

**FLEMING COUNTY SCHOOLS**

**WE ARE FC**



**Student-Athlete Handbook**

**2019-2020**

**Our Vision is to become a District of Distinction**

211 West Water Street | Flemingsburg, KY 41041

FLEMING COUNTY SCHOOLS

# **Student-Athlete Handbook**

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As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Board Approved: July 16, 2019

## **Introduction**

### **Handbook Purpose**

The purpose of the handbook is to acquaint you with general policies and procedures of the Fleming County Schools that govern and affect your responsibilities as an athlete.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the athlete's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office and in the Principal's office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/F03/>. Students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

This handbook is intended to be a tool to help implement local policies and procedures and guidelines established by the Kentucky High School Athletic Association (KHSAA) and other sport-specific governing bodies in the administration of student-athletics. For more detailed information about the KHSAA and the bylaws referenced in this handbook, please visit the following website:

[www.khsaa.org](http://www.khsaa.org)

### **District Mission**

The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life. Fleming County Schools...where kids are first and learning never ends.

### **Equity Statement**

All Fleming County Schools' students deserve the right to a free, safe, personalized, and equitable education without barriers and prejudice. All staff are responsible for creating the best learning environment, experiences, and opportunities that will lead to all students becoming college, career, and life ready.

**Central Office Personnel and School Administrators**

<b>Personnel</b>	<b>Telephone/E-mail (606)</b>	<b>Fax (606)</b>
<b>Superintendent</b> Brian Creasman, Ed.D.	845-5851 <a href="mailto:brian.creasman@fleming.kyschools.us">brian.creasman@fleming.kyschools.us</a>	849-3158
<b>Assistant Superintendent – Accountability/CTE</b> Lesia Eldridge	845-5851 <a href="mailto:lesia.eldridge@fleming.kyschools.us">lesia.eldridge@fleming.kyschools.us</a>	849-3158
<b>Chief Academic Officer – Transformation and Innovation/Equity Officer/Title IX/FCPA</b>	845-5851 <a href="mailto:michelle.hunt@fleming.kyschools.us">michelle.hunt@fleming.kyschools.us</a>	849-3158
<b>Director of Pupil Personnel/ Personnel/Safe Schools Coordinator</b> Carol Thompson	845-5851 <a href="mailto:carol.thompson@fleming.kyschools.us">carol.thompson@fleming.kyschools.us</a>	849-3158
<b>Director of Business and Finance</b> Andy Plank	845-5851 <a href="mailto:andy.plank@fleming.kyschools.us">andy.plank@fleming.kyschools.us</a>	849-3158
<b>Special Education &amp; Preschool</b> Melissa James	845-5851 <a href="mailto:melissa.james@fleming.kyschools.us">melissa.james@fleming.kyschools.us</a>	849-3158
<b>DTC/CIO</b> Denise Brown	845-5851 <a href="mailto:denise.brown@fleming.kyschools.us">denise.brown@fleming.kyschools.us</a>	849-3158
<b>Food Service Director</b> Jan Anderson	845-5851 <a href="mailto:jan.anderson@fleming.kyschools.us">jan.anderson@fleming.kyschools.us</a>	849-3158
<b>Director of Facilities/Maintenance/Transportation</b> <b>Greg Dunaway</b>	845-5851 <a href="mailto:greg.dunaway@fleming.kyschools.us">greg.dunaway@fleming.kyschools.us</a>	849-3158

## Harassment/Discrimination

Fleming County Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or a visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or the District's Title IX/Equity Coordinator as required by Board policy. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. **03.162/03.262/09.42811**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

Michelle Hunt	211 West Water Street, Flemingsburg, KY 41041	606-845-5851
<i>Title IX Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

Melissa James	211 West Water Street, Flemingsburg, KY 41041	606-845-5851
<i>Section 504 Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

Michelle Hunt	211 West Water Street, Flemingsburg, KY 41041	606-845-5851
<i>Equity Coordinator Name</i>	<i>Address</i>	<i>Telephone</i>

## **Fleming County Schools**

### **2019-2020 Athletic Program Overview**

#### **I. PHILOSOPHY**

Fleming County Schools has the basic mission of educating and preparing your people for productive and satisfying roles in life. Appropriate preparation requires not only the teaching of skills, but also the development of positive attitudes, constructive habits and strong overall character. Interscholastic athletics play a very important role as the school district endeavors to accomplish these objectives. The Board of Education supports the concept of interscholastic athletics and is committed to providing the maximum support possible to this program in terms of sportsmanship, academic requirements, activities, facilities, equipment and competent staffing. When effectively executed, such a program will enable each student to develop his/her full potential as well as favorable habits and attitudes that prepare him/her for adult life in a democratic society.

#### **II. VISION**

The Vision of Fleming County Schools is to become a “District of Distinction.”

#### **III. EQUITY STATEMENT**

All Fleming County Schools’ students deserve the right to a free, safe, personalized, and equitable education without barriers and prejudice. All staff are responsible for creating the best learning environment, experiences, and opportunities that will lead to all students becoming college, career, and life ready.

#### **IV. RATIONALE**

In order to accomplish the philosophy set forth, it is necessary to develop and maintain a team spirit that is based on appropriate standards. Certain regulations are necessary to prevent disruption of team spirit that could distract from the values of competition and cooperation provided by athletics.

The Athletic Program at the middle and high school must reflect the values of the district’s vision to become a “District of Distinction.” It is imperative that each sport establish high expectations that are aligned to the district’s vision.

#### **V. DISCLAIMER**

Fleming County Schools is a self-reporting school district. All infractions must be reported to the Coach, Athletic Director, Superintendent and the Kentucky High School Athletic Association (KHSAA). The Athletic Director has the responsibility to report all infractions in writing to the Kentucky High School Athletic Association (KHSAA).

## **VI. KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

The Fleming County High School Athletic Program follows all KHSAA policies and procedures. Please refer to the by-laws provided online at: [www.khsaa.org](http://www.khsaa.org)

## **VII. ADMINISTRATION OF THE ATHLETIC PROGRAM:**

A comprehensive and quality interscholastic athletic program will be provided at the middle and high school. The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic director and coach. The principal and athletic director, working together, with the principal serving as that chief athletic administrator, must develop an interscholastic program that is aligned with the mission, vision and goals of the school and district.

## **VIII. ATHLETIC DIRECTOR**

The primary responsibility of the Athletic Director is administration and supervision of the school's entire athletic program. The athletic director supervises all athletics at the secondary level to assure these programs function under the guidelines of the KHSAA and Fleming County Schools and that all policies/procedures are strictly followed.

## **IX. REQUIRED FORMS, EXAMINATIONS & MEETINGS**

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level (no exceptions) must pass an annual medical/physical examination as required by the Kentucky High School Athletic Association.

Each student seeking eligibility to participate in any school athletic or sport activity at the middle school level (no exceptions) must:

1. Pass an annual medical/physical examination as required by the Kentucky High school Athletic Association;
2. Submit to random drug testing as outlined by board policy; and
3. Attend, with a parent/guardian the annual pre-season student/parent meeting.

## **X. STUDENT-ATHLETE EXPECTATIONS**

- I will be a student first and commit to getting the best education I can. I understand that my academic progress determines my eligibility to participate in games and practices. I also understand that coaches can strengthen the academic requirements to participate in athletics.
- I will remember that participate in the athletic program in Fleming County Schools is a privilege and that I am expected to represent my school, coach and teammates with honor and respect at all times, both on and off the court or field.
- I will consistently exhibit good character and conduct myself as a positive role model.
- I will live and compete honorably. I will not cheat, steal, or engage in any other dishonest or unsportsmanlike conduct.
- I will be on time to practices and games.
- I will be a good sport; be gracious in victory and accepting of defeat with dignity; given fallen opponents help; compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
- I will safeguard my health and not engage in illegal substance use, possession, or distribution. I know that the use, sale and/or possession of alcohol, tobacco, other drugs or drug paraphernalia, other than those prescribed to me by a licensed physician, are strictly prohibited.
- I will not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of sexual or racial nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- I will treat contest officials with respect and will not complain about or argue with official calls or decisions during or after an athletic event.
- I will demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to me or to others.
- I will help promote the well-being of teammates by reporting any unhealthy or dangerous conduct to coaches, the athletic director, guidance counselor or school administration.
- I have read and understood the requirements of these expectations for student athletes. I understand that I am expected to perform according these Expectations at all times and that if I do not do so; there will be sanctions or penalties. These consequences include, but are not limited to, suspension from games, expulsion from the team, and lose of the privilege to be a student-athlete with any team associated with Fleming County Schools.

## **XI. ATHLETIC PARTICIPATION**

In participating as a secondary school athlete, it is understood that the student will accept all the responsibilities inherent in being an athlete. The decisions related to imposing disciplinary action are the responsibility of the coaching staff, Athletic



Director, and the Principal. The conduct of the athlete in school and in the community is an important part of the training program for athletes.

In order for student athletes to participate on any athletic team, the following conditions must be met. The parent/guardian must:

1. Attend the pre-season student/parent sessions;
2. Attest and sign that they and their child have read and understand the concussion protocols;
3. Turn in a completed athletic physical examination form to the school.
4. Accept responsibility for all school equipment issued him/her. It is understood that school equipment can be used or work only with the approval of the coach.
5. Realize that decisions relating to: abilities of athletes, assignments to positions, and actions that directly affect morale and performances are made by the coach in charge.
6. Demonstrate appropriate use and care of locker room facilities and adhere to specific building regulations both at home games/events and away.
7. Adhere to all district, school and KHSAA attendance requirements.
8. Understand and agree to their child being randomly tested for drugs as outlined in board policy.
9. Students must refrain from using any school athletic equipment or uniforms at any other time than during the regular sport season in which they are participating, unless approved by the Principal.
10. Any student that has a medical condition considered as life threatening and has medication for this condition is required to carry this medication at all times – with notification to the school's nurse.

## **PRACTICES**

All athletic practices are closed to the parents, guardians and the public. The coach, with permission from the Athletic Director and Principal, may open one to two practices per season for official athletic pictures.

## **FITNESS & WEIGHT LIFTING**

All high school athletes are expected to participate in some form of supervised strength and fitness training during the athletic season and also in the offseason. The purpose is to help students to build muscular foundations to prevent injury. Also, developing proper techniques to help each athlete to build strength and endurance if done correctly, can help the student-athlete develop an appreciation and encourage a life of exercise.

## **XII. DRUG TESTING**

Beginning July 1, 2017, all athletes are subject to the Fleming County Schools drug testing policy (09.313/09.423). The Fleming County Schools Drug Testing Policies can be found in the Appendices or online at [flaming.kyschools.us](http://flaming.kyschools.us).

## **XIII. EJECTIONS**

A student who is ejected from a game shall be suspended for a minimum of 2 consecutive games, including post season. (If the KHSAA bylaws dictate a longer suspension, then the KHSAA rules shall govern. Subsequent ejections will be governed by KHSAA bylaws.

## **XIV. PARTICIPATION**

It is the goal of this athletic program to offer the opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in athletics, nor is participation in athletics required. It is also to be stressed that participation in Fleming County Schools' athletic program is a privilege, not a right. Since it is a privilege, the coaching staff, in accordance with the Fleming County Schools' policy and due process procedures, has the authority to suspend or revoke the privilege when the rules and standards of this athletic program are not followed.

## **XV. TRYOUTS**

There may be times when it will be necessary to have tryouts for teams and cuts may be made. Tryout decisions are final and made by the head coach and his/her staff.

## **XVI. TRANSPORTATION**

Transportation to all athletic events is provided by Fleming County Schools. Athletes are expected to ride the bus to and from athletic events. Athletes must ride with the team to their activity to participate. If there is a change in riding due to unique circumstances, permission must be obtained from the coach. A written request to ride home with a parent/guardian, must be given to the coach and athletic director at least 24 hours before the activity, due to liability issues. The written request must be kept on file.

## **XVII. ATHLETE/PARENT/GUARDIAN/COACH COMMUNICATION**

Fleming County Schools encourages open communication among athletes, parents, guardians, and coaches. Both athletes and parents/guardians are urged to discuss their concerns with the coach in the appropriate setting and at the appropriate time.

Appropriate concerns to discuss with the coach include issues of mental and physical well-being, strategies for improving individual performance, and issues of behavior.

Issues *not* appropriate for a parent/guardian to discuss with the coaches include playing time, starting positions, team strategy, play calling, and other student-athletes.

### **Fleming County High School Panthers Athlete Expectations**

Student-athletes at Fleming County High School are dedicated, disciplined, competitive, hardworking student athletes. Team members have a confident, respectful attitude and conduct themselves with class at all times.

**Team Goals:** All teams at Fleming County High School have a long-term goal of winning a KHSAA State title. Short-term goals must be met as well, including winning both the district and regional titles. In order to achieve these goals, our players must train and play at the highest levels during the season, as well as the off-season.

**Team Rules and Expectations:** All student-athletes who participate in a school/district/KHSAA sanctioned athletic program are expected to represent the Fleming County School District in a positive manner. It is a privilege to take part in any extracurricular activity and as with any privilege, proper guidelines must be followed. In addition to the school code of conduct, players will be expected to abide by the rules outlined in this document.

### **Attitude and Respect**

1. Exhibit a positive attitude at all times and encourage teammates in a positive manner.
2. Treat others as you would like to be treated. Bullying, harassing and hazing teammates will not be tolerated.
3. Negative talk about teammates in or out of the athletic environment will not be tolerated and will result in loss of playing time or removal from team!
4. Give 110% at all times during training, practice and competitions.
5. Players will be held responsible for their own actions.
6. Every player is equally important regardless of playing time, grade, position, etc.
7. Show respect to coaches, teammates, competitors, parents, officials and yourself.
8. Being coachable and open to constructive feedback.
9. Respect all coaching decisions on and off the field.
10. All members of the coaching staff are in charge. Back talking will not be tolerated.
11. Playing with dignity and grace, regardless of winning or losing
12. Supporting other sports and under-level teams.
13. Accepting responsibility as a role model for others.
14. Exhibiting pride in their team and school.
15. Practicing self-discipline.

### **Specific Student Athlete Expectations during the Game:**

Student-athletes are expressly prohibited from engaging in the following behavior at any sporting event as a participant or as a fan:

- Fighting opponents, fans, or officials.
- Taunting opponents or officials.
- Celebrating inappropriately with the intent to demean opponents.
- Showing disrespectful attitude toward opponents or officials.
- Inciting crowd hostility toward opponents in an unsportsmanlike manner.
- Using profane and vulgar language.

### **General Student Athlete Rules**

1. Student athletes are students first. Athletes must maintain grades within Fleming County School's district policy and Fleming County High School's grading policy in order to remain eligible to play.
2. All student athletes must have a current KHSAA sports physical form on file at the school and with the coach.
3. As stated in the Fleming County High School Athletic Policy - Players must be in school all day or have an excused absence by the principal to participate in practice or games. Players suspended from school shall not participate in practice or games.
4. As stated in the school code of conduct - No pupil shall possess, use, or be under the influence of alcohol, drugs, look-alike drugs, or mood-altering substances on or off school property.
5. Always be on time! This means to be dressed and ready to go at the time the practice or competition is scheduled to begin (wearing appropriate practice gear). Players are expected to be to home games 1 hour prior to start time. If unforeseen circumstances cause a player to be late, that player is responsible for contacting the head coach BEFORE the practice or competition begins. The message should not be relayed through another player, coach or trainer.
6. Pay Attention. No talking while a coach is talking.
7. Disruptions during practice and competitions will not be tolerated. Players must understand there are times for laughter and times to be serious.
8. Leave disagreements and personal problems outside of practice and games.
9. No player should be using electronic devices during practice or competitions, even during water breaks.
10. Players will ensure all equipment is properly collected and stored at the end of each practice and/or competition.
11. If a player experiences a short-term injury they will still be expected to attend practices and competitions unless a doctor or physical therapy appointment conflicts.

- If a player experiences a season ending injury they may still attend practices and games if they wish, but it will not be required.
12. If any player has a question or issue they would like to discuss with the coaching staff, they may do so at any time. However, playing time will not be discussed directly following a game.
  13. **Student athletes represent Fleming County Schools! Any behavior on or off the field deemed unacceptable by the coaching staff will be considered grounds for disciplinary action and possible dismissal from the team!**

### **Attendance Expectations**

1. Practice and game attendance is mandatory.
2. If a player must miss a game or practice for any reason, a call to the head coach is required BEFORE the practice or game in order for the absence to be considered excused. A voicemail should be left if the head coach does not answer.
3. Unexcused practice or game absences will not be tolerated.
4. If an emergency situation prevents a player from attending a game or practice, players must notify the head coach as soon as possible.
5. If any player misses a pregame practice and the absence is unexcused, the player will not dress for that game. There is no reason besides an emergency situation that an unexcused absence should occur.
6. If a player misses a game or practice for any reason (excused or unexcused) the player may be required to participate in extra conditioning and/or training. This is not for punishment; it is to make up the missed conditioning and/or training.

## **Travel Rules**

1. Be on time for the bus.
2. Players must ride the bus to all away games. Players may leave after the game with a parent or guardian and only after they have signed the checkout sheet. **ONLY** a parent or guardian can sign a player out, this is school policy – no exceptions. There may be certain games where all players are required to ride back on the bus as a team – this will be at the coach's discretion.
3. On the way to an athletic event all players are expected to be focusing on the game. There should be no cell-phone usage.
4. On the way back to school from an athletic event, players must exhibit class, reserve and be reflective. Each coach will set return travel expectations. There should be no cell-phone usage.
5. Players are responsible for their own personal equipment.
6. Players will follow the bus rules posted.
7. Players are expected to be on their best behavior at restaurants, hotels, and opposing fields. Always clean up after yourself.
8. Players are responsible for disposing of all trash and collecting all personal/team equipment from the bus after to the school.
9. All Varsity players must stay for Junior Varsity games and all Junior Varsity players must stay for Varsity games, when the teams travel together, unless otherwise confirmed with the coach.

## **Cell Phone Expectations**

Cell phones are a distraction to game day preparations, team culture and the learning process (yes, athletics is an extension of the classroom). Student athletes **must** be fully engaged with their team and coaches for the entirety of team athletic events, including pre-game preparations and post-game travel. At no time should pictures or videos be taken of teammates or shared with others. Coaches will regulate cell phones in order to prevent distractions. Cell phones will be allowed only for use when contacting parents/guardians after an athletic event to coordinate pick-up times or for medical purposes. Cell phone regulation may be accomplished in one of two ways: 1) the Coach may collect cell phones from athletes. The coach will return the phones at least 30 minutes from arriving back at school so that student-athletes can make pick-up arrangements. 2) Give athletes a set time for all cell phones to be silenced, placed on airplane mode, **and** put away. Phones will not be used while traveling to the game, prior to the game, or traveling back to school. If the athlete cannot follow this guideline, the coach may collect the cell phone and return it at least 30 minutes from arriving back at school so that the student athlete can make pick-up arrangements. Failure to comply with this policy may result in team discipline, such as game suspensions, or dismissal from the team.

## **Social Media Expectations for Athletes**

Student-athletes are high-profile representatives of the Fleming County School District, and their behavior is subject to scrutiny by their peers, the campus, community, and the media. The actions of a single student-athlete can reflect positively or negatively not only on the individual student-athlete, but also on his or her team and coaches, the Athletics Department and the entire school campus. Therefore, student-athletes are expected to represent themselves and FCS with honor, dignity and integrity at all times – including when interacting on social networking websites and in other online environments. The popularity of social networking websites (e.g., Facebook, Twitter, Vine, YouTube, Instagram, Snapchat, Blogspot, etc.) has grown tremendously during the last few years. These websites can serve as valuable communication tools when used appropriately. The use of social media, however, has the potential to cause problems for both the student-athlete and the school environment. Almost anything a student-athlete posts on a social networking site may be viewed by others, and both the media and the general public are more likely to view the profiles of student-athletes than the profiles of other students.

The Athletics Department has developed this Student-Athlete Social Networking Guideline in order to:

- (i) Provide recommendations and suggestions for student-athletes to help them use social media in a safe and responsible manner
- (ii) Outline important rules that student-athletes must follow when using social media

## **Important Suggestions & Recommendations Regarding Social Networking Sites**

Some students mistakenly believe social networking websites have a veil of privacy about them and assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, the content on most of these sites is accessible by anyone in the general public unless security and privacy features are used. The public nature of these websites has created personal safety and personal welfare concerns. For example, student-athletes have been stalked or sexually harassed and assaulted as a result of their Facebook profiles. Fans of opposing teams have taunted student-athletes based on information obtained from social networking sites. Student-athletes also should be aware that potential employers and graduate school admissions officers now regularly screen applicants by conducting “Google” searches of an applicant’s name and by reviewing the applicant’s social networking profiles. Students are being passed over for interviews and denied admission to universities based on the content of their profiles.

Student-athletes should be very careful about what personal information they share on the internet. For their own security, protection and welfare and that of their teammates and friends, the Athletics Department strongly recommends and advises student-athletes to:

- Keep phone numbers, physical addresses, birthdates, current whereabouts, travel plans and other personal information strictly confidential. This information should not be contained in a student-athlete’s personal online profile.
- Limit the access of others to e-mail addresses and screen carefully those whom a

student athlete may accept as “friends” on a social networking site.

- Use whatever security and privacy features are available to restrict the ability of others view a student-athlete’s site or to post pictures, messages and other content on a student athlete’s site.
- If an individual contacts a student-athlete via a social networking site and the nature of the contact makes the student-athlete concerned for his or her safety or uncomfortable in any way, the student-athlete should immediately contact a parent, a coach, or a campus administrator.

## **Rules Regarding Social Networking Sites**

Participation in FCS Athletics is a privilege and not a right. As a condition of being a student athlete in FCS, student-athletes must abide by the following rules related to the use of the internet and social networking sites:

1. Any postings or communications via social networking websites which disrupt either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable.

2. Student-athletes may not post online any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the Athletics Department or the campus (examples: obscene images or language, nudity, pictures at parties with alcohol, references to drugs, sex, or illegal activities).

3. Student-athletes may not post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, coach, faculty member, or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school). No posts should depict or encourage unacceptable or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

4. Student-athletes may not post any content online that would constitute a violation of the FCS Student Code of Conduct.

5. Student-athletes may not post any information that is sensitive or personal in nature or is proprietary to the Athletic Department or the school which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

6. Student-athletes are required to abide by all laws related to the use of the internet (including state and federal privacy laws such as FERPA and HIPPA), and student athletes are personally liable for any violations of those laws.

**Student-athletes in FCS are required to abide by rules set forth in these guidelines.**



**The failure to do so will be considered a violation of the student-athlete code of conduct and/or the FCS student code of conduct. The violation may result in disciplinary action by the athletics department and the campus.**

### **Notes Regarding Playing Time**

Coaches reward all players who work hard at practice with playing time. However, the first athletic priority of the high school athletics is to instill character and sportsmanship in student athletes, followed by the priority of winning. Playing time at the varsity level is not guaranteed. Coaches have been directed not to discuss playing time during or immediately following games.

### **Summary**

Players who choose not to abide by the aforementioned rules will be subject to corrective action. While many rules are listed, it is nearly impossible to identify every situation that may occur. Other situations will be addressed as they arise and consequences may be implemented at the coach's discretion. Please make sure that you are familiar with school and district policy as it pertains to extracurricular activities and athletics. Many (not all) of the policies are included in the Appendices of this handbook.

Questions pertaining to rules, policies or protocols provided in this handbook should be directed to the Athletic Director at Fleming County High School.

Sign and return this portion to the head coach. The signed copy must remain on file with the Athletic Director and must be signed before the student may tryout or practice.

I, \_\_\_\_\_, hereby agree to the above rules and standards of behavior. I acknowledge the receipt of the 2019-2020 Fleming County Schools Student-Athlete Handbook, Team Rules and Expectations and agree to uphold a

ll expectations addressed throughout the handbook. I understand if I do not follow the rules, I may be subject to disciplinary actions including but not limited to extra conditioning, game suspension, or dismissal from the team.

Player's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign and return this portion to the head coach. The signed copy must remain on file with the Athletic Director and must be signed before the student may tryout or practice.

STUDENTS 09.313 AP.21

**Parent/Guardian Consent to Perform Urinalysis for Drug Testing**

- ❖ I hereby consent to have my son/daughter, undergo urinalysis testing for the presence of drugs in accordance with the Board of Education's Athletic Eligibility Policy, 09.313.
- ❖ I understand that this testing will occur according to the guidelines of the drug-testing program.
- ❖ I understand that the urine samples will be sent only to a licensed medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.
- ❖ I hereby give my consent to the medical laboratory selected by the Board of Education, its doctors, employees, or agents, to release all results of these tests to the District Superintendent or his/her designee and to a qualified Medical Review Officer to conduct a review as provided in policy. I understand that those results will also be made available to me.
- ❖ I understand that consent pursuant to this Consent Form will be effective for all athletic sports in which my son/daughter might participate during the current school year.
- ❖ I hereby release the Board of Education and the District's schools, their agents, and employees from any legal responsibility or liability for the release of such information and records as authorized by this form.

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*Student Name (Please print)*

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*Student Address (Street)*

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*City, State, ZIP Code*

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*Date*

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*Parent/Legal Guardian's Signature*

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*Parent/Legal Guardian's Signature*

## **APPENDICES**

### **Equity and Excellence in Education Policy**

The vision for Fleming County Schools is to become a District of Distinction. With this charge, established by the Fleming County Board of Education the Fleming County Schools District is directed to create the best learning environment, experiences and opportunities for ALL students. Furthermore, the district's vision to become a District of Distinction establishes a guiding principle and belief that ALL students deserve a safe, fun, and personalized learning experience. The board commits to remedying inequities and guaranteeing fair treatment and equitable access to a quality education for ALL students. For Fleming County Schools to be the premier public school district in Kentucky, providing an equitable education to ALL students is vision critical, not optional.

The Fleming County Board of Education is committed to the success of every student in each of our schools and to achieving our mission of ensuring that all students graduate ready for college, career and life. We believe that District administrators, teachers, staff members, communities and families broadly share the responsibility for student success. We are focused on closing the opportunity gap and creating learning communities that provide support and academic enrichment programs for all students. Additionally, we believe that it is the right of every student to have an equitable educational experience within the Fleming County Board of Education. The underlying belief is "Everyone has a right to learn, No one has the right to interfere."

The concept of educational equity goes beyond formal equality—where all students are treated the same—to fostering a barrier-free environment where all students, regardless of their race, class or other personal characteristics such as creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, or the use of a certified service animal by a person with a disability, have the opportunity to benefit equally.

This means differentiating resource allocation, within budgetary limitations, to meet the needs of students who need more supports and opportunities to become a well-rounded individual. A student whose history and heritage are appreciated and celebrated will learn better and be more successful than if that student is forced to overcome a cultural barrier.

With these commitments in mind, Fleming County Schools will:

- Ensure ALL students regardless of race, gender, or class have a safe, fun, personalized, rigorous and relevant learning experience and opportunities.
- Raise the achievement of all students while narrowing the gaps between the lowest and highest performing students;

- Eliminate the racial predictability and disproportionality in all aspects of education and its administration (e.g., the disproportionate over-application of discipline to students of color, their over-representation in Special Education, and their under-representation in various advanced learning opportunities);
- Ensure all students regardless of race or class graduate from Fleming County Schools ready to succeed in a racially and culturally diverse local, national, and global community.
- Commit to ensuring that fairness, equity and inclusion are essential principles of our school system fully integrating these principles into all of our policies, programs, operations and practices.

In order to achieve educational equity for our students, the district shall:

- A. Equitable Access**—The district shall provide every student with equitable access to a high quality curriculum, accelerated learning opportunities at all grades, real-world experiences, support, facilities and other educational resources, even when this means differentiating resource allocation;
- B. Racial Equity Analysis**—The district shall annually review existing policies, programs, professional development and procedures to ensure the promotion of racial equity, and all applicable new policies, programs and procedures will be developed using a racial equity analysis tool;
- C. Workforce Equity**— The district shall actively work to have the teacher and administrator workforce be balanced and reflect the diversity of the student body. The district will have a clear, documented process to address recruiting a diverse workforce. The district shall recruit, employ, support and retain a workforce that includes racial, gender, and linguistic diversity, as well as culturally competent administrative, instructional and support personnel;
- D. Professional Development**—The district shall provide professional development to strengthen all employees’ knowledge and skills for eliminating opportunity gaps and other disparities in achievement including:
  - Culturally Responsive Teaching
  - Differentiation for Gifted/Talented, IDEA, & ELL
  - Student Diversity (relationships & supports)
  - Socio-economic Status
  - Bullying Recognition, Prevention, & Reporting
- E. Welcoming School Environments**—The district shall ensure that each school creates a welcoming culture and inclusive environment that reflects and supports the diversity of the School District’s student population, their families, and communities;
- F. Partnerships**—The district will include other partners who have demonstrated culturally specific expertise – including families, government agencies, institutes of higher learning, early childhood education organizations, community-based

organizations, businesses, and the community in general – in meeting our high goals for educational outcomes;

**G. Multiple Pathways to Success**—The district shall provide multiple pathways to success in order to meet the needs of the diverse student body, and shall actively encourage, support and expect high academic achievement for all students;

**H. Recognizing Diversity**—Consistent with state regulations and District policy and within budgetary considerations, the district shall provide materials and assessments that reflect the diversity of students and staff, and which are geared towards the understanding and appreciation of culture, class, language, ethnicity and other differences that contribute to the uniqueness of each student and staff member.

To this end, the Board holds itself and all District and school-site decision makers, faculty, support staff and participants accountable for building a district-wide culture of equity.

The Superintendent is authorized to develop procedures to implement this policy, including an action plan (the Fleming County Schools Equity Plan) with clear accountability and metrics, addressing equity in all departments and schools. The Superintendent will provide an annual report to the Fleming County Board of Education on the progress toward achieving the goals outlined in this policy.

#### **Code of Conduct: Harassment/Discrimination**

Any student who engages in harassment/discrimination of an employee or another student on the basis of race, color, national origin, age, marital status, political beliefs, sex, or disability shall be subject to disciplinary action at the principal's/designee's discretion. This includes any act which degrades or discredits fellow pupils or which has a negative impact on an individual's academic performance, emotional stability and or security, or creates an intimidating, hostile or offensive educational environment.

References: Board Policy 09.42811; 09.422; 09.425; KRS 160.290; 160.340; 158.150

#### **Consequences:**

1<sup>st</sup> offense: 1 day in-school suspension with mandatory conference with parent/guardian prior to returning to class and completion of the Prejudice Reduction Program

2<sup>nd</sup> offense: minimum 3-day out of school suspension, mandatory parent/guardian conference prior to returning to class, with possible loss of extra-curricular activities for the remainder of the semester (and possible completion of other programs as deemed appropriate by administration)

Further offenses: out of school suspension and alternative placement or expulsion (based on severity of offense)

## SCHOOL FACILITIES

05.48

### **Weapons**

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

#### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

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

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

#### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

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

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.<sup>1</sup>

## **STATE POSTING REQUIREMENTS**

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

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.<sup>1</sup>

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

## **STATE REPORTING REQUIREMENTS**

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

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

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

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

## **ENFORCEMENT**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

## **REFERENCES:**

<sup>1</sup>KRS 527.070; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)  
18 U.S.C. §921(a)  
KRS 158.154  
KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790  
KRS 237.106; KRS 237.110; KRS 237.138 to KRS 237.142  
KRS 500.080; KRS 508.075; KRS 508.078; KRS 527:020  
Individuals with Disabilities Education Improvement Act (IDEA)  
Section 504 of the Rehabilitation Act of 1973, as amended



## **RELATED POLICIES:**

09.435; 09.436; 09.4361

## **ADMINISTRATION**

02.4241

### **School Council Policies (SBDM)**

#### **ADOPTION OF POLICY**

The school council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

1. Determination of curriculum including needs assessment and curriculum development;  
Such policies shall determine the writing program for the school, consistent with KRS 158.6453, to be submitted to the Kentucky Department of Education for review and comment.
2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
  - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advance Placement, Cambridge Advanced International, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
  - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International, dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, and transportation requirements established by the Board;
5. Determination of the use of school space during the school day related to improving classroom teaching and learning;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;

As reflected in the District Code of Acceptable Behavior and Discipline, loss of physical activity periods shall not be used as a disciplinary consequence.

8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;  
The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Adoption of a school emergency plan and implementation of safety practices required by KRS 158.162;
10. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Commitment to a parent involvement process that provides for:
  - a. Establishing an open, parent-friendly environment;
  - b. Increasing parental participation;
  - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
  - d. Developing parental outreach programs.
12. Procedures to assist the council with consultation in the selection of personnel by the Principal, including, but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
13. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)  
The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, school councils may adopt Board policy or standards established by the Board as council policy in the above areas, or they may delegate responsibility for developing a policy to the Principal.

## **OTHER POLICIES**

Councils may adopt policies for areas other than those listed above to provide an environment that enhances student achievement and to help the school meet goals established by law and by the Board, provided the policies adopted are consistent with Board policies in those areas.

## **REVIEW OF POLICIES**

Before final adoption of a council policy, it shall be reviewed by the Superintendent who may request that the proposed policy be reviewed by the Board Attorney. Any concerns shall be shared with the council within ten (10) working days of the Superintendent's receipt of the draft policy. If there are concerns, the Superintendent shall provide a copy of the council policy to the Board for review, along with any concerns s/he and the Board Attorney may have noted, such as possible conflicts with state and federal laws or contractual obligations, liability and/or health and safety questions, and budgetary issues.

The review process is not intended to interfere with a council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the council in a timely manner.

## **COMPLIANCE WITH BOARD POLICY**

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

## **WAIVER OF STATE REGULATIONS**

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

## **SCHOOLS OF INNOVATION**

In a designated school of innovation participating in a district of innovation application and plan, the council may request a waiver from KRS 160.345 or specific provisions within that statute by conducting a vote as set out in KRS 160.107.

The school council shall be responsible for conducting a vote to determine if the school shall be an applicant as a school of innovation in the District's application for district of innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in KRS 160.107. At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.

## **REFERENCES:**

KRS 156.072; KRS 156.108; KRS 156.160; KRS 156.730; KRS 156.735  
KRS 158.162; KRS 158.197; KRS 158.645; KRS 158.6451; KRS 158.6453  
KRS 160.107; KRS 160.345; KRS 160.348  
OAG 93-55; OAG 94-29; 701 KAR 5:140; 702 KAR 7:140; 704 KAR 3:510  
*Board of Educ. of Boone County v. Bushee, Ky.*, 889 S.W. 2d 809 (1994)  
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

## **RELATED POLICIES:**

01.11; 02.422; 02.4231; 03.112; 08.1  
09.126 (re requirements/exceptions for students from military families)

**Absences and Excuses**

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.<sup>1</sup>

**COMPULSORY SCHOOL ATTENDANCE LAW**

Each parent or guardian having custody or control of any student who has enrolled in kindergarten and any student between the ages of six (6) and eighteen (18) shall send the student to school for the full term that the school district is in session, be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance per KRS 159.10 and KRS 159.020. Any student, aged eighteen through twenty-one (18-21) enrolled in public schools is subject to truancy laws.

Every student shall attend school every day that school is in session unless that student is absent or tardy with a valid, excused reason. Accumulation of unexcused absences and unexcused tardies is a violation of the law (see Truancy Defined below). Each school district in Kentucky is authorized to set its own attendance policy to determine when an absence or tardy is excused or unexcused. Violations of this law are subject to legal action.

**TRUANCY DEFINED**

Per KRS 159.150 any student who has not reached his or her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days is truant.

A habitual truant is any student who has been reported as truant two (2) or more times (interpreted to be 6 unexcused days or 6 unexcused tardies).

For the purpose of calculating habitual truancy, Fleming County Schools will use cumulative absences to determine when a student has accumulated six (6) or more unexcused days.

Accumulating six (6) unexcused tardies is considered habitual truancy.

For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

**ATTENDANCE POLICY**

All pupils are expected to attend school regularly and punctually in the school in which they are enrolled and to be on time for classes in order to gain the most benefit from the instructional program and to develop desirable traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions.

## **Absences and Excuses**

### **EXCUSED ABSENCE EVENTS/TARDIES**

The following reasons may be considered for valid excused absence events and tardies with documentation if the student has excuses available based on the allowed number (listed in section “required Notes” below):

1. Illness of the student;
2. Death or severe illness in the student’s immediate family;
3. Religious holiday and practices;
4. Documented military leave;
5. One day excused prior to departure of parent/guardian called to active military duty;
6. One day excused upon the return of parent/guardian from active military duty;
7. Visitation for up to ten (10) days with the student’s parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
8. Education Enhancement Opportunity pre-approved by school Principal;
9. School nurse/health aide excuse: Partial day absence or tardy if student becomes ill or injured during the school day, and school personnel advises the student/parent to leave school early. Dress code violations or disciplinary reasons are NOT included in this section;
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
11. Absences occurring on a delay school day when there is no bus service are not automatically excused. The absence may be excused if students has parent excuse available or if administratively excused on a day by day basis; or
12. Other valid reasons to be determined by the Principal, Assistant Principal, DPP, or their designee, including court excuses and driver’s license (Administrative excuse).

### **REQUIRED NOTES/COMMUNICATION FOR ALL ABSENCES/TARDIES**

Parent Excused Absences: A student returning to school after an absence may bring a note within five (5) days signed by his/her parent/guardian. Parent/guardian excuses are accepted for five (5) absences and five (5) check in/out tardies without written documentation each school year. For absences and tardies without written documentation, a parent excuse will be used by the school to excuse the absence/tardy if these are available. If the limit of five (5) parent excuse absences/tardies has been reached, the absence/tardy will be considered unexcused.

Five (5) parent excuses may be used for five (5) absence events per year.

Five (5) parent excuses may be used for five (5) daily tardies per whole school year.

Health Care Provider Excuse: A student who is absent due to a medical condition and goes to a health care provider shall within five (5) days present the health care provider's excuse/statement to the school's attendance clerk/office

Eight (8) healthcare excuses for eight (8) absence events per school year.

Five (5) healthcare excuses for five (5) daily tardies per school year.

### **Absences and Excuses**

#### **REQUIRED NOTES/COMMUNICATION FOR ALL ABSENCES/TARDIES (CONTINUED)**

The following information will be requested on the excuse statement:

- Name of health care provider,
- Date and time of appointment,
- Reason for visit,
- Date/s student is excused for,
- Date student can return to school, and
- Should student be absent all day for this reason.

Chronic Illness/Ongoing Treatment Verification Excuse: A student who has a chronic illness/ongoing treatment that could result in frequent absences or tardies from school can provide the school each year with a Chronic Illness /Ongoing Treatment Verification Form (CIF).

With this form on file at the school, any absence event or tardy that is due to the condition or treatment listed on the CIF by that healthcare provider would be excused effective starting the date on the CIF forward as long as there is documentation/note for each absence or tardy from a provider for that absent event.

Notes/Contact Communication Are Required for Absences/Tardies to Be Excused: All absence events and tardies for all students, regardless of grade level, will be considered unexcused until the appropriate written note, excuse, or documentation, or some form of parent communication is presented to the school. These notes, excuses, etc. must be presented to the school within five (5) days after the absence event or tardy. If not received in five (5) days, the absence event/tardy will remain unexcused.

#### **EXEMPT ABSENCES**

The following events/occurrences are exempt and will not be counted absent. However, the student shall be required to make up any assignments missed.

1. A student who is participating in a co-curricular instructional activity that has been authorized by the local board and is a definite part of the instructional program of the school can be counted present while participating in such activity. (i.e. field trip, college visit, etc.);
2. Educational Enhancement Opportunity (pre-approved by Principal);
3. 4-H sanctioned, and participation verified, event;
4. College visit (limit 2/year) for 12th grade students;

5. Armed Forces Day: one (1) day each for deployment or return of parent or legal guardian to/from active duty with documentation.
6. Armed Forces recuperation Day: up to ten (10) days for student visitation when parent or legal guardian is stationed out of the country and is granted rest and recuperation leave with documentation. Absences and Excuses

#### **EXEMPT ABSENCES (CONTINUED)**

7. Home/Hospital (homebound) services for extended medical reasons, five (5) days or more, approved by the District's Home/Hospital committee based on state regulations.
8. Any member of a school-sponsored interscholastic athletic team who competes in a regional or state tournament sanctioned by the KBE or KHSAA and occurring on a regularly scheduled school day may be counted present at school on the date or dates of the competition for a maximum of two days per student per year.
9. One day excused absence for attendance at the Kentucky State Fair.

#### **EDUCATION ENHANCEMENT OPPORTUNITIES (EHO)**

Kentucky law allows a student to be considered for an excused absence if the absence is deemed as an Educational Enhancement Opportunity (EHO):

1. Requests shall be submitted to the building Principal five (5) days prior to the absence to be considered for approval, unless there are extenuating circumstances.
2. The activity shall have significant educational value, be intensive in nature and be directly related to the core subjects (English, Science, Mathematics, Social Studies, and/or Fine Arts) and content.
3. The Principal shall use his/her judgment whether the request meets the above criteria.
4. A student with six (6) or more unexcused absences will not be granted an EHO.
5. Requests shall not be granted/approved to receive an excused absence during a school's testing window established for assessments of the state assessment or during a testing period established for the administration of additional district-wide assessments at the school, except if a Principal determines that extenuating circumstances make an excused absence to pursue an educational enhancement opportunity appropriate.
6. Per state law, a student may be approved up to ten (10) days per school year.
7. Other procedures as approved by the Board.

#### **UNEXCUSED ABSENCE EVENTS/TARDIES**

1. Student skip days or walkouts/protests are not authorized or approved by Fleming County Schools. An absence or tardy on the days that these events occur will not be excused and will be considered skipping. Only a verifiable health care provider's excuse or family emergency may be considered to excuse an absence or tardy occurring on days that these events may occur – no parent excuses allowed.
2. Any absences exceeding the allowed number of parent excuses or medical excuses, unless administratively excused on a case by case basis.

3. Any absence or tardy due to an early checkout that is not authorized (i.e. student initiated contact to parent, left school grounds without permission, etc.) by the Principal/designee, school nurse or health aide, will be excused only if school staff person who has the authority to advise that a student leaves school early due to a medical condition, or a health care provider excuse is presented within five (5) days or if there is a verifiable family emergency, or if the student has any appropriate parent excuses available.
4. Any absence or tardy that an acceptable excuse is not presented to the school within five (5) days of the event.
5. An absence occurring during a bus suspension will be unexcused unless a medical excuse is presented.
6. Out of school suspension days.
7. Closed campus: except for situations approved the Principal, students are not permitted to leave school campus during lunch period. This is considered skipping.
8. If a student has accumulated six (6) unexcused absences, the student will not be allowed to participate in any extracurricular/co-curricular activity.
9. If a student has accumulated five (5) unexcused absences, the student will not be allowed to participate at graduation.
10. If a student accumulates nine (9) unexcused absences in a semester, the student will not be eligible for driving permit or license.

#### **SUSPENSION**

Assignments 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.

Assignments and long-term projects assigned during the suspension and due at a later date shall be accepted. Other assignments missed during suspension absences may be made up at the discretion of the school administrator.

#### **ATTENDANCE APPEALS**

Students who have received unexcused absences or have extenuating circumstances for which they desire special consideration may appeal such to the Principal and/or DPP, asking them to convene an Attendance Appeal Committee. This committee may consist of the Principal/designee, teacher, student, FRYSC staff, and DPP.

#### **INDIVIDUAL SCHOOLS ATTENDANCE REQUIREMENTS**

The SBDM and or advisory councils for each school may develop policies and attendance intervention plans to address all absenteeism and specifically truant students. These policies and plans shall have specific attendance requirements consistent with the general Board of Education policy. These requirements as well as Board policy will be published in a handbook or written communication to be distributed to each student and sent home to parents/guardians.

### **Absences and Excuses**



## **CLASS WORK/ASSIGNMENTS/TESTS/PROJECTS/ETC.**

Class assignments, homework, projects, tests, etc. missed during unexcused absences, may be made up according to FCS grading policy and procedure.

## **REFERENCES:**

<sup>1</sup>702 KAR 007:125  
KRS 36.396, KRS 38.470, KRS 40.366,  
KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294  
KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180  
OAG 76-566, OAG 79-68, OAG 79-539, OAG 91-79, OAG 96-28

## **RELATED POLICIES:**

08.1312, 08.22  
09.111, 09.122, 09.4281, 09.432  
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 7/12/2016

Order #: 4

## **STUDENTS**

09.126

### **Students of Military Families**

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

#### **ENROLLMENT**

Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

#### **TUITION**

Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

#### **IMMUNIZATION REQUIREMENTS**

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

#### **PLACEMENT**

Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

#### **SPECIAL EDUCATION SERVICES**

The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan\*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

\* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

#### **DEPLOYMENT-RELATED ABSENCES**

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

#### **EXTRACURRICULAR PARTICIPATION**

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

#### **GRADUATION REQUIREMENTS**

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district.

Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

### **CHILDREN OF CIVILIAN MILITARY EMPLOYEES**

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

### **REFERENCES:**

KRS 156.730; KRS 156.735

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of the Rehabilitation Act; District 504 procedures

Americans with Disabilities Act

### **RELATED POLICIES:**

02.4241; 08.113; 08.131; 08.132; 08.13452

09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

## **STUDENTS**

09.13

### **Equal Educational Opportunities**

### **DISCRIMINATION PROHIBITED**

No pupil shall be discriminated against because of age, color, disability<sup>1</sup>, race, national origin, religion, sex, or veteran status.

### **STUDENTS WITH DISABILITIES**

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction.

The District shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Parents of students who have a temporary or permanent disability may request the District supervisor to provide appropriate accommodations necessary for them to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests.

### **STUDENT RELIGIOUS ACTIVITIES OR POLITICAL EXPRESSION**

The District shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

1. Infringe on the rights of the school to:
  - a. Maintain order and discipline;
  - b. Prevent disruption of the educational process; and
  - c. Determine education curriculum;
2. Harass other persons or coerce other persons to participate in the activity; or
3. Otherwise infringe on the rights of other persons.

Student complaints concerning possible violations of their religious rights shall be addressed in keeping with legal requirements. Their complaints shall be directed to the Principal, who shall investigate and take appropriate action within thirty (30) days of receipt of the written notification.

#### **REFERENCES:**

<sup>1</sup>Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)  
 District special education policy and procedures manual; District 504 procedures KRS 157.200; KRS 157.224; KRS 157.230; KRS 157.350  
 KRS 158.183; KRS 160.295; Age Discrimination Act of 1975  
 Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act  
 Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972  
 Vietnam Era Veterans Readjustment Assistance Act of 1974  
 Kentucky Education Technology System (KETS); 28 C.F.R. Section 35.101 et seq.

#### **RELATED POLICIES:**

03.113; 03.212; 05.11; 08.131; 09.3211

STUDENTS

09.227

### **Child Abuse**

#### **REPORT REQUIRED**

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected<sup>1</sup>, or a victim of human trafficking shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.<sup>2</sup>

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall permit the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

## **WRITTEN REPORT**

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

## **WRITTEN RECORDS**

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

## **INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent<sup>3</sup> and shall provide the Cabinet access to a child subject to an investigation without parental consent.<sup>4</sup>

## **AGENCY CUSTODY**

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, Assistant Principal, or Guidance Counselor of the school in which the child is enrolled shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

## **AGENCY CUSTODY**

The notification shall be provided to the school by the Cabinet:

- a) Verbally and documented in writing by the Principal, Assistant Principal, or Guidance Counselor on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. The verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

The Principal, Assistant Principal, or Guidance Counselor shall document in writing when they have received the notification.

## **REQUIRED TRAINING**

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter.

School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

#### **OTHER**

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services.

#### **REFERENCES:**

<sup>1</sup>KRS 600.020 (1)(15)

<sup>2</sup>KRS 620.030; KRS 620.040

<sup>3</sup>OAG 85-134; OAG 92-138

<sup>4</sup>KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990

KRS 209.020; KRS 620.050; KRS 620.146

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights  
Regulations Implementing Title IX

#### **RELATED POLICIES:**

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

Adopted/Amended: 7/18/2017

Order #: 5

#### **STUDENTS**

09.3

#### **Student Activities**

#### **TO BE ENCOURAGED**

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures and supervision for these programs.

Only those organizations which can be shown to be a part of the school's curriculum shall be permitted to function in the schools.

#### **INDIVIDUAL STUDENT PARTICIPATION CRITERIA/DISTRICT-WIDE EVENTS**

#### **First grade through Eighth (1<sup>st</sup>-8<sup>th</sup>)**

The following participation requirements apply to all 1<sup>st</sup>-8<sup>th</sup> grade District-level extra-curricular activities, including, but not limited to, athletic and cheerleading team events:

1. 1<sup>st</sup>-8<sup>th</sup> grade students who are members of District teams or local private school teams shall be eligible for participation in District-level extra-curricular events, if the school provides documented evidence that students meet the required standards for District-wide events.
2. Eligibility for extracurricular activities at the 1st - 8th grade level will be contingent upon meeting all of the following participation criteria:
  - Maintaining a “C” average (2.00 cumulative GPA out of a possible 4.00); and
  - Maintaining a passing grade in every class or subject in which enrolled. One failing grade (“F”) in a class, or subject, will result ineligibility for that particular grade check period.
3. Students who wish to participate in the Fleming County Conference(s), both private and public school students, may participate as individual members of a team if a school in which they are enrolled does not have a team.

### **Seventh through Twelfth (7<sup>th</sup>-12<sup>th</sup>)**

In order to try out for or participate in school-sponsored extra-curricular and/or co-curricular activities at the middle-school and high-school level, including but not limited to sports teams and clubs, students must be enrolled in and attending the District’s schools..

Participation/eligibility requirements for 9<sup>th</sup>-12<sup>th</sup> grade are defined as those that are required under Bylaw 5 of the Kentucky High School Athletic Association.

### **GRADE CHECKS**

Grade checks for all grades will occur on Monday morning of every week.

### **INELIGIBILITY**

If a student is determined to be ineligible after a grade check, they cannot participate in any team related activity (game, practice, etc.) or extracurricular activity until their grade(s) meet the eligibility standards when checked the following week.

Any student exceeding age limits for participation as outlined by the Kentucky High School Athletic Association shall be ineligible.

Middle school students who are repeating a grade will be ineligible for participation in District wide extracurricular activities during the school year the grade is being repeated.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities shall include, but not be limited to, athletics, clubs and organizations, band, and other activities that require practices or performances after normal school hours.

### **TEAM ELIGIBILITY/DISTRICT-WIDE EVENTS**

District teams or local private school teams shall be eligible for participation in District-level extra-curricular activities as listed above. Such teams shall be required to observe the following:

1. Abide by the policies of the Board;
2. Pay their share of the cost of the program, including cost of required insurance, unless the private school indemnifies and saves harmless the Board from any injury, loss, or

damage; and the private school will name the Fleming County Board of Education as an additional insured under their private school policy.

3. Provide their share of workers to plan and carry out the events.

### **CONTROL**

All school sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a non-faculty coach or non-faculty assistant may accompany student on athletic trips as provided in statute.<sup>1</sup>

The Principal may suspend a student's eligibility to participate in extracurricular and co-curricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.<sup>2</sup>

### **STUDENTS WITH DISABILITIES**

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

**NOTE:** The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

### **LINE OF AUTHORITY**

The line of authority for all student activities is as follows:

1. Organization members
2. Officers (if any)
3. Sponsor
4. Principal
5. School council in SBDM schools
6. Superintendent
7. Board of Education

### **REFERENCES:**

<sup>1</sup>KRS 161.185

<sup>2</sup>KRS 158.153

OAG 57-40812

KRS 161.180

702 KAR 007:125; 702 KAR 007:140

Section 504 of the Rehabilitation Act of 1973

### **RELATED POLICIES:**

09.126 (re requirements/exceptions for students from military families)  
09.3211; 09.36; 09.438



**Athletics and Sport Activities****ATHLETIC PROGRAM**

All 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 all local and Title IX requirements.

The athletic and sport activity program shall be the responsibility of the coach, Principal and Superintendent.

**SCHEDULING OF GAMES**

Games and competitions during the school week should be scheduled with districts nearby.

**MINOR SPORTS**

Minor sports are those where an individual may qualify for state participation which does not depend on the performance of his/her teammates, such as tennis, golf, track and swimming. Students who individually qualify for further participation shall be responsible for their own expenses, unless their team chooses to conduct a fund-raising project to help defray expenses or that particular sport has taken in enough money during the year to pay said expenses.

**PROGRAM EQUITY**

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

**AGE RESTRICTION/REQUIRED RECORD CHECKS**

All coaches, including volunteer and non-faculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.<sup>1</sup>

**MIDDLE SCHOOL RULES AND LIMITATIONS**

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

**NOTE:** Limitations set relative to items three (3) through five (5) shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

**MIDDLE SCHOOL RULES AND LIMITATIONS**

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

**REFERENCES:**

<sup>1</sup>KRS 156.070; KRS 160.380; KRS 161.185

KRS 160.345; KRS 160.445

702 KAR 007:065

Kentucky High School Athletic Association (KHSAA) Handbook

20 USC Section 1681 (Title IX)

**RELATED POLICIES:**

02.4241

09.3

STUDENTS

09.311

**Safety (Athletics)**

District policy and procedures shall be developed to conform with statutory and regulatory requirements designed to protect the safety of the students in all athletic practices and events.

**SUPERVISION**

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board.

**TRAINING**

All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion.

In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.<sup>1</sup>

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete training as required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a C.P.R. course that includes the use of an automatic defibrillator and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.<sup>4</sup>

Non-faculty coaches and non-faculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing with discipline problems, and safety and the first aid training. Follow-up training shall be provided annually.<sup>3</sup>

### **EMERGENCY ACTION PLAN**

In keeping with rules established by Kentucky Board of Education (KBE) or the Kentucky High School Athletic Association (KHSAA), each school participating in interscholastic athletics shall develop and implement a venue-specific, written emergency action plan and submit annual written verification of the plan to the designated agency. The school plan shall be reviewed, distributed, posted, and rehearsed annually as provided in statute.<sup>1</sup>

### **CONCUSSIONS**

When an interscholastic coach, school athletic personnel, or contest official suspect that a student athlete has sustained a concussion during an athletic practice or competition, the student shall be removed from play and evaluated by a physician or licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. Upon the completion of the required evaluation, the coach may return the student to play if it is determined that no concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play or participation in subsequent practices or athletic competitions until written clearance is provided.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day.

### **MEDICAL EXAMINATION**

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.<sup>2</sup>

The required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.<sup>1</sup>

### **REFERENCES:**

<sup>1</sup>KRS 160.445

<sup>2</sup>KRS 156.070

<sup>3</sup>KRS 161.185

<sup>4</sup>702 KAR 7:065

### **RELATED POLICIES:**

03.1161

03.2141

**Insurance (Athletics)**

All students participating in interscholastic athletics must present evidence of accident insurance. Insurance must meet minimum criteria established by the Superintendent.

**RELATED POLICY:**

09.23

**Athletic Eligibility/Substance Abuse Policy**

Determination of athletic participation at the high school level shall be made in compliance with applicable administrative regulations, SBDM council policies and Kentucky High School Athletic Association requirements.

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making ("SBDM") requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.<sup>1</sup>

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

**DRUG TESTING PROGRAM**

The District has established a drug-testing program for the following reasons:

- The District believes that the program will serve as a deterrent to substance abuse.
- Student athletes often serve as role models for other students which enhances the deterrent function.
- Through participation in athletics, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students.

Each student, who plans to participate voluntarily in a competitive extracurricular athletic program at the middle school or high school level, and his/her parent/guardian must sign a written consent form for substance testing as a prerequisite to the student's participation. If both parties do not sign the consent form, the student shall be ineligible for participation in extracurricular athletic programs.

A student athlete shall be any student participating in athletic practices and/or contests under the control and jurisdiction of the District, including players on varsity, sub-varsity and middle school teams, and cheerleaders.

Testing shall be accomplished by the analysis of a urine specimen obtained from the student. Collection and testing procedures shall be established, maintained and administered to insure the following:

- Random selection
- Proper student identification using student identification numbers
- Identification of the sample with the correct student participant
- Unadulterated integrity of the specimen
- Integrity of the collection process
- Integrity of the confidentiality of the test results

#### **ILLEGAL SUBSTANCES**

A drug shall be defined as any substance controlled by federal or state regulation that is illegal for the participant to use including, but not limited to:

Amphetamines	Benzodiazepine	Opiates
Marijuana (THC)	Barbiturates	Phencyclidine (PCP)
Cocaine and its derivatives	Methadone	Propoxyphene

#### **TESTING PROCESS**

The collection of urine specimens and analysis of the collected specimens shall be conducted by a testing agency designated by the Board

All student participants shall be subject to random testing at any time between the student's selection to the athletic team and the end school year or applicable season. Dates and times for random tests shall be set in cooperation with the Board designated testing agency.

There will be a total of three (3) random tests during the course of the school year.

- Twenty-five percent (25%) of the students will be tested on the three (3) dates scheduled in cooperation with the drug testing agency. Those students selected for testing shall be notified and tested that same day.

Students will be tested by a random selection of student identification numbers from the participation lists of all sports in the school year.

Collection procedures utilized by the testing agency shall be developed, maintained, and administered by the agency to minimize any intrusion or embarrassment, to ensure the proper identification of the student and the student's specimen, to minimize the likelihood of the adulteration of a urine specimen, and to maintain confidentiality of test results.

Scientific analyses of the collected specimen shall be conducted by the professional testing laboratory. Each specimen initially shall be tested by using a highly accurate immunoassay technique (EMIT). Initial positive results must be confirmed by gas chromatography/mass spectrometry (GC/MS). If the initial presumptive positive result is not confirmed by the GC/MS techniques, the test shall be deemed to be negative. Only after the GC/MS confirmation shall a test result be reported as positive.

A portion of each urine specimen given by each student participant shall be preserved by the testing laboratory for at least six (6) months.

The testing laboratory shall forward written notice of all test results to a Medical Review Officer (MRO), who shall be responsible for reviewing and interpreting each confirmed positive test to determine if there is an alternative medical explanation, before results are reported to the designated District representative.

#### **TESTING PROCESS (CONTINUED)**

The MRO is a licensed physician who has expertise in drug testing. Activities of the MRO may include, but are not limited to, the following:

- Providing an opportunity for and conducting an interview with the parent and/or student after a positive test result;
- Reviewing the student's medical history, medical records, and other information made available to determine if the positive result was caused by legitimate medical reasons;
- Requiring a retest of the original specimen if the MRO deems it necessary; and
- Verifying that the laboratory report and the specimen are correct.

If the MRO determines that there is a legitimate medical explanation for the positive test other than use of a prohibited substance, the MRO will conclude that the test is negative. If the MRO concludes that a particular test is scientifically insufficient, the MRO will conclude that the test is negative for that student. If the MRO determines that there is no legitimate explanation for the positive test other than use of a prohibited substance, the MRO will communicate the test results as a positive to the District representative. The MRO also will communicate results of negative tests to the District representative.

The District representative shall provide written notice of the results to the student and parent/guardian of the students (if the student is younger than 18 years of age).

#### **CHALLENGES AND APPEALS**

The parent/guardian (if the student is younger than 18) or the student (if 18 or older) may contest a positive test result by informing the District representative within 72 hours of receipt of the positive test result. The student and parent/guardian shall be entitled to present relevant evidence to defend the charge of violation of the policy prior to the implementation of sanctions. The District representative may require written documentation (such as a doctor's statement) of any evidence the student may wish to present that the student feels may have affected the test results. Failure to

present written documentation to support the student's defense of the case may result in the student being subject to sanctions established by the Board. A final decision of the District representative shall be made within five (5) working days of receiving notice to contest the test results.

If the student chooses to appeal the decision of the District representative, s/he may file a written notice of appeal with the Superintendent within three (3) working days of the District representative's decision. The Superintendent will render a final decision within five (5) working days of the filing of the notice of appeal.

## **SANCTIONS**

### **First Offense**

1. Student shall be suspended for 15% (fractions of athletic games will be considered a whole) of the season. Student athletes may not participate in practices or related activities during this time. The suspension may carry over from one school year to another.
2. Student must have a negative drug test, either through the school testing program or at parent's expense through a preapproved provider before they may return to the suspended activity.
3. As appropriate, the District will provide information to parents on counseling and intervention resources and options.

### **Second Offense**

1. Student shall be suspended from competitive athletic activities for one calendar year. Student athletes may not participate in practices or related activities during this time. The suspension may carry over from one school year to another.
2. Student must have a negative drug test, either through the school testing program or at parent's expense through a preapproved provider before they may return to the suspended activity.
3. As appropriate, the District will provide information to parents on counseling and intervention resources and options.

### **Third Offense**

1. Student is suspended from athletics participation for the remainder of their career.
2. As appropriate, the District will provide information to parents on counseling and intervention resources and options.

## **REFUSAL TO SUBMIT TO DRUG USE TEST**

If a participant refuses to submit to a drug test authorized under this policy, the participant will be considered to have had a positive test and will receive the restrictions according to the offense.

## **DRUG TESTING RECORDS**

One (1) year after the student turns 18 years of age or one (1) year after the student's graduation, whichever is later, all records of the student related to the drug testing program shall be destroyed, and at no time shall any drug testing results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein.

## **REFERENCES:**

<sup>1</sup>KRS 160.345  
KRS 156.070  
702 KAR 007:065; OAG 15-022  
Kentucky High School Athletic Association (KHSAA)  
Vernonia School District 47J v. Acton. \_\_\_\_ U.S. \_\_\_\_ (1995)

**RELATED POLICIES:**

02.4241  
09.126 (re requirements/exceptions for students from military families)  
09.423,

Adopted/Amended: 6/20/2017  
Order #: 124

**STUDENTS**

09.422

**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.<sup>1</sup> 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.<sup>2</sup>



## **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:**

<sup>1</sup>KRS 158.150

<sup>2</sup>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)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

## **RELATED POLICIES:**

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438  
09.2211 (re reports required by law)

**Use of Alcohol, Drugs and Other Prohibited Substances****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

**DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

**AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Authorized medication shall be administered/dispensed adhering to Board policy.

**PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. Students who drive on campus shall have their driving privileges terminated.

**REPORTING**

Employees of the District shall, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event, promptly make a report to the school principal, who shall notify the Superintendent and the local police department, sheriff, or Kentucky State Police, by telephone or otherwise. In addition, when they have reasonable belief that a violation has taken place,

Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law and will notify the Superintendent promptly

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

4. Alcoholic beverages;
5. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and
6. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

#### **DEFINITIONS**

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Prohibited substances include:

3. All prescription drugs obtained without authorization, and
4. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

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Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Authorized medication shall be administered/dispensed adhering to Board policy.

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Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law and will notify the Superintendent promptly

## **PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

## **REFERENCES:**

KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447

OAG 82-633; OAG 93-32

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, \_\_\_ U.S. \_\_\_, 242 F.3d 1264 (2002).

## **RELATED POLICY:**

09.2241

STUDENTS

09.426

### **Disrupting the Educational Process**

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

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;

4. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
5. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

#### **OTHER CLAIMS**

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

#### **REFERENCES:**

KRS 158.150; KRS 158.165; KRS 160.290

#### **RELATED POLICIES:**

09.13; 09.422; 09.42811; 09.438

#### **STUDENTS**

09.434

#### **Suspension**

#### **WHO MAY SUSPEND**

In accordance with KRS 158.150, the Principal or assistant Principal may suspend a pupil up to a maximum of ten (10) days per incident.

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

#### **PRIOR DUE PROCESS REQUIRED**

A pupil shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431) <sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

#### **IMMINENT DANGER**

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

#### **WRITTEN REPORT REQUIRED**

The Principal or assistant Principal shall report any suspension in writing<sup>1</sup> immediately to the Superintendent and to the parent of the pupil being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

#### **EXTRACURRICULAR ACTIVITIES**

A student on suspension shall not be allowed to participate in any extracurricular activity sponsored by the school.

## **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.<sup>2</sup>

### **REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>20 U.S.C. Sections § 1400 et seq ; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592(1988)

OAG 77-419; OAG 77-427; OAG 77-547

OAG 78-392; OAG 78-673

Goss v. Lopez, 419 US 565 (1975)

707 KAR 001:340

### **RELATED POLICIES:**

09.3; 09.43; 09.431

## **STUDENTS**

09.4341

### **Alternative Education**

#### **DEFINITION**

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

#### **PURPOSE**

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

## **ELIGIBILITY CRITERIA**

Alternative education placements may be utilized for students at middle and high school grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 019:002.

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

## **NOTIFICATION**

The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

## **ILPA TEAM**

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

### **EXCEPTIONS:**

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

## **EXTRACURRICULAR PARTICIPATION**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

## **CONTINUING SUPPORT**

Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

## **TRANSITION**

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.  
For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.
2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.



3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

#### **COLLABORATION WITH OUTSIDE AGENCIES**

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

**NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.**

#### **REFERENCES:**

<sup>1</sup>KRS 160.380

<sup>2</sup>704 KAR 019:002

707 KAR 001:320; OAG 77-419

*Student Discipline Guidelines*, Kentucky Department of Education

#### **RELATED POLICIES:**

08.131, 08.141; 09.123, 09.14, 09.426

#### **STUDENTS**

09.438

#### **Student Discipline Code**

#### **DEVELOPMENT**

In accordance with KRS 158.148 and 704 KAR 007:050, the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations and incidents of bullying to District personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

#### **REVIEW**

The Board shall update the student discipline code at least every two (2) years.

#### **REPORTING OF DATA**

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

**REFERENCES:**

KRS 158.148; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165

KRS 158.444; KRS 160.295

KRS 525.070; KRS 525.080

704 KAR 007:050, *Student Discipline Guidelines*, Kentucky Department of Education

**RELATED POLICIES:**

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

## Fleming County Schools – 2019-2020 Parent/Guardian Contract for Athletics

### Parent Responsibilities:

- **Realize your importance to the team.** Parents are an important part of the success of a team. Understand that your child and the coach will need your support throughout the season.
- **Understand what will and will not be discussed.** Coaches will not discuss playing time with parents or guardians. The coaches are free to discuss other components of the team or sport.
- **Encourage good sportsmanship.** Parents/guardians of our student-athletes are also representatives of our school. So, please set a good example for your child by demonstrating the highest standards of sportsmanship at all times. Criticizing of the officials, coaches, players, or opponents will not be tolerated. Realize that this is a youth sport and everyone will make mistakes, even the referees.
- **Actively participate in the game.** Watch, cheer, and support the efforts of all players on the court/field. Keep all comments positive and encouraging. Negative comments about any player, coach, official, or fan will not be tolerated.
- **Always allow the coach to coach.** Coaches are hired by the school and have the support of the school administration in their ability to teach the game to your child. Please do not coach from the stands as it only confuses the players on the court/field. Always support the coach when talking in front of your child or other players so as not to undermine the coaches' decisions. Remember that the coach is doing their best to provide a service to your child. It is understood that you may, at times, disagree with a coaching decision, but please refrain from discussing this in front of your child as it may strain the coach/player relationship.
- **Maintain a professional and respectful relationship with your child's coaches and follow the protocol to discuss concerns.** Players at this age should be able to discuss any issue with their coach first. Most of the time this will resolve any problem. However, if the problem still exists, the parent should contact the coach to set up a meeting to resolve the issue. Never approach the coach before, during, or after a game or practice to discuss a concern unless it is an immediate emergency to the team. If you are not satisfied with the outcome of your meeting, please contact the athletic director.
- **Make sure your child gets to all practices and games on time and is picked up on time.** Being at all practices and games is very important to the success of the team. If for some reason you are not able to transport your child on time, please make other arrangements for transportation for the benefit of the team. Our coaches all have other responsibilities they need to get to after practices and games, so please be diligent in being there within 10 minutes at the conclusion of practices or games. The coaches are never allowed to transport student-athletes in their personal vehicles at any time, for any reason. The coaches cannot leave until all players are picked up.
- **Make sure your child abides by the rules in the player contract.** Being part of an athletic team means putting the team ahead of any individual gain. Make sure your child understands and adheres to the player contract for the good of the team. Teach your child that life has rules and they need to follow them to be successful in whatever they do.
- **Take care of the school uniforms.** There will be a separate uniform contract that must be signed before a player can receive their uniform. Please be diligent in keeping the uniform clean and free of rips and tears.

The purpose of this contract is to ensure the student-athletes have a positive, safe learning/playing environment. Please sign below that you have read and understand the responsibilities of a parent of a student-athlete. This must be signed as a condition of your child's participation in interscholastic sports in Fleming County Schools. Failure to abide by the rules above could result in a suspension or ban from games and possible removal of your child from the team.

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Student-athlete's name

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Team/Sport

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Parent/Guardian Signature

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Date