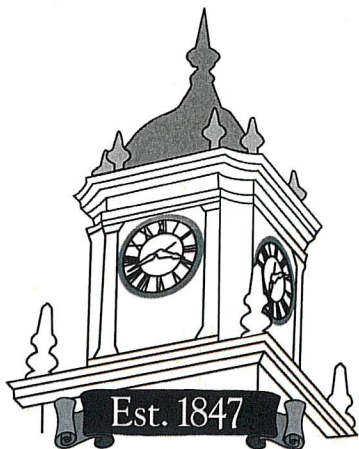




NEWPORT INDEPENDENT SCHOOLS

A Great Tradition. A Great Future.

Student Code of Conduct and School Information 2019 – 2020



Check out our website www.newportwildcats.org and like us on Facebook!

Parent or Guardian

Please review this document with your child.

Complete the forms in the First Day Student Packet

Review, correct and complete side 2 of the Census Verification Report

Return forms to your child's school as soon as possible.

If you or someone you know needs this handbook and other school information translated to another language or another mode of communication, please contact the school or superintendent's office.

Please keep this Handbook for reference during the school year. Contact your child's principal if you have any questions regarding the code of conduct or other information included in this document. For an additional copy, contact your school office. An electronic copy is available on the District website at www.newportwildcats.org under *Quick Links*.

THE NEWPORT BOARD OF EDUCATION

Ramona Malone
Dr. Julie Smith-Morrow
Melissa Sheffel
Sylvia Covington
Theresa Miller

Regularly scheduled Board of Education meetings are the last Wednesday of each month.

DISCRIMINATION NOTICE

The Newport Independent School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in the employment, educational programs, or activities as set forth in the Title IX, Title VI, and Section 504. If you believe you have been discriminated against in any of these areas, contact:

Mr. Kelly Middleton, Superintendent
Newport Independent Schools
30 West 8th Street
Newport, KY 41071
(859) 292-3001

Office of Civil Rights
400 Maryland Avenue, SW
Washington, DC 20202-1100

VISION

EVERY child will be proficient and prepared for life, work, and citizenship in the 21st Century.

DISTRICT MISSION STATEMENT

Preparing Students for the Future!

BELIEFS

- It is our responsibility to provide all the children of this community with access to a high quality education, a safe and inviting environment and the best possible chance for success.
- We embrace and celebrate our diversity.
- We respect the inherent dignity of all individuals and groups.
- Our teachers, students and staff all accept the responsibility of placing high expectations on themselves, and for nurturing those around them to achieve at their highest level.
- We are committed to the discipline of continuous improvement.
- We are committed to empowering our teachers and improving our instruction through professional learning communities.
- Our success is dependent on active, ongoing collaboration with parents and community members.

NOTE: KRS used throughout this handbook refers to Kentucky Revised Statutes (laws).

TABLE OF CONTENTS

	PAGES
Reporting Your Child's Absence	4
Attendance Policy	5-6
Code of Conduct and Discipline	7-15
Discipline of Disabled Students	16-17
How I Can Help My Child Be Ready to Read and Ready to Learn	18
Summary of Disciplinary Consequences/ Disciplinary Infraction Definitions	19-23
A Helpful Guide for Successfully Solving Problems at School	24-25
Sportsmanship & Bullying Information	26
Family Educational Rights and Privacy Act Notice (Confidentiality of Records)	27-28
Notices: Child Find, Intervention Assistance, Participation in Surveys-Screens	29
School Bus Safety Rules and Regulations	31
Title I & II; ESSA	33
Title 1 Information	35
MAP Testing Information	37-38
Health Center	39
Information for Parents/Guardians in the Event of a School Emergency	41-44
Newport Schools Phone Directory	45

How Can Parents Get Involved in School?

- Ask your child, "How was school today?" ○ Read to your child every day ○ Check homework every night
- Attend teacher conferences ○ Stay in touch with teachers all year
- Make sure your child gets plenty of sleep ○ Limit TV on school nights

NOTE: KRS used throughout this handbook refers to Kentucky Revised Statutes (laws).

REPORTING YOUR CHILD'S ABSENCE FROM SCHOOL

Call your child's school each day to report that he/she is unable to attend school that day.

Newport Primary – 292-3011 | 8:05 AM– 3:05 PM
Newport Intermediate – 292-3021 | 7:55 AM– 2:55 PM
Newport High – 292-3023 | 7:45 AM– 2:45 PM

1. When the child returns to school, send a note stating the reason your child was absent.
 2. Sign, date and return the note with the student to school on the day he or she returns to school.
 3. The note must be turned into the school office no later than 48 hours after the absence. If a note is received after 48 hours the child's absence will not be excused.
 4. If your child will be late for school because of a medical or other appointment, a written note is required. The note may be written by the parent or guardian or the doctor or other professional providing a service to the student.
 5. If your child will need to leave school early for a medical or other appointment, the school will not release them without a written note from you or the medical professional.
- Newport Independent Schools accepts **three (3) parent notes** to be used at a parent's / guardian's discretion in order to excuse any absence or tardy event. **Please note effective for the 2019–2020 school year: When your child has missed one or more unexcused days and parent notes, or other valid excuses are not received by the school within five school days, your parent notes will be automatically applied to the unexcused absences and will apply up to three excused absences.**
 - An additional two (2) **excused office notes** may be granted during the school year for any absence or tardy event by the building principal or his / her designee if, in their judgment, an excused absence is warranted.
 - All other excused absence events must be accompanied by appropriate documentation, i.e., dentist / doctor's note, a note from the court clerk or court designated worker (CDW), an obituary notice, funeral home memorial card or funeral Mass card regarding the death of a family member.
 - When your child is sick and you are unable to get a doctor's appointment, you may have the child seen by the Newport School-Based Health Center Staff at no charge. You may contact the Health Center at (859) 291-1910 for further information. The Health Center is located at 30 W. 8th Street in the basement of the Welcome Center.

STUDENT IS RESPONSIBLE TO MAKE-UP MISSED CLASS WORK AFTER ABSENCES

Students having excused or prearranged absences (acceptably documented) will be allowed to make up work. It is the student's and parent's/guardian's responsibility to contact the teacher concerning make-up work.

If a student has been given a date or deadline by which assignments or projects are due to be turned in or for when a test will be administered, and the student is absent on that date, the student will be expected to turn in the assignment or project and/or to take the test on his/her first day back to school.

HOW CAN YOU HELP YOUR CHILD CATCH UP AFTER ABSENCES?

- Write a note to the teacher asking for work your child missed when absent
- Help the child complete the make-up work for homework
- Ask the teacher if your child can stay after school for help making up school work
- Make sure the child returns the completed work to his/her teacher for grading

E. EXCUSED ABSENCES: - Parents must provide proper documentation for the following absences.

- | | |
|---|-------------------------------------|
| 1a. Illness with parent note - <i>*Not to exceed 3 days</i> | 1b. Illness – with a medical excuse |
| 2. Medical appointment of student * | 3. Death in family |
| 4. Religious holiday | 5. Reporting to court |
| 6. Driver's test (1/2 day-2 times) | 7. Prearranged absence |
| 8. Other circumstances approved by principal. | |

All valid absences for which parents/guardians have called and sent the proper written excuses giving valid reasons for the absence will be excused. Invalid absences will be considered unexcused. Any student absent or tardy from school unexcused will not participate in extracurricular activities the day of the absence. Any student, who is absent or tardy from school excused, may participate in extra curricular activities on the day of the absence or tardy only with the approval of the principal or designee.

F. UNEXCUSED ABSENCES such as the following will count toward the truancy.

- | | | |
|---------------------------------------|--|----------------------|
| ▶ Indifference of parent/guardian | ▶ Out of town | ▶ Poverty Issues |
| ▶ Juvenile detention-jail | ▶ Working at home or business | ▶ Baby-sitting |
| ▶ Transportation | ▶ Child Care | ▶ At-home suspension |
| ▶ Distance from school | ▶ Truancy | ▶ Oversleeping |
| ▶ Skipping school (unknown by parent) | ▶ Illness (<u>more than 3 unexcused with note from parent</u>) | |

G. PREARRANGED ABSENCES: A parent may arrange for their child's absence from school when necessary. A note from the parent explaining the reason for the absence must be given to the principal or designee for approval at least 5 days before the absence. When approved, the timeline for completion of missed school work will be at the discretion of the teacher and/or principal. The decision for approving the prearranged absences will be based upon: (1) over-all attendance record, (2) overall academic record and (3) the nature or circumstances of the request.

H. ATTENDANCE PROCEDURES

1. Parents or guardians should call the school before 9 a.m. daily to report student's absences, and when the student returns to school he/she must bring proper documentation signed and dated before he/she is readmitted to school.
2. Pupils are not reported as absent when participating in school activities which are authorized by the Board of Education and are a definite part of the instructional program of the school.
3. Pupils are not reported as absent when participating in activities which are provided in KRS 158.240 and 159.035. Pupils may not be excused when they are absent as spectators at school activities.
4. Participation in 4-H activities to be considered attendance (KRS 159.035). Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the state who are enrolled in properly organized 4-H club will be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a county extension agent or the designated 4-H club leader for the 4-H club educational activity in which the student participates.
5. Attendance at Kentucky State Fair (KRS 158.070 (2) This section states: a board of education "will use one day of valid absences for attendance at the State Fair for students applying for valid absence for this purpose."
6. Absences because of death in the immediate family will require a written statement and a phone call to the principal/designee.

Students will understand that absences should be used for personal illness or injury, professional appointments (doctors, dentists, etc.).

I. TARDY TO SCHOOL: Should a student be tardy, he/she must report to the principal/designee for proper admittance to school. The principal/designee will issue tardy slips. Chronic unexcused tardiness may result in assignment to Friday school, In-School Detention, detention or truancy charges.

J. TARDY TO CLASS: Any student who is not in their assigned area at the designated time is tardy to class. Being tardy to class may result in assignment to detention.

NEWPORT INDEPENDENT SCHOOLS CODE OF CONDUCT

PARENTS AND STUDENTS MUST REVIEW THIS CODE OF CONDUCT.

PURPOSE

The purpose of this handbook is to provide a concise outline of rights and responsibilities of students in the Newport Independent Schools and of those people, including parents/guardians and school personnel directly involved in the education process. All Board of Education policies and procedures, this Code of Conduct and each school's Student Handbook should be used in providing the children of Newport with access to a high quality education and a safe and inviting environment that nurtures and challenges each student to reach their full potential.

POLICY STATEMENT

The Newport Board of Education's primary concern is all students who wish to learn can do so in an environment conducive to learning and that disciplinary means be employed on behalf of those who would destroy or deny such an environment. In an attempt to promote this environment, a Code of Conduct has been developed.

This Code of Conduct provides for consistent treatment for all pupils, fairness as required by constitutional due process and an atmosphere of open communication and clearly understood rules. The Code of Conduct encourages behavior that will enable the pupils to develop to their fullest potential. Students will be responsible for this code during the school day, at school sponsored or related activities, and on school buses and walking to and from school.

It is expected that sound, fair, and equitable judgment should be considered by pupils, teachers, principals, parents/guardians, and others in applying the principles of the Code of Conduct. This policy applies to all students enrolled in the Newport Independent Schools.

The Code of Conduct is the result of expressed concerns on the part of the community and provides for an annual review by the school community and the Newport Board of Education to ensure an effective document which meets the needs of the total educational community.

Each principal will meet with all their students and staff during the first week of each school year to review the District Code of Conduct and School Handbook.

SUPERVISION OF PUPILS' CONDUCT (KRS 161.180):

(1) Each teacher and administrator in the public schools will, in accordance with policies and procedures of the Board of Education made and adopted for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school sponsored trips and activities.

(2) The various boards of education of the Commonwealth of Kentucky, and the principals of the public schools, may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including, but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and while so engaged, such teacher aides will have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

PHILOSOPHY OF RIGHTS AND RESPONSIBILITIES

The protection and safeguards of the United States Constitution and, more particularly, of the Bill of Rights apply to all students. Responsibility is inherent in all rights. No student or other person involved in the public schools can realize his/her rights unless he also exercises the self-discipline and care to afford all others the same rights and does not allow his/her own actions to infringe upon the rights of others. In a social situation, such as the public schools, all participants, students, parents/guardians, teachers, administrators, and others in the educational process, have the right and responsibility to know the basic standards of conduct and behavior which are expected. The school environment is a community of individuals who live and interact in ways that are based upon commonly shared rules, rights, responsibilities, expectations, and common sense.

A. STUDENTS

1. Students have the right to the opportunity for:

- A. Meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of the individual students.
- B. Reasonable and timely notice of all rules, regulations, policies, penalties to which they may be subject.
- C. Physical safety and protection of their personal property.
- D. Consultation with teachers, counselors, administrators, and other school personnel.
- E. Free election by peers in student organizations in which all students have the right to seek/hold office.
- F. Examination by themselves, their parents/guardians, or their authorized representatives of their own personal school records.
- G. Involvement in school activities without being subject to discrimination on any basis. (Where participation in activities is on a competitive basis, each student has the opportunity to compete on equal basis.)
- H. Respect from other students and school personnel.
- I. Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials regarding the disposition of their complaints or grievances.

2. Each Student will:

- A. Be responsible for own conduct and for showing consideration for the rights/property of others.
- B. Exhibit neatness and cleanliness of personal attire and hygiene.
- C. Refrain from fighting, creating disturbances, making excessive noise, denying others use of school facilities/buildings, using or carrying any weapon on school premises, intentionally injuring another person, exposing others to harm, or using threats or intimidation against any other person.
- D. Refrain from using tobacco, alcohol or any controlled substances.
- E. Refrain from gambling, extortion, theft, or any other unlawful activity.
- F. Show respect for educational process by taking advantage of opportunities to further his/her education.
- G. Show respect for the education process and learning environment by refraining from intentional or habitual tardiness or unexcused absence.
- H. Practice self-control, control of voice, and all limbs.
- I. Complete all assignments.

B. TEACHERS

1. Teachers have the right to:

- A. The support of co-workers and administrators.
- B. Work in an educational environment with a minimum of disruptions.
- C. Expect all assignments, including homework, to be completed and turned in as assigned.
- D. Remove for up to a class period to a designated area any student whose behavior significantly disrupts learning.
- E. Be safe from physical harm and freedom from verbal abuse.
- F. Assist in the formulation of policies that relate to their relationships with students and school personnel.
- G. Take action necessary in emergencies to protect their own person/property or persons/property of those in their care.

2. Teachers have the responsibility to:

- A. Provide instructional materials and experiences to students.
- B. Inform students and parents or guardians of achievement and progress.
- C. Plan a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- D. Administer discipline as is consistent with Code of Conduct without discrimination on any basis.
- E. Evaluate students' assignments and return them as soon as possible.
- F. Exhibit exemplary behavior in action, dress, and speech.

- G. Inform parents/guardians of children's successes, problems, or failures promptly.
- H. Recognize/reward exemplary behavior or work of students.
- I. Maintain an atmosphere conducive to good behavior and exhibit an attitude of respect for students.
- J. Recommend for retention in a class any child who fails to meet the basic standards of such class.
- K. Follow rules and regulations by the Board of Education and/or school administration.
- L. Determine the facts of any situation before passing judgment.
- M. Demonstrate respect for parents and students.

C. PARENTS AND GUARDIANS

1. Parents/Guardians have the right to:

- A. Send their child to a school with an environment where learning is prized.
- B. Expect classroom disruptions to be dealt with fairly, firmly, and quickly.
- C. Enroll students in the Newport School District where they attend classes regularly and promptly with minimal interruptions.
- D. Expect the school to maintain high academic standards.
- E. Review the child's academic progress and other pertinent information in educational records.
- F. Address grievances concerning their child and receive a prompt reply for any alleged grievance.
- G. Be treated with courtesy and respect from school personnel and students.

2. 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. Help children understand that disruptions in the school are detrimental to the education of all.
- D. Become familiar with the educational program and the procedures.
- E. Inform children about disciplinary procedures of the school and emphasize importance of following same.
- F. See that children attend school regularly and promptly.
- G. Determine the facts of any situation before passing judgment.
- H. Recognize that school personnel must necessarily concern themselves with education.
- I. Support the efforts of the school personnel.
- J. Demonstrate respect for the teachers, students, other parents, administrators, and school personnel at school and all school related activities.
- K. See that children exhibit neatness and cleanliness in their personal attire and hygiene.
- L. See that students fulfill their course of requirements.
- M. Attend parent-teacher conference or other conferences designed to assist in programming for their child.
- N. To communicate to the school such information as names and emergency contacts, etc. and any changes that occur during the year.

D. PRINCIPALS

1. Principals have the right to:

- A. Expect staff members to comply with policy and directions of the principal.
- B. Suspend any student whose conduct disrupts the educational process.
- C. Be treated with courtesy and respect by students, parents/guardians, and staff members.

2. Principals have the responsibility to:

- A. Help create and foster an atmosphere of mutual respect and consideration among students/staff.
- B. Administer discipline fairly and equally, following the guidelines set forth herein, but also using his/her own judgment and discretion.
- C. Exhibit exemplary behavior in action, dress, and speech.
- D. Direct the development of a program of instruction that explains the code of conduct to school community.
- E. Recognize the need for instructional/behavior interventions with students referred for discipline.
- F. Demonstrate respect for parents and students.

DISCIPLINE DEFINITIONS

INTERVENTIONS

Students exhibiting behavioral difficulties may need instructional and/or behavioral interventions put in place and these interventions should continue for as long as they are needed to support the student.

PROBATION

A probation period may be established for students when a school principal determines that it would better benefit the student to remain in the classroom than to incur an out-of-school suspension. A conference will be held with the student, the student's parent/guardian, a counselor, and the teacher involved with the student in order to develop a behavioral contract which will enable the student to remain in class. The contract becomes effective when signed by the student, parent/guardian, and the principal (or his/her designee).

Alternatives which allow the student to remain in the school setting will be given first priority.

A contract form will be drafted in terms readily understood by the student. The contract will state the name and title of the persons entering into the contract; the expected or required behavior of the student; and the consequences of violation of the required behavior.

A breach of contract may result in an alternative to the contract, such as referral to in-school detention, at home suspension or the recommendation to the superintendent for presentation to the Board of Education for expulsion.

DETENTION

Students may be placed in detention before school, during lunch, or after school. Parents are to be notified and are responsible for transportation. **(Newport Board Policy 09.432)** Students placed in In-School Detention (I.S.D.) must make up any class work or tests or receive zeroes for the work.

SUSPENSION

Suspension will mean a denial of attendance at any single subject or class, or any full schedule of subjects or classes or at any other type of activity conducted by or on behalf of the particular school for the stated period of time. In accordance with KRS 158.150, the Principal or Assistant Principal may suspend a pupil up to a maximum of five (5) days per incident.

The Superintendent may approve a suspension up to a maximum of ten (10) days per incident.

Suspension of primary school students will be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee. **(Newport Board Policy 09.434)**

Students placed on home suspension will not be allowed to make up any class work or tests for the duration of the suspension, except at the discretion of the Principal or Admissions and Release Committee.

EXPULSION

Expulsion will mean denial of attendance to Newport Independent Schools. An expulsion will include a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Newport Board of Education. **(Newport Board Policy 09.435)**

Note: The difference between suspension and expulsion is primarily the length or time. Typically a student will be suspended for up to 10 school days for a single offense. The Superintendent may extend any suspension. Only the Board of Education may expel a student.

ALTERNATIVE PLACEMENT

A student may be assigned to the alternative education setting/program by the Principal or his/her designee for conduct that disrupts the educational process. The duration of assignment will be fixed by the Principal or his/her designee. The student will remain in the regular school setting but will be isolated from the regular school schedule. Opportunities will be provided for the student to continue regular school work under the supervision of the school staff. **(Newport Board Policy 09.4341)**

DISCIPLINE DUE PROCESS

A. SUSPENSION

1. In the event the discipline of a student is to deny attendance from a single class, or any portion of a school day or for one or more days, not exceeding 10 days, a conference with the school principal will first be conducted with students as follows:
2. An oral and/or written notice of the rule which has been violated, (including the specific act committed), will be provided the student.
3. An explanation of the evidence and/or witness, if any, in support of the charges will be provided to the student, except in cases where it is believed that giving particular witnesses' names may subject the witnesses to harassment.
4. The student will be provided the opportunity to present his/her explanation and rebut the evidence.
5. An oral and written explanation of the consequences, which will include the dates and duration of the suspension which may be imposed, will be provided to the student.
6. In the event the student is suspended, the parents or guardians of the student will, as soon as reasonably possible, be notified by letter, certified letter, or personal message of the reason for the student's suspension and the duration of the suspension.
7. At the principal's discretion, community service may be offered as an alternative to selected suspensions.

B. EXPULSION: In cases where expulsion has been recommended, the same procedure outlined above must be adhered to. ***In addition:***

1. A hearing must be held before the Board of Education and must precede the expulsion.
2. Notice of a hearing should be given at least five days before it is held.
3. The student may be represented at the hearing by any person of his/her or his/her parents'/guardians' choice.
4. A student will be provided educational services in an appropriate alternative program or setting, unless the board has made a determination, based upon clear and convincing evidence, that the expelled student poses a threat to the safety of other students or school staff.

C. STUDENT HEARING PROCEDURE AND DUE PROCESS

Students in violation of the rules of the school will receive verbal notice of the charges against them and will have an opportunity to state their response to the charges before any disciplinary action is taken. All disciplinary actions may be appealed according to Board of Education policy.

Except where an emergency warrants a student's immediate removal from the school, students will receive the right to an informal hearing prior to their suspension. At this meeting the student will receive notice of the charges against him/her and have an opportunity to state his/her rebuttal.

(Newport Board Policy 09.4281)

DISCIPLINE GRIEVANCE PROCEDURES

Any student who wishes to express an educational concern or grievance will observe the following order of appeal:

- a. Classroom Teacher,
- b. Principal or Principal's Designee
- c. School council, where appropriate
- d. Superintendent or Superintendent Designee
- e. Board of Education

Please phone, e-mail, or make an appointment with the appropriate person. **(Board Policy 09.4281)**

BULLYING

KRS 158.148 has been amended to read as follows:

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 education 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.

It specifically means the following as listed in KRS 525.070:

- (1) A person is guilty of bullying when, with intent to intimidate, harass, annoy, or alarm another person, he or she:
 - (a) Strikes, shoves, kicks, or otherwise subjects him / her to physical contact;
 - (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact;
 - (c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present;
 - (d) Follows a person in or about a public place or places;
 - (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
 - (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
 1. Damages or commits a theft of the property of another student;
 2. Substantially disrupts the operation of the school; or
 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.

This behavior is a Class B misdemeanor and any administrator who has reason to believe this behavior is taking place must report this behavior to local law enforcement personnel. In addition, disciplinary action can occur to include suspension or expulsion from Newport Independent School District schools.

CYBER BULLYING

Again, this term is not used in the Kentucky Revised Statutes (KRS); however, the term harassing communications encompasses electronic bullying or harassment. KRS 525.080 defines this behavior as follows:

- (1) A person is guilty of harassing communications when, with intent to intimidate, harass, annoy, or alarm another person, he or she:
 - (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;
 - (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
 - (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

This behavior is a Class B misdemeanor and any administrator who has reason to believe this behavior is taking place must report this behavior to local law enforcement personnel. In addition, disciplinary action can occur to include suspension or expulsion from Newport Independent School District schools.

GUIDELINES TO REASONABLE CONDUCT

HARASSMENT, DISCRIMINATION, BULLYING AND CYBER BULLYING

Harassment, discrimination, bullying and cyber bullying are prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. **(Newport Board Policy 09.42811)**

Harassment, discrimination and bullying are prohibited. This includes verbal harassment, coercion and manipulation of others because of race, color, national origin, age, religion, sex, size, dress, appearance or disability that is sufficiently severe, pervasive, or objectively offensive and it adversely affects a student's education and/or creates a hostile or abusive educational environment. This behavior includes virtual and physical harassment, discrimination and bullying.

DISRUPTING THE EDUCATIONAL PROCESS

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated and will subject the offending pupil to appropriate disciplinary action. **(Newport Board Policy 09.426)**

ASSAULT AND THREATS OF VIOLENCE

Any pupil who threatens, assaults, batters or physically or verbally abuses a student, teacher or other school personnel will be subject to appropriate disciplinary action up to and including expulsion from school and/or legal action.

If the judgment of the building principal or his designee is that the threat is of such power and violence, the principal will immediately suspend the student and recommend to the superintendent that the student be considered for expulsion from Newport Independent Schools.

When there is clear and convincing evidence that a student exhibits severe aggressive behavior or poses a threat to the safety of students or school staff, the student will be recommended to the superintendent for expulsion. **(Newport Board Policy 09.425)**

USE OF ALCOHOL, DRUGS AND OTHER CONTROLLED SUBSTANCES

A student suspected by a school official of using illegal or legal drugs, controlled substances or alcohol while attending school or a school sponsored activity is in violation of Board policy and will be subject to investigation by law enforcement and expulsion from school; and must submit to a medical drug/alcohol test performed by a lab or doctor chosen by the school officials.

If the test is negative, the school will pay the fee; however, the refusal of the student to submit to the test within 2 hours will result in immediate disciplinary action. Students who take any medication (over-the-counter or prescription) must file with the local school office an authorization from a legal guardian and take the medication pursuant to the policy.

Any controlled substances taken by a student contrary to the student medication policy will be considered in violation of this policy. A student testing positive must pay for the test and be subject to disciplinary action. Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

DRUG TESTING PROGRAM PURPOSE

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. School settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug-free environment for grades 6-12. **(Newport Board Policy 09.423)**

The policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to sixth through twelfth (6-12) grade students who voluntarily choose to participate on athletic teams, and in competing extracurricular activities to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators will not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth.

The policy is not designed to be used, nor will it voluntarily be used in any manner, to provide a source of information for law-enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities, other than the limitations imposed by the policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator will not release any student's test results to any person other than those described within the policy or as required by law or a lawfully issued subpoena/court order.

In order to accomplish its purposes, the policy establishes a program for procedures to deter unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance, it provides a testing program to identify student participants who are unlawfully using drugs. For such students, the policy provides incentives for rehabilitation with possible reinstatement to specific athletic team/competitive extracurricular activity involved.

Consistent with its purposes, the discipline policy seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs; and
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of student participants are the primary concerns of the District.

WEAPONS

The Gun Free School Act requires the expulsion from school for a period of not less than 1 calendar year any student who is determined to have brought a weapon or firearm to a school or onto school campus/property. The superintendent may modify the one year requirement on a case-by-case basis. Disabled students may be placed in an interim alternative education setting, in accordance with state law, for not more than 45 days. IDEA eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedure safeguards required in IDEA & KRS 158.150 are followed.

Federal law will supersede in any weapons, drugs or controlled substance violations.

TELECOMMUNICATION DEVICES

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

1. Devices will not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity, violates confidentiality or privacy rights of another individual, is profane, indecent, and obscene or possesses sexually explicit material. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices will be on and operated only before and after the regular school day.
2. When students violate this prohibition, they will be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which will only be returned to the student's parent/guardian.
3. Students are responsible for keeping up with devices they bring to school. **The District will not be responsible for loss, theft, or destruction of devices brought onto school property.**
4. Students will comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices, including iPad contract/guidelines. **(Newport Board Policy 09.4261)**

TOBACCO

Students will not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, and during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school will be subject to penalties set forth in the local code of acceptable behavior and discipline. **(Newport Board Policy 09.4232)**

Effective, 7-1-19, HB 11 under KRS 438.305 prohibits all smoking and alternative nicotine use including vaping, on campus for all students and staff. This includes all areas of campus (parking lots, bleachers, etc).

DRESS AND APPEARANCE

No extreme form of personal appearance will be allowed to interfere with the educational process. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which, in the judgment of school officials disrupts school discipline and routine. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school. School councils may develop their own dress code within the scope of this Code of Conduct. **(Newport Board Policy 09.427)**

OTHER SITUATIONS

If a situation occurs which is not specifically covered in the District Code of Conduct or School Handbook, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or the safety/welfare of the students and staff in the building. In instances where the violation and/or penalty are defined in law or regulation, the full extent of the law will be exercised, and the Principal will file charges against the student.

STUDENT IDENTIFICATION NUMBERING SYSTEM

A statewide numbering system has been established which encourages consistent use of student identification numbers throughout the state. Local school Districts are to use the state student identification number as the student identification number. The student's social security number is still used in many of the state reports and awarding of Kentucky Educational Excellence Scholarships.

SEARCH AND SEIZURE

School authorities have a legitimate concern as to whether or not they may conduct search and seizure activities within the school. While school officials should be concerned with safeguarding the rights of students, they must also be concerned with the rights of the school, its teachers and its administrators.

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) will 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 will be conducted only with the express authority of the Principal /designee.

Searches of a pupil's person or his or her personal effects will only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) that is responsible for the students is authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

When a "pat down" search of pupil's person is conducted, the person conducting the search will be the same sex as the pupil; and a witness of the same sex as the pupil will be present during the search. In addition, no search of a pupil will be conducted in the presence of other students.

These restrictions do not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. **(Newport Board Policy 09.436)**

DISCIPLINE: STUDENTS WITH A DISABILITY

The Admissions and Release Committee (ARC) may consider if a change in placement is necessary for a child with a disability who violates the code of student conduct on a case-by-case basis. School personnel may remove a student with a disability who violates a code of student conduct from the student's placement to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days; to the extent those alternatives are applied to children without disabilities. School personnel may remove a student with a disability from the current placement for additional periods of time of not more than the ten (10) consecutive school days in same school year for separate incidents of misconduct if those removals do not constitute a change in placement because of disciplinary removals.

If the behavior that gave rise to the violation of the school code of conduct is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities for removals that would exceed ten (10) consecutive school days.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, educational services will be provided during any subsequent days of removal. The services must constitute a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the Individual Education Program.

A child with a disability who is removed from current educational placement of more than ten (10) consecutive school days will:

- a. continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP.
- b. receives, as appropriate, a functional behavior assessment and behavioral intervention services, and modification that are designed to address the behavior violation so that it does not reoccur.

** These services may be provided in an interim alternate educational setting.*

The District is required to provide educational services to a child with a disability during periods of removal of ten (10) or less days in the same school year if it provides services to children without disabilities who are similarly removed. After a child with a disability has been removed from the current placement for ten (10) school days in the same school year, the current removal is not for more than ten (10) school days in the same school year and is not a change of placement because of disciplinary removals, school personnel in consultation with at least one of the child's teachers, will determine the extent to which educational services are needed. If a removal is a change in placement because of disciplinary removals, the Admissions and Release Committee will convene within ten (10) calendar days to determine appropriate educational services for the child.

Within ten (10) days of any decision to change the placement of a child with a disability because of violation of the code of student conduct, the relevant members of the Admissions and Release Committee and the parent must convene a meeting to review all relevant information in the child's educational record, including the Individualized Education Plan (IEP), any teacher observations, teacher-collected data and other relevant information provided by the parent to determine:

- a. continue to receive a free, appropriate public education so as to enable the child to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the IEP.
- b. If the conduct in question was caused by or had a direct and substantial relationship to the child's disability;

c. If the conduct in question was a direct result of the District's failure to implement the IEP.

Conduct may be considered to be a manifestation of the child's disability if the ARC determines that either condition a-b were met. If the ARC determines that the condition c. was met, the District will take immediate steps to remedy those deficiencies.

If the Admissions and Release Committee (ARC) determines that the conduct was a manifestation of the child's disability the ARC will:

- a. conduct a functional behavior assessment, unless one has already been conducted before the behavior that resulted in the change of placement occurred and a behavior intervention plan had been implemented; or
- b. review the behavior intervention plan (if one had been developed) and modify it as necessary to address the behavior; and
- c. return the child to the placement from which he/she was removed unless the District and the parent agree to a change in placement as part of the modification of the behavioral plan or because of special circumstances such as carrying a weapon, inflicting serious bodily injury upon another person while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District.

The District may remove a child with a disability to an interim alternative educational setting for not more than 45 days without regard to whether the behavior is a manifestation of the child's disability when the child carries or possesses a weapon while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District, or has inflicted serious bodily injury upon another person while at school or on school premises or at a school function under the jurisdiction of the Kentucky Department of Education or the District.

On the date a decision is made to remove a child with a disability from school that constitutes a change in placement because of violation of the code of conduct, the District will notify the parents of the decision and provide them with a copy of the procedural safeguards (parent rights).

The District may seek temporary injunctive relief through the courts if a placement cannot be agreed upon and the current placement will likely result in injury to the student or others.

DUE PROCESS PROCEDURES: *The parent of a child with a disability who disagrees with any decision regarding disciplinary action that results in a placement change or the manifestation determination of the District that believes that the current placement of the child is likely to result in injury to the child or others may request a hearing by filing for a due process hearing. Contact the Director of Special Education for more information regarding how to do this at (859) 292-3040.*



HOW CAN I HELP MY CHILD BE READY TO READ AND READY TO LEARN?

Talk to your infant and toddler to help him learn to speak and understand the meaning of words. Point to objects and talk about them during the day. A large vocabulary gives a child a great start when he enters school.

- Read to your baby every day starting at six months of age. Reading and playing with books is a wonderful way to spend special time with her. Hearing words over and over helps her become familiar with them. Reading to your baby is one of the best ways to help her learn.
- Use sounds, songs, gestures and words that rhyme to help your baby learn about language and its many uses. Babies need to hear language from a human being. Television is just noise to a baby.
- Point out the printed words in your home and other places you take your child such as the grocery store. Spend as much time listening to your child as you do talking to him.
- Take children's books and writing materials with you whenever you leave home. This gives your child fun activities to entertain and occupy him while traveling and waiting in the doctor's office or other appointments.
- Create a quiet, special place in your home for your child to read, write and draw. Keep books and other reading materials where your child can easily reach them.
- Help your child see that reading is important. Set a good example for your child by reading books, newspapers and magazines.
- Limit the amount and type of television you and your child watch. Better yet, turn off the television and spend more time cuddling and reading books with your child. The time and attention you give your child has many benefits beyond helping him be ready for success in school.
- Reach out to libraries and community and faith-based organizations. These organizations can:
 - Help you find age-appropriate books to use at home with your child;
 - Show you creative ways to use books other tips to help your child learn; and
 - Provide year-round children's reading and educational activities.

SIMPLE STRATEGIES FOR CREATING STRONG READERS

Without doubt, reading with children spells success for early literacy. Putting a few simple strategies into action will make a significant difference in helping children develop into good readers and writers. Through reading aloud, providing print materials, and promoting positive attitudes about reading and writing, you can have a powerful impact on children's literacy and learning.

- Invite your child to read with you every day.
- When reading a book where the print is large, point word by word as you read. This will help the child learn that reading goes from left to right and understand that the word he or she says is the word he or she sees.
- Read a child's favorite book to them over and over again.
- Read many stories with rhyming words and lines that repeat. Invite the child to join in on these parts. Point, word by word, as he or she reads along with you.
- Discuss new words. For example, "This big house is called a palace. Who do you think lives in a palace?"
- Stop and ask about the pictures and about what is happening in the story.
- Read from a variety of children's books, including fairy tales, song books, poems, and information books. Reading well is at the heart of all learning. Children who can't read well, can't learn. Help make a difference for a child.

For more information contact: U.S. Dept. of Education:
<http://www.ed.gov/parents/read/resources>

SUMMARY OF DISCIPLINARY CONSEQUENCES

"Principals have the responsibility to administer discipline fairly and equally, following the Code of Conduct, but also using his/her judgment." This chart is an attempt to provide Principals with a range of consequences they may apply at their discretion.

		Board Policy	Reprimand	Parent Contact/Conference	Detention, ISD, or Friday School BP 09.432	Short Term Suspension (1-5 Days) BP 09.434	Long Term Suspension (6-10 days) BP 09.434
1	Single Class Tardiness	09.123	X	X	X		
2	Tardiness to School	09.123	X	X	X		
3	Truancy	09.123	X	X	X		
4	Major Class Disruption	09.426	X	X	X	X	X
5	Bus Infraction	09.226	X	X	X	X	X
6	Paging/Telephone Device, Laser Pointers, etc.	09.4261	X	X	X	X	X
7	Forgery or Misrepresentation, Cheating	09.426	X	X	X	X	X
8	Profanity, Vulgarity, Abusive Language to Staff	09.426	X	X	X	X	X
9	Non-Compliant, Rude	09.426	X	X	X	X	X
10	Intimidation	09.426		X	X	X	X
11	Hazing, Bullying, Menacing or Abuse	09.422		X	X	X	X
12	Harassment, Discrimination	09.42811		X	X	X	X
13	Possession or Use of Tobacco Products	09.4232		X	X	X	X
14	Leaving Campus	09.123		X	X	X	X
15	Inappropriate/disruptive dress or appearance	09.427	X	X	X	X	X
16	Gambling	09.426		X	X	X	X
17	Fighting (Students)	09.426		X	X	X	X
18	Theft, Vandalism, Extortion	09.421		X	X	X	X
19	Insubordination, Willful Defiance, Disrespectful	09.426		X	X	X	X
20	Verbal or Written Threat Upon Student	09.425		X	X	X	X
21	Verbal or Written Threat Upon Employee	09.425		X	X	X	X
22	Sexual Harassment, Sexual Abuse	09.42811		X		X	X
23	Physical Assault Upon Student	09.425		X		X	X
24	Activates Emergency Procedures (Fire/Bomb)	09.426		X		X	X
25	Arson or Attempted Arson	09.421		X			X
26	Physical Assault Upon Employee	09.425		X			X
27	Possession, use or sale: (including look a-likes) and/or under the influence of:	09.423, 09.426		X			X
27a	Weapons	G.F.S.A. 05.48		X			X
27b	Controlled Substances / Drugs	09.423		X			X
27c	Alcohol	09.423		X			X
27d	Fireworks / Explosives (Bullets)	09.424		X	X	X	X
28	Severe Aggressive Behavior and/or Dangerous Behavior that poses threat to the safety of other students or school staff.	09.426		X		X	X
29	Misuse of Electronic Media (Internet Access)	08.2323	X	X	X	X	X

School Discipline Consequences

(School discipline consequences are sequential. For example a reprimand will only be given once for the same offense. The second offense will be a parent phone conference, and the third will be a parent personal conference. Administrators can elect to use consequences four and five, but once a student reaches twenty demerits, it will cause an automatic review for expulsion.)

1. Reprimand by administrator (only for minor offense – no reprimand will be given for serious law or board of education policy offenses)
2. Parent Phone Conference for minor offenses
3. Personal Parent Conference with a school administrator prior to the student returning to school. (Failure of parent / guardian to meet with an administrator will require the student to stay home and days of school missed will be marked as unexcused. This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent / guardian in the Campbell County Family Court)
4. After School Detention, In-School Detention, Friday Detention or Lunch Detention – This will require personal parent conference with a school administrator prior to the student returning to school. (Failure of parent / guardian to meet with an administrator will require the student to stay home and days of school missed will be marked as unexcused. This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent / guardian in the Campbell County Family Court). Failure to serve a detention is defiance of authority and will result in a short term suspension with the requirement to serve the assigned detention upon returning to school.
5. Short Term Suspension (1 – 5 days) – This will require personal parent conference with a school administrator prior to the student returning to school. (Failure of parent / guardian to meet with an administrator will require the student to stay home and days of school missed will be marked as unexcused. This may result in a habitual truancy or educational neglect filing by the Director of Pupil Personnel against the parent / guardian in the Campbell County Family Court)
6. Long Term Suspension (6-10 days) – This suspension requires the approval of the superintendent or his designee, the Director of Student Services & DPP, and will always result in a recommendation for expulsion from district schools.

Demerits : One (1) demerit will be assigned for any minor offense. Three (3) will be assigned for any law or board policy violation. Once a student has reached twenty (20) demerits, that student behavior will be deemed out of control and stricter consequences will follow.

Effective August 1, 2019: All school councils / of principal where councils do not exist, will provide their school wide expectations for students, teachers and all school personnel to the Director of Student Services no later than August 5, 2019. The Director of Student Services will present them for Board of Education Approval at the August working meeting. Once approved, these expectations will be provided to all students, teachers and all school personnel and posted in conspicuous places throughout each school prior to August 14, 2019.

NEWPORT INDEPENDENT SCHOOLS CODE OF CONDUCT 2019-2020

The following is a list of major behavior infractions and their recommended disciplinary actions for each infraction. This is not a comprehensive listing, and the Newport Board of Education and the administrators/designee shall reserve the right to administer other corrective measures for offenses that might occur.

******The Administrators Reserve The Right To Alter The Consequences Based
On The Severity Of The Infraction.******

**Primary and Intermediate School consequences shall be adjusted to be age
appropriate**

The Code of Conduct will be carried out in partnership with the schools, parents and community entities so we can focus on **academic achievement** in the **best interest of all students and staff**.

- **Communicate early and often with parents related to status and progress of our students.**
- **All suspension(s) shall be reinstated only after a parental/guardian conference.**

Disciplinary Infraction Definitions And Consequences

Below is a list of infractions with an explanation of each. A student committing any of these offenses will be disciplined using the discipline matrix as a guide. ***Any violation not listed will be handled at the discretion of the administrator involved.***

1. Abuse of a teacher – Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school.

Consequence:

- Threat: (3) to (5) days out of school suspension, court referral, possible request for expulsion.
- Physical Contact: (5) to (10) days out of school suspension, court referral, request for expulsion.

2. Aggressive behavior toward any school employee - Physical contact or threat of physical contact whether verbal, through body language or posture (including clenched fist, proximity to staff, etc.) or in written form toward school employees, their families or property, with the intention of doing physical or bodily harm.

Consequence:

- Threat: (3) to (5) days out of school suspension, court referral, possible request for expulsion.
- Physical Contact: (5) to (10) days out of school suspension, court referral, request for expulsion.

3. Arson (or attempted arson) - Use of any incendiary device to start a fire within the school, on school grounds, or on a school bus and legal proceedings filed by the Newport Fire Marshall.

Consequence:

- (10) days out of school suspension, court referral, and a request for expulsion.

4. Assault - Person or persons initiating physical attack.

Consequence:

- 1st offense: (5) days out of school suspension and possible court referral.
- Repeat offense: (5) to (10) days out of school suspension, court referral, and a request for expulsion.

5. Bomb threat - Making a threat that a bomb has been placed in or is about to explode on school property or at a school-sponsored activity.

Consequence:

- (10) days out of school suspension, court referral, police and fire notification, and a request for expulsion.

- 6. Calling students from class under false pretenses** - Any student who calls another student from a classroom for any reason without proper authorization.

Consequence:

- (1) to (3) days in (BIC) school detention.

- 7. Classroom disruption** - Any act of a student which interrupts teachers or other students in the classroom.

Consequence:

- Handled by classroom teacher unless it become habitual or there is a major issue requiring a referral.
- Referral: (1) to (3) days after-school detention, or (1) to (3) days in (BIC) school detention.
- Habitual: (1) to (3) days out of school suspension and possible court referral.

- 8. Defiance**- Willful refusal by a student to respond to any reasonable request of authorized school personnel. This includes failure to identify oneself when requested.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

- 9. Derogatory/inflammatory/profane/vulgar remarks, directed toward faculty** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward school personnel.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

- 10. Derogatory/inflammatory/profane/vulgar remarks, directed toward student** - Using words, phrases, or gestures that are inappropriate in general conversation or directed toward students.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

- 11. Disorderly conduct** - Any type of inappropriate conduct which occurs outside of the classroom.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible expulsion.

12. Disruption of school - Any individual or group whose conduct is disruptive to the orderly educational procedure of the school.

Consequence:

- (1) to (3) days in (BIC) school detention or (1) to (3) days out of school suspension.

13. Disruptive behavior on school bus - Behavior which jeopardizes the safety of students or driver of the safe operation of the bus.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension, and possible loss of bus privileges.
- Repeat offense: may result in court referral, possible permanent loss of bus privileges, and possible request for expulsion

14. Failure to follow staff instructions- Failure to follow the directions of school staff, i.e., not having classroom supplies or textbooks.

Consequence:

- Handled by classroom teacher unless it become habitual or there is a major issue requiring a referral.
- Referral: (1) to (3) days after-school detention, or (1) to (3) days in (BIC) school detention.
- Habitual: (1) to (3) days out of school suspension and possible court referral.

15. Emergency equipment tampering (fire alarm/fire extinguisher) - Falsely alerting the school or fire department to a non-existent fire and/or emergency by tampering with the emergency equipment.

Consequence:

- (1) to (5) days out of school suspension, court referral, and/or possible request for expulsion.
- (10) days of school suspension, Police and Fire Marshall notification, request for expulsion

16. Failure to return to classroom - Failure to return to class after lunch, being called from class, going to restroom, etc. in a timely manner. Failure to return within 10 minutes will be considered skipping.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

17. Failure to serve morning or after school detention - Failure to follow through, for any reason, an assigned time for detention. Students are given at least one (1) day notice of the assignment. Failure to serve detention can result in a detention.

Consequence:

- (1) to (3) days in (BIC) school detention and make up of day(s) of school after school detention.
- Repeat offense: (1) to (3) days out of school suspension and make up of days of after school detention.

- 18. Failure to serve Friday School** - Failure to follow through, for any reason, an assigned detention on Friday afternoon. Students assigned Friday School detentions on or before Wednesday will be assigned the Friday of that week. Students assigned Friday School detentions on Thursday or Friday will be assigned detention the following Friday. Failure to serve the Friday School detention will result in suspension and reassignment of the Friday School detention.

Consequence:

- (1) to (3) days in (BIC) school detention and make up day (s) of after school detention.
- Repeat offense: (1) to (3) days out of school suspension and make up of day(s) of after school detention.

- 19. Failure to sign in or out of school** - All students must sign in to school if arriving to homeroom / school after the tardy bell has rung or sign out of school if leaving prior to the end of the normal school day with the attendance clerk. Students will obtain their admit slip from the attendance clerk.

Consequence:

- (1) to (3) days in (BIC) school detention or (1) to (3) days out of school suspension.

- 20. Fighting** - Students who engage in physical contact for the purpose of inflicting harm on the other person, or who choose to retaliate in kind after physical contact has occurred.

Consequence:

- 1st offense: (1) to (5) days of school suspension.
- Repeat offenses: (3) to (5) days out of school suspension, possible court referral, and possible request for expulsion.

- 21. Food/drink in building** - Instances where students have food, or drinks (other than water) in containers such as thermal cups, bottles or other type containers away from the designated area, the cafeteria.

Consequence:

- 1st offense: Item is taken by the teacher and turned over to administrator. Failure to comply will result in defiance of authority consequence.
- 2nd offense: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days after school detention or (1) to (3) days in (BIC) school detention.
- Repeat offenses: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days in (BIC) school detention.

- 22. Forgery** - The act of falsely using the name of another person, or falsifying documents or correspondence from, to, or used by the school. The person's whose name is forged shall be notified. This includes altering notes in any manner. This includes any parking permits.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

23. Gambling - Participating in games of chance (i.e., rolling dice, tossing coins, cards) for the express purpose of exchanging money or property.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

24. Habitual Behavior Infractions - Any student who repeatedly subjects him/herself to six (6) or more violations of school policy resulting in office referrals is "habitual". The accumulation of twenty (20) demerits will be deemed behavior out of control.

- 1st offense: (1) to (3) days in BIC school detention or (1) to (3) out of school suspension.
- Repeat offense: Court Referral (behavior out of control), change of placement, and possible request for expulsion.

25. Intimidation/interference/harassment of staff or student - To abuse verbally, threaten or harass, or, threaten or harass in writing, any member of the school staff including bus driver, or student body.

Consequence:

- 1st offense: (1) to (3) days in (BIC), school detention, parent contact, and behavior counseling intervention.
- Repeat offense: (1) to (3) days out of school suspension, possible court referral and expulsion request.

26. Loitering in restroom - Instances where more than one student is found in a stall shall be considered loitering.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school suspension (loss of hall pass privileges).

27. Non-school items in school - Items whose use is unrelated to school activities such as laser pens/pointers, skateboards, roller blades, water guns, cigarette lighters and other like items are not to be brought to school.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

28. Out of cafeteria - Students found to be out of the designated area during lunch period.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension. Can also be assigned (1) to (3) days lunch detention.
- Habitual: possible court referral (behavior out of control).

- 29. Possession of wireless device/cellular phone** - Possession of a cellular phone, MP3 player, wireless devices, etc. are permissible. None of these devices may be turned on and/or used during classroom instruction, but may be used during breakfast, lunch or during passing time with administrator approval.

Consequence:

- 1st offense: Item is taken by the teacher and turned over to administrator. Student may retrieve item at the end of the day. Failure to comply will result in defiance of authority consequence.
- 2nd offense: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days after school suspension or (1) to (3) days in (BIC) school detention.
- Repeat offense: Student is sent to administrator and item is confiscated and parent is contacted and may pick up item at the end of the day. (1) to (3) days in (BIC) school suspension and loss of phone privileges at school.

- 30. Possession of tobacco products/smoking/use of tobacco products** - The possession of or use of tobacco products (smoking, dipping, vaping, chewing etc.) on school property which means inside the building, outside the building or on school buses. (Smoking - KRS 438.050)

Consequence:

- 1st offense: (1) to (3) days in (BIC) school detention, loss of hall pass privileges for remainder of the grading period.
- Repeat offense: (3) days out of school suspension, loss of hall pass privileges (unless emergency)

- 31. Possession of weapons or dangerous instruments** – The possession of any instrument that can be perceived as a weapon, including but not limited to fireworks, explosives, knives, clubs, guns (including BB/pellet guns), chains (including chains attached to wallets or pants), razor blades, and the like that can be used to inflict bodily injury to another person.

Consequence: (non-firearm)

- 1st offense: (5) days out of school suspension and confiscation of weapon and not returned.
- Repeat offense: (10) days out of school suspension, court referral and request for expulsion.

- 32. Preventing an outside door from locking**- Students found using any instrument to disengage locking mechanism of an outside door.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Repeat offense: may result in court referral and possible request for expulsion.

- 33. Public display of affection** - Showing physical affection toward another student, drawing unnecessary attention (i.e., kissing, hugging, etc.) which may embarrass or make others feel uncomfortable.

Consequence:

- (1) to (3) days after school detention with parent contact.
- (1) to (3) days in (BIC) school detention.
- (1) to (3) days out of school suspension.
- **Repeat offense: may result in stricter consequences.**

34. Setting off fireworks/smoke bombs - Activating or being an accomplice in causing any type of fireworks (explosives) to cause a disturbance.

Consequence:

- 1st offense: (1) to (3) days in (BIC) school suspension or (1) to (3) days out of school suspension.
- Repeat offense: Court referral (behavior out of control), change of placement, and possible request for expulsion

35. Sexual harassment/misconduct- Sexual harassment - Misconduct is unwanted sexual attention from students, school staff members, faculty or anyone the victim may interact with in order to fulfill school duties. The range of behaviors includes: verbal comments, subtle pressure for sexual activity, leering, pinching, patting, and other forms of unwanted touching.

Consequence:

- (10) days out of school suspension, court referral, police notification, possible request for expulsion.

36. Skipping school/class - Failure to attend any regularly scheduled class or assigned school activity without a valid excuse. Tardiness of 10 minutes or more shall be considered skipping.

Consequence:

- (1) to (3) days after school detention, (1) to (3) days in (BIC) school detention, or (1) to (3) days out of school suspension.
- Habitual: possible court referral (behavior out of control).

37. Theft - The taking of property of others (students, teachers, visitors, school system, etc.) without their consent; the possession of stolen property; the sale of stolen property.

Consequence:

- 1st offense: (1) to (3) days in (BIC) school detention, restitution and possible court referral.
- 2nd offense: (1) to (3) days out of school suspension, restitution and court referral.
- Repeat offense: (3) to (5) days suspension, restitution, and court referral.

38. Unexcused tardiness to school, classroom or homeroom- A student will be considered tardy to class and listed as such if he/she arrives at his/her classroom after the bell sounds. The teacher will warn the student the first time a tardy occurs. Signing in after school has begun or leaving early constitutes a tardy event. Six (6) unexcused tardy events to school constitutes habitual truancy.

Consequence:

- 1st offense: (1) to (3) days after school detention.
- 2nd offense: (1) to (3) days in (BIC) school detention.
- Repeat offense: (1) to (3) days out of school suspension and additional days in (BIC) school detention.

- 39. Use/sale/distribution/possession of drugs/alcohol** - Drinking of alcoholic beverages or use of harmful narcotics on school grounds or at any school-sponsored affair (athletic contests, parties, dances, etc.) is prohibited. Possession of or sale of such items, or possession in one's personal belongings, locker or car during school hours or at school-sponsored events will be treated the same.

Consequence:

- 1st offense: (10) days out of school suspension, police notification and charges filed. Request for expulsion.

- 40. Vandalism - Destruction, mutilation, or defacement of school buildings, grounds or property located in or outside of the school, property of school personnel, students, or others.**

Consequence:

- (1) to (3) days in (BIC) school detention, (1) to (3) days out of school suspension, parent contact, restitution, police notification, charges filed, court referral and possible request for expulsion.

- 41. Violating conditions of suspension - Not abiding by the guidelines of suspension such as being on school property, school buses or attending school activities while suspended.**

Consequence:

- 1st offense: Police notification and student will be removed from campus, criminal trespass complaint and additional consequences.
- Repeat offense: Court referral, loss of privileges and possible request for expulsion.

- 42. Violation of "off limits" areas - Students found in areas designated as off limits during the school day. These areas include, but are not limited to: custodial closets, storage rooms, and unauthorized stairwells. Students in the gymnasium must be under direct teacher supervision.**

Consequence:

- 1st offense: (1) to (3) days in (BIC) school detention, loss of hall pass privileges for remainder of the grading period.
- Repeat offense: (3) days out of school suspension, loss of hall pass privileges (unless emergency).

43. Violation of dress code - Violation of dress code provisions are as follows:

APPROPRIATE ITEMS INCLUDE:

Sleeveless shirts as long as the strap is at least 3 finger widths across in width.

Tops should be worn in such a way as to when arms are extended over the head, no skin is exposed on the back or midriff

****Pants are to be worn at the waist level and the belt, if worn must be buckled, and they should not be dragging on the ground.****

Skirts, dresses, and shorts must be knee length

Shoes must be worn at all times. When in the outdoor classroom or for team specific events, students must wear appropriate footwear that completely covers their feet. If students wear footwear, i.e. flip flops, that break during the school day, the parent/guardian, must bring another pair of shoes to school, as they will not be provided by the office or teachers

INAPPROPRIATE ITEMS INCLUDE:

No clothing or any item printed with objectionable language, slogans, or pictures. These include references to drugs, sex, alcohol, tobacco, gangs, or gang related activities.

No clothing having cuts, slits, holes, slashes, above the knee level high expose skin in any manner are permitted.

No excessive forms of make up or face paint

No lingerie worn on the outside of clothing, no see through mesh type shirts, blouses, or pants, or tops which reveal bare backs, sides, or allow undergarments to be visible.

No chains, belts, or straps are to hang from pants in any manner

****No hats, bandanas, gang wear, scarves, rollers, or combs in the hair, or head covering are to be worn, with the exception of designated days announced by administration. Students are not to leave their hoods from their jacket or sweatshirt on their head while inside the building**

No sunglasses or gloves worn inside the building

No outside coats or jackets may be worn in the building; they are to be stored in a locker at all times

No pajamas of any kind or slippers are to be worn

No leggings or tights, yoga-like pants are allowed to be worn unless they are worn with a skirt or dress that is knee length.

Students must be in dress code to be admitted to class to their classrooms. Students unable to comply will be sent to ISD

Consequence:

.1st Offense: (1) to (3) Day after school detention, if defiant (1) - (3) day in school detention or (1) - (3) days out of school detention.

.Repeat Offenses: (1) - (3) days of in school detention or (1) - (3) days out of school detention and loss of dress code privileges.

The Policy and Procedures for these Infractions can be found online in the Newport Independent Online Manual (<http://policy.ksba.org/Search.aspx?distid=96>) by using keywords to search for specific procedures

704 KAR 7:160 Use of Physical Restraint and Seclusion in Public School

To access Newport Independent School's Policy and Procedures regarding Use of Physical Restraint and Seclusion in Public School go to:

<http://policy.ksba.org/n02/>

Chapter 09- Students

Policies: 09.2212

Procedures: 09.2212/AP.21

A Helpful Guide for Successfully Solving Problems at School

Kelly E. Middleton
Superintendent

Newport Independent Board of Education

“Don’t dwell on what went wrong. Instead, focus on what to do next. Spend your energies on moving forward toward finding the answer.” Denis Waitley

Step 1: Take your question to the person closest to the problem

No matter where the problem is, take your concern there first. Whether on the field, the bus, or in the classroom the fastest way to the solution is usually found with the staff who are most directly involved.

It is best to know your school personnel before a problem occurs. Know who your children’s teachers, bus drivers and coaches are and know how to get in contact with them.

If you must meet with a teacher, when you call to schedule an appointment, let the teacher know in advance what is the nature of your concern.

The problem that you and your child face may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member. Give that person a chance to fix the problem first.

If the problem is not resolved...

Step 2: Take your concern to the next level.

Within each building, the principal is responsible for the supervision of the staff. The Director of Transportation is responsible for the bus drivers. Each of these is an example of the next level that you should contact if your problem remains unresolved.

In addition, note that they will be better able to help you if you let them know the steps that you have already taken to resolve the issue. However, since they will not have ready access to the information they may need, it will require additional time to help you.

If the problem still is not resolved...

Step 3: Talk with the Superintendent of Schools

Once you believe you have exhausted all efforts but still aren’t satisfied, the superintendent is the next place to go.

Please be aware that the superintendent wants to make sure your issue is resolved, but maintains a busy schedule with multiple appointments on his calendar. Because of this fact, a meeting with the Superintendent will most likely require some advance planning.

Step 4: Contact your School Board Members

School board members are elected to represent the interest of all students and parents. You should always feel free to express your opinion to them; however, they do not have direct authority for day to day school operations. Board members will always listen to your problems, but will generally send everyone through the proper channels.

A board member should only be contacted ...

- *after other means to solve the problem have been tried.
- *when procedures or policies are not enforced at all.

A board member may take the following actions:

- *Have an informal discussion with the superintendent or other administrators.
- *Request a policy review by the Board
- *Propose new policies for consideration.

As superintendent and co-author of *Who Cares*, a customer service guide for public schools, I have developed this guide to help parents know the best way to solve issues by knowing who to contact and when. Following this recommended process will ensure your issue gets addressed quickly. If you call the board or the superintendent's office with a school concern, we will listen but will ultimately send you back through the proper channels. If once you have gone through those channels, you are still not satisfied, then we will want to talk again.

Example: Suppose you have an athletic problem. First, talk to the coach. If that does not work, speak with the head varsity coach. From there, go to the athletic director and if you still feel the issue has not been addressed properly, contact the school principal. Hopefully by this time, you feel better about the issue. *If not*, feel free to contact the superintendent's office. If the superintendent does not solve the problem, then you should contact a board member.

To Think About: Let me emphasize our goal is to work with you to resolve any issue! We view our relationship with you as a partner in your child's education. Occasionally, people will want to speak at a board meeting. Although they will be heard, they will eventually be asked to go through the proper channels. Also, it is difficult to fully address issues in a board meeting setting due to the liability factor.

Hopefully, this example and guide will help you when you need to address a concern in our school district. Newport Independent Schools has a 24-48 hour response rule. This means that once a problem has been brought forward, that person has 24-48 hours to try to respond to you and listen to your concerns. If you have not heard from someone within that timeframe, please feel free to go to the next level.

We value you and your child! This is a simple tool to help you successfully solve any problems that you may encounter in our school system.

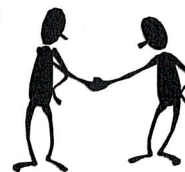


SPIRIT OF SPORTSMANSHIP

Newport Independent Schools appreciate all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

STOP BULLYING BEHAVIORS

WHAT IS BULLYING? When someone uses *POWER* and *INTIMIDATION* to hurt or scare another person. See pages 13 & 14 of this handbook for discipline guidelines on Harassment, Discrimination and Bullying.



WHAT DO BULLYING BEHAVIORS LOOK LIKE?

- Hitting, kicking, shoving, pushing
- Inappropriate physical contact
- Intimidating and threatening
- Name calling or put-downs
- Malicious manipulation of others to do things they don't want to do
- Setting someone up to be bullied
- Excluding from the group
- Stalking
- Hurtful teasing or making fun of someone
- Harassment
- Hiding or destroying someone's belongings
- Sending notes, email or text messaging with bullying words or threats
- Standing by and watching bullying behaviors
- Spreading rumors of hurtful gossip

WHAT ARE SOME THINGS YOU CAN DO TO HELP STOP BULLYING?

- Tell a trusted adult what is happening (i.e. teacher, principal or guidance counselor)
- Don't join the person who is doing the bullying behavior
- Stop the rumor or gossip that is being told to you
- Be unwilling to listen to the put-downs about others
- Be a respectful person and role model

KRS 158.156 requires any employee who knows that a student has been the victim of a violation of a felony offense committed by another student, shall immediately cause an oral or written report to be made to the principal of the school. The principal shall notify the parent/guardian of the students involved, and file a report with the local law enforcement agency within 48 hours of the original report. Anyone acting with reasonable cause in making a required report shall have immunity from any liability that may be incurred.

Newport Helpline: Call toll free 1-855-830-3168 or text your message to 90808 Text Message: newporthelp
Safety in our schools is one of our top priorities and one way to keep our schools safe is to be able to respond to situations that are reported to us. Response to any reported situation is expected to be 24—48 hours. The response team consists of the School Principal; the Director of Pupil Personnel (DPP); and if necessary, our Resource Officer. Students and staff will be able to report any situation that they feel needs immediate attention, whether it is inside our school buildings or on school grounds without giving their name.

NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY 34 C.F.R. PART 99

The *Family Education Rights and Privacy Act (FERPA)* gives parents and eligible students (over 18 years of age or students attending a postsecondary institution), certain rights with respect to educational records.

1. **THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION records within forty-five (45) days of the day the District receives a request for access.** Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
2. **THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT'S EDUCATION RECORDS that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.** Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, you will be notified of the decision and advised of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **THE RIGHT TO CONSENT TO DISCLOSURES of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by a district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
 - A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his/her professional responsibility.
 - Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.
4. **DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.** The District has the right to disclose personally identifiable information concerning the student to recruiting representatives as listed above **UNLESS** the parent, guardian, or eligible student requests in writing that the District **not release** information, the students name, address, and telephone number (if listed) will be released to Armed Forces recruiters upon their request. Please complete the form on page 49 for this purpose within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.
5. **CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS.** Student educational records are maintained in secure locations in each school and district office. Personnel are trained annually concerning confidentiality of student records. School and district administrators, teachers, clerical and support staff, nurses, counselors, paraprofessionals, contracted service providers, who are involved in a student's education, have a legitimate educational interest or the "need to know" has authority to access, review and/or release student records.

6. **DISCLOSURE OF DIRECTORY INFORMATION.** The District may disclose personally identifiable information from the educational records of a student if that information has been designated as "directory information". The Board of Education has approved "directory information" to include: student names, addresses, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs/picture, grade level, weight and height of athletic team members, dates of attendance, degrees and awards received and most recent educational institution attended by the student.

Any eligible student or parent or guardian who does not wish to have directory information released must notify the District by completing the form on page 45 of this handbook within thirty (30) days of the start of the school year or enrollment in the Newport Independent School District.

7. **WRITTEN CONSENT TO RELEASE STUDENT INFORMATION AND RECORDS.** The written consent of the parent, guardian or eligible youth is required to release student information and records **EXCEPT** as follows:

- To **school officials with legitimate educational interests**, such as administrators, supervisors, instructors, teachers, support staff (including health or medical staff, law enforcement unit personnel);
- To persons serving on the **Board of Education**;
- To **persons or companies with whom the District has contracted to perform a special task** (i.e. attorney, auditor, consultant, evaluator, or therapist, third party Medicaid biller);
- To **parent or student serving on an official committee**, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks;
- To **school official who has a legitimate educational interest to review an education record** in order to fulfill professional responsibilities including Kentucky Department of Education employees;
- To **appropriate parties in connection with an emergency** if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- **Upon the request of another school in which a student seeks or intends to enroll**;
- To **Armed Forces recruiters** as requested (only student's name, address, telephone number (if listed));
- To **others as authorized by federal and state laws**, i.e. law enforcement officials with a subpoena.

8. **DESTRUCTION OF RECORDS.** The District retains student records as required by the Commonwealth of Kentucky. A record of a student's name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed are retained indefinitely. Other records are destroyed according to a prescribed schedule ranging from 1 year to 5 years following graduation or withdrawal. You may request a copy of the schedule of record retention from school principal or other District administrator.

Records that document a child's eligibility for special education and services needed are retained by the District for at least five (5) years after a child graduates or exits from the Newport School District. At that time all records are destroyed except for the following: student's name, proof of disability including eligibility reports, level of functioning in areas pertaining to identified disability such as psycho educational evaluation reports, a record of services provided such as the IEP and consent for provision of services. These records may be needed for Social Security benefits or other purposes. A parent, legal guardian or eligible youth may request that records be destroyed prior to this destruction schedule by contacting the Director of Special Education. Before the District will honor the request to destroy records, the parent or youth is advised to retain copies of certain records which may be needed for Social Security benefits or other purposes. Contact the Director of Special Education for further information by mail at: 30 W. 8th Street, Newport, Ky. 41071 or by phone (859) 292-3040.

CHILD FIND NOTICE

The Newport Independent School District is committed to locate, identify and evaluate any child age 3-21 who resides in the District and who may have a disability and need special education services. This includes children attending public, private or home schools as well as those not attending school at all, migrant or homeless children, and children unable to access or progress in the general course of study as well as those advancing from grade to grade but who may need special education services.

Parents, relatives, public and private agency employees, and concerned citizens are urged to help the District find any child who may need special education services. If you know a child who lives within the District boundaries who may have a disability and need special education services, please contact the Director of Special Education, Newport Independent School District, 30 W. 8th Street, Newport, Kentucky 41071, (859) 292-3040. The information provided is confidential and will only be used to contact the child's parent or guardian to find out if the child needs to be referred for an evaluation to access special education.

RESPONSE TO INTERVENTION (RTI)

Newport Independent School District believes that all children can learn and achieve high standards when provided with effective teaching, research-based instruction and access to a standards-based curriculum. Therefore, a comprehensive, multi-tiered system of interventions is available to address student academic and behavioral needs. This system, often called RTI (Response to Intervention) is an ongoing system of identifying children who are at-risk for poor learning outcomes and providing them with evidence-based interventions. Staff monitor student response to intervention services to determine who is in need of more intensive services. Through this process, federal and state requirements for the identification of students with disabilities can be met. If you have any questions regarding the intervention process or would like to know if your child needs intervention services please contact your child's teacher or principal.

STUDENT PARTICIPATION IN SURVEYS, STUDIES, PHYSICAL EXAMS AND SCREENS

Any parent who does not want their child to participate in school surveys, studies, invasive physical exams or screenings that disclose protected information, collection, disclosure or use of student information to third parties for marketing must notify the principal in writing. A parent may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure or use of protected information.

If you do not wish your child to participate in the following, please notify the principal in writing.

- ▶ Hearing screens for students in primary grades, and by teacher referral if problems suspected;
- ▶ Vision screens for students in the 1st, 2nd, and 4th year of primary program, 5th grade, teacher referral;
- ▶ Height and weight screening primary program through grade 6 and grade 9;
- ▶ Scoliosis screening for students in grades 6 & 8 or by referral for students with suspected problems.

**CONTACT THE HEALTH CENTER FOR MORE INFORMATION
ON SERVICES AVAILABLE TO YOUR CHILD AT 291-1910.**

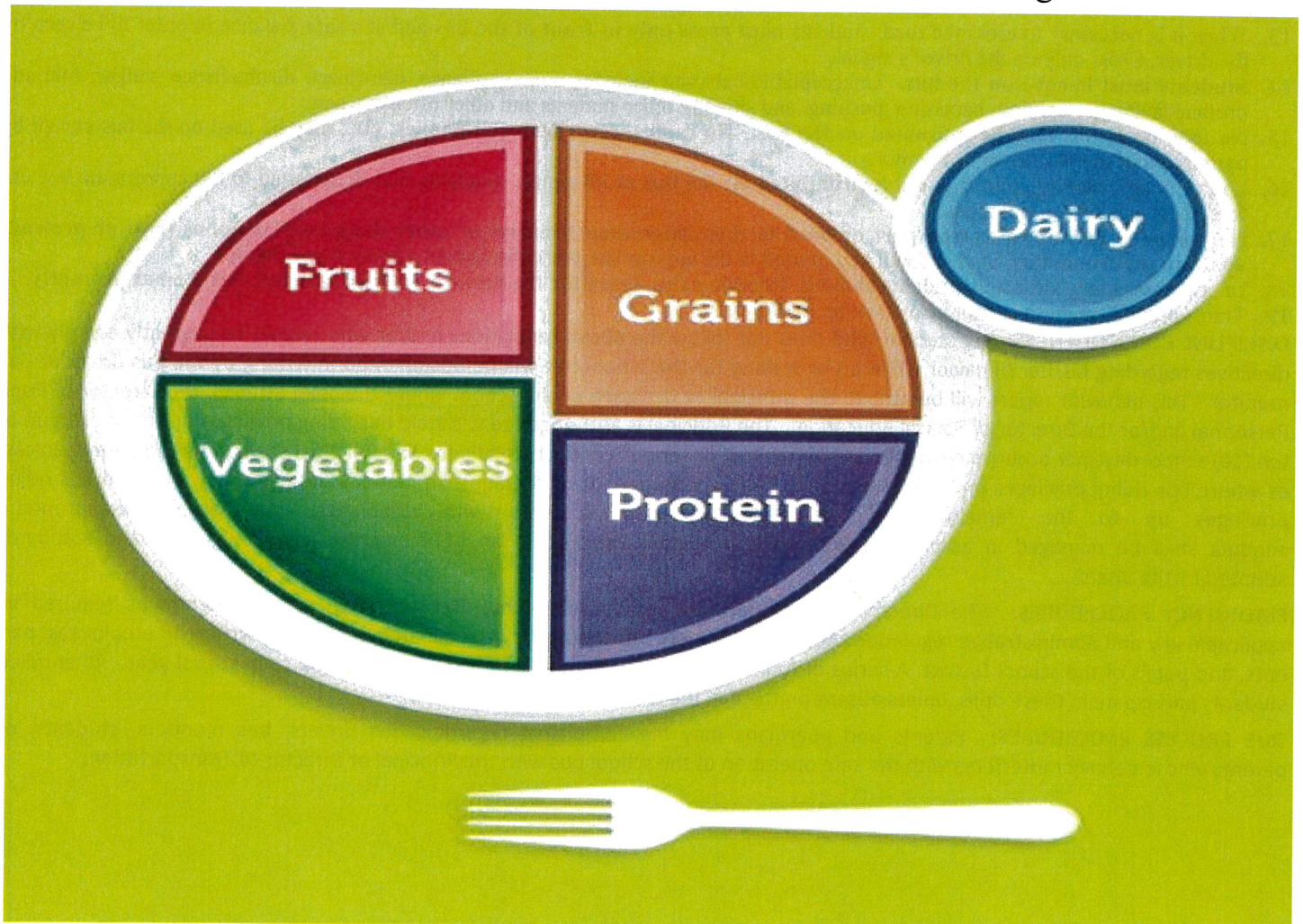
Teaching Good Food Habits

Like reading and writing, brushing teeth, and hand washing, learning good food habits is a life skill that can help your child live a healthy, satisfying life.

To encourage good food habits make sure your children eat foods from every food group each day.

Did you know that ALL students receive **FREE** meals?

The Community Eligibility Option (CEO) provides nutritious meals at no charge to all students enrolled in Newport Independent Schools. The CEO program is directed toward schools in economically disadvantaged areas. The United States Department of Agriculture administers this program under the National School Lunch Program.



SCHOOL BUS SAFETY RULES AND REGULATIONS Newport Board of Education Policies 09.226, 06.2, 06.34

The District has authority in all matters of student behavior, including when a student is on his/her way to or from school, or any school-related or school-sponsored activity. As such, students are subject to the same code of conduct as presented in this handbook on any school-provided transportation. Responsible student behavior is extremely important on the school bus to ensure the safety of the passengers and driver. All students must follow these bus conduct guidelines.

1. **The bus driver is in charge of the bus.** Students must treat the bus driver with the same courtesy and respect given to teachers.
2. **A bus monitor may be assigned to assist on certain busses;** students must obey and respect the bus monitor.
3. **Students must board the bus quickly and take a seat immediately** without disturbing other passengers. No running or shoving!
4. **Do not try to get on or off the bus while it is moving.**
5. **Students may not occupy more space in a seat than is required.** Students may be asked to ride three (3) to a seat. Students must **hold all of their personal items** on their lap. Personal items may not be placed in the aisle, another seat or in the front or rear of the bus.
6. **Students must remain seated until the school bus comes to a complete stop.** Students may not trade or move seats during the bus ride or when the bus is moving unless directed or given permission to do so. The driver/monitor may assign seats or move a student to another seat at any time. If all seats are taken, students must stand in the rear of bus.
7. **Students may not open or close windows without permission. Doors/Exits may not be opened except in an emergency.**
8. **Students may only ride the bus to which they are assigned.** Once a student gets on the bus they are not permitted to get off until they reach their destination or transfer point. No student will be permitted to board a bus other than at their designated stop. All bus changes must be requested through the transportation office.
9. **Students must be on time** for the bus. Arrive at the bus stop at least 5 minutes early. The bus will not wait for students running late or because a parent requests they wait. The bus will not stop at unscheduled stops.
10. **Students may not stand in the road or street while waiting for the bus. No fighting, pushing, or rough housing at the bus stop.**
11. **Students may not engage in any activity which might distract the driver's attention** from driving including:
12. **Students must keep the bus clean and refrain from damaging it.** No littering and no activity which might damage or cause excessive wear to the bus or other property will be allowed. No tampering with equipment on the bus. Parents/guardians may be held responsible for restitution of any damages, beyond normal usage, caused by their child.
 - A. Loud talking, laughing, shouting, or singing.
 - B. Unnecessary conversation with the driver.
 - C. Extending any body part or object out the bus windows or doors.
13. When it is necessary to cross the road, students must **cross only in front of the bus** and at a safe distance in order to be seen by the driver. Cross only on the driver's signal.
14. **Students must behave on the bus.** Unacceptable behavior includes noncompliance, disrespect, disobedience, vulgar, foul and profane language, fighting, harassing, pushing, and shoving other students and other offensive acts.
15. **No food or drinks may be consumed on the bus. No radios, recorders, cell phones, etc.,** may be used on the bus except by permission of the bus driver or monitor.
16. **Use of drugs, alcohol, and tobacco is prohibited on the bus at all times.** Students will be reported to the appropriate law enforcement agency for violations.
17. **No person is permitted to transport or have in their possession firearms or other dangerous weapons (real or pretend) while on the school bus.** Students will be reported to the appropriate law enforcement agency for violations.
18. **In an emergency situation students should: Remain calm, listen for the driver's instructions and exit the bus promptly.**
19. Transportation changes cannot be made after 1:30 pm.

DISCIPLINE CONSEQUENCES: Any student who does not follow the above regulations and/or who refuses to promptly comply with directives regarding his/her behavior while on or waiting for the school bus will be documented in writing by the bus driver or bus monitor. This behavior report will be sent to the principal or designee of the school where the child attends, the Director of Pupil Personnel and/or the Director of Special Education. The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus riding privileges have been withheld. The Superintendent or the Superintendent's designee may withhold bus riding privileges up to the remainder of the school year. Students with disabilities who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and the legal obligations and standards adopted by the Board.

EMERGENCY PROCEDURES: The Director of Transportation has a school bus transportation safety program as required by applicable law and administrative regulation. Appropriate safety information is disseminated annually in writing to employees, parents, and pupils of the school District. A series of four (4) bus evacuation drills are conducted during each school year. All enrolled students participate in these drills, unless absent on the day the drills are scheduled.

DUE PROCESS PROCEDURES: Parents and guardians may file complaints regarding bus drivers, bus monitors, students, or parents whose behavior interferes with the safe operation of the school bus with the Principal or Director of Transportation.



To register for transportation services call (859) 292-3005 between the hours of 8 AM - 3 PM

The Transportation Department's role is to provide safe, comfortable, reliable, and timely student transportation to school, home from school, and to extra-curricular events. It is our goal to provide a transportation environment in which students, staff, and parents feel secure. Our goal is to make that first contact a positive experience for both the student and the driver.

School buses, like any form of mass transportation, are significantly affected by many uncontrollable factors. These factors may include a shortage of drivers due to sickness or other, (weather, season, road repair/closure, traffic) conditions, run coverage, etc. If the bus is late and the student rides it to school, he/she will not be counted tardy. The Transportation Division strives to keep all our buses running as close to the published time schedule as possible. We do ask that the students arrive at least 5 minutes early to the stop location. This ensures that we account for seasonal traffic conditions. We do notify schools as soon as we confirm late buses. If you feel the bus is running late, please contact the school for the latest information or contact the Transportation Department.

*All pre-school students will be transported

*All High School Students (Grades 7-12) will utilize TANK for their transportation to and from school. Schedules will be posted on the district web page.

*The Transportation Dept will begin taking bus requests for the Primary and Intermediate Schools the **the first Tuesday in August.**

Bus schedules can be picked up from the Service Center during regular business hours. To find out if your child qualifies contact the Transportation Department.

For Facilities and Transportation related questions or issues, contact Tim Grayson or Kathi Baldwin
859-292-3005

Riding the bus is a privilege and as such, students must conduct themselves appropriately. Students who are involved in a bus behavior incident while loading, unloading, or on the bus will be reported to the Director of Transportation plus their respective school administrator. The school principal or his / her assistant will inform the parent / guardian of what discipline infraction has been imposed. In all cases except a criminal offense, the following consequences will be imposed:

See Disciplinary Infraction Definitions and Consequences (Pages 20-23)



NEWPORT INDEPENDENT SCHOOLS

A Great Tradition. A Great Future.

Dear Parent or Guardian:

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

Our district receives federal funds for Title I and Title II programs as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact Carla Davis by phone (292-3001) or by email (carla.davis@newport.kyschools.us). Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,
Kelly Middleton
Superintendent

ADDRESSING THE ACADEMIC NEEDS OF STUDENTS THROUGH THE TITLE I PROGRAM

Title I is a federally funded program that provides financial support to qualifying districts and schools to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assignments. Specifically, in Newport Independent Schools, the Title I program works to help our schools meet Kentucky's learning goals, attain Kentucky's academic core concepts, coordinate resources to improve education for all students, and support school improvement efforts.

Increasing Parent, Family and Community Involvement

In Newport Independent Schools, it is our focus and priority for families and the community to be involved in our schools. Partnerships among schools, families, community groups, and individuals is the goal. Therefore, we invite you to be active participants in our schools and the education of our children. Throughout the academic school year, there are many school-related events you can attend such as parent-teacher conferences, Parent/Teacher Organization meetings, Family Literacy and Math Nights, and various co-curricular activities.

Title I funds at Newport Primary, Newport Intermediate and Newport High School help fund their strategies and activities. Title I district money provides technical assistance to each of these schools and professional development for their staff. Title I funds at each school are also used for additional instructional staff, extended-time programs, and other means of raising student achievement.

Effective Study Skills

Parents often ask, “How can I help my student?” There are many methods that make for effective study and research indicates that if a student uses a particular method over a period of time, he or she will be much better prepared when taking examinations. One method is called the PQIRST program. This method is used to focus on key information when studying from textbooks and readings assigned by the teacher. This method prioritizes the information in a way that relates directly to how students will be asked to use that information during an examination. PQIRST is an acronym for **P**review, **Q**uestion, **R**ead, **S**ummary, and **T**est.

1. Preview:

The student looks at the topic to be learned by glancing over the major headings or the points in the syllabus.

2. Question:

Questions to be answered once the topic has been thoroughly studied are formulated.

3. Read:

Reference material related to the topic is read through, and the information that best relates to the questions is chosen.

4. Summary:

The student summarizes the topic, bringing his or her own ways of summarizing information into the process, including written notes, spider diagrams, flow diagrams, labeled diagrams, or even voice recordings.

5. Test:

The student answers the questions created in Step 2 as fully as possible, avoiding adding questions that might distract or change the subject.

NEWPORT INDEPENDENT SCHOOLS

MAP TESTING INFORMATION FOR PARENTS

Information included was adapted from NWEA's website Parent Toolkit document

WHAT IS MAP?

Measures of Academic Progress (MAP) is a computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning and make student-focused, data-driven decisions. Students will be assessed in math and reading. Educators use the growth and achievement data from MAP to develop targeted instructional strategies to meet the needs of students and to plan school improvement.

MAP TESTS

When taking a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

Key facts to know about the MAP tests:

- Generates test questions based on student responses
- Reports student results in RIT scores
- Taken on computer and gives immediate results
- Reading and Math are aligned to Common Core
- Measures growth over time
- Provides information used to target individual instruction

WHAT IS A MAP SCORE?

MAP assessments are used to measure your student's progress or growth in school. You may have a chart in your home on which you mark your child's height at certain times, such as on his or her birthday. This is a growth chart. It shows how much he or she has grown from one year to the next. MAP assessments do the same sort of thing, except they measure your child's growth in mathematics, reading, language arts, and science skills.

Student MAP testing results are reported in RIT scores (short for Rasch Unit). The RIT scale is an equal-interval scale much like feet and inches on a yardstick. A RIT score is an estimation of a student's instructional level and also measures a student's academic progress or growth in school.

NEWPORT INDEPENDENT SCHOOLS

MAP TESTING INFORMATION FOR PARENTS

Information included was adapted from NWEA's website Parent Toolkit document

MAP GROWTH OVER TIME

We expect RIT scores to increase over time. Typically, younger students show more growth in one year than older students. Students who test above grade level often show less growth. Sometimes RIT scores may decline from one test to the next. One low test score is not cause for immediate concern. Like adults, students have good and bad days and their test results do not always indicate what they know. A student's attitude toward the test can also affect their scores. Therefore, growth over time is a better measure of student learning.

Parents and guardians should become comfortable with the understanding that individuals will grow at different rates. Teachers and principals have participated in training to learn what the MAP test results mean and how to best utilize the results. Our goal is for teachers to use the data to differentiate and adjust instruction so that all students grow at levels appropriate for each individual.

TIPS FOR PARENTS

Ways to help your child prepare for testing

- Meet with your child's teacher as often as needed to discuss his or her progress. Ask the teacher to suggest activities for you and your child to do at home to help prepare for tests and improve your child's understanding of schoolwork. When parents and teachers work together, it benefits students.
- Provide a quiet, comfortable place for studying at home.
- Make sure that your child is well rested on school days and especially the day of a test. Children who are tired are less able to pay attention in class or to handle the demands of a test.
- Give your child a well-rounded diet. A healthy body leads to a healthy, active mind.
- Provide books and magazines for your child to read at home. By reading new materials, a child learns new words that might appear on a test. Ask your child's school about a suggested outside reading list or get suggestions from the public library.

As a parent, you play a critical role in promoting your child's academic growth and overall well-being. Please contact your child's teacher to help interpret and understand your child's MAP scores or to get more information. Thank you for allowing Newport Independent to help and support you in this effort by fulfilling our mission of partnering to help all kids learn!

Newport Intermediate School Health Center Nurse Practitioner Appointments

Days available: Tuesday, Wednesday and Thursday
Hours: 8:00 AM–3:30 PM

Walk-In Appointments for illness and infection
Appointments required for school/sport physicals and immunizations

Call 859-291-1910 to make an appointment

The nurse practitioner may see your child anytime during the school year if you complete the attached consent form and return it to your child's school.

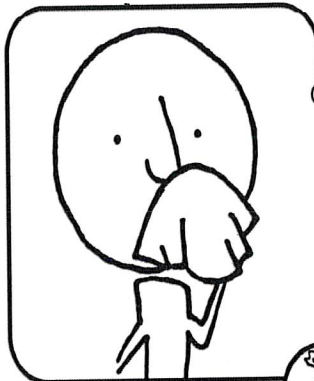
The nurse practitioner can diagnose and treat common illnesses/ conditions including but not limited to:

- o strep throat o flu o respiratory infections
- o skin infections o ear infections o asthma
- o minor wound care

The nurse practitioner can write prescriptions, order labs and make referrals to specialists

Stop the spread of germs that make you and others sick!

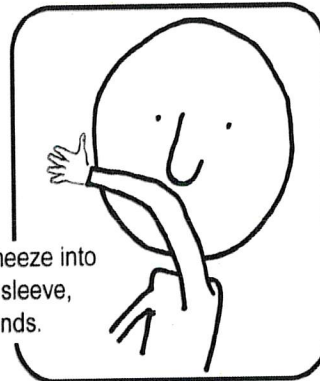
Cover your Cough



Cover your mouth
and nose with a
tissue when you
cough or sneeze

or

cough or sneeze into
your upper sleeve,
not your hands.

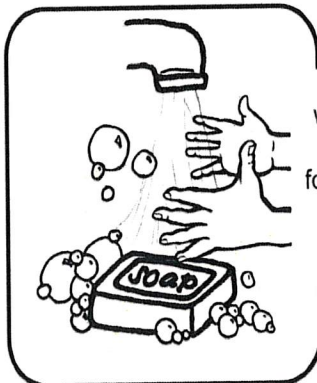


Put your used tissue in
the waste basket.



Clean your Hands

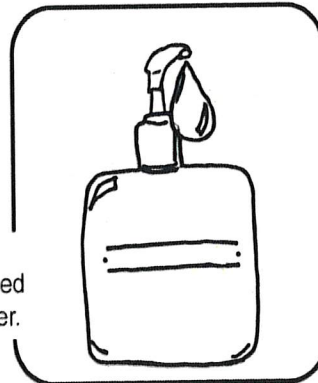
after coughing or sneezing.



Wash hands
with soap and
warm water
for 20 seconds

or

clean with
alcohol-based
hand cleaner.



Minnesota Department of Health
117 SE Delaware Street
Minneapolis, MN 55414
612.676.5414 or 1.877.676.5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



Information for Parents / Guardians in the event of a School Emergency

The safety and security of our students and staff are a paramount concern for the Newport Independent School District (NISD). The following information will assist parents and guardians to become more familiar with emergency response procedures.

Introduction

The safety and security of our students and staff is the number 1 priority for the Newport Independent School District (NISD). The following explains some of the procedures that are planned and practiced to prepare us in the event of an emergency at your child's school. Our school leaders work closely with police, fire and emergency services and public health to ensure our school emergency management plans reflect the appropriate practices and that all schools are prepared for emergencies. Key personnel are trained in National Incident Management System procedures and we take an all hazards approach to emergency readiness. We are prepared to work and fully cooperate with emergency first responders should a critical incident occur in our district. Our comprehensive emergency plans address a multitude of potential incidents, not because we expect them to occur, but to be prepared in case they do occur. For security reasons and state law, we cannot share specific details with the public; however, parents / guardians and students have a critical role and it is important that all know what to do in the event of an emergency. **Please be sure you review the following and make sure that you and your child / children understand the emergency procedures.**

What is an Emergency?

An emergency is an unexpected event that could put your child's safety at risk. It could be anything from disruption of utilities to a critical incident that could affect one child, one school or the entire school district. School administrators and sometimes emergency first responders will evaluate the seriousness of each situation and determine the best course of action to respond quickly, safely and in an appropriate manner. Appropriate planning and preparation can minimize the risks in any emergency situation. The following information will provide guidelines for preparedness, what parents / guardians should do and what the school or district will do in the event of an emergency, communication procedures and student release procedures are also outlined.

What will Schools Do in the Event of an Emergency?

What we do in the event of an emergency depends upon the situation and the specifics of an incident. We will make every effort to ensure that instruction continues, even when it becomes necessary to lock down a school. Depending upon the severity of the threat of emergency, additional measures may be taken to include: shelter in place, evacuation of students from the building or altering school dismissal time. If emergency first responders are called to the scene, we will work with them in a unified command to determine which plan should be implemented. School emergency plans vary from school to school, based upon enrollment, building layout, location and other relevant factors, and are initiated based upon the events unfolding at the time of incident. While every school has an emergency management plan of action, evacuation sites and family reunification plans, these plans must remain confidential for the safety of our students and staff while remaining flexible to changing conditions. Parents / guardians will be informed as soon as we have done everything possible to ensure the safety of all students and staff and when it becomes possible to provide accurate and helpful information.

Protective Measures the School May Use

Each school has an emergency management plan involving a number of possible actions. The response varies depending upon the conditions and incident. It is determined by the school leadership team who are trained to make such decisions. **It is essential that parents / guardians understand that if a critical incident occurs, students will be released to parents / guardians only when danger has passed.**

Schools may use the following protective actions:

Lockdown – A lockdown may be used because of an event inside the building or because something is happening outside the building that law enforcement, fire or emergency service providers determine that it is necessary to ensure the school and all personnel are protected. The purpose of a lockdown is to restrict the movement of staff and students and fully secure the building. During a lockdown, all exterior and interior doors are locked. No one is permitted to enter or leave the building until, school officials often working with law enforcement, have determined it is safe to do so. All staff, students and visitors are accounted for and instruction continues unless otherwise directed by the school leadership team or law enforcement personnel. The length of the period may be minutes in the case of a drill or even hours. It is possible that a lockdown may involve detaining a student or students beyond the regular school day; however, it is never our intention to hold students unnecessarily and we will not do so unless it is to ensure their safety. Conditions will return to normal as soon as it is safe for all.

Shelter-in-place – This protective measure is considered when an event takes place in or around the school and the school leaders determine the safest course of action is to keep students and staff inside the school building or an outside facility that offers the best protection until the external event is controlled. Some examples could include a weather situation, a hazardous materials release or a situation unfolding outside the school where it would be unsafe to release students. Students who are outside for school activities will be moved inside or to a safe shelter building outside of the school, but does not include things such as trailers or portable classrooms. In those cases student will be removed to the school building. If a shelter-in-place is called, it may extend beyond the school day. In that case parents / guardians will be notified.

Evacuation – If it is unsafe for students and staff to remain inside a school building, the leadership team will make a decision to evacuate the building. Student and staff may remain on the school grounds until the building has been rendered safe for entry by emergency first responders or be relocated to an alternative safe location off school property. In the event of an off-campus evacuation, the school leadership team will work closely with emergency first responders and our transportation professionals to move students to a safe location. From there the students will either be transported home or wait for family members to pick them up from the reunification site. In either event, we will make sure parents are notified. Emergency responders will instruct students and staff members who were evacuated from a site where they left a personal automobile as to when they may return to their car.

Emergency School Closing – This procedure will take place when school administrators determine students are safer at home than at school. This most often occurs due to loss of utilities or a weather emergency. Parents will be notified that school(s) will be closing. Students who normally ride the bus will be transported home as usual and parents will be notified.

Off-Site Family Reunification—Students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Several off-site locations have been determined in advance, but are not shared with parents until an incident unfolds. Emergency responders and school officials choose the best reunification site at the time of the incident, depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to ensure that students are released to authorized individuals and our sign-out procedure will be in place. I the event of an off-site school evacuation, parents will be provided information as to where the reunification site is located. Parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to make sure reunification I made with authorized individuals only.

What Should Parents do in the Event of an Emergency?

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information and instructions to be sent to the number listed on your child's emergency contact card. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage a large number of parents and concerned citizens rushing to the scene to "help". By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or from leaving to transport injured students or staff to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number as it may be utilized with the district all-call system.
- Tune in local television or radio stations designated to carry Newport Independent School District (NISD) emergency information. See "Emergency Communications" section below.
- Infinite Campus Messenger may also be utilized as a form of communication. Those notices are received via Email through the address you have provided the school.
- Obtain current information about the incident from the district website at <http://www.newportwildcats.org/>
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at a designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an individual authorized to do so and make sure they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies. The family reunification system was developed to ensure the safety and accountability of students and it is vital that it be followed.
- Remain in designated areas at the family reunification site.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

Emergency Communications: How will Parents be Notified if an Incident Occurs at School?

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, school administrators and Central Office staff, under the direction of the Superintendent, will communicate information to parents and the community. The school district has a variety of media outlets available to parents which will be updated, as needed, with the most complete and accurate information available.

District Emergency Information Links:

School Messenger System— A recorded message sent to contact numbers in our system. If you are not receiving messages through this during the school year please let your school know as this is a primary notification system in the event of an emergency.

Newport Independent School District (NISD) Website – <http://www.newportwildcats.org/>

Superintendent's Office (Central Office) 859-292-3001

Infinite Campus Messenger—Information is received via the email address that you have provided to our schools.

In the event of a critical incident, parents are encouraged to tune in to one of the following local television stations to gather information as it becomes available:

WCPO – www.wcpo.com

WXIX – www.fox19.com

WLWT – www.wlwt.com

WKRC – www.local12.com

Recovery After a Crisis:

School leaders understand that a traumatic event in a school or in the community can have an emotional impact on students and staff. Newport Independent School District (NISD) has a trained Crisis Response Team of school counselors, social workers, and psychologists who can respond to the school during and after a critical incident to provide assistance. The NISD Crisis Response Team helps those affected to cope with the aftermath of the incident.

Additional websites that you may find beneficial:

www.ready.gov

www.nasponline.org

www.schoolcounselor.org

www.samsha.gov

www.redcross.org

www.fema.gov

Newport Schools Phone Directory

Newport Primary School		Principal	Matt Atkins	292-3011
1102 York Street	Assistant Principal & Preschool Instruction Supervisor		Nichole Hayden	
	Counselor		Brian Zepf	
	Family Resource Center Coordinator		Molly Wesley	431-6662
Newport Intermediate School		Principal	Dennis Maines	292-3021
95 W. 9th Street	Assistant Principal		Jennifer Michael	
	Counselor		Tracey Alexander	
	Family Resource Center Coordinator		Amber Onkst	431-3007
Newport High School		Principal	Heather Orman	292-3023
900 E. 6th Street	Assistant Principal		Mike Hunter	
	Counselor		Charity Wood	
	Counselor		Kia Gearding	
	Youth Service Center Coordinator		Donna Watts	431-7111
Welcome Center				292-3001
30 W. 8th Street	Superintendent		Kelly Middleton	292-3001
	Assistant Superintendent & Chief Academic Officer		Amy Gilkison	292-3092
	Director of Pupil Personnel		Mike Wills	292-3031
	Director of Curriculum		Carla Davis	292-2813
	Manager of Facilities & Transportation		Tim Grayson	292-3005
	Chief Finance Officer		Tete Turner	292-3034
	Director of Special Education		Lisa Swanson	292-3040
	Director Instructional Technology		Rusty Adams	292-3072
	Food Service Coordinator		Lisa Rizzo	292-3038
	Homeless Coordinator		Kristy McNally	292-3066
	21st Century Program Director		Erin Comfort	292-2807
	School-Based Health Center		Pam Pedigo	291-1910
	Newport Adult Learning Center/GED		Nichole Braun	292-3056

Additional directory information at www.newportwildcats.org

NEWPORT INDEPENDENT SCHOOLS 2019-2020 SCHOOL CALENDAR

JULY 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

OCTOBER 2019				
M	T	W	T	F
	1	2	3	4
PD	X	X	X	X
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2020				
M	T	W	T	F
		X	X	X
6	7	8	9	10
13	11	12	13	14
H	PLC	22	23	24
27	28	29	30	31

APRIL 2020				
M	T	W	T	F
		1	2	3
X	X	X	X	X
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

AUGUST 2019				
M	T	W	T	F
			1	2
5	6	7	PD	PD
12	O	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2019				
M	T	W	T	F
				1
PLC	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	PD	H	29

FEBRUARY 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
H	PLC/M	19	20	21
24	25	26	27	28

MAY 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	X	20	21	22
25	26	C	M	M

SEPTEMBER 2019				
M	T	W	T	F
H	PLC	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

MARCH 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	PLC/M
16	17	18	19	20
23	24	24	26	27
30	31			

JUNE 2020				
M	T	W	T	F
M	M	M	M	M
M	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OPENING DAY FOR TEACHERS (O) - August 13

FIRST DAY OF SCHOOL FOR STUDENTS - August 14 (Preschool August 21)

PROFESSIONAL DEVELOPMENT (TEACHER TRAINING) (PD)- No School for Students

PROFESSIONAL LEARNING COMMUNITY DAY (PLC)- No School for Students

HOLIDAYS (H) and BREAKS (X) ELECTION DAYS (X) SCHOOL CLOSED - No Services

Labor Day - September 2

Fall Break - October 8-11

Election Day - November 5 & May 19

Thanksgiving Break - November 28-29

Christmas Break - December 23- January 3

Martin Luther King Day - January 20

Presidents Day - February 17

Spring Break - April 6-10

Memorial Day - May 25

LAST DAY OF SCHOOL FOR STUDENTS - May 26 (Preschool May 21)

LAST DAY OF SCHOOL FOR TEACHERS (C) - May 27

If necessary, snow or emergency Make-up (M) days will be added to the calendar.

You will be advised of changes made by the Board of Education to this calendar during the school year.