

Martin Luther King, Jr. Elementary School

Student Handbook

2020-2021



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VISION STATEMENT

MLK will empower all students to become responsible lifelong learners.

MISSION STATEMENT

The mission of our MLK family is to deliver high quality educational experiences for ALL in a safe and caring environment.

SCHOOL-WIDE Expectations

Project a positive attitude
Respect everyone
Imagine your success
Demonstrate responsibility
Encourage cooperation

ATTENDANCE POLICY

PLEASE SEE THE Christian County Public Schools (CCPS) CODE OF CONDUCT FOR FULL DETAILS

COMPULSORY ATTENDANCE

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days ONLY for the seven (7) valid reasons listed below. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days. The student's first and last name should be found on the written excuse.

- a. Illness of pupil
- b. Death in family
- c. Appointment with health professional (student only)
- d. Driver's test
- e. Court Order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
- f. One day for the attendance of the KY State Fair
- g. Other valid reasons as determined by the principal

Non Traditional Instruction (NTI) Attendance- during NTI, students are required to log on and participate in instruction. Attendance will be taken in Infinite Campus. Students, Parents and teachers will be able to mark students as participating and students who do not "attend" digitally will be counted as absent. **SEE TRUANCY POLICY**

BIRTHDAY PARTIES:

To protect instructional time and adhere to nutritional guidelines for wellness, we cannot honor individual student birthday parties.

BUS TRANSPORTATION - CONDUCT AND SAFETY

Getting children to and from school safely each day is a very important responsibility – one that we take seriously!

The school district coordinates a fleet of more than 100 buses which provide daily transportation. Specially equipped buses are provided for physically handicapped children who need special assistance.

BUS TRANSPORTATION - CONDUCT AND SAFETY (continued)

A set of important regulations which are vital to the well-being and safety of all our school children govern conduct on district buses. These regulations are detailed in the CCPS Code of Conduct, a copy of which is accessible to all students and parents at the beginning of the school year. We ask that parents become familiar with these regulations and help our school enforce them.

For further information or questions concerning the transportation department, you may call the school system bus garage at 270- 887-7099 or 270- 887-7109.

Students will not be allowed to ride a different bus or get off at a stop other than their own unless they have a written note from their parent/guardian. This note shall be given to office personnel at the beginning of the school day and they will issue a bus pass for the student.

STUDENTS MUST OBTAIN A BUS PASS FROM THE OFFICE IN ORDER TO RIDE A DIFFERENT BUS.

The bus pass will be presented to the bus driver when boarding the bus in the afternoon. For safety precautions, we WILL NOT accept a change in the bus procedure for your child by phone. We cannot be expected to recognize everyone over the telephone.

DO NOT ask the bus driver to make a change in your child's transportation. ALL CHANGES MUST BE MADE AT THE SCHOOL.

BUS TRANSPORTATION - EXPECTATIONS OF STUDENTS WHEN RIDING OUR BUSES

Obey the regulations detailed in the Christian County Public Schools Code of Conduct as well as posted rules of the bus and the driver.

BUS TRANSPORTATION - VIDEO RECORDING

Students' conduct and activity while riding on the school bus is subject to video recording at any time. Students shall have no expectation to the right of privacy while on the bus. Video cameras will be utilized from time to time to record the activities of all passengers on buses for the protection and safety of other passengers, as well as the maintenance of orderly conduct of passengers while riding the bus. Covered boxes may be used in order to protect the video camera. In order to minimize the number of cameras which may be required, cameras may be varied from bus to bus and not in use at all times. However, students are on notice that they may be, at any time, subject to being recorded by video transcription while a passenger on a school bus. School personnel may use video tapes as evidence in disciplinary cases.

BUS TRANSPORTATION - WAITING FOR THE BUS

Bus schedules identify the approximate time each student is to be picked up. It is best to have each student at the bus stop ten minutes before the bus is scheduled to arrive. Drivers try to be as consistent as possible. On days when the weather is bad (snow, ice, fog, flooding, or extremely hard rain), it may cause them to run quite a bit late and/or modify their routes. Information is given

to the media when an anticipated schedule change may occur, delays, and/or closing of schools because of weather conditions. Please listen to the radio or television for information on school delays or closings. You may also use the CCPS website www.christian.kyschools.us and click on the parent tab and then “Inclement Weather” or the “School Closing Hotline” at 270-707-1900. These will be your best sources of information.

Good conduct is essential at the bus stop. Also, be careful approaching the bus after it arrives. Be certain the bus is completely stopped before you step out from the roadside to board the bus. Once on the bus, move quickly, but safely to your seat.

There may need to be adjustments made to the above procedure for special education students in order to comply with state/federal guidelines and the students IEP.

CHANGE OF STUDENT ADDRESS OR TELEPHONE NUMBER

Students and parents should ALWAYS report any change of address or telephone number to the teacher **and** to the school office. It is necessary to have a current and accurate telephone number on file in case of an emergency.

CHILDCARE

MLK Elementary offers an after school program for our students from 2:30-6:00pm.. MLK Aftercare serves children entering K-6th grade. We are licensed by the State of Kentucky. Children come directly from class to the designated child care site; where our staff welcome them daily. Children will spend time on homework, arts and crafts, Character Education, sports and games in a safe and nurturing environment. Children are divided up into groups by age. Activities are planned according to children’s abilities. Please see the Childcare Handbook for additional information concerning school closings and childcare operations.

All students must pre-register before attending aftercare at MLK. Students must register EVERY YEAR, even if they’ve attended MLK childcare in the past. First-come, First serve basis.

CHECK-IN AND CHECK-OUT PROCEDURES

In order to maintain the highest possible safety standards for our school and your child, we have several procedures that we require when you check-in or check-out your child.

1. If your child arrives at school **AFTER 7:15 A.M.** you **MUST** come to the office with your child and sign your child in on the Student Check-In/Check-Out Sheet. **YOUR CHILD MUST OBTAIN A TARDY SLIP IN ORDER TO BE ADMITTED TO CLASS.**

2. **PLEASE, DO NOT** call the school and ask us to let someone who is not listed in Infinite Campus as an authorized person to get your child. If a person comes in, and we do not have a note giving them permission to pick up your child, their name **MUST** be listed in Infinite Campus before your child will be released. **They MUST provide a picture ID.**
3. Anytime you need to make a change in your child's student release form you may do so by coming to the school office. **A picture ID is required.**
4. **Everyone** must show a picture ID when checking out a student. **There will be NO EXCEPTIONS.**
5. **Upon arrival, students temperature's will be taken by school personnel. SEE COVID section page 5.**

COMPETITIVE FOOD RULE 702:KAR 6:090:

NO FOOD IS TO BE BOUGHT, SOLD OR GIVEN AWAY AS A REWARD UNTIL 30 MINUTES AFTER THE LAST LUNCH PERIOD CLOSES.

SPECIAL CAFETERIA RULES FOR STUDENTS

1. Remember that mealtime is an important time of the day.
2. Students will follow PBIS CHAMPS Cafeteria procedures.
3. Be courteous to cafeteria personnel, teachers, and other students.
4. Always keep your place in line, do not cut in front of others or allow someone to cut in front of you..
5. Leave your table and floor area clean.
6. Place disposable items in the waste container.

EVACUATION PLAN

MLK's evacuation plan is updated yearly and kept on file. This information is not made available to the public for the safety of the staff and students.

FIELD TRIPS

Students **may** have opportunities to take virtual field trips during the school year.

FIRST AID

If a child gets hurt or sick at school, the nurse will be contacted. First aid will be given for minor injuries only. Parents will be contacted if any injury requires further medical attention.

If your child is sick and/or has a fever of 100 degrees or more, please do not send them to school. Remember, your child **MUST** be fever-free for 24 hours (without taking any fever-reducing medication) to return to school. If you have any questions, you may call the nurse at **270-887-7310.**

COVID symptoms: Students exhibiting COVID like symptoms and/or a temperature of 100 degrees or more will be referred to the Nurse and the Covid officer. One of these two will contact the parent/guardian and explain what steps need to be taken based on the guidelines by the Christian County Health Department.

GRADES

It is the expectation that a minimum of **TWO** grades per week for all content areas will be added to the grade book no later than Wednesday of each week. Special teachers will enter grades during the 2nd and 4th nine weeks. Kindergarten will continue following their standards-based checklist.

GRADING SCALE

The following scale will be followed:

A 100-90

B 89-80

C 79-70

D 69-60

F 59-0

GUIDANCE

Our guidance counselors are available to meet with students needing their services. They are also available to assist parents with many outside resources to include: Mountain Comp., Pennyroyal Mental Health, School Based Therapist, etc. Feel free to schedule an appointment with our counselor for more information.

HOMEWORK

Homework is defined as an assignment to be completed outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide for curriculum enrichment opportunities. Parents are urged to actively involve themselves in their children's homework assignments as an opportunity for valuable interaction between parents and children in support of learning.

Paper/pencil homework will not be utilized due to Covid 19. Teachers have the discretion to assign homework digitally.

Only skills that have been thoroughly explained and discussed in class should be expected and assigned for homework. You child's teacher/teachers will be communicating to share grade-level homework procedures.

***** Information will be sent home with each student (school-wide) on Thursdays. This is our way of routinely communicating with families.**

HONOR ROLL AND PRINCIPAL'S LIST

Honor Roll recognition is for students in Grades 3 through 6 who have maintained A's and B's on their report card for a nine-week grading period.

Special recognition is given to the students who make straight A's for a nine-week grading period. They are named to the PRINCIPAL'S LIST.

Names of the students are submitted to the KY New Era for BOTH Honor Roll and Principal's list recognition.

LIBRARY

Students are given the opportunity to check out books once a signed copy of the library agreement has been returned. Parents and students take the responsibility of returning the books on time and in the same condition as it was checked out. If a student does not return a book, they will not be allowed to check out an additional book until the book is returned or replaced. Failure to return a book/books may result in students not being allowed to participate in the extra end of the year activities. **During the COVID-19 pandemic, library books may be checked out, but will not be taken home and will remain at MLK in student classrooms.**

LICE POLICY

CCPS has a “no live lice” policy. If the student has chronic/recurring head lice, any days missed after the first time the student is sent home will be **unexcused**.

LOST AND FOUND ARTICLES

Students are asked to observe the following general rules:

1. Leave valuables which are not needed for class at home.
2. DO NOT leave money or other valuables in your desk.
3. Toys should be left at home.
4. Found articles should be turned in promptly to the Family Resource Center.

MASKS: Masks are required for students in grades 1-6. Opportunities for “mask breaks” will be provided throughout the day in areas CDC guidelines of social distancing can be followed.

MEDICATION

Prescription medication can be administered **only** when properly labeled and accompanied by **both** a note from the parent and a signed statement from the physician stating the dosage. The nurse or a trained staff member will dispense all medication and a record will be kept on file.

Over the Counter medication WILL NOT be available for students.

The nurse will create a schedule and distribute medications accordingly.

PERFECT ATTENDANCE POLICY

Perfect attendance shall mean that a student has **no absences, no tardies, and no early check-outs**.

POSITIVE BEHAVIOR INTERVENTIONS SUPPORTS (PBIS)

MLK Elementary School is a Positive Behavioral Interventions and Supports School (PBIS). Students have the opportunity to earn schoolwide and classroom rewards throughout the school year by demonstrating our school-wide PRIDE Expectations. Teachers will utilize the Class DoJo system to monitor student success. Please see the PRIDE School Wide Expectations on the cover page.

MLK utilizes a Multi-tiered Systems of Support (MTSS) which is a framework that helps schools improve the performance of all students by identifying needs early and modifying instruction quickly. MTSS is a comprehensive system that screens all students and provides interventions that can be intensified if needed. It provides real-time support for students, not a wait-to-fail.

PROCEDURE FOR LEAVING SCHOOL EARLY

No student will be allowed to leave school before the end of the school day unless he/she has a valid reason and is checked out by a parent, legal guardian, or someone authorized in writing by the parent PRIOR to the time of early release. **They MUST provide a picture ID. Under no circumstances will a teacher dismiss a student from school before the end of the school day or into any person's custody without the direct prior approval and knowledge of the principal or her/his designee.** The principal will not excuse a student before the end of the school day without a request for early dismissal from the student's parent/guardian.

NO student will be released from school on the basis of a telephone call.

Children of estranged parents may be released to either parent unless there is a court order to the contrary. A copy of the court order **MUST** be on file in the school office.

If you need someone to come to the school to pick up your child in a non-emergency situation, please remember that you must send a note to the school with your child. The person must also be on file in Infinite Campus and must also show a picture ID.

A student may be released to a person with lawful authority to take custody of the student. For example, a police officer with a warrant would be allowed to take the child from the school. In such cases, the student's parent/guardian will be notified as soon as possible by proper authorities.

If the principal has delegated early release of a student to another school employee to attend a school related activity, the principal or assistant principal will sign a release form, which will be kept in the school files.

PROCEDURE FOR STUDENTS WITHDRAWING TO ANOTHER SCHOOL...

In order to ensure proper handling of school records and facilitate proper entrance into another school, a student withdrawing to another school should:

1. Inform the school office as soon as you know that your child is leaving.
2. Turn in all textbooks to the teacher.
3. Turn in all library books.
4. Make sure you take all personal items with you as you leave.
5. Turn in technology devices.

PTO

We encourage parents and teachers to be involved in our PTO. They meet on the 3rd Monday of each month.

RESPECT FOR SCHOOL PROPERTY

As good citizens, students at MLK. Elementary School should take great pride in the care of their school building, equipment, and school property. Students should never write on the building, walls, or desks. They should cooperate with the school custodians to help keep the school clean.

SCHOOL CLOSING HOTLINE: 270-707-1900

Should it become necessary to close school because of the weather, the Superintendent of Schools will notify local radio and television stations before 6:00 A.M., if at all possible. If there is a threat of bad weather, it is advisable to listen to the radio, visit the CCPS webpage, and/or watch the television for school closing information.

Should early dismissal from school become necessary due to severe weather or another emergency, announcements will be made via local radio and television stations, with every possible effort made to ensure that parents are notified.

REMEMBER, parents **should not** call the school, school officials, or radio and television stations during these times. It is essential that telephone lines be kept open.

SCHOOL COUNCIL

At the current time, MLK does not have a governing SBDM Council but operates under the input of an advisory council. We are governed under the direction of Kentucky Department of Education, Superintendent Bentzel and Principal Caples.

SCHOOL HOURS

“In person” school starts at **7:15 A.M.** School dismisses at **2:30 P.M.**

NTI (non-traditional instruction) starts at **8:00 A.M.** and ends at **3:00 P.M.**

NOTE FOR PARENTS BRINGING THEIR CHILDREN TO SCHOOL IN THE MORNING: Students may be dropped off beginning at **6:50 A.M.** only at the front entrance of the building and are not to get out of cars until they are in front of the door. Students will not be allowed to enter the building before **6:50 A.M.** **Parents are not allowed to walk students to classrooms.**

Upon arrival, all students must report directly to their room. **Students arriving at school after 7:15 A.M. are considered tardy and the parent/guardian must check the student in at the front office and receive an admissions note from the secretary/clerk before going to the classroom.**

AFTER SCHOOL: Students who are car riders may be picked up in front of the building at **2:30 P.M.** Parents should drive into the pick-up area and remain in their cars until the staff member calls for the student.

SCHOOL MESSENGER PHONE CALLS

SCHOOL MESSENGER phone calls will be sent to all households to notify parents/guardians of school closures, early release times, and/or school events. Please ensure that you have a current, working phone number on file in Infinite Campus.

SCHOOL SAFETY PROCEDURES

NO CARS ARE ALLOWED IN THE REAR OF THE BUILDING PRIOR TO 7:20 A.M. OR AFTER 1:45 P.M. We ask that you not enter the rear driveway of the building while buses are unloading students.

As a safety precaution, all doors to the school are locked during the day.

SCHOOL VISITS

Parents and visitors are always welcome at M.L.K. Elementary School. However, as a safety precaution, we ask that all parents and visitors report to the office and obtain a visitors pass. **All doors to the building will remain locked during the day.** You must enter the building through

the front door, sign in, and obtain a visitor pass in the office. If you are in the building without a visitor pass, you will be asked by a school employee to return to the office and check in properly. If you bring your child to school in the morning and need to come in with them, we ask that you come to the office.

During the COVID -19 pandemic, we ask that you limit visits to those absolutely necessary and all visitors will be asked to follow **CDC** guidelines.

Our first priority is the safety of your child.

Parent/teacher conferences **WILL** be held by phone or virtually due to Covid 19. Conferences may be scheduled by appointment.

SCHOOL VOLUNTEERS

During the COVID-19 pandemic, we will be unable to utilize volunteers.

SCHOOL ZONES

Students must attend the school for which they are zoned - unless there is an approved hardship on file at the central office. Three current proof-of-residence documents are required at registration. If you are living in someone else's home, there are forms that must be completed and notarized in order for the student to be enrolled.

STUDENT BREAKFAST AND LUNCH PROGRAM

COMMUNITY ELIGIBILITY OPTION

The Community Eligibility Option or CEO is a new program which allows all students who attend a CEO school to eat breakfast and lunch for free. The program covers the cost of a regular meal. The program is based on the percentage of economically disadvantaged students in each school. Even though all students will eat free, **information is still required from each family regarding your family size and income levels.** This information will be used to determine eligibility for other programs within our district. **It is extremely important that each family complete the Household Income Form.**

STUDENTS ARE NOT ALLOWED TO CHARGE A-LA-CART ITEMS and ADULTS ARE NOT ALLOWED TO CHARGE MEALS.

Items are priced as follows; however, NO A-LA-Cart items will be offered at this time.

Breakfast:

Meat & Biscuit \$1.00

Cereal \$1.00

Pastry \$1.00

Toast \$.25

Milk or Juice \$.30

Adult Breakfast or extra meal \$2.50

Lunch:

Entrée \$1.25

Vegetable \$.50

Fruit \$.50

Roll \$.25

Milk or Juice \$.30

Adult Lunch or extra meal is \$3.50

ATTENTION TO ALL PARENTS/GUARDIANS:

1. THERE IS A \$45.00 SERVICE CHARGE ON EACH RETURN CHECK
2. **NTI MEAL PICK UPS:** Breakfast/lunch meals will be available for any CCPS student each day from 11:30-12:30, Monday through Friday, at the bus area in the back of the building. We will need the name and school of the student(s) for which you are getting the meal.

STUDENT CODE OF CONDUCT

MLK Elementary will follow the Student Code of Acceptable Behavior adopted by the Christian County Board of Education.

STUDENT DISCIPLINE

The Christian County Public Schools are dedicated to providing a positive educational environment in which our teachers and administrators can effectively help all students achieve their maximum learning potential. An equally important mission of the schools is the development of students' self-discipline and responsible behavior so that they may be prepared for their roles as adults in a democratic society.

The CCPS Code of Acceptable Behavior contains specific standards of behavior expected and required of all students in the system, grade K – 12. Every student and parent is granted access to a copy of the CCPS Code of Acceptable Behavior at the beginning of the school year. Additional individual school rules covering minor infractions are also necessary.

STUDENT DRESS CODE

Reasonable care in cleanliness and neatness in dress and appearance is expected of all elementary students. Students are expected to dress in a manner that neither distracts from the learning atmosphere of the school nor interferes with the instructional process. This applies to virtual conferencing. "Students are to dress in clothes promoting a safe and respectful learning environment."(*Christian County Public Schools Code of Conduct , pg 25*)

Listed below are items of clothing that will NOT be allowed at M.L.K. Elementary School:

- Clothing with spaghetti straps or strapless shirts
- Midriff shirts
- Low rider pants/jeans
- Sagging pants or loose fitting pants – a belt **MUST** be worn
- Shorts, dresses and skirts must be no shorter than two (2) inches above the knee.
- No shirts/T-Shirts with logos or advertisements that interfere with the instructional process
- No low-cut blouse or shirt

- Leggings are not allowed unless worn under a dress, long blouse, shirt or other long garment. Garment must be two (2) inches above the knee
- **MASKS: Masks are required for students in grades 1-6. Opportunities for “mask breaks” will be provided throughout the day in areas CDC guidelines of social distancing can be followed.**

Parents will be called to bring clothes to the school for their child if they do not meet the requirements of the dress code. If a change of clothing is not available, the student will have to be placed in the Safe Room (ISS).

GUM: Chewing gum is not permitted.

TECHNOLOGY

CCPS students are bound to the CCPS Acceptable Use Policy as signed during the online registration process. Students must also adhere to the CCPS Device User Agreement. Both documents can be found on the CCPS webpage in the technology section.

TEXTBOOKS

State textbooks issued to elementary students are at no charge. Textbooks will be used in class only. Students and parents are responsible for the cost of books that are lost or damaged beyond ordinary wear. **Missing textbooks may prohibit participation in end-of-year events.**

During the COVID-19 pandemic, textbooks will be used in the classroom only and will not go home with students.

TOYS AND ELECTRONIC TELECOMMUNICATIONS

Please do not allow students to bring toys, games, video systems, or other such items from home. If they are lost or stolen, the school **WILL NOT** be held liable nor will school time be used to locate the device. The use of telecommunication devices during school hours is not permitted.

TRUANCY POLICY

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days as truant; identify as a habitual truant a student who has been reported as truant two (2) or more times; hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty-first birthday, accountable if the student fails to comply with truancy laws; hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth (18th) birthday accountable if the student fails to comply with school truancy laws; hold the court-appointed guardian of a public school student who has not reached his/her twenty-first (21st) birthday, accountable if the student fails to comply with school truancy laws; require school district personnel to inform students, parents, guardians, and custodians of the penalties for violating school truancy laws; identify as a habitual truant a student who has been reported as truant two(2) or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Three (3) unexcused tardies are equal to one (1) unexcused absence. An absence will

be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

PLEASE SEE THE CCPS CODE OF ACCEPTABLE BEHAVIOR FOR FULL DETAILS

NTI Truancy policy

All Student Participation Rates (attendance) will be recorded in **Infinite Campus**.

Student participation is defined as any type of communication with the student parent/guardian via text, phone, email, Google Classroom, Canvas, Remind, Dojo, work submissions, etc.

Grades K-6 will be required to check in ONCE day within a 24-hour window. Students, parents, and teachers will be permitted to mark students as participating.

USE OF SCHOOL TELEPHONES

School telephones are business telephones and must be reserved for that purpose. If it becomes necessary to make a call, the student should first obtain permission from his/her teacher.

Except in emergency cases, neither students nor teachers will be called to the phone during class. However, every effort will be made to facilitate parent/student communication, which may become necessary during school hours.

To avoid the unnecessary interruption of classroom instruction, **phone calls will be put through to the teachers during their planning period only.**

WATER BOTTLES: water bottles are allowed but with water **ONLY**. Students must keep up with their own bottles and **the school will NOT supply water bottles** of any kind.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Christian County School District's (CCSD) requirements regarding the confidentiality of personally identifiable information. Stated in this notice is a summary of your rights under the Act. These rights are passed on to the student at age eighteen (18). For the purpose of this notice, a student 18 years or older will be referred to as "eligible" student. Parents, guardians and eligible students may review and inspect all education records relating to that student by making a request to the principal of the school where that student attends.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (continued)

The CCSD will presume that the parent has the authority to review and inspect records relating to their children unless the district has been advised in writing that the parent does not have the legal authority under applicable state law governing such matters as guardianship, separation and divorce.

Personally identifiable information is not released to another party unless there is written authorization from the parent or eligible student, or there is a "Legitimate Educational Interest" as defined in the policies and procedures for confidentiality. A current list of employees' names and positions who have access to personally identifiable information is on file in each school. The CCSD has described in the policies and procedures the conditions under which personally identifiable information is released to another person without written parental consent.

“Directory Information” is information contained in an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may be released to the news media, athletic organizations, scholarship or college entrance committees, or official organizations whose need for data is connected with student-help activities. “Directory Information” includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. The parent, guardian or eligible student currently enrolled, may request all or part of the directory information be withheld. The request must be in writing to the Principal of your child’s school within 30 calendar days after this notification has been distributed. The written request must specifically state what information may not be classified as directory information.

In accordance with federal regulations concerning the release or transfer of educational records, it is the policy of this school district to forward education records on request to a school in which a student seeks or intends to enroll. Parents may obtain, upon request, a copy of the records transferred.

Christian County Schools keeps children and youth records in a secure computer system and in locked files in each school and central office.

Any parent or guardian of a student, or any eligible student, may challenge the content or accuracy of any material or entries in the student’s educational records on the grounds that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Requests to amend the records are submitted to the principal at the student’s school.

For students who have been determined eligible for programs for children and youth with disabilities, educational records will be destroyed at the request of the parent when they are no longer needed to provide educational programs and services. The CCSD will destroy the educational records of a child or youth without a parent’s request after the records have been maintained for a minimum period of seven years and are no longer needed to provide educational programs and services. Parents are advised that data contained in the records may be needed later for Social Security purposes. The CCSD retains for an indefinite period of time, a record of the student’s name, address, telephone number, grades, attendance records, classes attended, grades completed and year completed.

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (continued)

Christian County Schools has an ongoing Child Find system, which is designed to find any child or youth, age birth up to 22 years, who may have a disability and need special education. This includes children and youth who are not in school or those who are in school but are not receiving the special education they need to have an appropriate public education.

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

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

Letters and phone calls are some of the ways Christian County Schools collect the information needed. The information the school district collects will be used to contact the parents of the child or youth and find out if the child or youth needs to be evaluated or referred for special education services.

If you know of a child or youth who lives in Christian County, who may have a disability and is not receiving needed services, please bring, telephone or send the information to:

Director of Special Education
Christian County Schools
200 Glass Avenue / P. O. Box 609
Hopkinsville, KY 42240
(270) 887-1300

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

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

Parents, guardians or eligible students have the right to file a complaint with the U.S. Department of Education related to perceived failures by the district to comply with confidentiality requirements. The address is: **Family Policy and Regulation Office, U. S. Department of Education, Washington, D. C., 20202.**

Written policies and procedures have been developed which describe the district requirements regarding the confidentiality of personally identifiable information and Child Find activities. There are copies in the Principal's Office of each school and at the Board of Education office. Copies describing these policies and procedures may be obtained by contacting:

Director of Pupil Personnel
Christian County Schools
200 Glass Avenue / P. O. Box 600
Hopkinsville, KY 42240
(270) 887-7000

The district office is open Monday through Friday, from 8:00 A.M. to 4:00 P.M.

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

Christian County Public Schools
Annual Parent Notice
Right to Request Teacher Qualifications

School: _____ Date: _____

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If state licensing requirements have been waived for the teacher on a temporary basis;
- c. The type of college degree major of the teacher and the fields of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,
Carrie Caples, Principal of MLK

(270) 887-7310

carrie.caples@christian.kyschools.us

Telephone Number

Email address

OFFICE USE ONLY	
Student ID#	Date Distributed