Parent-Student Handbook
Anchorage Public School
http://www.anchorage-school.org

2019-2020

Kelley Ransdell, Superintendent
Andrew Terry, Principal
Kelly Haile, Assistant Principal
Sara Wiles, Counselor
Kristy Clark, Director of Special Education
Pat Vaughn, Programs Director
Tom Clemons, Athletic Director

BOARD OF EDUCATION
Phillip Kash, Chair
Rob Watson, Vice Chair
Colleen Abate
Hannah Barnes
Wendell Harris

ANCHORAGE SCHOOL COUNCIL
Andrew Terry, Principal
Rosanna Gabriele, Parent Representative
Sarah Mahoney, Parent Representative
Alex Flannery, Teacher Representative
Kim Adams, Classified Representative
Stephanie Robertson, Parent Representative
Raechel Minor, Teacher Representative
Yancey Walters, Teacher Representative
Markus Winkler, Parent Representative
Jennifer Archibald, APTA President
Bridget Just, Teacher Representative
Dear Parents and Students:

Welcome to the Anchorage Public School Parent-Student handbook. In these pages you will find the processes, procedures, and expectations here at APS. Our hope is that as you and your student familiarize yourself with the information provided we can help make the school year run as smoothly as possible by answering many of your questions. Through your engagement in reading the handbook you will not only find the services and benefits you may expect from the school, but also various participation opportunities for you and your student. As we continue to grow our students’ responsibility and ownership in Anchorage School be sure to go over the information with them as well.

Whether a newcomer to Anchorage or a student in your final year, we hope that you find this school year to be one of the best yet. I look forward to seeing everyone come August!

Sincerely,

Andrew Terry
Principal
Anchorage Independent Public School
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Anchorage Independent Public School
2019 - 2020

GENERAL INFORMATION
ANCHORAGE PUBLIC SCHOOL

MISSION STATEMENT

The mission of Anchorage Public School is to unite with the Anchorage community to equip all students with the knowledge, skills, behaviors, and mindset that will inspire and empower them to make a positive impact on their community and world.

VISION STATEMENT

(Existing)

The Anchorage School Learning Community
Launching Lifelong Learning Through Inspiration – Exploration – Connection

CORE VALUES

Community

Anchorage Anchors are dedicated, loyal, and responsible members of our community. We are considerate of all students, families, staff, and the environment around us. We are helpful, respectful, supportive, and welcoming. We believe in the power of teamwork as we celebrate our differences and embrace all members of our community. We strive to show commitment, character and integrity in every aspect of our lives.

Excellence

Anchorage Anchors pursue excellence in every facet of our lives and continually strive to make the best use of our talents, time, and resources. We search for ways to contribute to our community. We set high standards and commit ourselves to helping all students grow academically, socially, and emotionally. Adults and students engage in relevant, in-depth, individualized, and integrated learning that promotes whole-child growth. We endeavor to persevere in the face of adversity and work to perform at our highest academic level. At Anchorage, we are lifelong learners.

Voice

Anchorage Anchors value all members of the school community and believe stakeholder voice is a crucial component of the school culture. Seeking and valuing stakeholder voice promotes student success. We display tolerance of others who hold different beliefs and points of view, seek to understand others through active listening, and work together to prepare our students for the future. We believe that collaboration between the school and community leads to better decisions, better programs, better curriculum, and ultimately, better learning experiences for students.
Anchorage Team 2019-2020

School Board Members
Phillip Kash – Chair, Rob Watson – Vice Chair, Wendell Harris, Colleen Abate, Hannah Barnes

Administration
Kelley Ransdell – Superintendent, Andrew Terry – Principal, Kelly Haile – Assistant Principal,
Kristy Clark – Director of Special Education, Pat Vaughn – Program Director, Steve Harrison – Director of Pupil Personnel,
Sara Wiles – Counselor, Tom Clemens – Athletic Director

District Office Personnel
Lee Collard – District Technology Coordinator, Lisa Jones – Tech Clerk, Judy Link – Office Manager, Jon Travis – Finance Officer

School Office Personnel
Adrienn Carman – Secretary, Misty Killinder – Nurse/Records Clerk, Roxane Grayson – Bookkeeper

K Teachers
Brigid Breetz, Alex Flannery

1st Grade Teachers
Amber Elder, Lianne Hunter

2nd Grade Teachers
Linda Hall, Melissa Stuart, Sherri Hafling

3rd Grade Teachers
Erin Bixler, Stephanie Liford

4th Grade Teachers
Lisa Campbell, Jackie Holt

5th Grade Teachers
Laura Broyles, Bridget Just, Rosie Robinette

6th Grade Teachers
Melissa Sangster – Math and Language Arts
Deborah Sloan – Science and Language Arts
Teresa Wooldridge– Social Studies and Language Arts

7th and 8th Grade Teachers
Judy Lamoreaux– Math
Amy Fisher–ELA/Writing
Kristy Crouch – ELA/Writing
Carey Wilson – Spanish
Raechel Minor – Science
Ben VanKlompenberg – Social Studies

Instructional Assistants
Kim Adams, Jackie Balassa, Karen Crawford,
Jean Kabazie, DeAnna Lyninger, Cary Martin,
Kim McClure, DeeDee Mitchell, Gienetta Roberts
Barbara Taylor, Johanne Thonney, Susan Tucker

Library Clerk
Connie Borders

Essential Arts Teachers
Robin Bowman – Media Specialist
Pilar Del Castillo-Gomez – K-6 Spanish
Jeff Dunn – Art
Melissa Kidwell – PE/Health
Lauren Morris – Music
Yancey Walters – PE/Health

Exceptional Child Education Teachers
Alison Hafner, Casey Sentz, Steve Stewart,
Johnna Van Zant

Speech Teacher
Rachel Benavidez

LEAPS Staff
Laurea Phillips, Leigh Turner,
Laura Sohl

Technology Staff
Meg Wilson – Integration Specialist
Rebecca Odle

Communication Coordinator
Karen Steltenpohl

STEM & Outdoor Lab Coordinator
Carol Lynn Warren

Cafeteria Staff
Sue Bierens – Food Service Director
Gilbert Kincaid, Regina Kincaid, Carolyn Murphy

Maintenance/Housekeeping Staff
Charlie Bryant – Maintenance Director
Lisa Dorsey, Roberto Rivera
2019-2020 Dates to Remember

August 6  Kindergarten Screening, 9:00am-3:00pm
August 11  APTA Newcomer Parent Orientation/Reception, 6-9pm, school & Bush home
August 13  Orientation Day
August 14  First Day of School (Half Day)
August 14  Middle School Reading Celebration, Douglass Hills Swim Club, 12:30-2:30pm, (parent and completed reading log required)
August 16  Back to School Picnic, 6:00-8:00pm
August 17  K-5th Summer Reading Celebration – Splash Bash at the YMCA, 7:00-9:00pm, (parent and completed reading log required)
August 19  School Council, 3:30pm
August 19  School Board, 7:00pm
August 20  ACT Mandatory Parent Meetings, Cafeteria, 5:00, 5:45, 6:30
August 26  6th/7th/8th Open House, Mock Schedule Night, 6:00-8:00, schedule to follow

September 2  Labor Day, No School
September 5-25  Grades 2-8 Fall MAP Testing
September 9  Invite your Grandparent to Lunch (Grades K, 2, 4, 6 and 8)
September 10  Invite your Grandparent to Lunch (Grades 1, 3, 5 and 7)
September 11  K-5 Open House, 6:00-7:30pm
September 13  Chess Club Parent Meeting, Cafeteria, 2:00
September 13  Middle School Dance, small gym, 7:00-10:00pm
September 17  State High Attendance Day
September 17  APTA Fall General Meeting, APS Cafeteria, 8:00am
September 19  Pep Rally, large gym, 2:00pm
September 20  FCA Club begins, 7:15am
September 23  School Council, 3:30pm
September 23  School Board, 7:00pm
September 26  High School Fair, Cafeteria, 6:00-7:30pm
September 27  End of 1st 6wk Grading Period
October 1  Picture Day, Individual and Class
October 2  Walk to School Day
October 2  Anchor Academy
October 4  Report Cards for 6wk Grading Period

October 7-11  Fall Break, No School
October 17  AnchorFest Community Event
October 21  School Council, 3:30pm
October 21  School Board, 7:00pm
October 22-Nov. 1  K/1 Fall MAP Testing
October 25  Halloween Parade & Carnival
November 3  Daylight Saving Time Ends

November 5  Election Day, No School
November 9  Sneak Peek Event for Book Fair, 9:00am-11:00am
November 11  Veterans Day Program, 9:00am
November 11-14  Book Fair: 7:45am-3:45pm
November 11  Book Fair Evening Shopping Event, 6:00-8:00pm
November 12  Picture Retake Day
November 13  Book Fair Breakfast Treats With a Parent Event, 7:15-7:45am
November 14  Thanksgiving Luncheon
November 15  End of 2nd 6wk Grading Period, 1st Trimester
November 18  School Council, 3:30pm
November 18  School Board, 7:00pm
November 22  Report Cards for 1st Trimester

November 27-29  Thanksgiving Break, No School
November 28  Anchorage Civic Club Turkey Trot
December 3  6th Grade Showcase – Composition
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<th>Date</th>
<th>Event</th>
<th>Location</th>
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<td>December 7</td>
<td>6th Grade Showcase – Written Assessment &amp; Quick Recall</td>
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<td>December 9</td>
<td>School Board, 7:00pm</td>
<td>Anchor Academy</td>
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<td>December 11</td>
<td>Anchor Academy</td>
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<td>December 12</td>
<td>K-8th Holiday Concert, 1:30pm</td>
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<td>December 12</td>
<td>Christmas in Anchorage Kick-Off Party, location TBD</td>
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<td>December 14</td>
<td>Christmas in Anchorage</td>
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<tr>
<td>December 14</td>
<td>Holiday Concert during Christmas in Anchorage</td>
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<td>Dec. 23, 2019</td>
<td><strong>Holiday Break, No School</strong></td>
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<td>Jan. 3, 2020</td>
<td><strong>Martin Luther King, Jr. Day, No School</strong></td>
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<td>January 6</td>
<td>Back to School!</td>
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<td>January 7-24</td>
<td>Grades 2-8 Winter MAP Testing</td>
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<td>January 14</td>
<td>APTA Winter General Membership Meeting, Cafeteria, 8:00am</td>
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<td>January 14</td>
<td>MS District Governor’s Cup, Written Composition</td>
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<td>January 17</td>
<td>End of 3rd 6wk Grading Period</td>
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<td>January 18</td>
<td>MS District Governor’s Cup, Written Assessment &amp; Quick Recall</td>
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<tr>
<td>January 20</td>
<td><strong>Back to School!</strong></td>
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<tr>
<td>January 21</td>
<td>School Council, 3:30pm</td>
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<tr>
<td>January 21</td>
<td>School Board, 7:00pm</td>
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<td>January 23</td>
<td>Pep Rally/Awards Assembly, large gym, 2:00pm</td>
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<td>January 23</td>
<td>Acting Anchors &amp; AAjr. Performance, 6:30pm</td>
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<td>January 24</td>
<td>Report Cards for 6wk Grading Period</td>
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<td>January 24</td>
<td>Acting Anchors &amp; AAjr. Performance, 6:30pm</td>
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<td>January 25</td>
<td>Acting Anchors &amp; AAjr. Performance, 6:30pm</td>
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<td>January 26</td>
<td>Acting Anchors &amp; AAjr. Performance, 2:00pm</td>
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<td>January 27</td>
<td>MS Regional Governor’s Cup, Written Composition</td>
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<td>January 28-Feb. 14</td>
<td>Grades K-1 Winter MAP Testing</td>
<td>Anchorage Invitational Basketball Tournament</td>
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<td>January 29-Feb. 1</td>
<td>MS Regional Governor’s Cup, Written Assessment &amp; Quick Recall</td>
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<td>February 1</td>
<td>4/5 District Governor’s Cup, Written Composition</td>
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<td>February 4</td>
<td>Middle School Dance, small gym, 7:00-10:00pm</td>
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<td>February 8</td>
<td>4/5 District Governor’s Cup, Written Assessment &amp; Quick Recall</td>
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<td>February 17-21</td>
<td><strong>Winter Break, No School</strong></td>
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<td>February 24</td>
<td>4/5 Regional Governor’s Cup, Written Composition</td>
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<tr>
<td>February 24</td>
<td>School Council, 3:30pm (anticipated date)</td>
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<td>February 24</td>
<td>School Board, 7:00pm (anticipated date)</td>
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<td>February 26</td>
<td>Anchor Academy</td>
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<tr>
<td>February 29</td>
<td>4/5 Regional Governor’s Cup, Written Assessment &amp; Quick Recall</td>
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<td>March 4</td>
<td>Kindergarten Registration</td>
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<td>March 5</td>
<td>Talent Show forms &amp; music due</td>
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<td>March 6</td>
<td>End of 4th 6wk Grading Period, 2nd Trimester</td>
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<td>March 7</td>
<td>APTA Auction</td>
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<td>March 8</td>
<td>Daylight Saving Time Begins</td>
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<td>March 11</td>
<td>Talent Show Tryouts (during school hours)</td>
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<tr>
<td>March 12</td>
<td>ACT Performance, 7:00pm</td>
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<tr>
<td>March 13</td>
<td>Report Cards for 2nd Trimester</td>
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<tr>
<td>March 13</td>
<td>ACT Performance, 7:00pm</td>
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<tr>
<td>March 14-16</td>
<td>MS State Governor’s Cup, Galt House</td>
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<td>March 14</td>
<td>ACT Performance, 7:00pm</td>
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<tr>
<td>March 15</td>
<td>ACT Performance, 2:00pm</td>
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<tr>
<td>March 19</td>
<td>Talent Show Rehearsal, 3:00pm</td>
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<tr>
<td>March 20</td>
<td>Talent Show, 6:00pm</td>
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<td>March 23</td>
<td>School Council, 3:30pm (anticipated date)</td>
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<td>March 23</td>
<td>School Board, 7:00pm (anticipated date)</td>
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<td>March 30-April 3</td>
<td><strong>Spring Break, No School</strong></td>
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<td>April 8-24</td>
<td>Grades 2-8 Spring MAP Testing</td>
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<td>April 10</td>
<td>Chess Club Assembly, auditorium, 2:00pm</td>
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<td>April 17</td>
<td>End of 5th 6wk Grading Period</td>
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<td>April 20</td>
<td>School Council, 3:30pm (anticipated date)</td>
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<td>April 20</td>
<td>School Board, 7:00pm (anticipated date)</td>
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<td>April 22-23</td>
<td>Kindergarten/Preschool Screenings, 9:00-3:00 by appt.</td>
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</table>
April 24  Report Cards for 5th 6wk Grading Period
April 29  K/1 Mini Derby, 1:30pm
May 1  Oaks Day, No School
May 4-8  APTA Staff Appreciation Week
May 5-22  K-1 Spring MAP Testing
May 6  Anchorage Bike to School Day
May 6  Art Show, 5:30-7:00pm
May 6  Jump Start Summer Reading Ice Cream Social, 6:00-7:00pm
May 7  Awards Assembly, auditorium, 2:00-2:50pm
May 12  APTA General Membership Meeting, cafeteria, 8:00am
May 13-15, 18-19  Grades 3-8 K-PREP Testing
May 15  All Library Books Due
May 18  School Council, 3:30pm (anticipated date)
May 18  School Board, 7:00pm (anticipated date)
May 19  The Big Sing, grades K-8, 2:00pm
May 25  Memorial Day, No School
May 26  Field Day
May 27  Field Day, Rain Date
May 27  End of 6th 6wk Grading Period, 3rd Trimester
May 28  8th Grade Graduation, Last Day of School, Noon Dismissal
May 29, June 1, 2  Snow Make-Up (if needed)
June 4  Report Cards for 3rd Trimester
June 15  School Board, 7:00pm (anticipated date)
July 27  School Board, 7:00pm (anticipated date)
# 2019-2020 Anchorage School Year Calendar

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<tbody>
<tr>
<td>1-31</td>
<td>No School,</td>
<td>1-13</td>
<td>No School,</td>
<td>7-11</td>
<td>23-31</td>
<td>1-3</td>
<td>No School,</td>
<td>6</td>
<td>End of Grading Period</td>
<td>1-3</td>
<td>No School,</td>
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<td>Student Break</td>
<td>4-5</td>
<td>Student Break</td>
<td>First Day of</td>
<td>No School,</td>
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<td>Student Break</td>
<td>Student Break</td>
<td>7-8</td>
<td>End of Grading Period</td>
<td>Student Break</td>
<td>School Break</td>
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<td>6</td>
<td>14</td>
<td>School (8am-noon)</td>
<td>Student Break</td>
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<td>17</td>
<td>1-2</td>
<td>5</td>
<td>End of Grading Period</td>
<td>1-3</td>
<td>Snow Make-Up Days</td>
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<td>7</td>
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<td>15</td>
<td>9-10</td>
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</tbody>
</table>

Anchorage School Phone: 502-245-2121  Anchorage School Fax: 502-245-6249
Lunch Schedule for 2019-2020:

First time listed is the time students leave their classroom and wash hands and travel to lunch.

Last time listed is exact pick-up time or the time when students will leave the lunchroom.

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:55-11:20</td>
<td>4th Grade</td>
</tr>
<tr>
<td>11:10-11:35</td>
<td>3rd Grade</td>
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<tr>
<td>11:20-11:45</td>
<td>5th Grade</td>
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<tr>
<td>11:35-12:00</td>
<td>2nd Grade</td>
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<tr>
<td>11:55-12:20</td>
<td>Kindergarten</td>
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<tr>
<td>12:00-12:25</td>
<td>1st Grade</td>
</tr>
<tr>
<td>12:30-1:00</td>
<td>7th/8th Grade</td>
</tr>
<tr>
<td>12:35-1:05</td>
<td>6th Grade</td>
</tr>
</tbody>
</table>
Anchorage Independent Public School
2019 - 2020

SCHOOL INFORMATION
Absences and Attendance
To achieve the level of excellence desired by everyone in the Anchorage Community, there must be a strong commitment of arriving to school on time and attending school on a regular basis. Poor attendance and tardies to school are barriers to learning. It is important for parents and students to realize that tardies and absences are a part of a child’s permanent record and may preclude a child from meeting other schools’ entrance requirements. The attendance rate is calculated by the minutes that students are in attendance in school. Tardies are calculated as absences after the minutes the students have been tardy to school add up to a school day.

State Law requires students to attend school every day school is in session unless they have a justifiable reason for their absence per KRS 159.030 and KRS 159.150. The parent/guardian is responsible for keeping the child in regular school attendance. Anchorage School recognizes that attendance is a vitally important part of the learning process and that absences may have a detrimental effect on a student’s performance. Schoolwork missed due to an absence cannot be duplicated in all situations outside the classroom, due to the nature and extent of the instruction provided, so it is essential for a student to be present. Failure to make up work can adversely affect the student’s achievement.

Anchorage School is in session for students 174 days from mid-August to late May. Within that time frame, there are 33-week days in which students do not attend school due to school breaks, holidays and parent conference days. The number of days when school is not in session during our school year provides ample time for vacations, additional rest, scheduled appointments, etc.

Per School Board policy 09.123 Truancy is defined as “any pupil who has been absent from school without valid excuse for three (3) days or more or tardy without valid excuse on three (3) days or more.” Any student who has been reported as a truant two (2) or more times is a habitual truant.

For unplanned absences, please telephone the school office the morning of your child’s absence. The number is 245-2121, ext. 2200. Upon return to school from an absence, parents are required to send a written and signed statement noting the reason for the child’s absence. After the fifth parent note per school year for absences due to illness, the parent will be required to submit a doctor’s note in order for the absence to be excused.

Attendance is based on the regularly scheduled school day and is reported as full days, half days and tardy. Any absence from school, whether excused or unexcused is recorded on students’ attendance record. The Kentucky Department of Education sets the standards for students’ attendance based on Kentucky law 702 KAR 7:125 Section 2:

- a full day of attendance is recorded for a student who is in attendance more than 65% of the school day;
- a tardy is recorded for a pupil who is in attendance 99% to 65% of the school day;
- a half day absence is recorded for a student who is in attendance 64% to 16% of the school day; and,
- a full day absence is recorded for a student who is in attendance 15% or less of the school day.

As per the Anchorage Public School’s Code of Conduct, students may be absent, excused, from school for the following reasons:
- a death or severe illness in the student’s immediate family;
- an illness of the student (please notify the school for long term illnesses or hospitalizations, the student may qualify for school services at home or in the hospital);
- religious holidays and practices;
- one day for attendance at the Kentucky State Fair; and,
- other valid reasons as determined by the principal.

Also as listed in the Code of Conduct, a student receiving an excused absence for the following shall be considered present in school and will have the opportunity to make up school work missed and will not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence:
- If a student’s parent or legal guardian is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve unit, and is called to federal active duty, the student will be granted an excused absence (coded as AFD per the state’s Student Information System, Infinite Campus) for one school day.
when the parent/guardian is deployed. The student will also be granted an excused absence for one school day when the parent/guardian returns from deployment.

- If a student’s parent/guardian is stationed out of the country and is granted rest and recuperation leave, the student will be allowed up to ten excused absences for visitation (coded as AFR per the state’s Student Information System, Infinite Campus).
- Excused absences for the purpose of educational enhancement may be granted by the school principal for up to ten school days in order for a student to pursue an opportunity that is determined to be of significant educational value, provided that the date(s) requested does not conflict with state or district testing periods. This opportunity may include, but is not limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. The principal’s determination may be appealed to the superintendent/designee, whose decision may then be appealed to the Board.

All approval forms for Educational Enhancement Opportunities (coded as EHO per the state’s Student Information System, Infinite Campus) must be submitted for principal approval ten (10) days prior to the first date of the absence. Eighth graders are allowed two (2) EHO days to shadow at high schools. Other shadow days must be taken when school is not in session. Parents are strongly encouraged to schedule all student shadow days during our fall, winter or spring breaks so that students do not miss instruction. The school office has the EHO Request forms and the form is also posted on the web site. Seventh graders will not be approved for EHO days or excused to shadow high schools.

Copies of EHO, AFD and AFR forms are also provided in this handbook for your use.

Unexcused Tardy
Students are considered tardy to school if they are not in the school building by 8:00 a.m. A tardy to school is considered to be excused if it meets the same guidelines as an excused absence. Any students arriving at school after the school day has started must be signed in at the school office by an adult. Students in the building but not in their classrooms by 8:00 am are considered to be tardy to class. It takes a student about five minutes to go to his/her locker and then get to class, so parent drop offs should be at 7:55 or sooner. After the third occurrence of an unexcused tardy to school or class, students may be assigned to detention.

Unexcused Absences
More than three unexcused absences will result in students’ truancy from school. The common unexcused absences are family vacations and absences from school more than five times due to sickness without doctors’ notes. Truant students may be subject to serving after-school detention; and, non-participation in extracurricular activities and field trips.

Make Up Work
As listed in the district’s Code of Conduct, a student receiving an excused absence will have the opportunity to make up missed school work and not have his or her class grades adversely affected for lack of class attendance or class participation due to the excused absence. Students in grades four through eight have the same number of days as their excused absences plus one additional day to make up any missed work. The teacher is not responsible for re-teaching the lessons missed. It is the responsibility of the student to make arrangements for make-up work, as well as missed quizzes and tests with the teacher involved. Work cannot be made up for unexcused absences.

If a student is suspended from school, projects or homework assigned prior to suspension will be accepted for credit. Students are responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date will also be accepted. However, work assigned and due during any suspension will not be accepted.
EHOs/Shadows cannot occur during the school’s state assessment or District-wide assessments. Parents are strongly encouraged to schedule all student shadow days during our fall, winter or spring breaks so that students do not miss instruction.

Student’s Full Legal Name: __________________________________ Date of Application: ___________

Requesting Parent/Guardian:____________________________________________________________

Daytime Contact Number: ______________________________________________________________

Address: ____________________________________________________________________________

Teacher(s):__________________________________________________________ Grade Level______

Applying for:     ____ Educational Enhancement Opportunity (EHO)  or   ____ Excused Absence

Date(s) From _________ to _________ Number of Days: ______ Date Returning to School: __________

EDUCATIONAL ENHANCEMENT OPPORTUNITY / EIGHTH GRADE HIGH SCHOOL SHADOWING: An Educational Enhancement Opportunity (EHO) allows students to have an excused absence to participate in an educational activity outside of the school but be counted present in attendance and work be made up. To request such an absence please complete this application and return it to the school principal at least ten (10) days prior to the event for approval. The event must have a significant educational value and be related to the Kentucky core curriculum. The principal will use his/her judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of EHO absences per year for this purpose. Approved students will be allowed to make up all school work and his/her grades will not be affected by lack of attendance or participation in classes. Explain the nature of the event in which the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having significant educational value, and (3) how the activity is related to one of the core curriculum subjects such as English, science, mathematics, social studies, foreign language or the arts; or, shadow visits for 8th graders. (Use additional paper, if needed, and attach to this completed form.)

EXCUSED ABSENCE: As stated in Anchorage School’s Code of Conduct, the school principal may approve valid reasons, other than those already listed in the Code, to be counted as absent / excused and work allowed to be made up.

Name of Educational Enhancement Opportunity Experience, Shadow High School for 8th Grader, or Requested Excused Absence Event: ______________________________________________________________________

Description of Educational Experience and educational value (if EHO):

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
</tr>
</thead>
</table>

___ Approved EHO/Shadowing - Educational value is established and student is not counted absent and may make up missed school work.

___ Approved for Excused Absence - Student will be counted absent but may make up missed school work.

Principal's Signature ___________________________ Date ___________

Student is responsible for collecting work from teachers prior to the absence. Excused absences count toward the student’s and school’s attendance records.

This form must be submitted to Principal ten (10) days prior to the first date of absence. A written explanation must be submitted for requests less than ten days prior to absence.
ARMED FORCES DAY

An Armed Forces Day (AFD) allows students to have a one day excused absence but be counted present in attendance when a student’s parent or guardian is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve unit, and is called to/or returning from federal active duty. The principal will grant the student an excused absence for one day when the parent/guardian is deployed; and, one day when a parent/guardian returns from deployment. To request such an absence please complete this application and return it to your school principal prior to the event for approval. Approved students will be allowed to make up all school work and his/her grades will not be affected by lack of attendance or participation in classes.

Student’s Full Legal Name: __________________________ Date of Application: _____________

Requesting Parent/Guardian: __________________________________________________________

Daytime Contact Number: _____________________________________________________________

Address: __________________________________________________________________________

Teacher(s): __________________________________________________ Grade Level _________

Date of Requested AFD: __________________________________________________________________

Name of Parent/Guardian Being Deployed/Returning from Deployment: ______________________

_______________________________________                        ___________________________________
Signature of Student                                     Date                           Signature of Parent/Guardian           Date

_______________________________________                        ___________________________
Principal Approval                                          Date                           Principal Approval          Date
ARMED FORCES REST AND RELAXATION REQUEST FORM

An Armed Forces Rest and Relaxation (AFR) allows students having a parent or guardian who is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve unit, stationed out of the country and granted a rest and recuperation leave, to have up to ten (10) excused absences for visitation but be counted present in attendance. To request such an absence, please complete this application and return it to the school principal prior to the event for approval. Approved students will be allowed to make up all school work and his/her grades will not be affected by lack of attendance or participation in classes.

Student’s Full Legal Name: ___________________________ Date of Application: __________

Requesting Parent/Guardian: ___________________________

Daytime Contact Number: ___________________________

Address: __________________________________________

Teacher(s): ________________________________________ Grade Level _________

Date of Requested AFD: ___________________________

Name of Parent/Guardian Being Deployed/Returning from Deployment: __________________________

____________________________________________________________________________________

Signature of Student Date

Signature of Parent/Guardian Date

Principal Approval Date
Arrivals and Dismissals
The school day begins at 8:00am and ends at 3:00pm on Monday through Thursday and ends at 1:50pm on Friday. Students should be in their appropriate class and ready to begin the day's activities by 8:00am. Students arriving late to school must be signed in to school by a parent/adult at the school office and receive a tardy slip for entrance to their classroom. Tardies to school will be recorded on the student's report card. Tardies to class will be handled by the individual teacher.

ARRIVALS: Students in grades K-1 are to report to the auditorium, students in grades 2-5 report to the small gym and students in grades 6-8 report to the large gym if they arrive at school prior to 7:55am. Students may not go to their locker or loiter in the halls. Students may meet with a teacher if arrangements were made the day before or if a student is returning from an absence. Students may also go to the cafeteria at 7:30am if they desire to purchase breakfast.

DISMISSALS:
School is dismissed at 3:00pm Monday-Thursday and at 1:50pm on Fridays. Kindergarten and 1st grade students are to be picked up at the Ridge Road entrance. Older siblings of the K’s and 1st graders may also be picked up in the front. All other students are to be picked up at the Bellewood Road entrance. Please make every effort to be prompt for dismissal and place your name/student ID placard on your dashboard or visor so it is visible as your car approaches. After 3:15pm Monday – Thursday and at 2:05pm on Friday remaining students will be sent to the front office to await their ride.

Please be reminded, before the start of each school year parents list on the Anchorage Public School Enrollment Form all individuals that are authorized to pick-up their children during school. If anyone other than those designated will be picking up your child during school, a note signed by the parent must be submitted to the school’s front office and/or designation must be changed in PikMyKid system prior to 2:30pm Monday through Thursday, and 1:20pm on Fridays.

For dismissal, APS uses the PikMyKid system to help organize the school dismissal process. This program will allow you, the parent, to use a smartphone application to easily notify the school of pick-up changes and to authorize others to pick-up your child from school. You can enable the system to alert you when your child has been picked up or left campus to walk home, as well as help organize the car line during pick-up. This system helps our staff ensure the safety of students during the dismissal process. The PikMyKid registration process is easy and we ask that all parents/guardians register themselves before the start of the school year. When using the PikMyKid system it is important for you as a parent to keep in mind the following items:

- You should keep your password confidential. Do not share with other individuals as your user account information is your key to authorizing your child’s pick-up schedule and to authorize other individuals to pick-up your child from school. If you believe your password has been compromised you should notify the school immediately and change your password.
- You can login to the system and make changes any time prior to 30 minutes before dismissal. The cutoff time for changes is 2:30 p.m. on Monday through Thursday and 1:20 p.m. on Friday. Students and/or parents may not make changes to pick-up arrangements after this time. We do understand however that at times emergencies may arise requiring a late change. In those instances, the parent should contact the school with dismissal instructions; the student will be advised to report to the front office at the end of the school day to be informed of these new instructions and to receive a dismissal change slip.
- Prior to dismissal you should ensure that dismissal information for your child has been entered into the PikMyKid application. Options include:
  - **FRONT CARPOOL**: select this option if your child is in kindergarten or first grade, or has a sibling in kindergarten or first grade, and someone will be picking them up in a car.
  - **BACK CARPOOL**: select this option if your child is in grades 2nd through 8th and does not have a sibling in kindergarten or first grade, and someone will be picking them up in a car.
  - **FRONT PARENT WALK UP**: select this option if your child is in kindergarten or first grade, or has a sibling in kindergarten or first grade, and someone will be walking up to the school front lawn area to pick them up.
➢ **BACK PARENT WALK UP:** select this option if your child is in grades 2nd or 8th and does not have a sibling in kindergarten or first grade, and someone will be walking up to the school outdoor classroom area to pick them up.

➢ **INDEPENDENT WALKER:** select this option if your child will not be picked up by an adult and has permission to walk or bike home independently at the end of the school day.

➢ **SIBLING PICK UP:** select this option if your child will be walking or biking home after-school, but should not be released to do so until an older sibling who is designated as “Independent Walker” arrives at the designated location to accompany them home.

➢ **AFTER SCHOOL PROGRAMS:** select from the list of after-school programs if your child will be staying after school to participate in an activity or to attend Homework Help.

Please note, you have the option to select a default dismissal mode on your child’s enrollment form. On days they will be going home via their default mode, parents do not have to program a change in PikMyKid. Additionally, when a student has a recurring after-school activity or other transportation change, parents can create a recurring schedule in PikMyKid in order to minimize the need to enter dismissal changes daily.

**Below are some guidelines we utilize to make dismissal run smoothly and safely for all involved:**

**In Front ‘Ridge Road’ Dismissal Area:**

> Upon arrival on the school campus you will find a *PikMyKid* Stop Sign (Parent Arrival Announcement Zone) in the carpool entry area. At the stop sign, come to a complete stop and click the *PikMyKid* announcement button that will have appeared on your phone screen upon entering the school geofence. This alerts school staff that you have arrived and to announce for your child to dismiss.

> If someone without the *PikMyKid* phone app is picking up your child at dismissal they will not be able to check-in and can simply display your carpool tag in their window.

> **students will remain with their teacher and class on the sidewalk until escorted to their car or adult picking them up.** Children will not be allowed to walk (or run) to you or your car once they see you.

> **pull all the way up to the car in front of you - even though you might be tempted to stop where your child is standing.** We can load about 5 cars when everyone follows this procedure...safe and efficient!

> **please plan to load your child on the passenger side.** This prevents adults and children from walking BETWEEN cars.

> we encourage parking and walking to pick up your child. **Remember to set a good example by using the sidewalk and crosswalk. Please do not walk between cars.**

> Use Walnut as your pick-up route. You should not turn left from Ridge Road to enter the pick-up line. Right only!

In Back ‘Bellewood Road’ Dismissal Area: Please reinforce these procedures with your students.

> Upon arrival on the school campus you will find a PikMyKid Stop Sign (Parent Arrival Announcement Zone) in the carpool entry area. At the stop sign, come to a complete stop and click the PikMyKid announcement button that will have appeared on your phone screen upon entering the school geofence. This alerts school staff that you have arrived and to announce for your child to dismiss.

> If someone without the PikMyKid phone app is picking up your child at dismissal they will not be able to checking and can simply display your carpool tag in their window.

> students will remain on the sidewalk until called or escorted to their car or adult picking them up. Children will not be allowed to walk (or run) to you or your car once they see you.

> Carpool runs most efficiently when you pull all the way up to the car in front of you.

> students MAY NOT, go to the street to get in your car on Bellewood Road.

> *All Carpool AREAS are NO CELL PHONE ZONES! While you will need to use your cell phone at the PikMyKid Stop Sign (Check-In Point) you should not use your cell phone beyond that point.

EARLY DISMISSAL: Students who must leave early from school should bring a note from his/her parent/guardian to school and turn it in to their homeroom teacher when they arrive at school that day. We ask your cooperation in keeping early dismissals to a minimum; they are reported as tardies in the KDE attendance program.

RAIN-DAY DISMISSAL: Students picked up in front should report to the auditorium and wait for their name to be called. Students picked up in back should report to the gym and wait for their name to be called. Students should not be in any other area of the building.

NOTE: For all ‘after school’ and ‘evening’ school programs all students 11 and under are to be accompanied by their parent(s).
REGISTRATION

The app is available for download from your smartphone’s app store (Google-Play, Windows or iTunes). Once you have downloaded the PikMyKid phone app, you will press the “Sign Up” button. Please fill in your personal information, personal cell phone number, personal email address and create a password. Each parent & user will need to register on their own smartphone with their own information. After you press submit, you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process. If for any reason you do not receive the code please contact support@pikmykid.com with your full name and email address used to register & listing OTP code as the issue.

If you have any questions about the app, simply email support@pikmykid.com, and be sure to include the name of your child’s school, and the child’s name – as well as outlining any questions.

Once Registration is complete, you will be able to login and see the school’s name listed (your child(ren) listed below). If you are a parent/guardian and see a blank screen it is likely that the school did not have your mobile number on file. Simply email support@pikmykid.com with your child(ren)’s school, name, and grade -- listing blank home screen as the issue. If you are not a parent or guardian and see a blank screen, this is because no one has assigned you to pick up their child for the day and is normal.
TO ALLOW SOMEONE BESIDES YOURSELF TO PICK UP YOUR CHILD

1. Press the stylus icon to the right of the school’s name
2. Select the child’s name
3. Select the applicable calendar date
4. Select “Delegate” and continue
5. Choose the person’s name from your contact list that pops up
6. Select the 10-digit mobile number (that they would have used to register with the PikMyKid App.)
7. Choose from the drop down menu how they will be picking up your child & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc.).
8. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

TO CHANGE THE WAY MYSELF OR THE OTHER PARENT WILL PICK-UP MY CHILD....

1. Press the stylus icon to the right of the school’s name
2. Select the child’s name
3. Select the applicable calendar date
4. Select “Change Pick-Up Mode” and continue
5. Choose from the drop down menu the way your child will be picked up & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc.).
6. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

TO SEND YOUR CHILD TO AN AFTER SCHOOL PROGRAM OR CLUB....

1. Press the stylus icon to the right of the school’s name
2. Select the child’s name
3. Select the applicable calendar date
4. Select “After School Programs” and continue
5. Choose from the drop down menu the correct After School Program & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc.).
6. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule
Backpacks
Students are welcome to carry a backpack to and from school but must store it in their lockers or on their hook during the school day. Backpacks are to be off the floor, on the hooks or in the lockers. Closed locker doors maintain a safe environment for hallway traffic and therefore should be closed at all times.

In accordance with board policy 09.436, backpacks and computer bags may be searched by authorized school personnel when “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.”

Cafeteria
Anchorage Public School supports and promotes a school nutrition environment that helps all children be fit, healthy and ready to learn. Anchorage Public School is committed to working to increase awareness of nutrition issues which impact health and learning, to support nutrition education within our curriculum and to increase the use of nutritious food in school environments and our community.

Our cafeteria offers breakfast items beginning at 7:30am. Breakfast items are a la carte with milk priced at 75¢. Students in grades K-5 may purchase lunch for $4.00, and students in grades 6-8 may purchase lunch for $4.25. ‘Pre-paying’ for lunches is also available at a discount (see below).

<table>
<thead>
<tr>
<th>2019-2020 Grade</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Semester</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Semester</th>
<th>Entire School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School (K-5)</td>
<td>$304.00</td>
<td>$349.60</td>
<td>$653.60</td>
</tr>
<tr>
<td>Middle School (6-8)</td>
<td>$323.20</td>
<td>$371.68</td>
<td>$694.88</td>
</tr>
</tbody>
</table>

Student lunches may be paid by the above semester rates, or in full for the year. Smaller payments can also be made any time during the school year. The Anchorage Cafeteria accepts checks and cash. You may pay online with a Visa/Master Card or check by creating an account for your child/children on MySchoolBucks.com.

Anchorage Cafeteria allows for lunch/a la carte charges. The maximum allowed charge threshold is $100.00. After the $100.00 charge threshold is met, lunch will still be charged to the child’s account. However, prewrapped a la carte charges will not be permitted.

Students are expected to respect the directives of the staff in charge of the cafeteria when using those facilities.

Parents are always welcome to have lunch with their children and should simply sign in and submit their identification at the front office upon arrival. There will be special tables in the cafeteria designated for parents to enjoy a lunchtime visit with their child (children) only. With the individual attention of the parent, this special time can be an enhancement to the child’s day. As lunch is finished, parents are asked to say goodbye, and students will transition to their physical activity time, or back to class, as scheduled.

Communication Modes
To keep current on the announcements and happenings throughout the school, teachers, students and parents all need to assume responsibility for effective communication. Contact between parents and the school takes the following forms: Board Newsletter, APTA Calendar, Weekly Waves accessed by website, Anchorage Web Page containing grade level web pages, Parent/Student handbook, US Mail, phone messages, email, REACH Alerts, parent meetings, conferences with individual teachers or the teaching team, and orientation meetings.

Phone calls - The phones in our rooms are not intended as personal message services between parents and children. Students are generally discouraged from calling home for things forgotten, i.e. lunch, homework, etc. Phone calls during class interrupt instruction, and teachers do not necessarily check to see if there is a message every time they walk into the room. Therefore, it is not a reliable way of getting a message to your child.

The school website (http://anchorage-school.org) is a great source of school information. We encourage you to log on to the website for information regarding events, sports schedules, class pages, student grades, etc. Please visit the website on a regular basis so you will keep current about school news and be more efficient regarding student information.
Directory Information and Publication Consent Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Anchorage School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child’s education records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist. A school official has legitimate educational interest if the official needs to review an education record in order to fulfil his or her professional responsibility.

The primary purpose of providing permission to publish directory information is to allow the Anchorage School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbook, showing your student’s role in a drama production;
- The annual yearbook produced by the APTA;
- Student recognition lists;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings and prospective high schools. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

Please advise Anchorage School in writing whether or not you want us to disclose directory information from your child’s education records without your prior written consent. We request that you utilize the Anchorage Public School Enrollment Form before the start of the school year to advise the District in writing, with regards to whether or not you want us to disclose directory information from your child’s education records. Both the Publication Consent and Student Directory Information sections included within the Anchorage Public School Enrollment Form provide you a mechanism for providing the District written notification. If permission is not received within 30-days of the start of the school year the District will withhold all directory information for your child.

Anchorage School has designated the following information as directory information: (Note: a Local Education Agency may, but does not have to, include all the information listed below.)

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503 as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.
Dress Code
Pride in self and Anchorage School is reflected in appropriate attire. Appropriate dress enables kindergarten through eighth grade students to focus on academics. We believe that dress and appearance are the responsibility of the students and parents. Dress and appearance can greatly influence self-image and behavior. When it is felt the appearance of a student is a disruptive influence on the educational program at school, corrective measures may be taken by the staff.

Kindergarten – 5th Grade Dress Code:
- No exposed undergarments.
- Pajamas and sleepwear are not permitted during school unless for a special sponsored “dress down day” (this includes onesies and flannel pants).
- Hats are not permitted unless for medical or religious reasons, or for a special sponsored “hat day.”
- Students are required to wear shoes at all times. The recommendation is sneakers. Flip-flops, slippers, and athletic slides are not allowed. Students may wear other shoes such as UGGs, dress shoes and other shoes on days they do not have PE.
- Words/Slogans – no clothing or accessories may display obscene words or slogans or those that advertise or promote the use of drugs, alcohol, or tobacco.
- Spaghetti-strap tops/dresses are not permitted at school for any grades. Tank tops with 1” wide straps are allowed at school for grades K-3. Tank tops are not allowed for grades 4-8. Game-day uniforms are appropriate during days that teams have a school event/game.

6th – 8th Grade Dress Code:
- No exposed undergarments.
- Pajamas and sleepwear are not permitted during school unless for a special sponsored “dress down day” (this includes onesies and flannel pants).
- Hats are not permitted unless for medical or religious reasons, or for a special sponsored “hat day.”
- Students are required to wear shoes at all times. The recommendation is sneakers. Flip-flops, slippers, and athletic slides are not allowed. Students may wear other shoes such as UGGs, dress shoes and other shoes on days they do not have PE.
- Words/Slogans – no clothing or accessories may display obscene words or slogans or those that advertise or promote the use of drugs, alcohol, or tobacco.
- Spaghetti-strap tops/dresses are not permitted at school for any grades. Tank tops are not allowed for grades 4-8. Game-day uniforms are appropriate during days that teams have a school event/game.
- No writing is permitted on students’ bodies.
- Middle School Career Dress Day requirements are specified in the A-Zone Policy, (which can be found in the Middle School Section of the APS website.)

Students that are not appropriately dressed will be asked to cover up or call home for a change of clothes.

Electronic Devices
Students are asked not to bring laser penlights, headphones, or electronic games to school. Use of these devices during the school day may result in confiscation of the items. Items may be returned after a parent conference. Cell phones may be brought to school for after school communication. They are to remain in lockers and to be turned off during school hours. Wearable smart devices capable of attaching to a phone, Bluetooth device, wifi, or data plan, are to be treated the same as all other personal technology, and subject to the same rules and restrictions. This means smart watches, Go Cams, battery-operated drones and other similar devices should be left in lockers during school hours unless previously approved by the principal. Basic fitness trackers without cameras, speakers or microphones may be worn throughout the day.
**Extra-Curricular Programs**
Students must meet eligibility requirements to participate in extra-curricular activities. Students must maintain a minimum of a 2.0 grade point average and have no failing grades. Grades are examined at the midterm and at the trimester. If a student does not meet the minimum standard at the midterm, they are placed on probation and are not allowed to participate in any extracurricular activities including practices. Their academic progress will be monitored weekly on Friday and they will be reinstated when they meet the minimum requirement. If a student does not meet the minimum standard at the trimester review, he/she is on probation until the next midterm report. If he/she meets the minimum requirements at the midterm review, he/she will be reinstated. Parents will be notified in writing when a student is placed on probation.

All students are required to have up-to-date immunizations and other health records on file prior to participation in any extracurricular activity or field trip.

There are many opportunities for participation in extracurricular activities. Please check the Extra-Curricular Programs Handbook (pages 37-43) for a description of offerings as well as fees and participation information.

**Facility Use After School Hours**
After-school clubs and community groups may only have access to common areas of the building: auditorium, gyms, library, library classrooms and the board classroom. Any facility use by afterschool clubs or community groups must be scheduled with after-school programs coordinator, Ben VanKlompenberg ([ben.vanklompenberg@anchorage.kyschools.us](mailto:ben.vanklompenberg@anchorage.kyschools.us)).

Parents are to accompany all students under age 11 to after-school functions.

Teachers may not conduct private tutoring at school.

**Field Trips**
Field trips are considered instructional activities and the time spent on field trips is a part of attendance time. When students are signed out by their parents for any part of the field trip it is considered non-school time and documented as an absence. Every student is required to ride the bus and stay on the field trip until they return to school. All exceptions to this policy must be approved by the Principal 5 days prior to the field trip.

**Grades**
The grading scale in grades 3-8 at Anchorage School is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>94-99</td>
</tr>
<tr>
<td>A-</td>
<td>93</td>
</tr>
<tr>
<td>B+</td>
<td>92</td>
</tr>
<tr>
<td>B</td>
<td>87-91</td>
</tr>
<tr>
<td>B-</td>
<td>86</td>
</tr>
<tr>
<td>C+</td>
<td>85</td>
</tr>
<tr>
<td>C</td>
<td>77-84</td>
</tr>
<tr>
<td>C-</td>
<td>76</td>
</tr>
<tr>
<td>D+</td>
<td>75</td>
</tr>
<tr>
<td>D</td>
<td>69-74</td>
</tr>
<tr>
<td>D-</td>
<td>68</td>
</tr>
</tbody>
</table>

F is Below 68
I is Incomplete
S is Satisfactory
S- is Less than Satisfactory
U is Unsatisfactory

Incomplete (I) must be converted by the end of the trimester or the grade will be a failing grade. The Middle School Assessment will also include conduct grades to denote behavior in the classroom. S is Satisfactory conduct in the classroom, S- is less than Satisfactory conduct and U is Unsatisfactory conduct.

**Homework**
Work assigned to be completed outside of class will vary from teacher to teacher and grade to grade. However, students in grades 6-8 may expect to spend on average of one to two hours on schoolwork each night.

**Homework Clinic**
Homework Clinic is available Monday-Thursday after school in the Library from 3:00-4:00pm. A teacher will be available to help students during this time.
Illness/Medication
Students may be authorized to carry on their person and independently take their own medication (prescription or non-prescription) provided the parent/guardian has written approval from his/her physician on file with school personnel. Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student’s physician/health care provider also is required.

Medication should be given at home when possible. The person supervising the administration must keep a written record.

Further, all first aid short of life-threatening situations must be administered in the school office by the appropriately trained staff. Injuries will be cleaned with soap and water and bandaged. Parents will be notified if further medical attention may be warranted.

Injury on School Grounds/School Insurance
The school district does have Student Insurance that covers students while they are here during the school day or participating at school events. This insurance is with K&K Insurance Group and is ‘EXCESS’ Medical Coverage and will be utilized after your personal insurance’s processing has been completed. All benefits will be made payable to providers of service involved, unless accompanied by paid receipts.

A school official with knowledge of the accident will complete their portion (Section 2) of the claim form first. Then the form is given to the parent/guardian of the student/athlete for completion (Section 1 and insurance questionnaire). Any related medical bills and primary insurance EOB must be attached as the parent/guardian then forwards the completed form to K&K Insurance Group. Completed claim forms must be submitted within 90 days of the accident.

If you feel you need to initiate a claim for a school-related student/athlete injury, contact Emily Beal, our school nurse at misty.killinger@anchorage.kyschools.us or 502-245-2121, ext. 3204.

Instructional Materials/Supply Fee
The purpose of the instructional materials/supply fee is to provide the receipts to cover costs of the instructional materials used directly for and/or by students. It is used to purchase art supplies, supplemental books, paperback books, student periodicals, science supplies and materials, consumable mathematics manipulatives, etc.

The 2019-2020 Instructional Materials/Supply Fees are:
- $200.00 for the first child;
- $175.00 for the second child;
- $150.00 for all other children.

Lockers
Locker assignments in grades K-5 vary. Please refer to individual teacher policies for those students.

Students will be assigned one locker for use during grades 6-8. Students may use only their assigned locker. Students may not share lockers with other students. Students are provided with combination locks for the lockers. Students will replace any lost combination locks. Acts of vandalism by others must be reported to an adult in the building. Students may not deface the lockers in any way. Students share the locker with the school as a co-tenant, and the school reserves the right to open lockers at any time.

Students in grades 6-8 also receive a locker in the locker room for use during their PE classes. There are combination locks provided by the school for these lockers. Locks are issued by the PE department on an annual basis for use by students. Students must replace lost locks.

Lost and Found
Students or parents who find lost articles are asked to take them to the Lost and Found area near the Front office. Items are cleaned out and donated twice per year.
Media Center
The Anchorage School Library Media Center is the home of over 20,000 literary treasures, including a diverse selection of periodicals, as well as a wealth of audiovisual and electronic materials. Students have Internet access and may utilize the iPad lab. Several child-friendly databases may be utilized within the Library Media Center, classrooms, and students’ homes.

Flexible scheduling allows all K-8th students to visit the Library Media Center anytime during each school day. The LMC staff reinforces curriculum units by collaborating with teachers when planning their weekly classroom visits to the Library Media Center.

Special Library Media Center activities include (but are not limited to) Birthday Books, “Read Across America,” author visits, Summer Reading Program, Book Fair, as well as grade level incentive events. Our Accelerated Reader program, with support from APTA, boasts inclusion of over 80% of our collection and is available to K-8 teachers who choose to participate.

**Circulation policies for K-3rd grade students:**
- Students may check out books, periodicals, CDs, and audio books for a one-week period.
- 1st-3rd grade students may have up to 3 items checked out at a time; 1 item at a time for K students.
- Students with overdue items must return them before they may check out additional books/items.

**Circulation policies for 4th-8th grade:**
- Students may check out books for a 3-week period.
- Periodicals, CDs, and audio books may be checked out for a one-week period.
- Students may have up to 5 items checked out at time.
- Students with overdue items must return them before they may check out new items.
- **Middle School students only:** Overdue fines are assessed at $.25 per school day/per item.

**Damaged Book/Item Policy:**
If a student returns a book or other library item that has been damaged, he/she will need to pay the replacement cost before they are able to check out any other library item/book.

**Library Hours for students:**
The Library Media Center welcomes Anchorage School students to explore and enjoy the school library from 8:00 a.m. until 3:15 p.m. Mondays through Thursdays and 8:00 a.m. until 2:00 p.m. on Fridays.

**Money and Valuables**
No money, other than lunch money or library fines, or valuables should be brought to school. Never leave money or valuables in lockers. The school is not responsible for lost or stolen money or valuables.

**Parent/Teacher Conferences**
Parents are always encouraged to confer with his/her child’s teacher when there are any concerns. With prior notice teachers can see parents before or after school or during planning periods. The school additionally designates conference days within the school calendar. Parents may not interrupt classroom instruction to conference with a teacher.

**Parental Concerns**
Parents are always encouraged to express concerns regarding their student. The protocol for handling any concern is as follows:

- **Step 1.** Contact the teacher. This can be accomplished by email, phone call, or note.
- **Step 2.** If there is still a concern, there should be a meeting scheduled with the teacher.
- **Step 3.** If a concern continues after the parent/teacher meeting, the parent should contact the teacher and request a meeting with that teacher and an administrator. The administrator that attends will depend on the area of concern.

Direct calls from the parents to the administrator can be heard but no action can follow unless proper steps are followed as described.
Below are the required immunizations for school entry in 2019-2020. All students are required to have up-to-date immunization certificate, physical and other health records on file in the Records Office prior to participation in any extracurricular activity or school field trip.

- **PHYSICAL EXAMINATION**... A KENTUCKY School Physical (Must be on a KDE approved Physical Form) is required to be on file at the time of enrollment.
  - All transfer students have 30 days to complete the requirement for the Kentucky School Physical Examination.
  - Kindergarten students’ physicals are **DUE no LATER than October 15th** of the year the student enrolls in Kindergarten. (4-year old Preschool/Head Start physicals are valid for Kindergarten enrollment.)
  - 6th grade students must have completed KY 6th Grade School Physical Exam within the year PRIOR to the 6th grade enrollment. KHSAA sports physicals are completed on a separate form and **cannot be accepted** as the entry to 6th grade physical.

- **EYE EXAM**... A KENTUCKY eye exam by an OPTOMETRIST or OPHTHALMOLOGIST.
  - All transfer students have 30 days to complete the requirement for the Kentucky School Eye Examination.
  - KINDERGARTEN: **DUE by January 1st** of the school year enrolled in Kindergarten. Pre-K/Head Start Eye Exams are valid for Kindergarten enrollment.

- **DENTAL EXAM**... A KENTUCKY dental exam by a Dentist or trained Health Department RN.
  - All transfer students have 30 days to complete the requirement for the Kentucky School Dental Examination.
  - KINDERGARTEN - **DUE by January 1st** of the school year enrolled in Kindergarten.

- **IMMUNIZATIONS**...WE are required by law to have the current ORIGINAL Kentucky Immunization Certificate on file, **DUE within TWO weeks of the child’s enrollment**. It must record all age-appropriate immunizations on a signed immunization certificate having a valid expiration date & the administration date of each immunization. Medical & Religious exemption certificates are accepted.

Below are the required immunizations for school entry in 2019-2020: (continued on next page)

<table>
<thead>
<tr>
<th>By the time a child is this age:</th>
<th>These immunizations are required for attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years</td>
<td>5 DTaP (5th dose not needed if 4th dose given after 4th birthday)</td>
</tr>
<tr>
<td></td>
<td>4 Polio (4th dose not needed if 3rd dose given after 4th birthday)</td>
</tr>
<tr>
<td></td>
<td>3 Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>2 MMR</td>
</tr>
<tr>
<td></td>
<td>2 Hepatitis A</td>
</tr>
<tr>
<td></td>
<td>2 Varicella (unless child has been diagnosed w/ chickenpox disease)</td>
</tr>
<tr>
<td>7 years (see exceptions)</td>
<td>5 DTaP (5th dose not needed if 4th dose given after 4th birthday)</td>
</tr>
<tr>
<td>*If new to school system</td>
<td>(or a dose of Td preceded by (2) doses of tetanus/ diphtheria containing vaccines)</td>
</tr>
<tr>
<td></td>
<td>4 Polio (4th dose not needed if 3rd dose given after 4th birthday)</td>
</tr>
<tr>
<td></td>
<td>3 Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>2 MMR</td>
</tr>
<tr>
<td></td>
<td>*2 Varicella (unless child has been diagnosed w/ chickenpox disease)</td>
</tr>
<tr>
<td></td>
<td>2 Hepatitis A</td>
</tr>
<tr>
<td>Sixth grade entry</td>
<td>5 DTaP (5th dose not needed if 4th dose given after 4th birthday)</td>
</tr>
<tr>
<td>Age 11-12 years or older</td>
<td>4 Polio (4th dose not needed if 3rd dose given after 4th birthday)</td>
</tr>
<tr>
<td></td>
<td>3 Hepatitis B</td>
</tr>
<tr>
<td></td>
<td>2 MMR</td>
</tr>
<tr>
<td></td>
<td>2 Hepatitis A</td>
</tr>
<tr>
<td></td>
<td>2 Varicella (unless child has been diagnosed w/ chickenpox disease)</td>
</tr>
<tr>
<td></td>
<td>1 Tdap - regardless of interval from last tetanus containing vaccine</td>
</tr>
<tr>
<td></td>
<td>1 Meningococcal</td>
</tr>
</tbody>
</table>
7 – 12 grades (see exceptions)  
*If new to school system

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 DTaP</td>
<td>5th dose not needed if 4th dose given after 4th birthday</td>
</tr>
<tr>
<td>4 Polio</td>
<td>4th dose not needed if 3rd dose given after 4th birthday</td>
</tr>
<tr>
<td>3 Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>2 Hepatitis A</td>
<td></td>
</tr>
<tr>
<td>2 MMR</td>
<td></td>
</tr>
<tr>
<td>1 Td booster</td>
<td>(unless child has been diagnosed w/ chickenpox disease)</td>
</tr>
<tr>
<td>*2 Varicella</td>
<td></td>
</tr>
<tr>
<td>*1 Tdap</td>
<td></td>
</tr>
<tr>
<td>*2 Meningococcal</td>
<td></td>
</tr>
</tbody>
</table>

(Refer to www.lrc.ky.gov/kar/902/002/060.htm for details on exceptions and exemptions)

Immunization Exemptions (medical and religious)-

- A medical exemption certificate must be presented for students who, in the opinion of their attending physician, have medical concerns that preclude immunization with one or all of the required vaccines. The medical exemption certificate should specify which vaccine(s) the student has received.
- A religious exemption certificate can be issued for students whose parent/guardian present a sworn notarized statement of their objection to immunization based on religious grounds. Original certificate and letter will be on file with the Student Records Office.

**HEALTH SCREENINGS Provided by Anchorage School**

- Vision screenings are provided for students in grades 3 & 5.
- Hearing screenings are provided for grades 1, 2 & 3.

**PLAYGROUND EQUIPMENT USAGE**

The playground equipment is for children ages 5 - 12 per the manufacturer’s recommendation.

**Restraint & Seclusion**

On February 1, 2013 revisions to the Use of Restraint and Seclusion in Public Schools Regulation (704 KAR 7:160) were approved at the state level. As required, this regulation was adopted into Anchorage Board Policies in March 2013. One of the requirements of the regulation in section 2(1)(a) is to ensure that parents are notified how to access the policy and procedure regarding physical restraint and seclusion. The following is a link to a copy of the regulation: [http://tinyurl.com/oee3rty](http://tinyurl.com/oee3rty).

**Retention/Promotion Policy**

Retention and promotion is determined on the evaluation of the growth and development of the whole child by the parents, teacher and principal. The classroom teacher notifies the principal of the student who may need to be retained. The principal will convene the group of next level teachers and assign a chair who will coordinate the team meetings to evaluate the evidence, such as test data, classroom work, special classes, tutors, etc. that has been submitted by the referring teacher to document the need for retention.

- The committee makes a recommendation to retain the child if the evidence supports the decision.
- The student’s parents and the principal will meet to discuss the recommendation and supporting evidence.
- The principal makes the final decision on retention or promotion.

The intent of the Primary program is to allow children to grow and develop at their own rate of learning. Students enter Kindergarten with the widest range of abilities found in the classroom, but by third grade most have similar skills and knowledge. The students who have not been able to close the learning gap with their peers may need an extra year in the primary program. This recommendation is general in nature, understanding that the decisions to retain or promote are based on the individual needs of each child.

Students in grades 4 – 8 must have a final passing grade in three of the four content areas (Math, Reading-Language Arts, Science, Social Studies) to be promoted to the next grade level.

Students who are retained may attend a summer program in content areas of need. Competency shall be demonstrated in the content areas in summer instruction for student placement the following year at the next grade level.
Severe Weather/Emergency Status/School Closing
In the case of severe weather, emergency status or unexpected closings, delays and dismissals the superintendent will enable the REACH Alert System that sends school alerts via text messages, phone calls (cell or landline) and/or emails.

To register for REACH Alert, simply follow the following steps:
- Go to www.reachalert.com and click on MY ACCOUNT and then select CREATE ACCOUNT to establish your initial account.
- Follow the prompts.
- When prompted for Network Name, enter Anchorage School and click on the school name when it appears in the dropdown list.
- When prompted for a role select parent.
- Upon joining the school network you may also want to click on JOIN and select the City of Anchorage network.

If you opted to receive text alerts, REACH Alert will send a text message to your cell phone immediately upon completion of your registration. Please enter the 4-digit number on the registration screen and then click the word VALIDATE. If you do not receive this message, please call REACH Alert at (877) 307-9313 for assistance. After you have completed the registration process, you may add other phone numbers and email addresses. From your dashboard page, click on the second tab at the top of the page – CONTACT INFO. From this page you will see where you can add and delete numbers and addresses.

If you already have registered for REACH Alert through the City of Anchorage, your place of employment, child care center, another school, or any other organization you can skip the registration process and simply go to www.reachalert.com and login to your current account and click on JOIN NETWORK on the right side of your dashboard page. Enter Anchorage School and click on our name in the dropdown list and follow the prompts.

Official announcements for school closing may also be heard over WHAS radio and local TV stations. Listen for Anchorage Public School information.

*****We do not follow Jefferson County’s decisions on school closings.*****

Technology Labs
Technology resources and labs will be used during the course of the year for instruction. All students desiring access to the Internet must have on file with the records office an Acceptable Use Policy (AUP). Each student will have received an updated form for parental signature at the beginning of the 2018-2019 school year. The AUP and Code of Conduct apply to the use of all technology resources and labs, and misuse may result in suspended privileges.

Textbooks
All textbooks are furnished by the school for use during the school day and at home, should that be necessary. Students should put his/her name on the inside cover of any book issued to them immediately upon receipt. Students will be responsible for replacing lost or damaged books. Individual teachers may require book covers or other special procedures for textbooks.
S.T.O.P.! Tipline
The Safety Tipline - Online Prevention, or S.T.O.P.! Tipline, is designed for use as an “online” reporting/prevention tool. If students, parents or community members know of an unsafe situation in school (bullying, weapons, drugs or alcohol, etc...), they can anonymously pass on that information to school personnel by using the basic email format.

What is it? This Tipline in no way replaces the face to face open communication and relationships built at our school. The S.T.O.P.! Tipline is just one more tool available for use by students or parents to communicate unsafe situations at school. One unique attribute of an “online” tipline is its availability. A student, parent or community member can submit information day or night. Also, some students may feel more comfortable utilizing an on-line format to report a situation instead of a face to face meeting with school officials. The main purpose of the Tipline is to add another layer of accessibility between student and trusted school personnel. This Tipline is not for immediate response. If anyone needs immediate assistance, they should dial 911.

How does it work? Students, parents or community members click the “Tipline” link on the Anchorage School website and choose whether they want to submit a tip about 1.) bullying, 2) violence or 3) other risky behaviors (i.e. alcohol, drugs, self-harm, sexual abuse or theft, etc...). Next, they fill-in the check boxes and provide an explanation of the behavior and click submit. Anchorage administrators will investigate tips in a timely manner and take the appropriate next steps.

Visitors
All visitors are asked to buzz in from the front entrance monitor declaring their school business and displaying an ID. Visitors will be buzzed into the secure vestibule where they will sign in for their visit, list their reason, and leave their ID before being allowed into the main building. At the end of the visit, the visitor may exit through the main entrance, sign out, and collect their ID. This process is not only for safety reasons but also allows the school to be able to better monitor and track all visitors and their reasons for being in the building. We understand that it is a minor inconvenience, but appreciate the cooperation of our school community as the safety of the children and staff is well worth the effort.

Student visitors (without parents) are discouraged at Anchorage School due to the disruption these visitors may cause. Siblings, who are no longer at Anchorage School and under 18 years of age, may, with written parent permission, come to have lunch with their younger siblings. These lunch visits are restricted to the lunchroom; visiting classrooms and former teachers during the academic day is not permitted. Friends of siblings are not permitted to visit.

Safeguarding the well-being of all students, students and visitors is a primary concern for Anchorage Public School, therefore a properly installed system of school security cameras monitor and ensure safety on school grounds.

Volunteers
Any adult seeking to volunteer in the school, chaperone field trips, lead student groups in Jr. Great Books, Art Discovery, etc. must complete the volunteer approval process. The form is available at orientation, in the school office and at the following link:  https://anchorage-school.org/parents/school-forms/ under Youth Leader Request Form.
Anchorage Independent Public School
2019 – 2020

STUDENT INSTRUCTIONAL SUPPORT SERVICES
**STUDENT INSTRUCTIONAL SUPPORT SERVICES**

**Gifted & Talented Program**
As defined in 704 KAR 3:285, Kentucky’s gifted and talented students include those who are identified as possessing demonstrated or potential ability to perform at an exceptionally high level in: general intellectual aptitude, specific academic aptitude (e.g., mathematics, science, social studies, reading), creativity, leadership skills, visual arts, performing arts.

Primary Grades (K-3) identification is by teacher observations, informal assessments, and work samples used to create a list of primary high potential students. Tests are given in the spring of 3rd grade for formal identification.

Students are formally identified in 4th grade. Nationally normed tests and teacher checklists are required for identification in: general intellect, specific academic subject areas (as above) and teacher recommendation, portfolio/work samples, letters of support are required for identification in creativity, leadership, visual arts and performing arts.

Anchorage School meets the needs of gifted and talented students by in-classroom grouping for instructional purposes based on their needs, interests and abilities. Additionally, options are provided in accordance with individual gifted student service plans in classrooms and in LEAPS classes. Parents receive bi-yearly progress reports.

A continuum of gifted and talented services is offered based on student needs, interest and abilities. Differentiated instructional strategies include: attention to learning styles, questioning techniques, challenging content and variety of learning strategies. KAR grouping strategies include: cluster groups, skill groups, and interest groups. Anchorage also offers independent study, enrichment activities, seminars, acceleration of content, leadership seminars, the Duke University TIP Program, resources for parents and teachers, and parent informational meetings.

Please contact Pat Vaughn with questions.
pat.vaughn@anchorage.kyschools.us
245-2121, ext. 2207

**LEAPS Program**
In order to capitalize on every opportunity to expand our students' minds and move them toward being independent learners, which is at the heart of our mission/vision, we have multiple layers of interventions in place. Several support services address the needs of our student population and include Response to Intervention (RTI) and enrichment delivered through LEAPS (Learning Enrichment Anchorage Public School), our intervention/enrichment program at Anchorage. Student progress is monitored through all three tiers of RTI. Every student at Anchorage has a 30-minute intervention or enrichment block of time every day or a one-hour block two days a week. We recognize the importance and necessary impact of this service as we collaboratively work to differentiate classrooms for both the struggling student as well as the gifted learner. We rely on the MAP (Measure of Academic Progress) assessment, given three times a year and teacher input to determine which students need intervention(s).

**Key Terms**
**LEAPS** provides an array of procedures that can be used to determine if and how students respond to specific changes in instruction.

**Universal Screening** is a step taken by school personnel early in the school year to determine which students are “at risk” for not meeting grade-level standards. Universal screening can be accomplished by reviewing recent results of state tests or by administering an academic screening test to all students. Those students who fall below a certain cut-off are identified as needing more specialized academic interventions.

**Student Progress Monitoring** is a scientifically-based practice that is used to frequently assess students’ academic performance and evaluate the effectiveness of instruction.

**Scientific, Research-Based Instruction** refers to specific curriculum and educational interventions that have been proven to be effective - that is, the research has been reported in scientific, peer-reviewed journals.
Evidence-Based Instruction refers to strategies or interventions designed for the use by educators and intended to support the education of individuals. It may include the documented results of continuous progress monitoring, teacher or other professional anecdotal reports and professionals’ testimony.

Reading Lab currently uses LEXIA and the Barton Program.

Social and Emotional Learning
Beginning with the 2019-2020 school year, Anchorage Public Schools is implementing the Core Essentials program in grades K-5, and the companion Re: Connect program in grades 6-8. Both curriculums focus on a monthly value word and definition and involves everyone in the school.

Elementary Core Program (K-5)
The elementary Core program includes an engaging weekly lesson about the character value of the month. In the first week of each month, students are encouraged to SAY IT (“it” refers to the Big Idea of the month), in the second, to KNOW IT, in the third week to SEE IT, and in the fourth week, to BE IT.

Re: Connect Program (6-8)
The middle school Re: Connect (Re: Co) program is “designed to be ‘in reply to’ how students see the monthly values played out in their school. The interactive lessons encourage students to think and discuss each month’s value in terms of the Re: Co Big Three, which are Treating Others Right, Making Smart Decisions, and Maximizing Your Potential.

We encourage parents to be on the lookout for monthly information in our school news about the value of the month and to engage their children in conversations and activities to support their in-school learning. The values that will be included in the 2019-2020 school year curriculum are as follows:

August 2019: The Big 3: Treat Others Right/Make Smart Decisions/Maximize Your Potential
September 2019: Trust - Putting your confidence in someone you can depend on
October 2019: Courage - Being brave enough to do what you should do, even when you are afraid
November 2019: Honor - Letting someone know you see how valuable they really are
December 2019: Joy - Finding a way to be happy, even when things don't go your way
January 2020: Knowledge - Learning something new so you can be better at whatever you do
February 2020: Creativity - Using your imagination to do something unique
March 2020: Forgiveness - Deciding that someone who has wronged you doesn't have to pay
April 2020: Humility - Putting others first by giving up what you think you deserve
May 2020: Determination - Deciding it's worth it to finish what you started
Extra-Curricular Programs Handbook

PHILOSOPHY
In support of the Anchorage School’s community efforts to launch lifelong learning and prepare successful, independent learners for a global community, Anchorage offers a variety of extracurricular programs. The goal is to afford interested and dedicated students the opportunity to improve individual skills while contributing to a group endeavour. By promoting a “strive-to-improve-your-personal-best” philosophy, the extracurricular experience seeks to develop a cooperative spirit of team camaraderie that rewards effort and encourages achievement.

A new extracurricular activity at Anchorage School must be self-supporting, and it must be consistent with the criteria defined below:

An extracurricular activity:
   a) Is an activity of an on-going nature that is conducted under the auspices of the school;
   b) May take place on or off-campus;
   c) Limits participation to APS students; and
   d) Has an Anchorage School sponsor

SANCTIONED VS. NON-SANCTIONED SPORTS AND CLUBS
Per Anchorage Independent Board of Education policy 09.31, Athletics and Sport Activities, all school sanctioned interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. The intramural and interscholastic athletics currently sanctioned and managed by the Kentucky High School Athletic Association (KHSAA) include basketball, soccer and track. Anchorage Public School additionally operates a district sanctioned field hockey program which follows the sports safety guidelines of KHSAA and school district policies.

While there are clubs and/or athletic teams that may appear to be connected to Anchorage Public School and many or even all of the players on the team may attend the school, and sponsors or coaches may be employees of the board, the team itself operates independently of the school and of the district, as well as the KHSAA, and players are not covered by student accident insurance or by other insurance policies carried by the school district.

Please be advised that also, the individuals associated with a non-sanctioned club or team may not be subject to a background check, including a criminal records check, prior to associating with the club/team members, in contrast to the background/criminal records checks required of Anchorage Independent School District employees or volunteers prior to being permitted to be in contact with or to supervise students.

A non-sanctioned club sport may be a rough, physical contact sport and as with all contact sport, the possibility of injury to a player, be it serious or minor, always exists. While the sport or club may not necessarily be a contact sport per se, it may encompass various known and unknown inherent risks related to practice and/or association. There may or may not be a required medical examination for player or any payers of a club sports team, as required for participation in Anchorage Public School sanctioned sports.

For information concerning whether an activity is school sanctioned please contact the principal. For questions regarding existing programs or for assistance in scheduling club or afterschool activities, please contact afterschool programs coordinator, Ben VanKlompenberg (ben.vanklompenberg@anchorage.kyschools.us).

PARTICIPATION STANDARDS
Students may participate in extracurricular programs if they have a grade point average of at least 2.0, no failing grades in any subject, with nothing less than a Satisfactory conduct grade. Students may be reinstated to the team if the grades or conduct marks are raised to a passing grade. Student midterm grades may be checked every Friday and once the grades are acceptable, they may be reinstated. A Trimester grade takes a student off the team until the next midterm grade, which is six weeks.

On the school day of an extracurricular activity, a student is required to be in attendance at school for a minimum of 210 minutes in order to participate in the activity.
Recognition for Extracurricular Programs
All Academic and Athletic Teams may have an end-of-the-year celebration outside of the school day, pending the principal’s approval. The celebration may not be of an overnight nature.

ACADEMIC PROGRAMS
Karen Steltenpohl serves as the Academic Team Director. She may be reached by email at karen.steltenpohl@anchorage.kyschools.us or by phone at 245-2121, extension 2216. Anchorage offers a full range of academic opportunities from September through May of each school year.

Anchorage Academic programs will provide:
- An environment where faculty, parents, and students promote the welfare of others.
- Expectations where students are encouraged to take responsibility for themselves.
- Opportunities for students to develop strategies for coping with adversity and celebrating diversity.
- Challenges to set and achieve high academic goals.
- A safe environment that includes a sense of belonging.
- Opportunities for students to take risks, make mistakes and learn from them.
- Opportunities for students to understand the value of being life-long learners.

Middle School Academic Team
In late September, each middle school student receives an invitation to join the Academic Team. It is important to remember that every student can make valuable contributions to the Academic Team. Our goal is to involve as many interested and dedicated students as possible.

During practice sessions, the team members learn the rules for different events, plot their competition strategy, and expand their knowledge of Kentucky’s Core Content through exploration and review activities. Team members are expected to attend practice each week from late September until the Governor’s Cup Competition in February. Team members with excellent attendance, exemplary behavior, and improved statistics are given first consideration during the competition selection process. After Governor’s Cup, the team takes a short break. Then an optional spring practice schedule is set for team members interested in any of the competitions held in the spring. The Middle School Academic Team activities are described below:

Pre-Season – Volunteers represent Anchorage in any pre-season invitational tournaments.

**Kentucky Governor’s Cup Competition** - January, February, March
Team members may participate in these events sponsored by the Kentucky Association for Academic Competition (KAAC): Quick Recall (team competition); Written Composition (individual on-demand writing); and Written Assessments (individual multiple-choice test) in Mathematics, Science, Social Studies, Language Arts; and Arts/Humanities. Students compete at the District level for the opportunity to advance to the Regional and State Competitions.

**American Scholastic Academic Challenge** - February
Academic Team members may choose to compete in the American Scholastic Achievement League’s 100-question Academic Challenge. This activity affords students the opportunity to take a general knowledge test on-line. Individuals are recognized for academic excellence.

Special Invitations – late September - May
When the team receives invitations for other academic events throughout the year, interested and available Academic Team members may opt to participate in additional activities.

Middle School Academic Team Participant Fee: $115

**6th Grade Academic Team**
In September, each sixth grader receives an invitation to join the 6th Grade Academic Team. Recognizing that each student can make valuable contributions to the team, our goal is to involve as many interested and dedicated students as possible.
Team members are expected to attend practice each week. During the practice sessions, the team members learn the rules for different events and expand their knowledge of Kentucky’s Core Content through exploration and review activities. Team members with excellent attendance, exemplary behavior, and improved statistics are given first consideration during the competition selection process. The 6th Grade Academic Team activities are described below:

**Kentucky Colonels Sixth Grade Academic Showcase - December**
This event, similar to the Governor’s Cup Competition, is sponsored by the Kentucky Association for Academic Competition (KAAC). Academic Team members compete in the Quick Recall tournament. Individual team members may also participate in Written Composition and multiple-choice Written Assessments in Mathematics, Science, Social Studies, Language Arts, and Arts/Humanities. A separate 6th Grade competition exists since it can be harder for a 6th grader to be competitive with the 7th and 8th graders for the Middle School Team.

**American Scholastic Academic Challenge - February**
Academic Team members may choose to compete in the American Scholastic Achievement League’s 100-question Academic Challenge. This activity affords students the opportunity to take a general knowledge test on-line. Individuals are recognized for academic excellence.

6th Grade Academic Team Participant Fee: $85

**4-5 Academic Team**
In late October, each fourth and fifth grade student receives an invitation to join the Academic Team. Students are expected to attend at least one practice each week from November – March. Practices give students the opportunity to enhance individual skills while contributing to a group endeavour. During the practice sessions, the team members learn the rules for different events and expand their knowledge of Kentucky’s Core Content through exploration and review activities. Team members with excellent attendance, exemplary behavior, and improved statistics are given first consideration during the competition selection process. The 4-5 Academic Team Activities are described below:

**Kentucky’s Governor’s Cup Competition - February and March**
The Academic Team members participate in the following Governor’s Cup events sponsored by the Kentucky Association for Academic Competition (KAAC): Quick Recall (team competition); Written Composition (individual on-demand writing prompt); and Written Assessments (multiple choice) in Mathematics, Science, Social Studies, Language Arts; and Arts/Humanities. Students compete at the District level for the opportunity to advance to the Regional Competition.

4/5 Academic Team Participant Fee: $105

**MATHCOUNTS (Grades 6-8)**
MATHCOUNTS provides engaging math programs to US middle school students of all ability levels to build confidence and improve attitudes about math and problem solving. The club meets on Tuesday and Thursday mornings from 7:10am to 7:50am.
Registration fee: $20

**LEGO Robotics Team (Grades 4-8)**
The purpose of robotics is to inspire students through the use of technology to become problem solvers, engineers, and collaborative workers. The students will learn how to program robots to complete designated tasks. Practice starts in August and runs through December. The competition is typically scheduled on the first Saturday of December. If the team advances to the State Tournament, the practices will continue in January and February.

Registration fee: $125
**KUNA (Grades 6-8)**
The Kentucky United Nations Assembly (KUNA) is a 3-day experiential learning conference (March) in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues. All assembly programming sessions will take place at the Galt House, Crowne Plaza, and Marriott Hotels located in Louisville, KY.

Participant Fee: fee dependent upon registration/travel costs

**KYA (Grades 6-8)**
The Kentucky Youth Assembly (KYA) is a 3-day (Nov.-Dec.) experiential learning program in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth. All Assembly programming sessions (except Capitol Debate) will take place at the Crowne Plaza Hotel in Louisville, KY.

Participant Fee: dependent upon registration/travel costs

**ATHLETIC PROGRAMS**
Anchorage School offers a full range of athletic opportunities for students during all three seasons of the school year. Anchorage Athletics will provide an:

- Opportunity for students to participate on a team, to learn the values of team building, working together and playing together.
- Opportunity for students to learn about good sportsmanship, equity, effort, valuing others, enthusiasm and spirit of fair play.
- Opportunity for students to belong to a school team and a team sport.
- Opportunities for students to value the skills and abilities of others on their team.
- Opportunity for students to understand the value athletics may add to their lives.
- Opportunity for students to create a healthy identity, which includes exercise through athletics.

Please contact Athletic Director Tom Clemons (tom.clemons@anchorage.kyschools.us) with any athletic questions regarding the following sports:

- Cross Country
- Soccer
- Field Hockey
- Basketball
- Cheerleading
- Track

**Parent/Player Meetings**
The coach in each sport will have a parent/player meeting before or at the first practice. The purpose of this meeting is to communicate information to the parents and players the expectations for the season. Parents and students will be asked to sign an agreement to abide by coach’s rules for participation in each sport.

**Sports Physicals**
All participating athletes, no matter what grade or program, **MUST** have a KHSAA sports physical on file and all other medical records must be up-to-date and on file in the school health records prior to participating in any extracurricular athletic program. The Board approved KHSAA form is available at your doctor’s office, the school office and at the following link on our website: [https://anchorage-school.org/parents/school-forms/](https://anchorage-school.org/parents/school-forms/). Sports physicals are valid for one year from DATE of EXAMINATION. **There is also an additional CODE of CONDUCT form the parent & student need to sign yearly. That form and signature page are incorporated as a part of this handbook.** The form is also available in the Records Office.

**Interscholastic Teams**
Participants in the interscholastic sports, Anchorage teams who play teams from other schools, in Soccer, Field Hockey or Basketball, will be assigned to teams which will be determined by number of interested participants.

Students on these teams may participate in two days of ability drills and play to demonstrate their skill levels. Afterwards the coaches will discuss their observations with the administrative team (Administration and the AD) who will develop the final team rosters. No public notification lists will be posted. Coaches will contact their team for the
Parent/Player meeting. Students may be individually counselled to participate on the team as managers, assistants, etc. All students who want to be a part of the team will belong to the team in some fashion. When a complication arises due to the number of students participating, too few or too many, the administrative team will decide what is best for the players, students and overall program.

**Fall Season:**

**K – 8th Grade All-Girls’ Cheerleading Squad**

Anchorage cheerleading practices once a week, and begins the first Monday after Labor Day. The season runs through the Anchorage Invitational Basketball Tournament which is held the first weekend in February. Anchorage cheerleaders cheer at all home middle school basketball games. Because the cheerleaders are separated into three, and sometimes four squads, they typically cheer between 10 and 12 games per season. The registration fee includes the Anchorage cheerleading vest and skirt and all coaching fees. Individual cheerleaders are required to purchase the remaining items needed for the season, which is outlined in the parent and cheerleader information session held before the season begins.

Fee: $110

**K-8th Grade Girls’ and Boys’ Cross Country Interscholastic Team**

Begins in August and ends in October. Players purchase their jersey, shorts, shoes and socks. Practice is one to two times per week. There are 5-6 Meets and one Invitational Meet at the end of the season.

Fee: $110

**Anchorage Public School Athletic Program (APSAP) Coed Soccer 5th-8th Grade Interscholastic Teams**

From August to the first of October. Jerseys are provided. Players purchase their shorts, shin guards (mandatory), socks, and shoes. Practice twice a week. Approximately 9 – 10 games per season and one tournament for each team.

Fee: $110

**Anchorage Public School Athletic Program (APSAP) Field Hockey 5th-8th Grade Interscholastic Teams**

From August to late September. Participant fee includes the use of a kilt and a jersey for all players. Participants must have shin guards, NFHA approved eye protection, brightly-colored mouth guard, stick, white socks and red socks. (Limited number of sticks available on loan to participants unsure if they want to continue in the field hockey program long-term.) Practices are twice a week. The number of games varies depending on the number of schools participating in each division each year. Each team participates in end of season tournaments.

Fee: $110

**Winter Season:**

**Anchorage Public School Athletic Program (APSAP) Girls’ and Boys’ 5th-8th Grade Basketball Interscholastic Teams**

Practice begins late September and the seasons runs through the first week in February. Registration fee includes a uniform. Players purchase shoes, and socks.

During pre-season all teams practice 2-3 times per week. During regular season game schedules will dictate the number of practices. All teams will participate in a tournament.

Fee: $110

**Spring Season:**

**Anchorage Public School Athletic Program (APSAP) 5th-8th Grade Girls’ and Boys’ Track and Field Interscholastic Teams**

 Begins in March and ends in May. Players purchase their track shirt, shorts, shoes and socks. Practice two times per week. There are 5-6 Meets and one Invitational Meet at the end of the season.

Fee: $110

**Sports Schedules**

Check our website ([https://anchorage-school.org/](https://anchorage-school.org/)) calendar for current information regarding all programs.
**Pep Club**
By joining the Pep Club during Basketball season, every member of your immediate family can attend regular season home games free! You do the Math! There will be at least 29 home games this season!!!!

**Fees:**
- (One student in Anchorage School) - $25.00
- (Two students in Anchorage School) - $35.00
- (Three or more students in Anchorage School) - $45.00

Basketball Admission Price: $3.00 (Children under 5 free) / **Pep Club members: FREE**

**Spirit Items**
Our APTA manages all Spiritwear orders which give students the opportunity to purchase Anchorage items to promote their Anchorage School Spirit! T-shirts, sweatshirts, sweatpants, polo shirts, etc. are offered. Watch the Weekly Waves, school website or your class folders for information. Forms will be available at orientation. Orders will also be placed at the end of each month with the exception of December, May, June and July.

**Gym Wall Plaques**
If you’ve been in our South gym, the larger one, you’ve noticed how popular the wall plaques are. These plaques record a family’s last name and the graduating year of all children who attend, or have attended, Anchorage School. This is a great way to contribute to our athletic budget and to show your family’s overall support of the school. They are sold with the spirit items. Cost: $300
Anchorage School Extracurricular Program
Student & Parent Philosophy

As a student participant in the Anchorage School extracurricular program, by registering to participate in an extracurricular program I agree to:

1. Maintain a grade point average of no less than 2.0 and receive no failing grades in any school course.
2. Practice my skills independently to develop my skills to the best of my ability.
3. Follow the team/club rules or accept the consequences:
   a. 1st infraction – conference with student and coach
   b. 2nd infraction – conference with student, parent and coach
   c. 3rd infraction – conference with student, parent, administrator and coach with possible suspension from team
   d. 4th infraction – conference with student, parent, administrator and coach with possible removal from team/club
4. Understand that consequences may be more punitive than those listed above, even resulting in immediate removal from the team/club, for serious infractions and that when determining responses to misconduct, coaches and/or administrators will consider factors such as age, developmental level and disability.
5. Model good sportsmanship behavior by word and deed.
6. Support my coach and team/club members in all that I say and do.
7. Be a positive influence on my team/club and represent my school in a positive way.

As a parent participant in the Anchorage School Extracurricular Program, by signing the Parent-Student Handbook Acknowledgement (on the enrollment form) I agree to:

1. Model good sportsmanlike behavior during practices, games, club meetings and other times when involved in an extracurricular activity.
2. Be supportive of the coach and student participants at all times. If I can’t be supportive, I will be quiet in public and meet with the coach in private no sooner than one day after the conflict arises.
3. Encourage my child to practice independent skills to increase his/her skill level in all areas.
4. Have my child at practices, club meetings and games on time and to communicate with the coach immediately if my child has to miss a practice or a game.
5. Support the Team/Club Rules.
6. Uphold the philosophy of the extracurricular programs at Anchorage School as also agreed to by your child.

All required documentation, including a current KHSAA Participation/Physical Examination Form (KHSAA Form MS01/All 4 pages) must be on file in the Anchorage School Records Office before participation in any school sponsored athletics program.
Anchorage Independent Public School
2019 - 2020

STUDENT CAPABILITIES
These Student Capabilities are designed to encourage the development of our students to reach independence and increase their organizational thinking.

- **Anchorage Students bring their lunches or lunch money to school each day.**
  Parents are asked not to bring forgotten lunches to school. Students will charge lunch to their accounts.

- **Anchorage Students bring their gym clothes and gym shoes on PE days.**
  Students will be asked to walk during PE on the days that PE clothes/shoes are not at school. Parents are asked to assist their children in establishing this capability.

- **Anchorage Students bring their after-school sports and activity equipment to school.**
  Any equipment brought to school by parents will be picked up, from the front office, by the student after school hours.
Anchorage Independent Public School
2019 - 2020

SCHOOL COUNCIL POLICIES
School Council Policies

Business Solicitation Policy
Our school events should not have the appearance of marketing events for any business or company. If a business wants to donate funds or items to a school event, their business will be given credit for the donation in the Weekly Waves. Donated items may not have the business name on them.

Vendors who provide an educational service through a professional program (Dental Health, Jr. Achievement) through the invitation of a teacher may distribute vendor items to the individual students who participated in the specific vendor program.

High School Shadowing Policy
Eighth grade students and their parents have these opportunities for making the right High School decision:
1. Attend the High School Fair at Anchorage School in the fall.
2. Attend the High School Open Houses as advertised on the school websites.
3. Attend the Jefferson County Public Showcase of Schools.
4. Shadow schools when Anchorage is not in session. Current dates will be provided each year.
5. 8th graders may request 2 EHO days to shadow high schools. The request must be made 10 days prior to the shadow date. Parents are strongly encouraged to schedule all student shadow days during our fall, winter or spring breaks so that students do not miss instruction.

7th graders do not qualify for EHO or excused absence to shadow when APS is in session.

Multi-Cultural Education Policy
Anchorage School may hold performances that feature music related to religious holidays as long as the performance is not dominated by sacred music.

Students may be excused from activities related to holiday celebrations upon written request from their parents.

Religion may be studied as part of a cultural study within the classroom. For example, when curriculum dictates a study of South America, as one component of the study of the culture in South America, represented religions could be integrated into the unit of study.

At no time will staff evangelize or promote one religion or give higher value to one religion over another.

Anchorage School may acknowledge religious holidays as long as activities emphasize the secular instruction about religious tradition.

Anchorage School faculty may offer classroom programs during the school day that include religious content as long as the programs emphasize cultural rather than spiritual aspects. The program must have been reviewed by the teacher sponsor, approved by the principal and satisfied the requirement that the program contains instructional value related to the content of study in the classroom. Only those students for whom the content is a part of their curriculum may attend the program. Their parents and Anchorage School will provide alternative activities for students not participating.

Anchorage School may perform religious music as part of a program that includes secular music or music from a variety of religious traditions.

Non-School Sponsored Clubs
All Non-School Sponsored Clubs need approval to form from the school principal and are bound by the school polices governing such groups. The approval shall recognize the school’s mission and beliefs.

The clubs must submit a Mission Statement, a brief description of the club, and any membership requirements for approval. There must be a minimum number of 10 students to establish a club. The club activities must take place during non-instructional time.
All clubs shall have access to the Club News bulletin board in the cafeteria and the Community section of the Weekly Waves to advertise their club meetings. Information needs to be restricted to the following:
- Name of the club
- What grade level students may join the club
- The date, time and location of meeting
- Name and phone number or email address, etc. of contact person for questions or more information.

Clubs may not use resources from the school for their organizations, including but not limited to the use of copy machines, paper, etc.

Distribution of all literature from the club will be assigned to a table in the front hallway of the school for a period of thirty (30) days. Approval will be based on school policy.

Student religious clubs accept students in grades 7 and 8 under their statutory rights and in grade 6 with a parental letter giving permission for their child to belong to the group. School employees may not actively participate in club activities but are custodial monitors of the students to ensure the school policies are not violated and the school property not injured. The activities must be student-led and non-school persons may not control or regularly attend club meetings.

If any parent, staff member or community member has a concern regarding the content of a school-wide program, they may:
- Submit the concern, in writing, to the principal, no later than one week prior to the scheduled event.
- The Principal will review the concern with the school council and make a recommendation to the Board. Any appeal of council decisions would be in compliance with the Anchorage Board of Education policy 02.4: Appeal of Decisions.

**Student Assignment Policy**
The goal of successful student classroom assignments is to create a heterogeneous (diverse) student group that is balanced in a variety of areas which impact the classroom learning environment, including but not limited to: gender, age, learning needs, learning styles, social needs, leadership abilities, etc. Teachers will provide input in these areas to the School Administrative staff for the next school year. The administrative staff is comprised of the following administrators:
- Mrs. Haile – discipline, supervision, attendance, extra-curricular activities, LEAPS
- Ms. Wiles - 504 coordinator, social and emotional development
- Mr. Vaughn – Gifted/Talented, Instructional Programs and Extended School Services.
- Ms. Clark – Exceptional Child Services.
- Mr. Terry – Input includes all of the above areas and knowledge of the classroom teacher’s instructional style.

The administrators will develop the class rosters and submit them to the sending teachers for review. Recommended changes will be made and re-submitted until all concerns are satisfied and the roster is as balanced as possible. Then the roster will be submitted to the receiving teachers for review. Recommended changes will be reviewed with the receiving teacher until there is agreement that the roster is as balanced as possible.

Parental input may provide information regarding their child’s learning needs, social needs, learning styles, etc. Parent requests for placement in specific classrooms will not be reviewed.

**School Tour Policy**
Upon request, school tours are given to people considering moving into the district. For safety of the students and staff, these tours will be conducted when school is not in session. A tour is allowed during the school day only if the family’s realtor sets the tour appointment and accompanies the family on the tour. Classroom observations are not allowed and teaching is never interrupted for these tours. To set up a tour, please email Sara Wiles at sara.wiles@anchorage.kyschools.us.
Anchorage Independent Public School
2019 - 2020

PARENT NOTIFICATIONS REQUESTS
ESSA Qualification Notifications

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (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 Principal Andrew Terry by phone at 502.245.2121 or by e-mail at andrew.terry@anchorage.kyschools.us.

Integrated Pest Management Notification

Dear Parent or Guardian:

Each school district in the Commonwealth is required to implement a program of "integrated pest management" with the primary goal of preventing and controlling pests through strategies that may include judicious use of pesticides. The application of pesticides in the school or on school grounds during times when children are present is limited by state regulation, but there may be occasions when, after consulting with a certified pesticide applicator, the school administration determines that a pesticide application is necessary when children are present in the school. As required by state regulation, we have created a registry for parents or guardians who wish to receive an electronic message or telephone call prior to the application of pesticides in the school when children are present. Please provide the school administration your email address or phone number if you wish to be placed on this registry.

Name: ____________________________ School: Anchorage Public School

Phone Number: ____________________ Email Address: ____________________________

For more information, please contact Superintendent Kelley Ransdell by phone at (502) 245-8927 or by e-mail at kelley.ransdell@anchorage.kyschools.us.
Anchorage Public School
2019 - 2020

CODE OF CONDUCT
CODE OF CONDUCT

INTRODUCTION
The central purpose of the school system is to educate each student while holding them accountable to the standards of this Code in a fair manner. Compliance with these standards is necessary to provide:

- Orderly operation of our school;
- A safe environment for students, employees and visitors;
- Opportunities for students to achieve at a high academic level in a productive learning environment;
- Assistance for students at risk of failure or of engaging in disruptive behavior;
- Regular attendance of students;
- Protection of property.

This Code applies to all students in the Anchorage Independent School system, while in school, anywhere on the school campus, and while participating in or attending school-sponsored trips and activities. The superintendent/designee is responsible for the implementation of this Code within his/her school or at events sponsored by his/her school. Students not on district provided transportation en route to or from school are not under the code of conduct. Teachers and other instructional personnel are responsible for administering this Code in the classroom, halls, and any other assigned locations. All school employees shall administer the Code in a uniform and fair manner without partiality or discrimination. In this regard, the Board pledges its full support to all school employees responsible for implementing this Code.

Every student, parent, and school staff member receives a web link to this Code and receives instructions on how to use it. A print copy of this Code is available to students, parents and school staff upon request. The Code shall be included in all student handbooks distributed at school. In your handbook is an “Appendix” which includes definitions and selected Kentucky Revised Statues related to our Code. Please be advised, this Code may be updated during the school year due to changes in the law, after it has been distributed. *Staff may use reasonable judgment on how to apply the Code, but the Code will be enforced equitably.

This Code was developed by parents, teachers and administrators and adopted by the Anchorage Public School Council and by the Anchorage Independent Board of Education. It establishes minimum behavior standards. Recognizing that the school, grade or class may require special provisions, administrators and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

*Anchorage Independent School District does not discriminate on the basis of age, color, disability, parental status, marital status, race, national origin, religion, sex or veteran status in the programs, activities and services it provides, as required by law.

ROLES IN THE DISCIPLINE PROCESS
The Teacher’s Role in Discipline
Teachers are expected to handle their own discipline problems as much as possible. To maintain a proper educational atmosphere, the teacher may:

- give student a verbal reprimand
- require a student-teacher conference
- place student in an alternative setting
- refer student to the counselor
- notify parents for help
- assign student detention after school
- assign constructive assignments/tasks during or outside school

If inappropriate behavior continues after the interventions, the student will be sent to the principal for further action. Teachers shall refer any student reports to the principal/designee for further action when the student report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

The Counselor’s Role in Discipline
A significant number of behavioral problems are actually guidance issues. The guidance counselor is utilized by both the teacher and principal to seek positive resolution to difficulties being experienced by a student. The guidance counselor
shall refer any student reports to the principal/designee for further action when the student report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

The Principal’s Role in Discipline
This code provides general guidance for the principal and assistant principal as well as all school parties; however, each individual circumstance is unique and often requires principal discretion when administering related consequences. Principals may exercise reasonable discretion beyond the parameters of this policy -- as should teachers -- in dealing with each situation within its own context. The principal will notify parents when he/she meets with a child to discuss a behavior issue.

The Parent’s Role in Discipline
Parents should acquaint themselves with the Code of Conduct and review the code with their child/children. Parents should adhere to the appropriate guidelines and support their child as well as the school and faculty. Parents modeling the behavior they expect of their children is the most effective form of teaching expected behavior.

Procedures for Expressing Parental Concerns: When there is a concern, the parent should first go to the teacher involved. The teacher will report the concern to the principal for review. If the parent is dissatisfied with the teacher’s handling of the concern, the parent may proceed to the principal. If the concern remains after these two meetings, the parent may present specific concerns to the superintendent. Only after meeting with the teacher, principal and superintendent should the parent approach the Anchorage Independent School Board.

The Student’s Role in Discipline
Students are expected to read and/or be familiar with the Code of Conduct which they should follow. Students will assume responsibility for their own actions and are expected to show respect for school personnel, other students, the personal property of others, and the school buildings and grounds.

Conduct Towards Staff and Students
No person shall direct speech or conduct toward a teacher, administrator or other school staff functioning as a board employee, when the person knows or should know that such will disrupt or interfere with normal school activities or undermine the good order and discipline of the school. No person shall bully, harass or abuse any student, school employee or visitor to the school.

STUDENT CONDUCT
Students shall abide by the laws of our state and nation and exercise self-control as required by the particular situation and school rules, or be subject to removal from the classroom setting or denied participation in extra-curricular activities or field trips.

Examples of prohibited behaviors include, but are not limited to:

1. Disruption of School, Including Fighting and Physical Assault

2. Possession/Use/Distribution of a Weapon or an Object Resembling a Weapon
Any object may be removed from students when a teacher has reason to believe that it may be used in an unauthorized manner to cause harm to person or property.

Administrators retain full authority to determine what constitutes a weapon for school disciplinary purposes especially when evaluating potential danger and may consider the intent of the student.

3. Use/Possession/Distribution of Alcohol, Drugs, Controlled Substances, Drug Paraphernalia, Volatile Substances and/or Unauthorized Prescription or Over-the-Counter Medications
A student may be considered to have “used” these substances when one or more of the following indicators are noted: vomiting, staggering, odor, incoherence/disorientation, slurred speech, dilated pupils, and/or other physical evidence. Please see Appendix A for definitions of “Controlled Substance, Drug Paraphernalia and Volatile Substance.”
Toward the goal of maintaining a drug and alcohol-free environment, while acknowledging that drug and alcohol dependency is an illness that requires assistance and treatment, the Board fully supports the provision of instruction in the areas of substances abuse prevention and intervention.

4. Use or Possession of Tobacco Products/Alternative Nicotine or Vapor Products

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

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

In addition to disciplinary consequences, violators will be given information about the health risks of tobacco use and assistance if they decide to quit using tobacco products.

5. Theft and Abuse of School Property or the Property of Others

6. Harassment/Bullying/Cyberbullying/Intimidation

ANTI-BULLYING POLICY – Anchorage Public School prohibits acts of harassment, intimidation or bullying.

Kentucky has relevant laws against harassment, bullying, cyberbullying and harassing communications. These laws provide the basis for the definitions of harassment and cyberbullying set forth in this code of conduct. Please see Appendix A for a definition of each.

In the event that harassment, bullying and/or intimidation is determined to exist, following investigation and due process, the offending student(s) will be disciplined in accordance with the Code, including without limitation, referral to local officials for legal action where appropriate. Additionally, the school shall consider the appropriateness of a variety of intervention strategies and then implement appropriate intervention strategies for the offending student(s) in an attempt to prevent future harassing conduct. The school shall also consider the appropriateness of and necessity for a variety of counseling options for the complainant and the respondent.

Responsibility of Bystanders

Anchorage Public School prohibits both active and passive support for acts of harassment, intimidation or bullying. The staff should encourage students to walk away from these acts when they see them, and report them to the designated authority.

Harassment/Bullying/Cyberbullying/Intimidation Reporting and Investigation Procedure:

A student who feels aggrieved or reports when others are being harassed, bullied or intimidated may make a written complaint to the building principal or other office administrator. Students wishing to report bullying or other violation of the Code may also report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy as well. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Employees and other students shall not retaliate against a student because s/he reports a bullying or other violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The superintendent/designee shall take measures needed to protect students from such retaliation.

Please see Policy 09.42811 and 9.422 and Administrative Procedure 09.42811 AP.2 contained in Appendix B of this handbook for further details regarding prohibited conduct and for guidelines and a form related to the reporting and investigation of sexual or other unlawful harassment.

Consequences and Remedial Measures for Harassment, Intimidation, Bullying and Cyberbullying
The consequences and remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the complainant of the act.

Factors for Determining Consequences and Remedial Measures
• Age, development, and maturity levels of the parties involved
• Degree of harm
• Surrounding circumstances
• Nature and severity of the behavior(s)
• Incidences of past or continuing pattern(s) of behavior
• Relationship between the parties involved
• Context in which the alleged incident(s) occurred

Consequences may include, but are not limited to:
• Temporary removal from the classroom
• Loss of privileges
• Classroom or administrative detention
• Referral to disciplinarian
• In-school suspension
• Out-of-school suspension, expulsion or termination - In instances involving out-of-school suspension and/or expulsion, a student shall be entitled to the appeal process set forth in the student conduct section of this code of conduct.
• Legal action

Personal and environmental remedial measures may include, but are not limited to:

Personal
• Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
• Restitution and restoration
• Transformative conferencing/Restorative Justice/peer mediation, etc.
• Peer support group
• Corrective instruction or other relevant learning or service experience
• Supportive discipline to increase accountability for the bullying offense
• Behavioral management plan, with benchmarks that are closely monitored
• Student counseling
• Parent conferences
• Student treatment/therapy

Environmental (Classroom, School Building, or School District)
• Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
• School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
• Modifications of schedules
• Adjustments in hallway traffic
• Modifications in student routes or patterns traveling to and from school
• Targeted use of monitors (e.g., hallway, cafeteria, etc.)
• General professional development programs for all staff
• Professional development plans for involved staff
• Parent conferences
• Referral to family counselling
• Involvement of community-based organizations
• Development of a general bullying response plan
• Peer support groups
• Law enforcement involvement (e.g., police officer, juvenile officer)
**Terroristic Threatening**

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)

Terroristic Threatening in the second degree includes, other than as provided in KRS 508.075, when a person, including a student, intentionally:

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**Harassment, Intimidation, Bullying and Cyberbullying Resources**

The following webpages can provide resources to parents, students, school teachers and staff, administrators, and the general public on recognizing bullying behaviors; providing strategies for preventing and intervening in bullying situations, and counseling for the offenders; and supporting and protecting the victims of bullying.

- [Bullying: What You Need to Know](http://www.stopbullying.gov/image-gallery/what-you-need-to-know-infographic.html)
- [Kentucky Center for School Safety](http://www.kyccs.org/bullying.php)

**7. Sexual Harassment/Discrimination**

The present state of the law suggests that sexual harassment is based upon the views and reaction of the person to whom or about whom the conduct is directed, not those of the person who is accused of sexual harassment. That the offending party did not intend to commit sexual harassment or did not believe that he or she was harassing the other person may be no excuse for offensive or illegal conduct. Please see Appendix A for a definition of “sexual harassment.”

A non-exhaustive list of examples of conduct that constitutes sexual harassment and/or discrimination includes:

- Comments, slurs, innuendoes, cartoons, pictures, magazines, written or photographic material, pranks, epithets, threats, derogatory remarks, offensive jokes, teasing and other conduct of a physical or verbal nature on the basis of the above classifications
- Instances involving sexual violence
- Use of the Internet, voice-mail, email and other forms of telecommunication, computers, printers, photocopiers, telefaxes and other technological equipment to view, download, or communicate offensive, obscene or other salacious material
- Destroying or damaging an individual's property based on the basis of the above classifications
- Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of a disability, are unable to comprehend fully or consent to the activity

**Sexual Harassment/Discrimination Reporting and Investigation Procedure:**

Students or parents who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report the incident to the principal. In the event the individual responsible for the alleged harassment is the principal, the complainant shall report the incident to the superintendent who, in turn, shall notify the Chair of the Anchorage Board of Education. In the event the individual responsible for the alleged harassment is the superintendent, students shall report the incident(s) to the Title IX coordinator/program coordinator who, in turn, shall notify the Chair of the Anchorage Board of Education. The Chair of the Anchorage Board of Education shall name a designee under these guidelines who may take interim measures to protect complainants during investigation.

Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. All school employees are required to report alleged violations of Policy 09.42811 to the principal or the principal’s designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Please see Policy 09.42811 and Administrative Procedure 09.42811 AP.2 contained in Appendix B of this handbook for further details regarding prohibited conduct and for guidelines and a form related to the reporting and investigation of sexual or other unlawful harassment. Please see Appendix A for related definitions.

**8. Terroristic Threatening**

Terroristic Threatening in the second degree is defined in state law (KRS 508.078)
1. With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

2. Makes false statements by any means, including by electronic communication, for the purpose of:
   1. Causing evacuation of a school building, school property, or school-sanctioned activity;
   2. Causing cancellation of school classes or school-sanctioned activity; or
   3. Creating fear of serious bodily harm among students, parents, or school personnel.

Such threats to our students and school staff are totally unacceptable and will not be tolerated. As a result, the purpose of this section is to notify all parents and guardians that school district officials (in coordination with responding law enforcement agencies) will pursue immediate legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, we will advocate to our highest ability that the prosecution of these individuals be swift and their punishment be severe.

Our approach to eliminating terroristic threatening in our school and district is strong and unwavering, and as a result, it is imperative that you discuss this critically important matter with your student. Please do your part to ensure that your student never becomes a party to such an offense by educating him/her on the seriousness of its consequences.

We also encourage and ask parents, students and community members to make a report if they have information about an unsafe situation. To encourage that communication Anchorage School subscribes to the S.T.O.P.! Tipline which is an online reporting/prevention tool. This S.T.O.P.! Tipline in no way replaces the face to face open communication and relationships built at our school. The S.T.O.P.! Tipline is just one more tool available for use by students or parents to communicate unsafe situations at school. One unique attribute of an “online” tipline is its availability. A student, parent or community member can submit information day or night. Also, some students may feel more comfortable utilizing an on-line format to report a situation instead of a face to face meeting with school officials. The main purpose of the tipline is to add another layer of accessibility between student and trusted school personnel. This tipline is not for immediate response. If anyone needs immediate assistance, they should dial 911.

How does it work? Students, parents or community members click the “Tipline” link on the Anchorage School website and choose whether they want to submit a tip about 1) bullying, 2) violence or 3) other risky behaviors (i.e. alcohol, drugs, self-harm, sexual abuse or theft, etc…). Next, they fill-in the check boxes and provide an explanation of the behavior and click submit. Anchorage administrators will investigate tips in a timely manner and take the appropriate next steps.

9. Defiance of Authority/Refusal to Follow Directives/Disruptive Behavior/Disturbing Class/Forgery/Fraud

Students shall work cooperatively and productively with each other and with school personnel in a manner that is consistent with standards of respect and courtesy and that does not detract from a safe and orderly learning environment.

Examples of prohibited behaviors that would detract from a safe and orderly learning environment include, but are not limited to:

- Making abusive and harassing verbal or written statements regarding race, gender, disability, religion, sexual identity or nationality
- Use of profanity
- Lying
- Ignoring or breaking rules and procedures established to maintain order
- Academic dishonesty
- Otherwise behaving in a manner that is disrespectful of others
- Disrespect/insubordination
- Defiance of authority/refusal to follow directions
Each classroom and/or team will have a distinct set of classroom guidelines and expectations for students.

10. **Inappropriate Use of Technology Resources/Violation of Technology Acceptable Use Policy**
Technology resources are to be used for educational purposes and students are expected to comply with the provisions of the Acceptable Use Policy which all learners must sign before access is authorized. The Acceptable Use Policy can be found on page 4 of the Anchorage Public School Enrollment Form. This policy helps the parents understand the dangers of improper usage, exposure to unnecessary content, but most importantly helps the parents know that acceptable use is as important to the school as it is to the parents. All computer use at school by students shall be limited to class assignments or school-related projects.

**Student Guidelines for the Acceptable Use Of Technology:**
The Anchorage Board of Education supports the use of technology resources as instructional tools and expects every student to demonstrate academic honesty and appropriate digital citizenship when using those resources. The superintendent shall implement procedures for each family’s right to decide whether or not to allow their child to have access. Access is a privilege, not a right.

Students are responsible for appropriate behavior and academic honesty when using technology resources just as they are in classrooms and school hallways. Therefore, general school rules for behavior apply. Access to technology resources is offered to students who agree to act in a considerate and responsible manner. Parent permission is required before access is allowed. Based upon the acceptable use guidelines, the school administrators will deem what is inappropriate use and their decisions are final. The administration and staff may revoke or suspend user access to technology resources when these terms are violated.

The following are never allowed:

- Using school technology resources in ways which do not support classroom-related educational objectives
- Using technology resources in ways which fail to demonstrate academic honesty
- Misusing technology resources (when witnessed, misuse must be reported)
- Networking on social sites (unless for classroom-sponsored, staff-moderated, school-supported resources and activities)
- Downloading, transferring, installing, or altering software or configurations without teacher permission
- Altering hardware configurations without permission
- Accessing someone else’s account, files, or folders (with the exception of shared files needed for collaborative classroom projects)
- Placing information on the Internet which could be used to identify you or others
- Sharing your password with anyone other than teachers, administrators, or parents/guardians
- Sharing your account
- Using technology resources to harass or discriminate
- Corresponding electronically in ways which are not polite and fail to demonstrate good digital citizenship
- Emailing, messaging, or commenting about non-school related work
- Using cell phones or other electronic devices to capture or transmit audio, video, or photos of students, classwork, testing, or instructional materials without teacher permission
  (An exception may be made for events considered to be in the public arena, ex. sporting events, where the activity does not materially disrupt the event or prevent others from observing the event, or otherwise violate legal rights. School events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.)
- Using vulgar, obscene, or suggestive language in electronic correspondence
- Anonymizing or redirecting Internet or digital resources
- Accessing non-school provided email accounts via school technology
- Participating in commercial activities, promoting products, political lobbying, or illegal activities or their promotion

11. **Middle School Chromebook Care & Usage Rules/Recommendations**
Your student Chromebook is an important part of your success as a middle school student. You are expected to bring it to school fully charged daily. You must use it in accordance with the Acceptable Use Policy and Code of Conduct when home and at school. In addition, you are required to follow the rules below related to using and caring for your Chromebook. Failure to properly care for your Chromebook can result in the loss of its use. If you have any questions regarding the care of it, ask your teachers for assistance.

**Store & Protect Your Chromebook Correctly**
- Store in your locker when not in class, never on the floor or in another room.
- When not in use, store securely in its sleeve, backpack, or shoulder bag.
- Do not mishandle your backpack or shoulder bag as your protected Chromebook can still be damaged.
- Do not leave it in the car or outside as it is sensitive to environmental extremes.

**Charging Your Chromebook**
- Come to school with your Chromebook fully charged.
- Bring your charger to school if you anticipate it will lose charge.
- If you forget to charge your Chromebook your classroom will have at least one spare charger to be used on a “first-come” basis. You will need to sit wherever the charger is located. Your teacher may reduce your class participation score for the day. If you frequently fail to charge your Chromebook, you may receive disciplinary consequences.

**Never Share Your Chromebook or Account or Share a Peer’s Chromebook or Account**
- Use Your Chromebook as Directed
- Your Chromebook is to be used for school assignments and activities.
- Save all your documents to Google Drive.
- Print only school-related materials and only when given permission.
- Whether at school or home, never use your Chromebook in a way which violates the Acceptable Use Policy, this document, or Code of Conduct.

**Routine Care/Support**
- Do not open the case or try to repair your Chromebook on your own. If you need help, ask your teachers.
- If your Chromebook needs warranty repair, you will be provided with a loaner until your unit is returned from the service center. The same rules, guidelines, and requirements for use of your Chromebook also apply to your use of a loaner.
- Do not use your Chromebook in the bathroom or near a body of water.
- Never leave your Chromebook unattended. You are always responsible for it.
- Use a pre-moistened lens cleaning tissue to clean the screen. You may also use a soft cloth with Windex Vinegar Multi-Surface Cleaner (not the blue kind).
- Clorox Wipes may be used to gently clean the keyboard, trackpad, and case.
- Do not place weight on your Chromebook.
- Stickers or other decorations may be added to your Chromebook, however, all personal stickers and markings must be removed from devices being returned over the summer by May 15th of the current school year. A district $25 sticker removal fine may be charged.
- Do not remove any of the manufacturer’s stickers as you might void the warranty on your Chromebook.

**Monitoring & Filtering**
- All use of your Chromebook should adhere to the Acceptable Use Policy, Code of Conduct and your family’s standards for accessing the Internet. While at school, your Chromebook will additionally be subject to the firewall and monitoring policies required by the Kentucky Department of Education and Anchorage Public School.
- The use of your Chromebook does not imply the right to privacy. In other words, be aware that your
files and usage may be seen by teachers, administrators, and your parents.

- Whether at school or home, if you encounter something on the web which makes you uncomfortable or that you believe would violate the AUP or the Code of Conduct, inform your teacher and your parents.

**Lost Chromebook**
- If you lose your Chromebook, immediately notify your teachers.
- Parents are responsible for the expense of replacing a lost or stolen Chromebook.
- A replacement Chromebook will be issued when the school has been compensated for the lost unit.

**CODE OF CONDUCT DISCIPLINARY MEASURES**

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, a variety of disciplinary measures have been developed to reflect levels of maturity and self-discipline. The following list outlines the range of behavior management options (disciplinary measures) that may be used by school personnel to address code violations, including violations of federal, state or local laws, both initially and upon repeat violations. The list of behavior management options is for the elementary and middle school grades.

When determining responses to misconduct, administrators will consider other factors such as age, developmental level, and disability.

**Behavior Management Options**

References: KR 158.150; KRS 158.153; KRS 158.154; KRS 161.190; USC 1400; 707 KAR 1:280-1:380

- Parent Conference
- Loss of Lunchroom and/or Technology Privileges
- After/Before School Detention
- In-School Suspension
- Removal from Extra-Curricular Activities
- Removal from Field Trips/Class Trips
- Short-Term Suspension from School (1-3 days)
- Long-Term Suspension from School (4-10 days)
- Referral to Law Enforcement and/or Other Agency
- Initiate Expulsion Procedures

**Suspension**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension. Long-term projects assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.

Students serving a short-term or long-term out of school suspension shall not be eligible to attend field trips or participate in extra-curricular activities from the time the suspension is assigned by an administrator until the morning of the return to school after the full suspension has been served.

**Appeals & Due Process**

In matters of discipline resulting in suspension or expulsion, the student who has allegedly committed a breach of rules is entitled to due process. In general, due process includes:

1. Being informed of charges and evidence
2. Being given the opportunity to present one's case
3. Having the right of appeal

Appeals may be made in writing through the administrative channels. Written appeals will receive a written response. The sequence of appeal begins with the principal. The next step is with the superintendent with a final resolution through the Board of Education. You may contact the principal, but there is no appeals process for behavior issues that result in disciplinary action that does not constitute suspension or expulsion.
Suspension/Expulsion Procedures for Students with Disabilities

Special consideration should be given when dealing with disciplinary problems of students with disabilities. Frequently, these students' disciplinary problems are due to their disabilities.

Our Exceptional Child Educator teachers are trained to manage discipline and behavior with many special techniques. The principals are encouraged to be supportive and active in those efforts. If the procedures are well defined and implemented consistently, most severe problems may be avoided. Students may learn appropriate school behavior and proper social skills.

If further consequences are needed for inappropriate behavior, then the principal and assistant principal will use procedures that are implemented with regular program students.

Suspension may be used with students with disabilities, especially if it is a part of a well-defined management program. Prior to a student with disabilities accumulating ten days of suspension, an Admission and Release Committee (ARC) shall meet to discuss the student’s behavior problems. The ARC will initiate a functional behavioral assessment and behavioral intervention plan. As soon as practicable after developing the functional assessment, the ARC will convene to address behavior and shall implement those interventions. The appropriateness and correct implementation of the Individual Education Plan (IEP) will be determined in an ARC meeting. A review by the ARC and other qualified personnel shall be conducted regarding the relationship between the student’s disability and the behavior subject to the disciplinary action.

The ARC will determine if the behavior is a manifestation of the disability. If the ARC determines that the behavior is a manifestation of the student’s disability, the student shall not be subject to further suspension or expulsion for the incident that was the subject of the manifestation determination. If the ARC determines that the behavior is not a manifestation of the disability, the relevant disciplinary procedures applicable to all students may be applied to the student in the same manner in which they would be applied to students without disabilities.

Expulsion is rarely, except in extreme cases, used with students with disabilities. If recommended, all ARC procedures must be followed, and it must be clearly documented that the behavior problem was not related to the student’s disability. Furthermore, even if a student with a disability is expelled, education services will continue.

**GRIEVANCE PROCEDURES**

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

1. From Student to Teacher
2. From Teacher to Principal
3. School Council, if appropriate
4. From Principal to Superintendent
5. From Superintendent to Board

The order of appeal shall not be construed to mean that students are not free to confer with the superintendent or board whenever they so wish. However, if the grievance concerns discipline of an individual student, the board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the board’s discretion or authority, the board will consult with legal counsel.

Please see Administrative Procedure 09.4281 AP.1 (Grievance Procedures) details regarding filing a grievance and related procedures in Appendix B.
APPENDIX A

Bullying -- 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.

Complainant – Any student or parent of a student, making a complaint in writing alleging harassment on the basis of sex as determined in Title IX of the Education Amendments of 1972, or any student or parent of a student making a complaint in writing alleging intimidation or bullying.

Complaint – An oral or written claim by a student, or a parent of a student on behalf of a student, that the student has been unfairly or inequitably treated as a result of sexual discrimination, intimidation or harassment.

Controlled Substance – Defined in federal regulation and includes such drugs as marijuana, narcotics, steroids, hallucinogens, and illegal stimulants or depressants.

Coordinator – The person designated to serve as coordinator of Title IX for the Anchorage Independent School District as hearing officer for appeals made from decisions rendered by the principal.

Cyberbullying – Occurs when, with intent to intimidate, harass, annoy, or alarm another person, a student communicates 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 includes, but is not limited to, conduct reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Examples of cyberbullying include posting sensitive, private information about another person, pretending to be someone else, pretending to be someone else in order to make that person look bad, and intentionally excluding someone from an online group while at school.

Drug Paraphernalia – All equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Harassment – In addition to sexual harassment, similarly, other unlawful harassment is any physical, verbal, or visual conduct based upon any other impermissible classification including race, color, national origin, age, religion, sexual orientation, marital status disability, or veteran status which has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or environment. Harassment of this type, as well as sexual harassment, unreasonably creates an intimidating, hostile and offensive work and educational environment and may detract from a student’s educational experience, such that a victim-student is effectively denied equal access to the school’s resources and opportunities.

Parent – Any natural parent a legal guardian or custodian of a student legally enrolled in the Anchorage Independent School District.
Sexual Harassment – Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based upon sex may constitute sexual harassment, a form of illegal sex discrimination prohibited under state and federal law. This conduct is unlawful when (1) submission to the conduct is an explicit or implicit term of a student’s education, or (2) submission to the conduct is used as the basis for decisions implicating a student’s education, or (3) the conduct has the purpose or effect of unreasonably interfering with a student's educational performance.

Student – Any individual legally enrolled in the Anchorage Independent School District.

Volatile Substance – Any glue, cement, paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when inhaled may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of the auditory, visual or mental process.
APPENDIX B
Selected Anchorage Independent School Board Policies and Procedures

Sexual and Other Unlawful Harassment Policy

Definition
Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based upon sex may constitute sexual harassment, a form of illegal sex discrimination prohibited under state and federal law. This conduct is unlawful when (1) submission to the conduct is an explicit or implicit term of a student’s education, or (2) submission to the conduct is used as the basis for decisions implicating a student’s education, or (3) the conduct has the purpose or effect of unreasonably interfering with a student’s educational performance.

Similarly, other unlawful harassment is any physical, verbal, or visual conduct based upon any other impermissible classification including race, color, national origin, age, religion, sexual orientation, marital status disability, or veteran status which has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or environment. Harassment of this type, as well as sexual harassment, unreasonably creates an intimidating, hostile and offensive work and educational environment and may detract from a student’s educational experience, such that a victim-student is effectively denied equal access to the school’s resources and opportunities.

The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate the provisions of policy 09.422.

Prohibited Conduct
For purposes of this policy, prohibited conduct includes, but is not limited to, the following:

1. Comments, slurs, innuendoes, cartoons, pictures, magazines, written or photographic material, pranks, epithets, threats, derogatory remarks, offensive jokes, teasing and other conduct of a physical or verbal nature on the basis of the above classifications;
2. Instances involving sexual violence;
3. Use of the Internet, voice-mail, email and other forms of telecommunication, computers, printers, photocopiersons, telefaxes and other technological equipment to view, download, or communicate offensive, obscene or other salacious material;
4. Destroying or damaging an individual's property based on the basis of the above classifications, and
5. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of a disability, are unable to comprehend fully or consent to the activity.

In addition to the nonexclusive examples of prohibited harassment described above, sexual harassment includes, without limitation, such actions as sexually oriented statements, verbal “kidding,” “teasing” or jokes, foul or obscene language or gestures, display of foul or obscene printed or visual material, violation on one’s “personal space,” references to one’s sex life or experiences or sexual activities, spreading sexual rumors, and any physical contact of a sexual nature, including massaging, patting, pinching, or brushing against another’s body. While such conduct generally can amount to sexual harassment only if it is both unwelcome and either severe or pervasive, the Board of Education prohibits such conduct.

Prohibition
Sexual and other unlawful harassment as described above is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

Disciplinary Action
Students who engage in sexual or other unlawful harassment of an employee or another student on the basis of any of the classifications listed above shall be subject to disciplinary action including but not limited to suspension or expulsion.

Guidelines
Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report the incident to the Principal. In the event the individual responsible for the alleged harassment is the Principal, the student shall report the incident to the Superintendent who, in turn, shall notify the Chair of the Board.
of Education. In the event the individual responsible for the alleged harassment is the Superintendent, students shall report the incident(s) to the Title IX Coordinator (Director of Instruction) who, in turn, shall notify the Chair of the Board of Education. In either of these situations where the alleged incident involves the Superintendent or the Principal, the Chair of the Board of Education shall name a designee under these guidelines who may take interim measures to protect complainants during investigation.

The Principal is the person responsible for receiving reports of harassment at the school level. Otherwise, reports of harassment may be made directly to the Superintendent. Additionally, if sexual harassment or discrimination is being alleged, reports may be made to the Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. To the extent possible, students will be asked to submit a written report of the harassment, containing sufficient facts to enable the investigating party to conduct a meaningful inquiry into the facts and circumstances surrounding the complaint.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim’s Principal, who shall immediately forward the information to the Superintendent.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment to commence as soon as circumstances allow, but not later than five (5) working days of receipt of the original complaint, regardless of the manner in which the complaint is communicated to a District administrator. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

   The Superintendent/designee may take interim measures to protect complainants during an investigation.

2. A process to identify and implement, within five (5) working days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment. If corrective action is not required, an explanation shall be included in the report.

3. Dissemination of this policy to all students, which shall include:

   • Written notice to be signed by each student and his/her parent acknowledging receipt of the policy as part of the Board-approved code of acceptable behavior and discipline,
   • Age-appropriate activities during the first month of school to include an explanation of prohibited conduct and the necessity for prompt reporting of alleged harassment, and
   • Such other measures as determined by the Superintendent/designee.

3. Development of alternate methods of filing complaints for individuals with disabilities and others needing accommodation.

When sexual harassment is alleged, the District's Title IX Coordinator, as designated in the student handbook/code, shall be notified.

**Notifications**

Within twenty-four (24) hours of receiving a serious allegation of harassment, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment.

In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.)

In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.¹

**Confidentiality**

Interviews may be conducted with the parties involved, teachers and other students, employees or involved parties who may be able to provide meaningful and reliable information. Interviews and other investigatory activities will be conducted with the utmost discretion and respect for the privacy and anonymity of all parties. Except as otherwise required to conduct the investigation, all complaints will be kept confidential to the maximum extent possible.

**False Complaints**

Deliberately false or malicious complaints of harassment or the deliberate submission of false information regarding a complaint may result in disciplinary action taken against the complainant or dishonest party.

**Appeal**

Upon the completion of the investigation and correction of the conditions leading to the harassment, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. In the event the complained harassment directly involved the Superintendent, any party may appeal in writing any part of the findings and corrective actions to the Board of Education.

If a supervisory staff member is an alleged party to the harassment complaint, provision shall be made for addressing the complaint to a higher level of authority.
Failure by employees to report, notify, and/or initiate an investigation of alleged harassment as required by this policy, or to take corrective action shall be cause for disciplinary action.

**Retaliation Prohibited**

The Board of Education prohibits any form of retaliation against any student or employee for submitting a bona fide complaint in accordance with this policy, for assisting in a complaint investigation, or for opposing conduct believed to violate this policy. Any person who retaliates or threatens to retaliate will be subject to disciplinary action, including termination.

Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

**Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.426.

**References:**

1. **KRS 158.156**
2. 42 USC 2000e, Civil Rights Act of 1964, Title VII
3. Racial Incidents and Harassment Against Students at Educational Institutions;
4. Investigative Guidance (U.S. Department of Education)
5. U. S. Supreme Court - Franklin vs. Gwinnett County
6. 29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)
7. Regulations Implementing Title VII
8. 20 U.S.C. 1681, Education Amendments of 1972, Title IX
10. Regulations Implementing Title IX

**Related Policies:**

03.162, 03.262, 09.13, 09.2211, 09.227, 09.422, 09.426, 09.438

Adopted/Amended: 7/27/2015
**Harassment/Discrimination Reporting Form**

This form provides the opportunity for a student or parent to report violation(s) of Board Policy 09.42811 and to secure an equitable and prompt resolution. This procedure shall be implemented in compliance with Board Policy 09.42811 and shall be used to document all complaints, whether addressed informally or formally.

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Student's Age</td>
<td>Date of Birth</td>
<td>Student’s Phone Number</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td>Grade</td>
<td>Homeroom/Classroom</td>
<td></td>
</tr>
<tr>
<td>Name of Parent/Guardian</td>
<td></td>
<td>Daytime Phone #</td>
<td></td>
</tr>
</tbody>
</table>

**Confidentiality**

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

**Harassment/Discrimination Complaint (Use additional sheets if necessary.)**

Date(s)/approximate time of the alleged incident(s): ________________________________

Place alleged incident(s) occurred:

- □ sexual
- □ racial
- □ on the basis of national origin
- □ on the basis of disability
- □ other type of harassment/discrimination? If other, specify:

Name of person you believe is guilty of harassment or discrimination:

Position (if employee): __________ Grade (if student): _____ Other (specify) __________

If the alleged behavior was directed toward another person, name that person:

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used.

List any witnesses to these events:

**Please attach any exhibits or other tangible evidence (i.e., notes).**

What results are you seeking by filing this form?

---

I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.

---

Signature of Student ___________________________ Date __________________________

Signature of Parent/Guardian (not required) ___________________________ Date __________________________

Received by ___________________________ Date __________________________

**NOTE:**

- Students/parents wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District’s school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.


Approved/Amended: 07/27/15
Grievance Procedures

Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

Conditions

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student’s educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

Time Limits

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

Principal’s/School Council’s Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

Superintendent’s/Designee’s Involvement

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.
2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

Board of Education’s Involvement

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student’s communication. If the student does not wish to make a verbal presentation, the student’s right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

NOTE:

- Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.

Related Procedures:

08.13451 AP.1
09.42811 AP.2

Review/Revised:6/15/2015
**Bullying/Hazing**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

**Actions Not Tolerated**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

**Bullying Defined**

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.

**Reports**

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

The District Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim’s Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

**Other Claims**

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

**References:**

1. KRS 158.150
2. KRS 158.148
KRS 158.156
KRS 160.290
KRS 525.080
Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Related Policies: 03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.428; 09.4281; 09.42811; 09.438, 09.2211 (report required by law)

Approved/Amended: 07/25/16
158.148 Definition of "bullying" — discipline guidelines and model policy — Local code of acceptable behavior and discipline — Required contents of code.

(1) (a) 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.

(b) 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.

(2) In cooperation with the Kentucky Education Association, the Kentucky School Boards Association, the Kentucky Association of School Administrators, the Kentucky Association of Professional Educators, the Kentucky Association of School Superintendents, the Parent-Teachers Association, the Kentucky Chamber of Commerce, the Farm Bureau, members of the Interim Joint Committee on Education, and other interested groups, and in collaboration with the Center for School Safety, the Department of Education shall develop or update as needed and distribute to all districts by August 31 of each even-numbered year, beginning August 31, 2008:

(a) Statewide student discipline guidelines to ensure safe schools, including the definition of serious incident for the reporting purposes as identified in KRS 158.444;

(b) Recommendations designed to improve the learning environment and school climate, parental and community involvement in the schools, and student achievement; and

(c) A model policy to implement the provisions of this section and KRS 158.156, 158.444, 525.070, and 525.080.

(3) The department shall obtain statewide data on major discipline problems and reasons why students drop out of school. In addition, the department, in collaboration with the Center for School Safety, shall identify successful strategies currently being used in programs in Kentucky and in other states and shall incorporate those strategies into the statewide guidelines and the recommendations under subsection (2) of this section.

(4) Copies of the discipline guidelines shall be distributed to all school districts. The statewide guidelines shall contain broad principles and legal requirements to guide local districts in developing their own discipline code and school councils in the selection of discipline and classroom management techniques under KRS 158.154; and in the development of the district-wide safety plan.

(5) (a) Each local board of education shall be responsible for formulating a code of acceptable behavior and discipline to apply to the students in each school operated by the board. The code shall be updated no less frequently than every
two (2) years, with the first update being completed by November 30, 2008.

(b) The superintendent, or designee, shall be responsible for overall implementation and supervision, and each school principal shall be responsible for administration and implementation within each school. Each school council shall select and implement the appropriate discipline and classroom management techniques necessary to carry out the code. The board shall establish a process for a two-way communication system for teachers and other employees to notify a principal, supervisor, or other administrator of an existing emergency.

(c) The code shall prohibit bullying.

(d) The code shall contain the type of behavior expected from each student, the consequences of failure to obey the standards, and the importance of the standards to the maintenance of a safe learning environment where orderly learning is possible and encouraged.

(e) The code shall contain:

1. Procedures for identifying, documenting, and reporting incidents of bullying, incidents of violations of the code, and incidents for which reporting is required under KRS 158.156;

2. Procedures for investigating and responding to a complaint or a report of bullying or a violation of the code, or of an incident for which reporting is required under KRS 158.156, including reporting incidents to the parents, legal guardians, or other persons exercising custodial control or supervision of the students involved;

3. A strategy or method of protecting from retaliation a complainant or person reporting an incident of bullying, a violation of the code, or an incident for which reporting is required under KRS 158.156;

4. A process for informing students, parents, legal guardians, or other persons exercising custodial control or supervision, and school employees of the requirements of the code and the provisions of this section and KRS 158.156, 158.444, 525.070, and 525.080, including training for school employees; and

5. Information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.

(f) The principal of each school shall apply the code of behavior and discipline uniformly and fairly to each student at the school without partiality or discrimination.

(g) A copy of the code of behavior and discipline adopted by the board of education shall be posted at each school. Guidance counselors shall be provided copies for discussion with students. The code shall be referenced in all school handbooks. All school employees and parents, legal guardians, or other persons exercising custodial control or supervision shall be provided copies of the code.

Effective: July 15, 2016
525.070 Harassment.

(1) A person is guilty of harassment when, with intent to intimidate, harass, annoy, or alarm another person, he or she:
   (a) Strikes, shoves, kicks, or otherwise subjects him 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.

(2) (a) Except as provided in paragraph (b) of this subsection, harassment is a violation.
   (b) Harassment, as defined in paragraph (a) of subsection (1) of this section, is a Class B misdemeanor.

  Effective: July 15, 2008

525.080 Harassing communications.

(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 electronic or 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.

(2) Harassing communications is a Class B misdemeanor.

Effective: July 15, 2016

158.156 Reporting of commission of felony KRS Chapter 508 offense against a student – Investigation – Immunity from liability for reporting – Privileges no bar to reporting.

(1) Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing:

(a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision;

(b) The student’s age;

(c) The nature and extent of the violation;

(d) The name and address of the student allegedly responsible for the violation; and

(e) Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

(2) An agency receiving a report under subsection (1) of this section shall investigate the matter referred to it. The school board and school personnel shall participate in the investigation at the request of the agency.

(3) Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.

(4) Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.

Effective: July 15, 2008