.

Corporal punishment shall be administered by striking the student's buttocks with a paddle. No other form of corporal punishment may be administered.

Within three (3) school days of the occurrence, the Principal or designee shall notify the student's parents in writing that corporal punishment has been administered on their child.

Corporal punishment may be administered by a certified staff member, but only in the presence of two certified employees.

Prior to punishment, and in the presence of the witnesses, the student shall be informed of the reason for the punishment and permitted to give his/her account of the incident or infraction.

Corporal punishment shall not be administered in the presence of other students.

Corporal punishment is a last resort to be utilized only after other disciplinary means have been tried and found to be ineffective. Prior to exhibiting the misbehavior resulting in corporal punishment, the student shall have been made aware that misbehavior could result in corporal punishment.

Corporal punishment shall not be excessive or unreasonable. Among the factors to be considered shall be the age, size, and health of the student.

At the parent's written request, a student shall be excused from corporal punishment. When parents request that it not be used with their child, other appropriate punishment, including suspension, shall be administered in lieu of corporal punishment.

Each use of corporal punishment shall be documented by a written record that includes the student's name and age; the name and gender of the person administering the punishment; and the name and gender of the witnesses.

The written record shall also include a completed description of the circumstances requiring this punishment, including the misbehaviors for which the punishment was administered and the severity of the punishment recorded by the number of strikes administered. The certified employee who administers the punishment, as well as the official witnesses, shall provide written verification of this information. The superintendent and the director of pupil personnel shall receive a copy of this written report within three (3) school days from the school principal.

Each school shall maintain all corporal punishment records that may be required by law.

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

Written consent forms are provided at the back of the Code of Conduct for the parent/guardian to complete and return to the student's school.

DETENTION

All schools have a designated place for students to serve detentions as a disciplinary method. Detentions will be supervised by the principal or designated personnel. A teacher may issue a student a detention for running in the halls, chewing gum, failure to comply with directions, failure to do work, disrespectful conduct, tardiness, class disturbance, profanity, sleeping, and general misbehavior. Detentions given one day will be served the next scheduled detention day so the student can arrange transportation if needed.

If a student misses an assigned detention, he/she will be assigned an additional detention. If the student misses either of the next two detentions, he/she is subject to Saturday School, ISD (In-School Detention) or off-campus suspension.

IN-SCHOOL DETENTION (ISD)

In-School Detention will serve students who have behavioral problems that are so serious as to disrupt the classroom and/or the school. It provides a way to help students change behavioral patterns which could put them in a position to be suspended or expelled from school. In-School Detention is a self-contained classroom, assigned students have no contact throughout the day with students in regular classes. The Detention class eats lunch at a separate time with the teacher. Strict rules are followed. Students presently serving ISD cannot attend or participate in extracurricular activities. The student shall be assigned to In-School Detention by a principal or designee. Information from administrators, teachers, counselors, supervisory staff, or the student having problems will be referred to the principal for disciplinary action. The Disciplinary Responses to Student Misconduct in the district Code of Conduct state reasons for referral plus violations of general policies

MAYFIELD INDEPENDENT SCHOOLS DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>I. Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of their school personnel.</p>	<p>Classroom disturbances</p> <p>Classroom tardiness</p> <p>Abusive, profane, or obscene language</p> <p>Nondefiant failure to complete assignments or carry out directions.</p> <p>Paging devices</p> <p>Cellular phones</p> <p>Laser pointers</p> <p>Computing and other telecommunication technology abuse</p> <p>Violation of dress code</p> <p>Bullying, cheating and plagiarism</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires parent/teacher conference: conference with counselor and/or administrator.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p>Verbal reprimand</p> <p>Special assignment</p> <p>Behavioral counseling</p> <p>Withdrawal of privileges</p> <p>Strict supervised study</p> <p>Detention</p> <p>Saturday School where applicable</p> <p>Alternative Education Center</p> <p>In-School Detention</p> <p>Day Treatment Center</p>
<p>II. Misbehavior whose frequency of seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehavior, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>Continuation of unmodified LEVEL I misbehavior</p> <p>School tardiness</p> <p>Truancy</p> <p>Smoking</p> <p>Using forged notes on excuses</p> <p>Disruptive classroom behavior</p> <p>Cutting class</p> <p>Bus misconduct</p> <p>Gambling</p> <p>Gang apparel</p> <p>Sexual harassment/sexting</p> <p>Computing and other telecommunication technology abuse</p> <p>Bullying, cheating and plagiarism</p> <p>Cyberbullying</p>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p> <p>Administrator refers truant's name to director of pupil personnel</p>	<p>Alternative Education Center</p> <p>Teacher/schedule change</p> <p>Modified day</p> <p>Behavior modification</p> <p>Social probation</p> <p>Referral to outside agency</p> <p>In-School Detention</p> <p>Saturday School where applicable</p> <p>Corporal Punishment</p> <p>DPP-Parent Conference</p> <p>Final Notice taken or sent to parent</p> <p>Court action filed by DPP for Truancy</p> <p>Day Treatment Center</p> <p>Suspension</p>

MAYFIELD INDEPENDENT SCHOOLS DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVELS OF MISCONDUCT	EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
<p>III. Acts directed against persons or property which tend to endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p>	<p>Unmodified LEVEL II misconduct</p> <p>Fighting</p> <p>Vandalism (minor)</p> <p>Possession/use of unauthorized substance</p> <p>Stealing</p> <p>Threats to others</p> <p>Terroristic threatening</p> <p>Defiance of authority/verbal and/or physical</p> <p>Automobile misuse</p> <p>Transporting medicine on bus</p> <p>Unauthorized medicine</p> <p>Inappropriate sexual conduct</p> <p>Sexual harassment/sexting</p> <p>Computing and other telecommunication technology abuse</p>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.</p> <p>School officials may contact law enforcement agency and assist in prosecuting offender under Disciplinary Response Procedures for Levels of Conduct III.</p>	<p>Temporary removal from class</p> <p>In-School Detention</p> <p>Suspension</p> <p>Expulsion</p> <p>Saturday School where applicable</p> <p>Corporal Punishment</p> <p>Alternative Education Center</p> <p>Day Treatment Center</p>
<p>IV. Acts which result in violence to another's person or property or which pose a direct threat to the safety in the school.</p> <p>These acts are clearly criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the school board.</p>	<p>Unmodified LEVEL III misconduct</p> <p>Extortion</p> <p>Bomb threat</p> <p>Possession/use/transfer of dangerous weapons</p> <p>Assault/battery</p> <p>Vandalism</p> <p>Theft/possession/sale of stolen property</p> <p>Arson</p> <p>Furnishing/selling/possession of unauthorized substances.</p> <p>Gang activity</p> <p>Threats to others</p> <p>Terroristic threatening</p> <p>Sexual harassment/sexting</p> <p>Computing and other telecommunication technology abuse</p> <p>Retaliation</p>	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A complete and accurate report is submitted to the Superintendent for Board action.</p>	<p>Suspension</p> <p>Expulsion</p> <p>Other Board action</p> <p>Alternative Education Center</p> <p>Day Treatment Center</p> <p>Felony charges under KRS Chapter 508</p>

that are repetitive and disruptive to the learning environment. During the student's assignment to In-School Detention, emphasis will be placed on positive attitudes, changes in behavior and the value of academic progress. The Mayfield Board of Education policy on rules and regulation for the In-School Detention classroom will be given to each student prior to serving In-School Detention. ISD will be held at Mayfield High School from 7:10 am until 1:40 pm.

SATURDAY SCHOOL

The Saturday School program will be run strictly according to Board approved regulations, and students will be accountable for them while serving his/her assignment.

Purpose:

1. Alternative to out-of-school suspension
2. Not reward student for misbehavior by giving him/her a day out of school
3. Requires student to give up his/her time rather than school time to correct misbehavior
4. Provides a constructive and meaningful disciplinary measure that enhances academics rather than detract academically, although this is not considered a tutoring program
5. Does not compound the attendance and academic problems commonly associated with students who misbehave

Hours:

8:00 A.M. - 11:00 A.M.

Principals have the prerogative to assign more than one day, depending upon the severity of the student's offense. Students tardy to Saturday School will not be admitted. As a result of tardiness, the student will be assigned ISD (In-School Detention).

Procedure:

Students must bring class assignments in order to be admitted, and are personally responsible for securing assignments from their classroom teachers. Failure to complete class assignments in a conscientious manner will result in additional time being assigned to Saturday School. Students are expected to be actively involved with their assigned homework and class material for the assigned time.

A morning break will be coordinated by the supervising teacher.

Snacks and/or drinks are not permitted in the Saturday School classroom at any time. Talking is not permitted except with the permission of the monitor.

Saturday detentions will be scheduled by the principal and students will be notified before they are to attend.

Multiple Saturday detention assignments are to be served as assigned. After a student has been assigned and served three Saturday school detentions during a semester and further disciplinary problems occur, the principal will schedule a conference with the student and parent/guardian to discuss possible assignment in In-School Detention, Alternative School, or the Day Treatment Center.

Examples Of Offenses:

Offenses which could cause a pupil to be assigned Saturday School Detention include, but are not limited to: excessive tardiness to school or class: eight (8) tardies, unexcused absences, cutting classes, insubordination, class disruption, refusal to serve after school detention, not having daily homework assignments, skipping school, possession of tobacco, repeated infractions of school rules, profanity and vandalism.

Misbehavior:

Students asked to leave because of their conduct or for any reason during Saturday School Detention will be assigned to ISD.

Examples:

1. Not being prepared: no class assignments, no pencil, no paper, books, etc.
2. Sleeping while serving detention
3. Talking
4. Other action deemed inappropriate by the monitor

Transportation:

Transportation is the responsibility of the students and their parents.

Telephone:

A student will not be allowed to use the telephone except in an emergency. Students will inform parents of the exact time to pick them up.

Valid Reasons For Absence:

1. Family death or emergency
2. Illness verified by doctor

Unexcused Reasons For Absence:

1. Not having transportation
2. Oversleeping
3. Weather
4. Work

Refusal To Serve / Misbehavior

If a student is assigned a Saturday School detention and fails to attend or is asked to leave because of misbehavior, he/she will be assigned to ISD (In-School detention) or will be suspended.

ALTERNATIVE EDUCATION CENTER (AEC)

The AEC serves students grades 4-12, provides classroom instruction, counseling, and behavior modification in a placement away from the regular school setting for students who are having difficulty functioning in the regular school setting. Students will be referred by a referral committee at the respective schools. At an entrance interview all rules will be explained to the student and the parent/guardian regarding the AEC. AEC students cannot attend or participate in school sponsored activities, be on any school campus, or be included in enrichment activities of Mayfield Independent Schools.

If a senior is enrolled in AEC on the last day of instruction, the student may not be able to participate in graduation activities and/or ceremonies.

DAY TREATMENT CENTER (DTC)

The DTC is a specialized treatment and educational program for both male and female youths, grades 4-12, who present problems of pre-delinquent or delinquent behavior, family dysfunction, and are having difficulty functioning in the regular classroom setting. A referral committee at the respective schools will refer students. At an entrance interview all rules will be explained to the student and the parent/guardian regarding the DTC. DTC students cannot attend or participate in school sponsored activities, be on any school campus, or be included in enrichment activities of the Mayfield Independent Schools.

If a senior is enrolled in DTC on the last day of instruction, the student may not be able to participate in graduation activities and/or ceremonies.

DRESS CODE

The dress code of the Mayfield Independent Schools states that students should exhibit neatness and cleanliness of personal dress and hygiene and refrain from wearing any clothing, hairstyle or adornment that (in the opinion of the school) would disrupt or distract from the learning process in the classroom. This includes, but is not limited to:

1. Earrings or similar accessories on males are prohibited.
2. The piercing of other body parts (which includes but is not limited to eyebrows, noses, tongues, and navels) is prohibited on all students.
3. There will be no clothing or accessories with offensive sayings, symbols, pictures, or advertisements.
4. There will be no bare midriffs, bare backs, see-through apparel or tank tops. All shirts, dresses, shorts, etc. will be of reasonable length. No bike shorts will be permitted.
5. Overly large outer garments, which in the opinion of the staff could conceal items prohibited at school, will not be permitted.
6. Appropriate shoes must be worn at all times. Shoes with laces shall be tied at all times.
7. Pants will be worn above the hips at all times, with no undergarments visible.
8. Unnatural hair coloring or unnaturally colored extensions will be prohibited.
9. Hats and bandanas will be prohibited.

Students should discuss with their parents what is proper dress for school. If you are in doubt, don't wear it to school. No clothing or attire shall be so extreme as to cause disruption that may inhibit the educational process. The principal or his designee has final authority on acceptable appearance.

AUTHORIZATION TO GIVE MEDICATION

In order for school personnel to administer any type of medicine to a child at school, a signed affidavit giving permission to do so must be on file at the child's school. The medicine must be brought to school by a parent or guardian with complete instructions and in its original container with the prescription label attached. The authorization form is available at each school. All medicine taken to school must be left under school supervision in the Principal's office or a place designated by the Principal.

NON PRESCRIPTION MEDICATION

No type of medication including over the counter drugs are to be taken by the students without permission of administrative personnel or teachers.

STUDENT ACCOUNTABILITY TESTING

Students shall complete all parts of the state mandated accountability assessment in order to complete high school graduation requirements. Likewise, students shall complete all parts of the state mandated accountability assessment or they may be retained and not promoted to the next grade level.

BUS CONDUCT

MAYFIELD ELEMENTARY SCHOOL - PRESCHOOL/HEAD START

All parents of students riding the bus must sign a form that explains in detail transportation rules and regulations and safety guidelines, which includes hand to hand pickup and delivery of preschool students.

Every child is expected to have the same good behavior on the bus that he/she has in the classroom. When a student misbehaves on the bus, the driver shall take the student to the principal or designee; the principal is in charge of discipline. It is the parent's responsibility to be **visibly present** and in possession of the assigned **transportation tag** at the bus stop when the child is delivered. If a parent, guardian or an authorized person is not **visibly present** or does not have the **transportation tag** when the child is delivered, the child will be brought back to Mayfield Elementary School. At that time the parent will be notified to pick up the child. Notifications will result in suspension from the bus as follows (at the discretion of the principal):

Misbehavior

First Incident - Three to Five Days

Second Incident - Five to Ten Days

Third Incident - Off for the remainder of the year or semester

No Parent Present or Failure to Present Transportation Tag

First Incident - Warning

Second Incident - One to Three Days

Third Incident - Three to Five Days

Fourth Incident - Five to Ten Days

Any Further Incident – At the discretion of the Principal

The parent or legal guardian must provide for the child's transportation when a student is suspended from riding the bus.

MAYFIELD ELEMENTARY SCHOOL GRADES K-4

All parents of students riding the bus must sign a form that explains in detail transportation rules and regulations and safety guidelines. All students shall receive instruction in bus safety.

Every child is expected to have the same good behavior on the bus that he/she has in the classroom. When a student misbehaves on the bus, the driver shall take the student to the principal; the principal is in charge of discipline. In addition, failure of a child to get in the residence will result in suspension of bus privilege.

If the principal thinks the misbehavior warrants taking the student off the bus, the penalty is as follows:

- First Incident – Three to Five Days
- Second Incident – Five to Ten days
- Third Incident – Off for the remainder of the year or semester.

This decision is left at the discretion of the principal.

The parent or legal guardian must provide for the child's transportation when a student is suspended from riding the bus. If the child does not attend school due to lack of transportation, the school shall contact the director of pupil personnel and a home visit will be made.

MAYFIELD MIDDLE SCHOOL GRADES 5-8

All parents of students riding the bus must sign a form that explains in detail transportation rules and regulations and safety guidelines. All students shall receive instruction in bus safety.

Every child is expected to have the same good behavior on the bus that he/she has in the classroom. When a student misbehaves on the bus, the driver shall bring a written report to the principal; the principal is in charge of discipline.

If the principal thinks the misbehavior warrants taking the student off the bus, the penalty is as follows:

- First Incident – Three to Five Days
- Second Incident – Five to Ten days
- Third Incident – Off for the remainder of the year or semester.

This decision is left at the discretion of the principal.

The parent or legal guardian must provide for the child's transportation when a student is suspended from riding the bus. If the child does not attend school due to lack of transportation, the school shall contact the director of pupil personnel and a home visit will be made.

SEARCH AND SEIZURE

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

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

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

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

No strip searches of students shall be permitted.

Vehicles when driven on campus are subject to search and seizure if there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.

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

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

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

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

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

The pupil will have an opportunity to be present when a search of personal possessions is to be conducted unless the pupil is absent from school or unless school authorities determine that the pupil's presence could endanger his health and safety.

ALCOHOL

No pupil shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage on or about school property or at any location of a school sponsored activity. This includes enroute to or from school or a school-sponsored activity when transported on a board owned, leased, or approved vehicle.

Violation of this policy shall constitute reason for suspension or expulsion.

DRUGS AND OTHER CONTROLLED SUBSTANCES

No pupil shall possess, use, be under the influence of, sell or transfer any controlled drug substance, or any substance which “looks like” a controlled substance on or about school property or at any location of a school sponsored activity. This includes enroute to or from school or a school-sponsored activity when transported on a board owned, leased, or approved vehicle.

Controlled substances means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substances which may be added by the Kentucky Department of Human Resources under regulations pursuant to KRS 218A.020.

Drug violations shall constitute reason for suspension or expulsion.

THREATS

All Threats to students and staff will be taken seriously and will not be tolerated. Violations will be dealt with severely and promptly. Law enforcement officials will be contacted if deemed necessary by school officials. Threats made by students may result in the student being required to undergo an appropriate evaluation as deemed necessary by school administration.

BULLYING

As used in this section, bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school sponsored event; or
2. That disrupts the educational process

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

Students committing any offense of the kind listed above will be reported by any employee of the school district who identifies the offense to the building principal, who will then cause a report to be made with local law enforcement, Kentucky State Police or the County Attorney:

1. Assault in the 1st – 3rd degrees
2. 3 or more assaults in the 4th degree
3. Wanton endangerment in 1st degree
4. Terroristic threatening in 1st and 2nd degree
5. Criminal abuse in 1st and 2nd degree

6. Stalking in 1st degree
7. Menacing

The parent, legal guardian or custodian of the student will be notified of the complaint.

The written complaint will contain the following:

1. The name and address of the student allegedly responsible for the violation and his or her parents, legal guardian or person exercising custodial control
2. The student's age
3. The nature and extent of the violation
4. Any other information that the principal believes may be helpful in the completion of his/her report

Anonymous reporting (oral or written) of incidents will be accepted from employees and students of the school district. Alleged offenders and their parents or guardians are warned against retaliation as further consequences may be given as necessary and deemed appropriate by the school district.

By receiving this code of conduct, students, parents, guardians and those exercising custodial control have been informed of the requirements of this code and provisions of Senate Bill 228.

TOBACCO

No pupil shall use any tobacco products, electronic cigarettes, alternative nicotine products, or vapor products on school property or at any school-sponsored activity on school property. Violation of this policy could result in the issuance of one or more detentions and/or one or more Saturday School sessions. Habitual violation shall constitute reason for In-School Detention, suspension or expulsion.

WEAPONS

This policy applies to students, staff members, and visitors to the school.

Weapons Prohibited

Carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediate-

ly make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under policy 09.435. Violations by visitors shall be reported to a law enforcement agency.

Federal Requirements

The penalty for students bringing a firearm or other deadly weapon, destructive device or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under policy 09.435. However, the Board may modify such expulsions on a case-by case basis.

Any student who brings to school a firearm or weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile justice system.

Exceptions

An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.

Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.

State Posting Requirements

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF WEAPONS ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

State Reporting Requirements

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

For state reporting purposes, a deadly weapon shall be defined as:

1. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
2. any knife other than an ordinary pocket knife or hunting knife*;
3. billy, nightstick or club;
4. blackjack or slapjack;
5. nunchaku karate sticks;
6. shuriken or death star; or
7. artificial knuckles made from metal, plastic or other similar hard material, or:
8. other objects that are carried which may cause bodily harm to others.

*No student shall be allowed to carry any knife to school. All knives, including ordinary pocket knives and hunting knives, are prohibited.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

Enforcement

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies and the Gun-Free Schools Act 1994.

ATTENDANCE POLICY

Students with consistent attendance in school generally have higher grades, are more likely to be successful in future endeavors, and enjoy school more by keeping up with day-to-day activities and the educational process. The Mayfield Board of Education approves the following attendance policy for grades entry level kindergarten through 12 to encourage regular attendance of students.

All parents shall call the office of their child's school every day the child is absent. The parent shall send a note and/or doctor's excuse to school by the end of the day that the child returns to school following an absence. A valid excuse may be excused by the school administrator.

Attendance for all students in the state will be based on the following:

- (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 less than 35 percent 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 35 percent to 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 84 percent of the regularly-scheduled school day for the pupil's grade level.

Parent should be mindful of this when scheduling any appointments for their children.

Kentucky law states that the parent or guardian is responsible for keeping his or her child in regular attendance. The definition of truancy is as follows according to KRS 159.150 and House Bill 72: Any public school student who 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 or more days, is a truant. An habitual truant is a student who has been reported as truant two (2) or more times. Students who are 18 and have not reached their 21st birthday are to be held accountable if the student fails to comply with school truancy laws. The three days of absences do not have to be consecutive.

The following items describe what to expect if a student begins to accrue unexcused absences or tardies:

1. At **2 unexcused absences or tardies** (not necessarily consecutive) an initial parent contact will be made by the school to determine the nature of the absenteeism and remind the parent of his/her obligation to contact the school on the days of absence and return the child to school with the appropriate documentation to excuse the absences.
2. At **3 unexcused absences or tardies**, the Director of Pupil Personnel (DPP) or his/her designee will make a visit to the parent/guardian (and to the student if appropriate) to inform him/her of the unexcused absences and possible consequences for further violation. This visit is also to encourage the parent/guardian to provide information that would assist the DPP or the school in addressing unmet needs of the child/family that hinder attendance.
3. At **4 unexcused absences or tardies**, the DPP or his/her designee will, if warranted/ send a written notice to the parent/guardian informing him/her of the student's continued truant status.
4. At **5 unexcused absences or tardies**, the DPP or his/her designee will either send certified a written Final Notice to the parent (or to the student in the case of truancy), or deliver the Final Notice to the address of record. This notice is valid for one calendar year.
5. At **6 unexcused absences or tardies**, the DPP or his/her designee will cause a complaint to be filed with either the County Attorney's office for Educational Neglect against the parent/guardian and/or the Court Designated Worker (CDW) for Truancy against the student.

NOTE: Every 6 absences or tardies is grounds for an additional charge of Educational Neglect and/or Truancy

The school approves the cause or reason for a student's absence. If the absence is excused, the student will be given the opportunity to make up work missed while absent. All work must be made up, and it is the responsibility of the student to initiate whatever steps are necessary. The teacher is required to provide the opportunity for make-up work in the time allotted.

Students will be responsible for all work to be made up in accordance with the number of days missed; however, a maximum of five (5) school days is allowed for make-up work. For example, if a student misses three (3) days, the student is allowed three days to turn in make-up work. If ten (10) days are missed, all work must be turned in within five (5) school days.

After a student has been absent seven (7) days in a year - either excused or unexcused - a doctor's statement must be presented to the school for medical reasons for the remainder of the year for additional absences to be excused and make-up work allowed or a valid excuse may be approved by the principal.

When the school does not approve the reason for absence, the pupil will not be given an opportunity to make up work missed while absent, and will be given a zero for any grades given on day of absence.

EXCUSED ABSENCES/TARDIES

The following are accepted reasons for an excused absence:

1. Illness of pupil
2. Severe illness in family
3. Death in family
4. Appointment with doctor or dentist (should be scheduled around school hours)
5. Court summons-- excused if evidence presented to school from court services shows the time and date of court appearance.
6. Driver's license tests - Allowed one-half (1/2) day for each test. Must take note to school from person administering the test.
7. College or career day. Limited to seniors--one day per student. Must be approved by principal.
8. Unavoidable emergency. This request must be approved by the principal. The principal's decision will be final.
9. Students applying for excused absences for attendance at the Kentucky State Fair shall be granted one (1) day of excused absence.
10. Religious holidays and practices
11. Educational enhancement opportunity of significant value. (Must be pre-arranged and approved by the principal).

12. Documented military leave.
13. One (1) day prior to departure of parent/guardian called to active military duty.
14. One (1) day upon return of parent/guardian from active military duty.
15. 4-H activities.

UNEXCUSED ABSENCES/TARDIES

Reasons for absence from class which will not be excused include, but are not limited to:

1. Truancy (violation may result in court case)
2. Local weather conditions
3. Indifference of parents or guardian
4. Working
5. Suspension
6. Oversleeping
7. Car trouble
8. State testing cycle

After seven (7) absences, a detailed doctor's excuse will be required to be turned in within three (3) school days of the student returning to school.

PRE-ARRANGED ABSENCES

An absence may be pre-arranged. When parents know in advance their children will miss school, advance arrangements must be in writing to the principal or designee. The pupil is responsible for obtaining all assignments for the days to be missed. For every day the pupil has a pre-arranged absence, he/she will receive the same amount of time to complete make-up work.

All pre-arranged absences must be arranged at least five (5) school days in advance, barring unforeseen circumstances or emergencies. A pre-arranged absence may not be used to extend any vacation period, at the beginning or at the end of the school term, Thanksgiving, Christmas, during the state testing cycle or during any school-wide break.

No pupil may have more than three (3) pre-arranged absence days in one school year. Pre-arranged absences are counted as excused absences.

ENTRY AND EXIT LOG TO BE MAINTAINED

Kentucky State Law requires an entry and exit log to be maintained at each school. Required information includes date, student name, grade or home-room, time signed in, time signed out, reason, parent signature and any other information which may be desired by the local board of education. These logs are used to determine attendance when a child leaves early or comes in late. If a parent calls in for a student to leave, the above informa-

tion must be written in a call-in log and the person's name who called in must be written by school personnel. For safety measures all visitors must sign in and wear a visitor's badge.

SCHOOL ATTENDANCE COMMITTEE

Since KERA has included the yearly percentage of attendance for schools as a non-cognitive requirement, it is very important that schools continue to work on increasing their percentage of attendance. Also, students need to be encouraged to work for high attendance to receive the full value of their education. Every school shall have an Attendance Committee made up of a principal and at least two or three teachers. The committee should meet quarterly and try to find projects and ways to increase attendance. Their ideas can be brought before the entire staff for recommendations and suggestions. The director of pupil personnel shall attend any meeting at any school in an advisory position when asked to do so.

NON RESIDENT STUDENT EXPECTATIONS

Beginning with the 2011-12 school year, the Mayfield independent Board of Education eliminated tuition charges for non-resident students living outside the Mayfield Independent School District. With this Board policy come the following guidelines regarding any non-resident students:

1. Decisions to accept non-resident students will be made by the principal at each school. Factors taken into account will be attendance at the previous school, grades and academic performance at the previous school, and the discipline record from the previous school. The decision of the principal will be final.
2. Failure to adhere to the expectations as outlined in the Mayfield Code of Acceptable Behavior and Discipline with regard to attendance or discipline problems will result in permission to attend being revoked.
3. Failure to stay in good academic standing with regard to student work and grades will result in permission to attend being revoked.
4. School transportation is not provided under any circumstances to students who do not reside inside the Mayfield Independent School District, regardless of the proximity to the school district boundaries.

STUDENT EXEMPTION FROM SECOND SEMESTER TESTS FOR GRADES 9 THROUGH 12 MAYFIELD HIGH SCHOOL

The purpose of this policy is to reward students in a small but satisfactory way for achieving perfect attendance throughout the year.

1. All guidelines must be complete before a student is eligible for exemption from second semester tests.
2. During the school year in grades 9 through 12, students will have the option of being exempt from the second semester test in a class if they meet the following criteria: have an "A" average **and** no more than two excused absences during the school year; have a "B" average **and** no more than one excused absence during the school year; or have a "C" average **and** perfect attendance for the school year. Students with a "D" or "F" average in the class must take the second semester test. Each teacher will supply the qualifying student with the semester average before second semester tests are given.

Students who are absent for a driver's test will not have that absence held against them.

- 3 Homebound students DO NOT qualify for the exemption.
4. Students must sign a form stating that they do not want to take the second semester test in each subject offering in which they want to use the option. Forms are available in the Mayfield High School office. A student may elect to take the second semester test in any subject which he/she is enrolled.
5. A student must be making a passing grade in a course offering before he/she can be exempt from taking the second semester test even though the student has perfect attendance.
6. If a teacher makes the nine weeks test a part of the semester test, that portion of the test must be taken; and it will be counted toward the nine weeks average.
7. If a student believes that he/she can raise a grade in a course offering by taking the semester test, then the decision should be to take the test. If he/she believes that taking the semester test would lower the grade, he/she would be wise to use the exemption. That decision will be made by the student.
8. Classes taken in the vocational school are not covered under this exemption.

NOTE: Students are counted present for school sponsored activities. Pre-arranged absences are counted as absences.

MAYFIELD HIGH SCHOOL PROM AND GRADUATION REQUIREMENTS

Any student with ten (10) or more full day unexcused absences will not be allowed to participate in Prom.

Any senior with ten (10) or more unexcused absences in his/her senior year will not be allowed to participate in the Graduation ceremony. **Unexcused absences from a student missing partial days do carry over and accumulate toward this requirement.**

POSSESSION OF CELLULAR PHONES/ELECTRONIC DEVICES

Possession and Use

While on school property or while attending school sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law¹ and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posting a threat to academic integrity, violating confidentiality or privacy rights of another individual, or using a device in a manner that is profane, indecent or obscene. Prohibited behaviors include sending, sharing or possessing sexually explicit messages, photographs, or images using any electronic device.

Unless an emergency situation exists that involves imminent physical danger or a district employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day and during the student's lunch break.

When students violate these prohibitions, they shall be subject to disciplinary action, including losing the privilege use of the device during the school day, the privilege of bringing the device onto school property, being reported to their parent/guardian and/or law enforcement. In addition an administrator may confiscate the device, which shall be returned only to the student's parent/guardian.

2. Students are responsible for keeping up with devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use Policy or procedures or its Code of Acceptable Behavior and Discipline.

INTERNET REGULATIONS

As outlined in Board policy and procedures on student rights and responsibilities the following are not permitted:

1. Logging onto the internet without proper supervision
2. Sending or displaying offensive messages, pictures or videos
3. Using obscene language
4. Harassing, insulting, or attacking others on-line
5. Damaging computer systems or computer networks
6. Violating copyright laws
7. Using another person's password
8. Trespassing in another person's files or work
9. Using the network for commercial purposes
10. Using district resources to establish electronic mail accounts through third party providers or any other nonstandard electronic mail system.
11. Violations may result in loss of access as well as other disciplinary action.

Before a user can access the Internet for research materials, he or she must perform the following procedures:

1. Read and sign the Internet User Agreement and Parent Permission form.
2. Return the signed Internet User Agreement and Parent Permission form to their respective school.
3. Keep the copy of the Rules and Regulation for future reference.

ANNUAL NOTIFICATION TO PARENTS

In accordance with provisions of PL 93-389, parents and students over 18 years of age are hereby notified of their right to inspect school records. The school records open for inspection and review include any and all official records, files, and data directly related to their children, including all material that is a part of the student's cumulative record folder. This may include academic work completed, level of achievement, attendance data, scores on standardized intelligence tests, health data, and any other pertinent information relating to the child.

If any parent or qualified student or person desires to inspect said records, an official request should be made with the principal of the school and an inspection date will be scheduled. The school system will not allow access to said records by individuals or agencies other than those specified in the act without the parent's signed consent. Hearings will be provided for as specified in the act.

For the most part, the educational records of a student under 18 years of age may not be disclosed without first having obtained the written permis-

sion or prior waiver of the parent of the student. However, for the sake of convenience or necessity, we hereby notify the parents that this school system will transmit a student's records from one school to another where the student will be enrolling after moving from one school district to another, whether in state or out of state without the parent having to sign a release statement. A parent, or student if over 18, may inspect those records before they are sent if they so desire by following the procedure outlined above.

The Mayfield Independent School System is in full compliance with the Family Education Rights and Privacy Act (also called the Buckley Amendment) regarding record transmittal and disclosure. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students".

RECORD ACCESS BY SCHOOL OFFICIALS

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 school resource officers); a person serving on the School Board; a person or company with whom the Mayfield Independent School District has contracted to perform a special task (such as an attorney, medical consultant, or therapist); or personnel assisting another school official in performing his/her assigned tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

RELEASE OF STUDENTS AND STUDENT INFORMATION TO DIVORCED, SEPARATED OR SINGLE PARENTS

The board shall release the student or information concerning the student to a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian unless the school has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding document which provides instruction to the contrary.

Release of the student or information concerning the student to a single parent or a divorced / separated parent will be accomplished according to the following procedures:

Unless the school has been informed and given evidence of state law or court order concerning the status of the student:

1. Both parents shall have equal access to any information concerning the student.
2. Both parents shall have the right to release of the student under their care.

DESTRUCTION OF RECORDS

The Mayfield Independent School District will destroy the educational records of a child without a parent's request after the records have been maintained for five (5) years as specified by the Records Retention Schedule, and following the time when the records are no longer needed to provide educational services.

DIRECTORY INFORMATION

The Family, Educational Rights and Privacy Act (FERPA), a federal law, requires that Mayfield Independent obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mayfield Independent may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Additionally, your child may be videotaped or photographed at school. Videos and/or photographs may be published or aired on television, the newspaper, bulletin boards, educational displays, electronic media (the WEB), or in other types of educational publications.

The NCLB Act requires that schools provide military (Armed Forces) recruiters and institutions of higher education with secondary school students' names, addresses, and phone listings.

If you do not want videos, photographs or directory information released on your child, please come to the school office and complete the "opt-out" form that indicates which information you **do not** want released. Please turn in this form to the school office within 30 calendar days of the enrollment of your child in the Mayfield Independent School District.

NO PASS/NO DRIVE

Mayfield High School students between the ages of 16 and 18 who drop out of school or who fail to pass 3 of 7 classes will be reported to have their driver's license revoked or denied. A student shall be deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester. This law does not apply to students who obtained a license or permit before August 1, 2007.

Out of school suspensions are counted as unexcused absences, and therefore count towards the nine day limit.

GRADES 6, 8, 10 and 12

PLEASE RETURN TO SCHOOL OFFICE ACKNOWLEDGEMENT

The Mayfield Independent school district is conducting a very important study of our students grades 6, 8, 10 and 12. The information from this study will be used to improve programs and services to youth by identifying problems students face regarding drug education and violence education. To gather the necessary information a KIP questionnaire will be utilized during the month of October.

The information is collected anonymously and the questionnaire procedure assures students of confidentiality. While student participation is encouraged, this questionnaire is voluntary. It will involve less than a class period. A copy of the questionnaire and additional questions may be obtained by contacting the schools.

I give permission for _____ to participate in the study.

Name of Student

I do not give permission for _____ to participate in the study.

Name of Student

Signature of Parent/Guardian's

Date

GRADES K-12

PLEASE RETURN TO SCHOOL OFFICE ACKNOWLEDGEMENT

I have received a copy of the Code of Conduct for the Mayfield Independent Schools, and I am familiar with the contents.

Student's Name	Grade	Telephone No.
Parent/Guardian's Signature	Date	Telephone no. where parent can be reached
Please mark one:		
<input type="checkbox"/> Yes, I hereby give permission for my child to receive corporal punishment according to Board policy and state guidelines.		
<input type="checkbox"/> No, I do not give permission for my child to receive corporal punishment according to Board policy and state guidelines.		
Parent/Guardian's Signature	Date	