

STUDENT DISTRICT HANDBOOK

2016-2017

***WARREN COUNTY BOARD OF EDUCATION
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**Mr. Rob Clayton, Superintendent
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Warren County Public Schools consistently reviews and revises district policies. Please check with school personnel for any updates or revisions that have been completed since the publication of this document.

**WARREN COUNTY PUBLIC SCHOOLS
STUDENT HANDBOOK**

PREFACE

The District Student Handbook has been adopted by the Warren County Board of Education in an effort to inform students, parents, school faculty, staff, and the school community of the policies relating to students of the Warren County Public School District.

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations. Please check with your child's school for specific rules and regulations.

**LEGAL AUTHORITY
of the
WARREN COUNTY PUBLIC SCHOOLS
BOARD OF EDUCATION**

The constitution of the Commonwealth of Kentucky gives the Kentucky General Assembly the power by appropriate legislation to provide for an efficient system of common schools throughout the state. The Warren County Board of Education, a body politic and corporate, is empowered by authority of Kentucky Revised Statute 160.160 to do all things necessary to accomplish the purposes for which it was created.

The Warren County Board of Education discharges all duties and obligations specified by Kentucky Revised Statutes and by administrative regulations adopted by the State Board of Education. Matters not covered by these statutes and regulations are administered in accordance with the intent of the law and within the context of the highest possible ethical and professional standards.

MISSION STATEMENT

The mission of the Warren County Public Schools is to prepare our students to think independently, to learn throughout life, and to be happy, healthy, productive members of a democratic society.

RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

Students have a right to a quality education, within the resources available to the district, which meet their individual needs.

Students have a responsibility to complete assignments, participate in classroom instruction and respect the rights of others.

Teacher Rights and Responsibilities

Teachers have a right to receive respect and support from their co-workers, administrators, pupils, and parents/guardians of pupils.

Teachers have a responsibility to present educational materials and the experiences appropriate to the student's abilities in their respective classrooms.

Parent/Guardian Rights and Responsibilities

Parents/guardians have a responsibility to instill in their child a sense of responsibility and respect and a personal need for an education.

(A more complete listing of Parent/Guardian Rights and Responsibilities is on file in the Central Office.) Our district receives federal funds for Title I programs.

Title I Parent Involvement Policy

This policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to, parents of students participating in the Title I program. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand. This policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Expectations for Parent Involvement

Contingent on confirmation of resources and other necessary information being provided by state and federal authorities, it is the intent of the Board that parents of participating students shall be provided with flexible opportunities for organized, on-going, and timely participation in the planning, review, and improvement of the Title I program, including opportunities to suggest modifications, based on changing needs of parents and the schools.

All comments indicating parents' dissatisfaction with the Title I plan shall be collected and submitted along with the plan to the Department of Education.

The Title I program shall be designed to assist students to acquire the capacities and achieve the goals established by law, as well as the goals and standards established by the Board. These goals and standards shall be shared with parents in a manner that will give them: (1) timely information about programs; (2) a description and explanation of the school's curriculum, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet; the achievement level of their child on each of the state academic assessments; and (3) if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

BUILDING CAPACITY FOR INVOLVEMENT

In order to ensure effective parent involvement for building capacity, the District must:

- Assist parents in understanding Kentucky's assessment and their child's performance.
- Provide training and materials to help parents work with their children to improve their achievement (i.e. literacy and technology training).
- Train staff with the assistance of parents on how to reach out to, communicate and work with parents as equal partners in their children's education.
- Implement and coordinate parent programs.
- Inform parents about school activities and meetings in a language they can understand.

- Coordinate and integrate parent involvement programs with Head Start, the Home Instruction Program, and public preschool to support parents in helping in their children's education.

The District may:

- Involve parents in the development of training for staff to improve the effectiveness of the training.
- Provide transportation and childcare to enable parents to participate in school related meetings and training.
- Offer meetings at a variety of times and conduct in-home conferences to encourage parent involvement.
- Adopt and implement model approaches to improve parent involvement and provide support for parent involvement as request by parents.
- Establish a District wide parent advisory council and involve community organizations and businesses in parent involvement activities.
- Train parents to help promote the involvement of other parents.
- Provide literacy training, if no other funds are available for training.

SUPPORT FOR PROGRAM

If the District's Title I allocation is \$500,000 or more, the District shall reserve not less than one per cent (1%) of its allocation for the purpose of promoting parent involvement and shall distribute to Title I schools not less than ninety-five percent (95%) of the reserved funds. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental involvement activities.

The District will provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. These measures may include, but shall not be limited to, the following:

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent involvement and various techniques designed to successfully engage parents as equal partners in their child's education.

4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:
Has the academic quality of the school improved?
Does this policy increase parent participation?
What barriers to parent participation still exist, and how can they be reduced or removed?
The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

SCHOOL POLICY

Title I schools must provide parents with timely information about Title I programs; a description and explanation of the curriculum, the forms of academic assessment including a definition of proficiency; opportunities for regular meetings and to participate in decisions relating to the education of their children and the opportunity to respond to any suggestions. Each Title I school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students.

A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

ADMINISTRATIVE REGULATIONS

Authority Over Students

Pupils of the district are under the authority of the respective administrators and teachers therein while in school and while in school buildings, on school grounds, participating in co-curricular and extra-curricular activities, and while going to and returning from school or until properly released. (KRS161.180)

Race Relations and Cultural Diversity

The Warren County Board of Education will not tolerate acts of bullying, harassment or discrimination. It will not tolerate a climate of hostility created by use of language, conduct or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, culture, marital status, sex, or disability.

The Warren County Board of Education shall, in its policies and actions, deal swiftly and with determination to discipline any offenders under its supervision.

The Warren County Board of Education is committed to promoting racial harmony among its students, staff, and community in a manner that demonstrates the value of multicultural experience.

The Warren County Board of Education and staff shall continue to provide curricular and extra-curricular programs and opportunities for all students to acquire positive attitudes toward racial, cultural, and religious diversity.

The Warren County Board of Education is dedicated to equal access to all programs and opportunities for all students to reach their full potential.

Assessment of Student Progress (WCBE 02.441)

The Warren County Public Schools shall administer performance assessment as directed by Kentucky statutes and regulations. In addition, the Warren County Public Schools may administer CAT/5 and TCS/2 testing to Grades P3, P4, 4, 5, 6, 7, 8, & 9 in the Fall, and administer continuous assessment the year prior to the state-mandated accountability testing points. In the 10th grade, the PSAT may be administered in place of the state-mandated accountability test. Exceptions may be made only by Individual Education plans and Section 504 Accommodation Plans.

REVIEW OF ASSESSMENT DATA

By April 1 of each year and in keeping with the school improvement planning process and timeline, the school council shall review student assessment data provided annually by the Kentucky Department of Education. After reviewing the data, the council shall adopt, modify, or revise the school's plan to assist each student in making progress toward statutory goals. This process shall address achievement gaps between various groups of students as required by law. In addition, the plan shall be submitted to the Superintendent and Board for review. In a school without a council, the Principal shall complete the review and planning process with the involvement of parents, faculty, and staff.

Beginning with the 2012-2013 school year, the assessment data review process shall be completed by October 1 of each year.

INDIVIDUAL REPORTS

Each year, an individual student report shall be provided to parents of students in grades three through eight (3-8) in accordance with statutory requirements. Beginning with the 2010-2011 school year, teachers, and parents/guardians of each primary student shall be informed of results from reading and mathematics diagnostic assessments and prompts.

Volunteers (WCBE 03.6)

Definition

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

SUPERVISION

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

RECORDS CHECK

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check.

WORK-BASED SITE SUPERVISORS

Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

Conduct on Bus (WCBE 6.34)

PRINCIPAL RESPONSIBLE

The Principal shall oversee the department of his students who ride on the school bus and who walk to and from the school.

REPORTING OF VIOLATIONS

Bus drivers shall promptly report in writing any violation of District policy or school rules to the Principal.

DISCHARGE OF PUPILS FROM BUS

The driver is in charge of his bus, and his first responsibility shall be to the safe transportation of his passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus according to guidelines established in procedures developed by the Superintendent and if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.

WITHHOLDING OF RIDING PRIVILEGES

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. The Superintendent or his designee may withhold bus-riding privileges up to the remainder of the school year.

RESTITUTION OF DAMAGES

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

STUDENTS WITH SPECIAL NEEDS

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

Preschool Education (WCBE 08.1114)

The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations. Plans for the preschool program shall include supervision guidelines consistent with the mental and physical characteristics of preschool. Maximum group size for eligible children shall be (20) children. The staff ratio in the classroom shall consist of one (1) adult for a maximum of ten (10) children pursuant to staff qualifications established in Section 7 of this administrative regulation. Consideration shall be given to increasing the number of staff or decreasing the group size depending upon the needs of the children, including the needs of children with disabilities. An adult shall not be left alone with more than ten (10) preschool children. The local school district shall have a written policy for assistance from another adult if one (1) adult is responsible for a group of children.

Graduation Requirements (WCBE 08.113)

In a school operating under a six or seven period day, block schedule or hybrid schedule, and in support of the student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete a minimum of twenty-two (22) credits including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

Minimum graduation requirements include: four (4) math credits, four (4) English credits, three (3) science credits, three (3) social studies credits, one (1) health/physical education credit, one (1) visual and performing arts credit, and six (6) elective credits.

Based on local, State, and/or Council on Postsecondary Education requirements, the school council will determine which core and related classes students will need to fulfill requirements for their diploma choices. Students shall choose to earn a scholastic diploma or an academic diploma. Course selection should be based upon a student's academic and/or career goals and shall be selected from the Program of Study. Students will be guided into courses which are consistent with their academic and/or career objectives. Prior performance, teacher recommendation, student choice and parent input will be considered when making course selections. Requirements for grade placement for schools operating under a six or seven period day are: Sophomore (5 credits), Junior (11 credits), and Senior (16 credits). Requirements for grade placement in a hybrid or block schedule are Sophomore (6), Junior (12), and Senior (18) credits.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school. Each high school student shall complete an individual learning plan which focuses on career exploration and related postsecondary education and training needs and has a minimum of twenty-two (22) credits for high school graduation. Those credits shall include the content standards as provided in the Kentucky Core Academic Standards, 704 KAR 003:303. Additional standards-based learning experiences shall align to the student's individual learning plan and shall consist of standards-based content. The required credits and demonstrated competencies shall include the following minimum requirements:

1. Four (4) Language Arts credits (English I, II, III, IV) to be taken each year of high school;
2. Three (3) Social Studies credits;
3. Four (4) Mathematics credits, (Algebra I, Algebra II, and Geometry required) with one mathematics course taken each year of high school to ensure readiness for postsecondary education or the workforce based on the student's individual learning plan;
4. Three (3) Science credits;
5. One-half (.5) Health credit;
6. One-half (.5) Physical Education credit;
7. One (1) History and Appreciation of Visual and Performing Arts credit, or another course which incorporates this content, or a standards-based specialized arts course based on the student's individual learning plan;
8. Elective credits providing academic and career interest standards-based learning experiences, including four (4) standards-based learning experiences in an academic or career interest based on the student's individual learning plan; and
9. Demonstrated performance-based competency in technology.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.

IN DISTRICT TRANSFERS

Students enrolled in a District high school who transfer between schools within the District will use the chart below to determine the number of credits required to graduate.

Coming from Six Period Day	Moving to Seven Period Day	Moving to Block/Hybrid
One year on this schedule	24 credits	26 credits
Two years on this schedule	23 credits	25 credits
Three years on this schedule	22 credits	24 credits

Coming from Seven Period Day	Moving to Six Period Day	Moving to Block/Hybrid
One year on this schedule	22 credits	26 credits
Two years on this schedule	22 credits	26 credits
Three years on this schedule	23 credits	25 credits

Coming from Block/Hybrid	Moving to Six Period Day	Moving to Seven Period Day
One year on this schedule	22 credits	24 credits
Two years on this schedule	24 credits	26 credits
Three years on this schedule	26 credits	26 credits

Students in a District alternative school must complete the number of credits required by the sending school or the minimum of twenty-two (22) required by the Kentucky Department of Education.

PERFORMANCE BASED CREDIT

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic expectations;
At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.
3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

Students may receive credit toward graduation requirements by successfully completing performance-based credits in accordance with the following guidelines:

1. Students may earn performance-based credit:
 - a. as credit recovery (to complete the eight (8) semester high school course of study);
 - b. if the student is taking a performance-based course for acceleration purposes; or
 - c. if the student is taking a course designated as "performance-based".
2. In addition to 1 (a), (b), or (c) above, students taking performance-based courses must be enrolled in the District's Lighthouse Academy High School, Greenwood High School, South Warren High School, Warren Central High School, Warren East High School, or any of their respective feeder schools.

Any District school choosing to participate in a performance-based credit system will develop performance descriptors and assessments for measuring student progress. Participating schools will determine in which content areas students may earn credits.

The District Student Handbook and each high school student handbook shall include complete details concerning specific graduation requirements.

Other Provisions

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.

Upon recommendation of the Chief Academic Officer and approval of the Board, the Warren County Public Schools will issue a District diploma to students meeting all state and District graduation requirements but not being enrolled in a

District high school at the date of graduation and/or not having been enrolled in a District high school either the first or second semester of the school year.

Students enrolled in a Warren County Public High School before the 1999-2000 school year who do not finish high school on time may receive a diploma by meeting state-mandated requirements at the time of graduation.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.

Alternative Credit Options (WCBE 08.1131)

In addition to regular classroom-based instruction, students may earn credit through the following means.

CREDIT RECOVERY COURSES

High school students enrolled in an A1 school may earn, through credit recovery courses, academic credit to be applied toward graduation requirements in accordance with the following guidelines:

1. Each unit requires written approval of the Principal to be applied toward graduation requirements
2. Credit may be earned only to make up failed subjects in order to complete the eight (8) - semester high school course of study. The Principal/designee may consider other special circumstances;
3. Only approved courses and curricular programs offered by the high school will be accepted; and
4. An official record of the final grade must be recorded on the student transcript.

Unless otherwise recommended by the Superintendent and approved by the Board, student or their parents/guardians shall be responsible for all related expenses including tuition and textbooks.

ONLINE COURSES

Students may earn units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from online courses may be earned under one of the following circumstances:

1. The course is not currently offered at the student's high school;
2. The course is offered at the high school, but the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
3. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment pursuant to the following guidelines:
 - a. The express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course;
 - b. The school must receive an official record of the final grade before credit toward graduation will be recognized; and
 - c. Students taking such courses must be enrolled in the District.

The District shall recognize only those online courses that meet the international standards for online teachers, courses, and programs that have been adopted by the Kentucky Department of Education.

VIRTUAL ONLINE COURSES

As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Core Academic Standards and District graduation requirements.

Provided online courses are part of the student's regular school day coursework and within budgetary parameters, the tuition fee and other costs for an online course shall be borne by the District for students enrolled full-time from funds that have been allocated to the school. The Superintendent shall determine, within the budget adopted by the Board, whether additional funding shall be granted, based on supporting data provided by the Principal.

Textbooks will be provided by the school.

COLLEGE CREDIT/DUAL CREDIT

To differentiate/accelerate the curriculum to meet the needs of students, the District shall recognize courses from post-secondary education institutions. Students will receive one (1) high school credit for every three (3) semester hours of college work. Grades will be calculated in non-weighted form for class rank and GPA and included in the student's transcript. Failure to complete the course shall be recorded. Credit may be earned in accordance with the following requirements:

1. The student must present documentation supporting enrollment in the post-secondary institution;
2. The course is not offered at the high school;

3. The course is offered at the high school, but the student will not be able to take it due to an unavoidable scheduling conflict;
4. The high school must receive an official record of the final grade before credit toward graduation will be recognized; and
5. Students taking such courses must be enrolled in the District.
6. All college courses taken will be listed on the student transcript at the high school level for dual credit purposes.
7. The building Principal may make exceptions to these requirements as extenuating circumstances arise: the exceptions shall be made only with prior approval from the Principal.

Students shall be responsible for all related costs and transportation.

HARDSHIP GRADUATION (WCBE 08.1132)

HARDSHIP REQUESTS

Students who experience extreme health or economic hardship may apply for assistance with graduation requirements for hardship reasons. In the case of extreme hardship, the District may provide alternative methods for the student to complete District graduation requirements which may allow for early graduation. Methods may include, but are not limited to, regular classroom instruction, alternative classroom instruction, online courses, performance-based opportunities, college programs, consideration of waiver of District requirements that exceed state minimums (the District cannot waive state minimums), or credit recovery.

REQUESTS

For requests not related to the early high school graduation program, unless otherwise approved by the Superintendent/designee, requests for graduation assistance for hardship reasons shall be presented in writing to the Principal.

Requests for graduation assistance for hardship reasons must meet the following requirements:

- All school property must be returned in satisfactory condition; and
- All paperwork must be properly prepared and filed for graduation.

Ability Grouping (WCBE 08.122)

PLAN

The grouping of students for instruction should coincide with sound judgment and educational practice and shall be free from discrimination on the basis of sex, race, religion, or national origin. Grouping should be done to enhance the quality and appropriateness of instruction. Grouping should be flexible to meet student needs. Data on which to base grouping shall be drawn from at least two of the following:

- a. Teacher judgment,
- b. Performance on standardized tests,
- c. Performance on a skills continuum,
- d. Student achievement data.

Students With Disabilities (WCBE 08.131)

LEGAL OBLIGATIONS

The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the District, except in the following situations:

The Superintendent/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Superintendent/designee is authorized to file for mediation on behalf of the Board and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the Board.

ASSESSMENT

District special education programs and related services shall meet all requirements established by governance authorities.

(See the above referenced District procedure information for students with disabilities.)

Gifted & Talented Education (WCBE 08.132)

DISTRICT PROVIDES

The District shall formally identify students in grades four through twelve (4-12) for participation in the District's Gifted and Talented program. Students in the primary program (Kindergarten – 3rd Grade) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide appropriate multiple service options in an environment that addresses the abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts.

The definitions specified in [704 KAR 003:285](#) shall be used in the operation of the District's programs for gifted and talented students.

IDENTIFICATION/DIAGNOSIS AND ELIGIBILITY

In compliance with [704 KAR 003:285](#), the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors and talents of these students. Determination of eligibility for gifted and talented Consideration shall be given to contributing factors such as environmental and cultural services shall be based on the student's individual needs, interests and abilities. factors, economic disadvantage or underachievement, racial or ethnic minority, underachievement, membership or identified disability as defined in

[KRS 157.200](#).

The District's plan for identifying gifted and talented students shall:

1. Employ a multi-faceted approach and utilize on-going and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation;
3. Screen students for all areas of giftedness as defined by [KRS 157.200](#).

Based on data gathered by designated school personnel (e.g. Counselor, Gifted/talented teacher, regular classroom teacher), a District selection/placement committee appointed by the Superintendent shall determine those students who are eligible for gifted education services and the level of services to be provided.

Prior to selection or formal identification and placement of a student, the District shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services.

SERVICES

Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

Each school shall adjust its curriculum to meet the needs of gifted and talented students. Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's identified interests, needs and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Procedures and strategies to implement this policy shall identify the following:

- Students shall be cluster grouped at appropriate grade levels in order to provide for scheduling,
- Students in the Gifted Program shall not be required to make up missing classroom work while being provided services through the District Gifted Program.
- A variety of appropriate options for grouping by ability, interest and/or need,
- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.

There shall be multiple service delivery options with no single service option existing alone, district wide at any grade level.

ACADEMIC ACCELERATION

In accordance with the belief that all students are entitled to a quality education appropriate to their particular needs, students (who advance beyond grade level through the state and local curriculum) shall be given the opportunity to accelerate.

All students, including advanced learners, should be challenged and encouraged to attain their full capabilities, which may be accomplished by providing access to curriculum learning environments and instructional interventions normally delivered to older peers.

The process that shall be used for evaluating and identifying students for accelerated placement, either by grade or one (1) or more subject areas shall be set out in administrative procedure.

PERSONNEL

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the District's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall be provided opportunities to receive training on identifying and working with gifted and talented students.

PROGRAM EVALUATION

The Gifted/Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program as directed by administrative regulation for annual submission to the Kentucky Department of Education and make recommendations for upgrading those areas found to be deficient. Each year, the Gifted/Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent/designee for his/her information prior to forwarding it to the Kentucky Department of Education. This data will assist in making recommendations for the comprehensive improvement planning process at both the district and school levels.

GRIEVANCES

Students or parents who wish to file a grievance concerning or appeal the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

4. This policy and the procedures to implement it shall be made available for public inspection.

Extended School/Supplemental Educational Services (WCBE 08.133)

PLAN FOR DIAGNOSING

The Superintendent/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) and supplemental educational services (SES) as required by federal or state law.

EXTENDED SCHOOL SERVICES

The Board shall provide extended school services consistent with students' intervention plans and goals included as part of individual learning plans, requirements of [704 KAR 003:390](#), and local plans and procedures.

For students eligible to attend ESS, the District shall:

- Identify learning goals and benchmarks for each student that, if achieved, indicate that the student may exit the extended school services program;
- Determine conditions under which a student's absence from the program may be considered excused or unexcused; and
- Determine method for transporting students mandated to attend.

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District schools.

Because the Kentucky request to the U. S. Dept. of Education for flexibility was granted, the following section is waived through the 2018-2019 school year.

SUPPLEMENTAL EDUCATIONAL SERVICES

Eligible students shall be provided supplemental educational services as required by federal law.¹

The District shall post on the District/school web site(s) information about available supplemental educational services in keeping with federal regulatory requirements.

Pledge of Allegiance (WCBE 08.1351)

Student's Opportunity to Participant

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States. No student shall be required to participate in the Pledge against the student's or the parents' wishes.

Guidance (WCBE 08.14)

Guidance and counseling services shall be provided for students.

SERVICES

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by the Principal or Superintendent.

INDIVIDUAL LEARNING PLANS

In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an Individual Learning Plan for each student that includes career development and awareness.

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence.

Homework (WCBE 08.211)

STANDARDS FOR ASSIGNMENTS

Each school's SBDM Council shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level and shall be published in a format accessible to parents/guardians.

PURPOSE OF ASSIGNMENTS

Homework shall be assigned for the improvement of learning and must be related to the state-adopted standards. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

Promotion and Retention (WCBE 08.22)

CERTIFICATE AND TRANSFERS

When a student in any public school completes the school's criteria for completion of eighth grade, he/she is entitled to and upon request shall be issued a certificate of completion signed by the Principal. The certificate shall entitle the student to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a student transfers from the school of one district to the school of another district, he may not be assigned to a lower grade or course until the student has demonstrated that he is not suited for the work in the grade or course to which he has been promoted.

Students who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.

DIPLOMAS

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.

PROMOTION/RETENTION

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky State Board of Education requirements.

A student may advance through grade levels K-12 without regard to age if the District determines that he/she has acquired the academic and social skills required and that advancement would be in his/her best educational interest.

Promotions in elementary, middle, and high schools shall be made by the recommendation of the Principal.

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.

WORKING PORTFOLIOS

Each building Principal and/or his/her designee shall devise a plan for insuring that all students develop a writing/working portfolio. This shall include students in all grades. The portfolio is to be transferred with the student as he/she progresses to the next level and/or grade. The Principal and/or his/her designee shall monitor the working folders of transferring students.

In the development of the writing/working portfolio, each school shall develop a timeline for completion of the writing pieces at each level and/or grade.

REVIEW

Students not meeting the standard for promotion shall be subject to a Retention Review. The Retention Review shall be conducted by the Principal and shall include, but not be limited to: a conference with the student's parents, and a review of teacher's recommendations, pertinent data, from the student's cumulative folder, records of in-class interventions, and results of remediation. At the conclusion of the review, the Principal shall make a determination of promotion or retention. Such determination may be subject to further review by the Superintendent.

Grading (WCBE 08.221)

ACHIEVEMENT

Teachers shall maintain detailed, systematic records of the achievement of each student in the state-mandated student management system on a schedule determined by the school Principal.

GRADE REPORTS

Grade reports shall be issued every nine (9) weeks for elementary, middle and high school students. Mid-term reports will be sent to parent's midway through the grading period for grades four through high school (4-12).

PRIMARY ASSESSMENT

Each primary teacher shall provide parents with a standards-based progress report. The following continuum to reflect the continuous progress of each child shall be used for primary school students:

Excellent (E) – Satisfactory (S) – Progressing (P) – Not on Grade Level (N) – Not taught (T)

Grading Scale

The following standards shall be adhered to for grades four through twelve (4-12):

A	90-100	F	Below 60
B	80-89	I	Incomplete

- | | |
|---------|------------------------------------------------------------------|
| C 70-79 | E Effort (For LEP students proficiency Level 1 and Level 2 only) |
| D 60-69 | |

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as ten percent (10%) of a student's final grade in a course. An incomplete (I) grade must be changed to a passing or failing grade within the first ten (10) days of the next grading period. Make-up work is the complete responsibility of the student. A percentage grade shall be included in the student's grade report in addition to the letter grade.

Optional grades of E for excellent, S for satisfactory, and U for unsatisfactory may be used in P.E., art, music, etc. at the middle school level. In grades K-3, a separate progress report will be sent home to parents at the end of each nine-week grading period.

A middle school student may be considered for retention if s/he fails three (3) subjects with at least two (2) of said subjects being from required course areas. A student may be required to repeat a subject without being retained for the complete grade.

DISCIPLINARY ACTION

A student's grade shall not be lowered as a disciplinary action.

PARENT CONFERENCES

Parent/teacher conferences may be scheduled when requested by the parent or teacher.

Instructional Resources (WCBE 08.232)

ALLOCATION METHOD

Within budgetary limits, schools or school councils shall establish an equitable method of allocating funds to purchase instructional resources.

FINANCIAL REPORT

A financial report on allocations to and expenditures for instructional resources shall be prepared annually by the Board and shall be a public record. Each school may carry forward to the next fiscal year any part of the instructional resource allocation distributed to the school that has not been spent or committed in the current fiscal year.

INSTRUCTIONAL RESOURCE FUND

Schools with any grade from P-8 may purchase instructional resources using State funds in accordance with 704 KAR 003:455.

Each school allocated instructional resource funds shall complete an annual plan to identify purchases following guidelines of the Kentucky Board of Education.

The annual plan shall be approved by the Board and by the School Council in SBDM schools.

All plans shall be approved by the local Board as to sufficiency of funding to support the requested purchases. Any purchase exceeding the funds allocated shall be paid from other Council funds in SBDM schools.

FEES

If the Board authorizes instructional fees or costs for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Instructional resources shall be made available to all students. No student shall be denied full participation in any educational program due to an inability to pay for, or rent, all necessary instructional resources.

Fee waivers shall be provided as required by applicable statutes and regulations.

RESPONSIBILITY

Students or parents shall compensate the District for instructional resources that are lost, damaged, or destroyed while in the student's possession.

SECTARIAN TEXTS

No book or other publication (written or digital) of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.

Copyrighted Materials (WCBE 08.2321)

Copyrighted Materials

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

Electronic Materials

All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, video tapes, compact and laser disks, electronic textbooks, Internet based resources or any other copyrighted material distributed in electronic form.

Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on Board equipment. Through appropriate activities, the Director of Technology shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements. Employees shall be required to sign an agreement signifying that they have read and will abide by the Acceptable Use Policy (Section 08.2323).

The Superintendent or designee shall sign all District software license agreements. Each school using licensed software shall have on file a copy of the executed agreement, the original disk or the original documentation.

Review of Instructional Materials (WCBE 08.2322)

REQUEST

The review of instructional materials, including textbooks, supplementary materials, electronic resources and library books, on the basis of citizen concerns will be conducted in response to a properly filed written request under procedures developed by the Superintendent. In schools operating under SBDM, these procedures for review shall include school council consideration of the written concerns regarding instructional materials. Forms for such requests may be obtained from the school and will be made available to any resident of the District at the Superintendent's office. The request shall include a written statement of

reason for objection and a statement of the desired action regarding the material under consideration. Upon submission of the completed request to the Superintendent's office, a school committee shall be appointed.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent. The Superintendent shall notify the Board of all complaints filed and the council's response.

In schools operating under SBDM, these procedures for review shall include school council consideration of the written concerns regarding instructional materials before a Principal's Committee is convened.

PRINCIPAL'S COMMITTEE

The Principal shall appoint a review committee which shall consist of the following people: the Principal, media librarian, one (1) teacher who teaches the subject area or grade level in which the instructional material is used, and the supervisor of librarians.

Within ten (10) calendar days of the receipt of the prescribed form by the Superintendent's office, the committee shall review the instructional material and prepare a written response to the person who signed the request.

Unless the citizen files a written appeal to the Superintendent within ten (10) calendar days of the receipt of the committee's response, the recommendations of the Principal's Committee shall be followed.

SUPERINTENDENT'S COMMITTEE

In the event of the citizen's written appeal the Superintendent shall appoint a review committee which shall consist of the following people: one (1) administrator, one (1) supervisor at the appropriate grade level, and (1) one media librarian. No person shall serve as a member on both the Principal's and Superintendent's committee relating to the same review request.

The Superintendent's Committee shall review the citizen's request, the report of the Principal's Committee, and the instructional material in question; ask for further information, if necessary, and prepare a written report of its findings and recommendations to the Superintendent within thirty (30) calendar days after receipt of the citizen's appeal.

Unless the citizen files a written appeal to the Board within ten (10) calendar days of the receipt of the Superintendent's Committee's response, the recommendations of the Committee shall be followed. In schools operating under SBDM, the review process shall be determined by council policy.

APPEAL TO THE BOARD

In the event of the citizen's written appeal, the Board shall review the instructional material in question and both the Principal's and Superintendent's Committees' reports.

The Board shall issue a written decision within sixty (60) calendar days after receipt of the citizen's appeal. The Board's decision shall be considered final. Challenged books and/or materials shall be withdrawn from the school only at the direction of the Board upon the conclusion of the above steps.

Access to Electronic Media (WCBE 08.2323)

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access or personal devices that are permitted to access the District's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the Board's designee during use by an adult to enable access for bona fide research or other lawful purpose.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District's code of acceptable behavior and discipline including appropriate orientation for staff and students.

PERMISSION/AGREEMENT FORM

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

EMPLOYEE USE

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for District employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission in writing from the Superintendent.
2. If permission is granted, staff members will set up the site following any District guidelines developed by the Superintendent or designee and school guidelines developed by the Principal or designee.
3. Guidelines may specify whether access to the site must be given to school/District technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

DISREGARD OF RULES

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District public or private web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

AUDIT OF USE

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

Emergency Closings (WCBE 08.33)

When, in the judgment of the Superintendent, an emergency exists, he shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils.

Weather-Related Schedule Changes

Warren County schools may be cancelled due to weather-related situations. Radio and television stations are notified by 6:00 A.M. and are requested to broadcast the announcement as often as possible between 6:00 and 8:00 A.M. Also, there could be a one or two hour delay in the opening of schools. Students, however, may be dropped off at their school on their regular time schedules, as there will be school staff available to supervise them. Severe weather may also cause schools to end the school day early. A minimum of two hours notification is necessary for personnel to be available to transport students home. Central Office will notify all schools of any early closings prior to the media announcement, which will be made by the Superintendent.

Parents of preschool children should always listen carefully for any special arrangements or cancellations during severe weather.

School of Residence (WCBE 09.11)

ASSIGNED

All pupils shall be assigned by geographic attendance districts and will attend the school designated to serve their area of residence. Specific areas served by each attendance district will be marked on a map in the central administration office and posted on the District website. The Board may revise attendance districts from time to time to attain maximum utilization of school facilities.¹ The Board may find it necessary to assign students outside their normal attendance area as set forth in this policy.

RESIDENCE DEFINED

Pupils whose parents or guardians are legal residents of the school District and have custody of the student, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. Residence is defined by primary living quarters.

If the court system has granted parents/guardians joint custody of a child then the primary residence has to be declared upon enrollment and the child has to remain in that designated school for the school term.

PROOF OF RESIDENCY

In determining residency for the purpose of this policy two (2) or more of the following items and/or documents shall be required. The School, District and/or the Board may at their discretion request additional information.

1. Utility bill in the name of the parent/guardian;
2. Lease agreement in the name of the parent/guardian;
3. Notarized statement of residency;
4. Copy of Deed for Primary Residence;
5. Voter Registration; or
6. Vehicle Registration.

Transfers and Withdrawals (WCBE 09.111)

TEACHER TO ASCERTAIN REASON

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.¹

REPORT TO DPP

The teacher shall immediately report the withdrawal and the reason for it through the Principal to the Superintendent's office (Director of Pupil Personnel).

CHANGE OF RESIDENCE

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.¹

MISSING CHILDREN

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.¹

PERMISSION

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.²

Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.²

FOLLOW-UP BY DISTRICT PERSONNEL

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.²

STUDENT REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. Another school option exists;
2. The assigned school is identified for school improvement under federal guidelines (priority for transfer will be given to the lowest achieving children from low-income families);*
3. The assigned school is designated by the state as being “persistently dangerous”;
4. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.³

*Because the Kentucky request to the U. S. Dept. of Education for flexibility, was granted, reason #2 above is waived through the 2018-2019 school year.

IN-DISTRICT TRANSFERS

Upon proper application, students who reside in one elementary, middle or high school attendance district within the District may be permitted to transfer to another District elementary, middle, or high school, provided such approval does not result in employment of additional staff, an imbalance in class size, class cap or overcrowding in the receiving school.

Each middle and high school Principal may accept additional students in a number not to exceed an established percentage of the student population living within a schools specific attendance area. This percentage shall be recommended by the Superintendent to the Board of Education. The allocation of funding for the school will not be affected by this percentage and no staff will be added. The percentage and method for calculation shall be approved by the Board on an annual basis. The Board may allow out of district students to continue in a feeder school system provided they have been enrolled in that feeder system a minimum of two (2) years and it will not count toward the percentage calculation.

1. Requests for Child Care Transfers
 - Requests for child-care transfers must state clearly the reason the students cannot attend their assigned school.
2. Requests for Hardship Transfers
 - Requests for family hardship transfers must show clearly an unusual hardship different from that of other families in the District.
3. Requests for Medical Transfers
 - Parents/guardians of children with medical documentation from a medical doctor, psychologist or psychiatrist may make application for transfer according to Board policy. The transfer may be approved by the building Principal following consultation with the Director of Pupil Personnel and the District Health Coordinator. Parents/guardians shall be responsible for transportation, however if an IEP or 504 plan directs the transfer, the District may be required to provide the transportation.
4. Requests for Children of Full-Time Employee Transfers

- Warren County Public School employees may apply for a transfer for their children. Application shall be made according to Board policy and the student must meet the criteria set by the Board policy. Approval by the building Principal may be granted provided such approval does not result in employment of additional staff, an imbalance in class size, class cap, or overcrowding in the receiving school. Parents/guardians shall be responsible for transportation.
5. Request is from year to year.
- Parents/guardians are responsible for the transportation of their children when granted a transfer to another District school. No additional bus routes will be added. Questions regarding transportation must be addressed to the Director of Transportation.

Parents/guardians who wish to request a transfer of their child should file a properly completed application with the office of Director of Pupil Personnel, between the dates of April 1 and June 1, for the following school year. Applications received after June 1 will not be considered until all April 1 – June 1 applications have been processed. Applications may be obtained from the office of Director of Pupil Personnel. Requests for transfer after school starts will be considered only in extreme circumstances.

Students granted a transfer will have to reapply annually with preference given to those who had been granted a transfer the year before so long as the application is received, in the office of the Director of Pupil Personnel, on or before June 1.

Once transferred, a student can return only to his/her school of residence at the beginning of the next grading period/term, and cannot be granted additional transfers during a school year. Requests for transfer prior to the end of the grading period/term will be considered only in extreme circumstances.

Students granted a transfer must be in regular attendance (maximum of three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline and must be making minimum academic progress (maintains a “C” grade, cumulative through the student’s previous semester). Non-compliance with academic, attendance, or discipline requirements may result in forfeiture of future transfers or a return of the student to his/her school of residence. The return to school of residence should be at the beginning of the next grading period/term.

Once school has begun, a transfer student may be compelled to return to his/her school of residence if the class the transferred student is attending is at “cap” and a student in residence enrolls, making the class over “cap.” Students may be required to return to school of residence immediately if this should occur.

Students with disabilities may transfer within the guidelines of this policy as long as there is programming available at the transfer school that meets the specifications of the student’s IEP.

Transfers involving student participation in high school athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) bylaws.

The Superintendent/designee is charged with resolving disputes regarding transfer cases.

RESIDENT STUDENT REASSIGNMENT

Should classes in a particular school exceed the allowable size limit specified by law or regulation, the Superintendent/designee is permitted to move pupils from their respective attendance areas to balance student/teacher assignments. Any such reassignment would be at the cost or service of the Board.

WHEN A FAMILY MOVES

If a family moves from one attendance area to another within the school system during the school year, the pupil may be permitted to finish the school year in the school in which he/she was last enrolled (at no cost or service by the Board). An In-District Transfer application must be completed by the parent/guardian and submitted to the Principal for approval. The following criteria apply:

1. The Principal gives approval;
2. Class size limits are not exceeded;
3. The student maintains a "C" grade (cumulative through the student's previous semester);
4. Must be in regular attendance (maximum of three (3) unexcused absences or three (3) unexcused tardies);
5. The student/parent provides transportation;
6. The student has an acceptable discipline record as determined by the Principal; and
7. There is no service provided or cost incurred by the Board.
8. Approval shall be granted with the understanding the student may be required to enroll at the school serving his/her attendance zone if, the above criteria are not met. The student may be asked to return to their school or residence at the beginning of the next grading period/term.

NON RESIDENTS

Nonresident pupils upon application and timelines may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent. The number of nonresident pupils admitted to a school shall not exceed the number of in-district transfers granted for that school.

Admissions and Attendance (WCBE 09.12)

RESIDENCE DEFINED

Pupils whose parents or guardians are legal residents of the school District and have custody of the student, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.

HOMELESS CHILDREN AND YOUTH

The term homeless children and youths' as defined by the U.S. Department of Education:

- A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
- B) includes
 - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
 - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.²

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public school fund.

FOREIGN EXCHANGE STUDENTS

The District shall only accept students from exchange programs approved by the National Association of Secondary School Principals. Foreign exchange students shall attend for only one (1) school year for the purpose of gaining language and cultural experiences. Grade level placement of students shall be determined by the Principal.

Foreign exchange students will be allowed to enroll only during the first five (5) school days of each semester. The student must submit to the receiving school thirty (30) calendar days before enrollment a videotape of the student using conversational English to show the English speaking skills of the student. The school will determine if the student's English speaking skills meet the enrollment requirements. These conditions and requirements may be modified in exceptional circumstances as determined by the Board upon recommendation of the Superintendent.

The Principal and/or his/her designee will determine the student's schedule. Students will be expected to follow the school's rules of conduct and will follow the same disciplinary code as all students.

Foreign exchange students who are not in the U.S. on a visa issued specifically for educational purposes and thus have not paid the district yearly cost of educating a student may not be considered for graduation.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

Entrance Age (WCBE 09.121)

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.

Children at risk of educational failure who are four (4) by August 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available.¹

PRIMARY SCHOOL

A child who becomes five (5) by October 1 may enter primary school and may advance through the primary program without regard to age in accordance with [KRS 158.030](#). A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.³

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.⁵

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with [KRS 158.031](#). A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by [KRS 159.030](#).²

PETITION PROCESS

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

Any tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.

PROOF OF AGE

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.⁴

Attendance Requirements (WCBE 09.122)

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,

3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.²

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and

recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Part-Time Students (WCBE 09.1221)

Emancipated high school students or those over sixteen (16) years of age enrolled in three (3) units or less of academic credit shall be classified as part-time. Enrollment of part-time students shall be subject to the approval of the Principal and the Warren County Board of Education.

Persons Over Compulsory Attendance Age (WCBE 09.1223)

PROHIBITIONS

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools. The exception to this policy is that if a student turns twenty-one (21) years of age prior to graduation from high school but has (on his/her twenty-first birthday substantially completed graduation requirements so that it is reasonable that the student will graduate at the conclusion of the current academic semester, or at the latest, at the end of the following semester, the student may, within the Board's discretion and upon recommendation of the Principal, or Superintendent, remain enrolled in the high school so long as the student would otherwise be permitted to attend. Factors which could lead to a decision not to recommend continued attendance or a Board decision to reject a recommendation for continued attendance include, but are not limited to, the following: discipline issues, attendance and/or academic performance.

Students under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the District. Students who have earned a GED shall be permitted to enroll to work toward completion of graduation requirements.

EXCEPTION

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.

STUDENTS WITH DISABILITIES

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

Absences and Excuses (WCBE 09.123)

Students 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.

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse

for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant.

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.

EXCUSED ABSENCE OR TARDINESS

An excused absence or tardiness is one for which work may be made up and which has been verified by the Principal or designee.

Educational Enhancement Opportunity (EHO)

A student shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the principal determines that extenuating circumstances exist, requests for date(s) falling within state or district testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

UNEXCUSED ABSENCES

All other absences other than those defined in this policy as excused shall be considered unexcused. No make up work, including tests, shall be allowed for unexcused absences.

EXCUSED ABSENCES/GRADES K-8

Excused absences shall include:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Appearance in court of the student pursuant to a warrant, subpoena, or citation;
4. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty,

8. 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,
9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted. The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class.

Excused Absences Grades 9-12

Excused absences shall include:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Testing for driver's license if accompanied by parent or guardian and upon approval of Principal or designee;
5. Religious holidays and practices;
6. Participation in school-related activities approved by the Principal or designee;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to active military duty;
9. One (1) day upon the return of parent/guardian from active military duty,
10. 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,
11. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities.

Dismissal from School (WCBE 09.1231)

RELEASE OF STUDENTS

At any time students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the

assigned bus or with the custodial parent/guardian. Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

RELEASE PROCESS

If the student is to be picked up early, the custodial parent/guardian or designee shall report to the Principal's office and sign for the student's release.

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

EXCEPTIONS

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such case, the student's parent shall be notified at the earliest opportunity. In addition, the Board authorizes emergency release of students for illness or other bona fide reasons, as determined by the Principal.

Tuition (WCBE 09.124)

FEE TO BE CHARGED

The Board may charge a fee, according to a schedule adopted by the Board, for each student attending its schools whose parent is not a bona fide resident of the district.

Refunds Tuition

Refunds of tuition shall be made on a pro rata basis of time in membership.

Equal Educational Opportunities (WCBE 09.13)

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against on the basis of race, color, national or ethnic origin, sex, genetic information, religion, political affiliation, age or disability.

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 of 1990 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.

RELIGIOUS ACTIVITIES

The District shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, 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.

Student Records (WCBE 09.14)

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

PROCEDURE TO BE ESTABLISHED

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

DISCLOSURE OF RECORDS

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;

- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

DISCLOSURE OF RECORDS

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

DUTY TO REPORT

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

STUDENT DIRECTORY INFORMATION

The Principal or Superintendent is authorized to release Board approved directory information.

Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

SURVEYS OF PROTECTED INFORMATION

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information. PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

STUDENTS WITH DISABILITIES

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in [KRS 17.125](#) if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

JUVENILE COURT RECORDS

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student is assigned to come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.

RECORDS OF MISSING CHILDREN

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

COURT ORDER/SUBPOENA

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the matter(s) may be referred to local counsel for advice.

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2. The right to inspect and review logs documenting disclosures of the student's education records.

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued Subpoenas, disclosures of directory information, and disclosure

to the parent or eligible student, FERPA Regulations require the District to record the disclosure.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's privacy or other rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, Misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide a written consent prior to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions that permit disclosure without consent include:

- a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.
- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institutions in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosures is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

5. The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible

students. To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6. The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky Army National Guard.

Unless the parent or secondary school student requests in writing that the District not release Information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

7. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

Student Fees (WCBE 09.15)

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees to be charged for items of personal attire, musical instruments or materials, other than materials which become the property of the student, shall have prior approval of the Superintendent. Fees may be charged for admission and transportation for cultural enrichment programs, field trips, or co-curricular activities provided the following conditions have been met:

1. The activity has received approval of the Superintendent as a qualifying activity.
2. Participation is voluntary and not a requirement of any course of study.
3. The program or trip is not an athletic activity.
4. The school has arranged to pay charges for those students who could not otherwise participate.
5. Fees collected for a specific purpose shall be used for that purpose only.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for necessary instructional resources.

WAIVER OF FEES

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver

process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

Student Welfare and Wellness (WCBE 09.2)

The health and safety of pupils shall be a priority consideration in all Board decisions.

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity. To this end, the Board supports school efforts to implement the following:

- To the maximum extent practicable, schools will participate in available federal school meal programs.
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.

NUTRITION PROMOTION AND EDUCATION, PHYSICAL ACTIVITY, AND OTHER SCHOOL-BASED ACTIVITIES

Each school is to set measurable goals in providing nutrition education and engaging in nutrition promotion to positively influence lifelong eating behaviors. Suggested language may include goals related to activities and opportunities:

- offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- that include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- that link with school meal programs, other school foods, and nutrition-related community services;
- that provide all students with opportunities, support, and encouragement to be physically active on a regular basis as provided by school/council policy. Schools with K-5 organization, or any configuration thereof, shall include in their wellness policy, moderate to vigorous physical activity each day in accordance with [KRS 160.345](#) and Board Policy 02.4241;
- that teach media literacy with an emphasis on food marketing; and

- that include training for teachers and other staff.

NUTRITION GUIDELINES FOR ALL FOODS

Each school is to follow minimum federal and state nutrition standards. Below is suggested language for the District to choose from to reach District specific desired outcomes:

- Foods and beverages sold or served at school shall be consistent with the federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

SCHOOL WELLNESS PLANS

After reviewing guidelines set out in District Policy 09.2, each school shall develop a Wellness Plan detailing how those guidelines shall be incorporated in the school.

EVALUATION AND ENFORCEMENT

Leadership:

The Superintendent/designee will monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.

The District shall form a District Wellness Committee and actively seek to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this policy.

ANNUAL PROGRESS REPORT:

The District shall inform and update the public annually on the content and progress of implementation of its school wellness efforts. The report shall include:

1. The District website and/or other information on how the public can access copies of school and District Wellness Policies;
2. A summary of each school's wellness events and/or activities;
3. A description of each school's progress in meeting the school wellness goals;
4. Contact information for the leader(s) of the Wellness Committee; and
5. Information on how individuals can get involved.

ASSESSMENT

The District shall measure and make available to the public once every three (3) years at a minimum, the content and progress of implementation of its school wellness efforts. The report shall include:

1. Extent to which the District is in compliance with this policy;
2. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and
3. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.

Health Requirements and Services (WCBE 09.21)

HEALTH AND SAFETY

The Superintendent shall develop procedures to insure District compliance with all health and safety governance requirements.

The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel. Policies and related procedures for these policies in the 09.2 section of this Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

Required

All pupils shall undergo preventative health care examinations as required by Kentucky Administrative Regulation. The Board shall adopt a program for continuous health supervision for all pupils, including screening tests related to growth and development, vision, and hearing.

Referral

Referral and appropriate follow-up of an abnormality noted by screening teacher observation shall be recorded on school health records.

Emergency Care

School officials have emergency care procedures, a copy of which shall be on file in the Central Office.

Health Record

Each school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

Health Care Examination (WCBE 09.211)

All pupils shall undergo preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or on an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.

IMMUNIZATIONS

The immunization certificate form required by [702 KAR 001:160](#) shall be on file within two (2) weeks of a student's enrollment in school. Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.

Contagious Diseases and Parasites (WCBE 09.213)

NOTIFICATION

A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

INFECTION CONTROL

If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer, or the Kentucky Department for Public Health.

EPIDEMICS

In the event of an epidemic, the Board may close the schools.

SCHOOL TO REPORT

Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.

MEDICAL CONFIDENTIALITY

Unless otherwise required by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel. Medical records shall be accessible only to persons designated by the parents.

CLEANUP PROCEDURES

The Superintendent shall develop procedures to ensure adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

Use of Physical Restraint and Seclusion (WCBE 09.2212)

Use of physical restraint or seclusion by school personnel is subject to [704 KAR 007:160](#). However, nothing in this policy prohibits the exercise of law enforcement duties by sworn law enforcement officers.

DEFINITIONS

- Physical Restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely.
- Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving, but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

PHYSICAL RESTRAINT

All School Personnel

Use of physical restraint by all school personnel is permitted when a student's behavior poses an imminent danger of physical harm to self or others in clearly unavoidable emergency circumstances. In such situations, staff who have not had core team training may physically restrain students, but shall summon core trained school personnel as soon as possible.

In all situations involving use of physical restraint (including restraint by core trained personnel):

- The student shall be monitored for physical and psychological well being for the duration of the restraint.
- Personnel shall use only the amount of force reasonably believed necessary to protect the student or others from imminent danger of physical harm.

Core Trained Personnel

School personnel who have undergone core team training may also use physical restraint after less restrictive behavioral interventions have been ineffective in stopping misbehavior as noted below:

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in [KRS 503.050](#) (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in [KRS 503.070](#) (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in [KRS 503.110](#) (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

SECLUSION

Seclusion may be implemented only if: the student's behavior poses an imminent danger of physical harm to self or others; less restrictive interventions have been ineffective in stopping the imminent danger of physical harm; the student is monitored visually for the duration of the seclusion; and staff are appropriately trained to use seclusion.

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by [704 KAR 007:160](#),

school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by [704 KAR 007:160](#):

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by [704 KAR 007:160](#).
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR 007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

The Superintendent/designee shall develop procedures to be followed during and after each use of physical restraint or seclusion to include the following:

1. Documentation of the event in the student information system;
2. Notice to parents; and
3. A process for the parent or emancipated youth to request a debriefing session.

NOTIFICATION REQUIREMENTS

The Principal of the school shall be notified as soon as possible when seclusion or physical restraint is used, but no later than the end of the school day on which it occurs.

Following each incident of physical restraint or seclusion of a student and if the student is not an emancipated youth, the parent of the student shall be notified of the incident either verbally or through electronic communication as soon as possible within twenty-four (24) hours of the incident. If the parent cannot be reached during that time frame, a written communication shall be mailed via U. S. mail.

If death, substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty results from use of physical restraint or seclusion, the Superintendent/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

DEBRIEFING SESSION

If the parent or emancipated student requests a debriefing session following use or parental notification of the use of physical restraint or seclusion, individuals who are to participate shall be those specified by state regulation.

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or

emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

The debriefing session shall address elements specified by state regulation, and all documentation used during the session shall become part of the student's education record.

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and, where appropriate, take corrective action.

STATEMENTS FROM PHYSICIAN

The Superintendent/designee shall review and respond to any statement received from a student's licensed physician that the student is not to be subjected to physical restraint.

DOCUMENTATION

All incidents involving physical restraint or seclusion shall be documented by a written record of each use by the end of the next school day, and the documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student and include information required by [704 KAR 007:160](#).

Specified data related to incidents of physical restraint and seclusion shall be reported in the state student information system.

At the end of each school year, the Superintendent/designee shall review data on District use of physical restraint and seclusion to identify any recommendations to be made to the Board for policy and procedure revisions.

Student Health and Safety (WCBE 09.22)

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board. Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service.

The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.88.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.

Bicycle Use (WCBE 09.222)

SCHOOL TO DEVELOP RULES

Pupils shall be permitted to ride bicycles onto school grounds under rules developed by the Principal of each individual school.

Motor Vehicle Use (WCBE 09.223)

CONDITIONS FOR USE

With parental request and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

PRIVILEGE MAY BE REVOKED

Driving on the school grounds is a privilege, which may be revoked if conditions are violated.

MIDDLE SCHOOL STUDENTS

Middle school students shall not drive motor vehicles to school.

Emergency Medical Treatment (09.224)

FIRST AID TO BE PROVIDED

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

FIRST-AID ROOM

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications.

When enrolled students, for whom documentation under [KRS 158.838](#) has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, or seizure rescue medications shall be present.

INFORMATION NEEDED

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.¹ Parents will be notified in the event of an accident.

EMERGENCY PROCEDURES

Each Principal shall develop a procedure for handling medical emergencies.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility.

Student Medication (WCBE 09.2241)

School personnel authorized to give medications must be trained in accordance with [KRS 158.838](#), [KRS 156.502](#) and [702 KAR 001:160](#).

Pupils may take medicine which is brought to school by the parent/guardian from home once a completed authorization form from the parent/guardian is on file.¹

Medications dispensed to students by authorized school personnel who have completed training required by law shall be kept in the school following the guidelines set forth in procedure.

All medications given must be administered and documented according to procedures developed by the Superintendent.

SELF-ADMINISTRATION

A student may be permitted to carry medication that has been prescribed or ordered by a health care practitioner to stay on or with the pupil due to an emergency medical need.

In accordance with [KRS 158.836](#), students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments with written statement from health care provider that the student may self-carry. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.²

Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication with written statement from health care provider that the student may self-carry.¹

Student Insurance (WCBE 09.23)

AUTHORIZATION

The Board may approve a group accident insurance program and make it available to students. Other than distributing applications and receiving premiums to be forwarded to the insurance agent, teachers shall not solicit for the insurance program.

Student Activities (WCBE 09.3)

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.

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 students on athletic trips as provided in statute.¹

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.²

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.

Athletics and Sports Activities (WCBE 09.31)

GOVERNANCE

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), all local regulations applied by the Principal or the Board, and Title IX requirements. As a condition to KHSAA high

school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

RESTRICTIONS

Practice sessions for elementary school athletic teams shall not exceed one-hundred and twenty (120) minutes.

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](#).¹

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:

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

Safety (Athletics) (WCBE 09.311)

The Superintendent shall develop procedures to insure that the safety of the student shall be the first consideration 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 high school athletic practice and competition.

Prior to assuming their duties, non-faculty coaches/coaching assistants shall successfully complete training provided by the District, which shall include, but not limited to, the following:

1. Information on the physical and emotional development of students of the age with whom the non-faculty coach and non-faculty assistant will be working;
2. The District's and school's discipline policies;
3. Procedures for dealing with discipline problems; and
4. Safety and first aid training.

Follow-up training shall be provided annually.

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 by statute.

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 licensed health care provider as specified in statute, who shall determine if a concussion has occurred. The student may return to play if it is determined that no concussion has occurred.

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 to participate in a 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.

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.

Insurance (Athletics) (WCBE 09.312)

All students participating in interscholastic athletics must present evidence of accident insurance.

Eligibility (Athletics) (WCBE 09.313)

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements for both middle and high schools.

Student Organizations (WCBE 09.32)

The Board does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under District auspices.

School groups' affiliation with state and national organizations must be approved by the Board. All school-sponsored student organizations shall be under the direction of a faculty advisor.

Student Organizations (Clubs) (WCBE 09.321)

Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to bylaws of the organization approved by the Principal.

Selection of Students (WCBE 09.323)

MEMBERSHIP

Membership in student organizations conducted on school premises or organized under the name of the school shall be open to all students. Membership and election of officers shall conform to accepted democratic processes.

Fund-Raising Activities (WCBE 09.33)

BOARD APPROVAL REQUIRED

All school-wide fund-raising activities, including the proposed use of the funds, must be approved by the Board⁴. Requests must be channeled through the Principal and Superintendent. All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose. The Board will not sanction group participation in bingo as a means to raise funds.

Insofar as [KRS 158.290](#) provides that no public school shall promote or engage in a school-wide fund-raising project without the prior approval of the local Board of Education, the Board will not approve participation in bingo as a fund-raising activity by a school, school parent-teacher organizations or school parent-teacher associations.

The Board discourages participation in bingo fund-raising activities by Booster and other school-related organizations and will not knowingly accept into the Warren County School District or accounts controlled by the Warren County School District any funds or equipment or materials raised or purchased through bingo fund-raising activities.

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹ Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.⁴

CONDUCT OF ACTIVITIES

All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Student Publications (WCBE 09.34)

SPONSOR PROVIDED

A designated faculty sponsor shall be provided for all student print/online publications.

PRIOR SUBMISSION

Materials to be published shall be submitted to the Principal before publication and/or distribution.

The Principal shall have the right to edit all materials for legitimate educational reasons including, but not limited to, items which could be reasonably expected to create a material and substantial disruption of school activities or operations or which may cause harm to others.

APPEAL

A student or author may appeal in writing to the Superintendent the Principal's decision. During the appeal process, the material may not be published.

Social Events (WCBE 09.35)

Student social events may be approved by the Principal under the following conditions:

1. The door shall be controlled and admission limited to eligible students, guests, chaperones, and school personnel.
2. No one under the influence of alcohol or drugs shall be in attendance.
3. Adequate administrator and/or faculty supervision shall be provided.
4. A policeman shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal, Assistant Principal or chaperone shall immediately close the event and send pupils from the campus.
6. The Principal may impose additional regulations as needed.

School-Related Student Trips (WCBE 09.36)

SUPERINTENDENT TO APPROVE

The Superintendent shall have the authority to approve school-related trips, which fall into the following categories:

1. All regularly scheduled athletic events;
2. All athletic trips which are part of a tournament or play-off in which the school is a participant; and
3. All school-related trips made within a 150 mile radius of the school.

PRIOR APPROVAL

Prior approval of the Principal is required for each of the above trips. All overnight trips shall have the prior approval of the Superintendent or his designee.

PROHIBITION

Board owned vehicles shall not be used for recreational trips at any time.

BOARD REGULARLY INFORMED

The Board shall be regularly informed of any trip falling within these guidelines.

PRIOR APPROVAL OF BOARD

Any school-related trips not falling within the guidelines above and all out of state trips shall require prior Board approval.

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be traveling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

Vehicles and Supervision

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall comply with requirements specified in applicable statutes and administrative regulations.

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a non-faculty coach or a non-faculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.

District students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by Board owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by Board owned vehicles.

INSURANCE

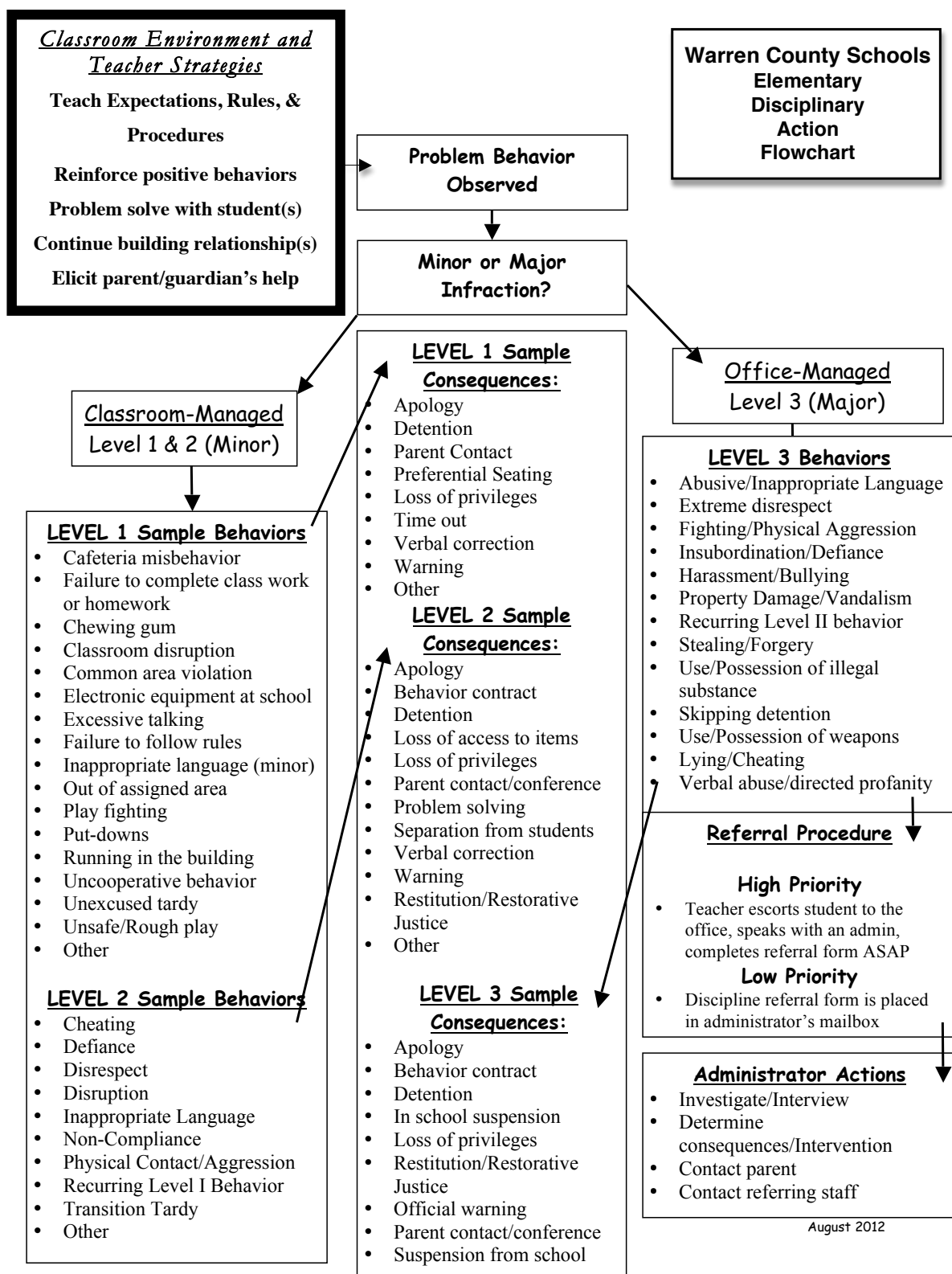
Only Board insured vehicles or appropriately certified common carriers shall be used for transporting students.

REIMBURSEMENT

The Superintendent shall establish a schedule of reimbursements for school groups using school buses for special trips.

Student Behavior (WCBE 09.4)

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.



**Warren County Public Schools
Middle and High Behavior Matrix**

Updated Spring 2015

Materials or Substance	First Time Possession	2nd Offense	3rd Offense	Under the Influence	Give to someone else Receipt/Transfer	Purchase or Sell	Assessment Recommendation
Tobacco or tobacco products	2 days in-school suspension	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	N/A	4 days in-school suspension	4 days in-school suspension	
Nicotine vapor products or paraphernalia	2 days in-school suspension	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	N/A	4 days in-school suspension	4 days in-school suspension	
Alcohol *	5 days in ASP	ASP pending pre-board hearing	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	10 days in ASP	6 days in ASP	10 days in ASP	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor
Over the counter medicines	Not properly contained or not turned into the office - Principal's discretion	4 days in-school suspension	Minimum 4 days in-school suspension or 3 days ASP	N/A	Principal discretion	6 days in ASP	Principal's discretion Refer to Student Assistance Counselor
Prescription medicine (with a prescription)	Not properly contained, not following the prescription, or not turned into the office - Principal's discretion	ASP pending pre-board hearing	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	N/A	6 days in ASP	10 days in ASP	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor
Prescription medicine * (without a prescription)	5 days in ASP	ASP pending pre-board hearing	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Seek medical advice 10 days in ASP	6 days in ASP	10 days in ASP	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor
Any substance causing altered state of mind * e.g. marijuana, inhalants, some vapor products, drug paraphernalia, etc.	10 days in ASP	Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	10 days in ASP	ASP pending pre-board hearing	ASP pending pre-board hearing	Refer for outside drug/alcohol assessment Refer to Student Assistance Counselor

Always contact parents.

Collaborate with the special education department for students with IEP's.

Look-alikes will be treated as the actual substance.

Offenses are for a career lifetime (not just per year).

Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)

*Consult law enforcement.

Warren County Public Schools
Middle and High Behavior Matrix
Updated Spring 2015

Major Behavior	1st Offense	2nd Offense	3rd Offense	Major Behavior	1st Offense	2nd Offense	3rd Offense
Abusive language towards a teacher (Major)	3 days ASP	5 days ASP	10 days ASP	Threats *	Refer to Student Assistance Counselor to determine next steps		
Possession or accessing pornography	Loss of internet privileges 4 days in-school suspension	5 days ASP	ASP pending pre-board hearing	Fighting *	10 days ISS and/or ASP	10 days ASP	ASP pending pre-board hearing
Transfer or receipt of child pornography *	Principal's Discretion Follow pornography guidance (above) if appropriate			Assault *	10 days in ASP	ASP pending pre-board hearing	ASP pending pre-board hearing
Bullying * Cyberbullying * Hazing *	Refer to WCPS Policy 09.422			Pulling the Fire Alarm * Arson * Bomb Threat *	Refer to WCPS Policy 09.425 Refer to Student Assistance Counselor and District Safety Personnel		
Inappropriate Sexual Behavior	3 days ASP	5 days ASP	10 days ASP	Weapons * (excluding pocket knives with blades less than 3 inches)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing Notify DPP Suspend out (not to exceed 10 days unless authorized by DPP)
Sexual Harassment *	Refer to WCPS Policy 09.42811			Theft of item over \$20 *	3 days ASP	5 days ASP	10 days ASP

Always contact parents.
Collaborate with the special education department for students with IEP's.
Look-alikes will be treated as the actual substance.
Offenses are for a career lifetime (not just per year).
Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)
*Consult law enforcement.

Pregnant and Married Students (WCBE 09.41)

Married and/or pregnant pupils shall be permitted the same rights and privileges as other pupils. Pregnant students may not participate in activities, which will endanger the student or fetus.

Care of School and Personal Property (WCBE 09.421)

PUPILS RESPONSIBLE

Pupils shall be held responsible for damage to school property.

SCHOOL PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

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 damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

1. Intentional harm, and
2. Damage beyond minor loss or breakage, excluding normal wear and tear.

PERSONAL PROPERTY OF SCHOOL PERSONNEL

Any pupil, organization, or group of pupils who steals or willfully or wantonly destroys, defaces, or damages the personal property of school personnel on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school.

STUDENTS' PROPERTY

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

PARENTS LIABLE

Parents shall be liable for property damage caused by their minor children.

Pupils in Building

No pupil shall be permitted in the school building except when under the direct supervision of the Principal, a faculty member, or a certified district employee designated by the Principal.

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

Bullying/Hazing (WCBE 09.422)

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

ACTIONS NOT TOLERATED

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

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

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

BULLYING DEFINED

Bullying refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school groups, or at a school sponsored activity, which acts are repeated against the same student over time.

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. Students may report a bully by accessing WCPS website at the following address: <http://goo.gl/FF9XVN> or call tip hotline 1-800-398-1496.

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 09.42811; 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.

Use, Receipt, Sale, Transfer, Possession or Being Under the Influence of Alcohol, Drugs and Other Prohibited Substances (WCBE 09.423)

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

No pupil shall purchase, receive, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), prohibited drugs and substances, or drug paraphernalia and/or assist another pupil in the receipt, sale or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event.

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

DEFINITIONS

Controlled substance means any drug, narcotic, or controlled 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.

SIMULATED SUBSTANCES

No pupil shall purchase, receive, use, sell, possess, attempt to possess or transfer any counterfeit look-alike or simulated drug, narcotic, or controlled substance and/or assist another pupil in the receipt, sale, or transfer of any counterfeit, look-alike or simulated drug, narcotic, or controlled substance on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event, with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a drug, narcotic, or controlled substance.

AUTHORIZED MEDICATION

Use of a drug, narcotic, or controlled substance authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Student medications must be taken to school by a parent or guardian and logged with the office. Students are not allowed to bring medications to school.

PENALTIES

Violation of this policy shall constitute reason for disciplinary action including but not limited to suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

PENALTY FOR SALE OR TRANSMISSION

For sale or transmission of alcoholic beverages, narcotics, drugs, controlled substances, counterfeit or look-alike narcotics, drugs or controlled substances and/or the assistance in the receipt, sale, or transfer of alcoholic beverages, drugs, narcotics, or controlled substances, drug paraphernalia, counterfeit, look-alike or simulated alcoholic beverages, narcotics, drugs, or controlled substances, the student will immediately be suspended, and a recommendation for expulsion will be made.

PENALTY FOR POSSESSION

For a first offense for purchase, possession, attempts to possess, use, or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated narcotics, drugs or other controlled substances, and or possession or use of drug paraphernalia, (where the violations does not result from the sale, receipt or transfer on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event) the student will receive an immediate suspension of no less than five (5) days and no more than ten (10) days at the discretion of the building principal based on the individual circumstances, and the Superintendent may recommend expulsion.

In the case of a first offense for purchase, possession, attempts to possess, use, or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated narcotics, drugs or other controlled substances, and or possession or use of drug paraphernalia under the terms of the preceding paragraph, a recommendation for expulsion, at the discretion of the Superintendent, may be waived if the student and his/her parent(s) or guardian(s)) agree to obtain, at their expense, an evaluation of the student's alcohol, drug, narcotic, or controlled substance use from a qualified chemical dependency counselor acceptable to the district and complete any and all counseling or other treatment recommended in the evaluation. A second violation at any time during the student's enrollment in a District school will result in an immediate suspension and a recommendation for expulsion.

REPORTING

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 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. 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.

DRUG TESTING PROGRAM/PLAN

The Board has established a mandatory random drug and alcohol testing program for student athletes. As a condition to participating in athletics, students shall provide a form signed by their parent/guardian and by the student to indicate their understanding of program requirements.

A plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and kept on file in the Central Office. As reflected in the plan, the Superintendent/designee shall do the following:

1. Establish a process to randomly test participating students for substances designated by the Board;
2. Take measures to reasonably ensure student privacy during the taking of samples;
3. Address security for samples once obtained; and
4. Designate laboratory services that are accurate and reliable.

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and the in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

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.

Tobacco and Smoking (WCBE 09.4232)

The use or possession of any tobacco product including alternative nicotine products, e-cigarettes, and other similar products, is prohibited twenty-four (24) hours a day, seven (7) days a week in any building and on any property owned or operated by the Board. Students shall not be permitted to use or possess any tobacco product on property owned for operated by the Board, inside Board owned vehicles, on the way to and from school, stadiums/athletic fields and during school-sponsored trips and activities. Activities occurring before, during and after

school hours, on weekends and during vacation periods are included in this prohibition. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

Weapons (WCBE 09.424)

APPLICATION

This policy applies to students.

FIREARMS, OTHER DANGEROUS OR DEADLY WEAPONS, DANGEROUS INSTRUMENTS, DESTRUCTIVE DEVICES, AND BOOBY TRAPS

The carrying, bringing, using or possessing of any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap, or facsimile thereof (example: toy handgun) in any school building, on school property, in any school vehicle or at any school-sponsored activity or event is prohibited.

DEFINITIONS

Firearm: Any instrument which will expel a projectile by the action of an explosive, including but not limited to any pistol, handgun, revolver, rifle or shotgun.

Other dangerous or deadly weapon: Any instrument, article or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury, including but not limited to any knife, a knife regardless of the blade length which can be opened by pressing a button and/or pressure on the handle and/or rapid wrist motion, air gun, spring gun, sling shot, bludgeon, billy club, nightstick, blackjack, artificial knuckles, box cutter or any device with a razor-type blade.

Dangerous instrument, destructive device or booby trap: Any instrument, article, or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury.

EXCEPTIONS

An exception may be made for students participating in an authorized event or curricular activity involving the use of prohibited items and for law enforcement officials.

ENFORCEMENT

When there is cause to believe that there are firearms, other dangerous or deadly weapons, dangerous instruments, destructive devices or booby trap devices in possession of students, searches and/or stationary or mobile metal detectors may be utilized.

PENALTIES

Violation of this policy shall require that the student be immediately suspended and a recommendation for expulsion made, with the exception of simple possession of an unopened ordinary small pocket knife with a blade of less than three (3) inches. Simple possession of an unopened ordinary small pocket knife

with a blade of less than three (3) inches shall be dealt with as a Level I Offense as defined in the District Student Handbook.

Assault and Threats of Violence (WCBE 09.425)

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.

SCHOOL PERSONNEL

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

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 005:080. Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

REPORT TO LAW ENFORCEMENT AGENCY

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 assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

NOTIFICATION

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notifications shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or to come in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

The notice shall describe the nature of the student's behavior.

Disrupting the Educational Process (WCBE 09.426)

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.

Telecommunications & Computing Devices (WCBE 09.4261)

POSSESSION AND USE

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

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating,
 - b. Violates confidentiality or privacy rights of another individual,
 - c. Is profane, indecent, or obscene,
 - d. Constitutes or promotes illegal activity or activity in violation of school rules, or
 - e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

These restrictions shall not be interpreted to prohibit material protected under the state or federal constitutions where such material does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others

1. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before

and after the regular school day and during designated times by the school.

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device.
3. Students are responsible for keeping up with devices they bring to school. The school and/or District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication, computing, and other electronic devices.
5. Students shall not utilize a telecommunication, computing, or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

NOTICE OF POLICY

Notice of this policy and penalties for violating it shall be published annually in the District's Code of Acceptable Behavior and Discipline.

Student Dress and Appearance (WCBE Policy 09.427)

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited.

The school shall develop a student dress code for SBDM Council approval to be included in the school's student handbook.

Harassment/Discrimination (WCBE 09.42811)

DEFINITION

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex or disability that is sufficiently severe, pervasive, or objectively offensive that it adversely affects a student's education or creates a hostile or abusive educational environment.

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

Sexual harassment of employees and students is defined as any unwanted, personally offensive sexual attention, requests for sexual favors, or other illegal conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or

3. Such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Students who engage in harassment/discrimination an employee or of another student on the basis of any of the areas mentioned above shall be subject to disciplinary action including but not limited to suspension and expulsion.

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it.

In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. The Superintendent shall develop procedures providing for reporting any suspected harassment/discrimination, investigating allegations of harassment/discrimination and resolving any substantiated violation.

NOTIFICATIONS

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

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

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

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy, examples of conduct and/or actions that could be considered a violation of this policy include, but are not limited to:

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

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

CONFIDENTIALITY

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both victims and persons accused of violations.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment or discrimination any party may appeal in writing any part of the findings and corrective action to the Superintendent.

Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective actions shall be cause for disciplinary action.

FALSE COMPLAINTS

Deliberately false or malicious complaints of harassment/discrimination may result in disciplinary action taken against the complainant.

OTHER CLAIMS

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

Driver's License Revocation (WCBE 09.4294)

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.
2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

REINSTATEMENT OF DRIVING PRIVILEGE

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

Student Disciplinary Processes (WCBE 09.43)

SCHOOL-RELATED ACTIVITIES

The authority of the District in matters of student behavior is not limited to school buildings and grounds or to times when the pupil is on his/her way to or from school, but extends to any activity which is school-related or school-sponsored.

TREATMENT OF PUPILS

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

Unless an administrator or the Board acts under authority of [KRS 158.150](#), no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.¹

SERIOUS PROBLEMS

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school.

In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

REPORTING

Each school shall annually provide to the Department of Education, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

CHILDREN AND YOUTH WITH DISABILITIES

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

Due Process (WCBE 09.431)

RIGHT TO DUE PROCESS

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

1. The pupil shall be given oral or written notice of the charge(s) against him.
2. If the pupil denies the charge(s), he shall be given an explanation of the evidence against him.
3. The pupil shall be given an opportunity to present his own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

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

Detention (WCBE 09.432)

PRINCIPAL TO ESTABLISH

The Principal or his designee may establish a detention hall as an alternative disciplinary method.

NOTICE TO PARENTS

A pupil's parent/guardian shall be notified prior to the detention so that transportation may be arranged by the parent.

Suspension (WCBE 09.434)

WHO MAY SUSPEND

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

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

LENGTH OF SUSPENSION

A pupil may not be suspended for more than a total 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 (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

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/Dean shall report any suspension in writing 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. One such condition shall be that one or both parents/guardians will accompany the student for a conference with school officials prior to the student's reentry.

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.

Alternative Education (WCBE 09.4341)

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.

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 Core 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.²

ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at all 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 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 not be eligible to access extracurricular activities including, but not limited to sports activities.

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.

Expulsion (WCBE 09.435)

BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law or for violation of rules, regulations and policies of the District and Board. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force;

being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

A pupil shall not be expelled until a hearing is held before the Board. The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.

STUDENTS WITH DISABILITIES

In cases, which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for students eligible under IDEA who are expelled.

OTHER PROGRAMS

If a student who is currently under expulsion from a public school is considered for admission to either the Day Treatment Program or the educational program at Rivendell, the Superintendent or designee shall review the circumstances of the expulsion and may approve enrollment on an individual basis.

BOARD DECISION FINAL

The Board's decision shall be final.

CONTENT OF RECORDS

If any student who has been expelled for homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol, or drugs requests a transfer of the student's records, those records shall reflect the charges and the final disposition of the expulsion proceedings.

TRANSFER OF RECORDS

If a student who is subject to an expulsion proceeding for homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol or drugs requests a transfer of student records, the records shall not be transferred until the expulsion proceedings have been terminated and shall reflect the charges and final disposition of the expulsion proceedings.

REPORTING OF EXPULSION BY PARENT, GUARDIAN, OR OTHER PERSON RESPONSIBLE FOR STUDENT

If a student has been adjudicated guilty, convicted outside of Kentucky of homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol or drugs, or has been expelled from school in or outside of Kentucky for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs, prior to the student's admission to school, the parent, guardian, or other person or agency responsible for the student shall provide the school a sworn statement or affirmation that the student has been adjudicated guilty of or expelled from attendance at a school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs.

EXPULSION BY BOARD

A student carrying, bringing, using, or possessing any firearm or other deadly weapon or booby trap device, as defined in the Gun-Free Schools Act of 1994, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity will be reported to the criminal justice or juvenile authorities, and shall be expelled for not less than one (1) calendar year.

To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board will modify the expulsion requirements on a case-by-case basis for IDEA-eligible students.

The Board's decision shall be final.

Search and Seizure (WCBE 09.436)

SUPERINTENDENT TO APPROVE

The Superintendent shall have the authority to approve school-related trips which fall into the following categories:

4. All regularly scheduled athletic events;
5. All athletic trips which are part of a tournament or play-off in which the school is a participant; and
6. All school-related trips made within a 150 mile radius of the school.

PRIOR APPROVAL

Prior approval of the Principal is required for each of the above trips. All overnight trips shall have the prior approval of the Superintendent or his designee.

PROHIBITION

Board owned vehicles shall not be used for recreational trips at any time.

BOARD REGULARLY INFORMED

The Board shall be regularly informed of any trip falling within these guidelines.

PRIOR APPROVAL OF BOARD

Any school-related trips not falling within the guidelines above and all out of state trips shall require prior Board approval.

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.³

MEDICATION

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and

2. Assign staff to accompany students on the field trip to address student medication needs.

PARENTS' APPROVAL

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

VEHICLES AND SUPERVISION

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall comply with requirements specified in applicable statutes and administrative regulations.¹

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.²

District students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by Board owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by Board owned vehicles.

INSURANCE

Only Board insured vehicles or appropriately certified common carriers shall be used for transporting students.³

REIMBURSEMENT

The Superintendent shall establish a schedule of reimbursements for school groups using school buses for special trips.

Police Officers in the School (WCBE 09.4361)

School officials shall cooperate with law enforcement agencies in cases involving students (i.e., serving of subpoenas, juvenile petitions or warrants, or taking students into custody.) As soon as possible, officials shall endeavor to notify the parents of students who are arrested.

When students are arrested at school, the Principal/designee shall make a written record of the identity of the officer making the arrest, the nature of the offense charged, the name of the issuing authority of any arrest warrant, and the place of custody.

Crimes Off School Property

In the interest of the student's welfare, the following requirements shall be followed when police officers ask to question or remove a student from the school whom they suspect of committing a crime off school property:

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.

3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to either bring a warrant, court order, or juvenile petition or arrange to interview the student off school grounds.
4. If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Families and Children representative as to whether to contact a parent.

Crimes On School Property

Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s).

Student Discipline Code (WCBE 09.438)

DEVELOPMENT

In accordance with [KRS 158.148](#) and [704 KAR 007:050](#), the Board shall develop a student discipline code which shall be 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 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 to District personnel for appropriate action and information regarding the consequences of violating the code and violations reportable under [KRS 158.154](#), 158.156, or 158.444.

DISTRIBUTION

Once reviewed and approved, the student discipline code shall be distributed to students and parents in the District, including those students who enroll during the school year.

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.

Visitor Policy (WCBE 10.5)

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to

visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.
4. For the safety and confidentiality of all students, parents/guardians, and Private Service Providers are not allowed access to the classroom during classroom instruction.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise except for authorized District personnel, each school shall observe a closed campus at lunch.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

REGISTRANTS

No registrant, as defined in [KRS 17.500](#), nor any person residing outside of Kentucky who would be required to register under [KRS 17.510](#) if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under [KRS 17.510](#) as a registrant or sex offender from another state and all registrant information as required in [KRS 17.500](#).

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in [KRS 600.020](#), who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under [KRS 17.510](#); or
3. Any sexually violent predator; or

4. Any person whose sexual offense has been diverted pursuant to [KRS 533.250](#), until the diversionary period is successfully completed.

A registrant who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up the child who is injured or ill.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements; Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from the Board Attorney.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

PRIVATE SERVICE PROVIDERS

No state or federal statute or regulation requires a public school to provide Private Service Providers in-school time and/or office space to treat or test their private patients. However, at the sole discretion of the school Principal, a Private Service Provider may be granted limited access to their private patients during the school day.

If allowed the Private Service Provider must agree to the following terms and conditions:

1. The Private Service Provider must make a written request to the school Principal five (5) days prior to visitation with student. The request must include an

explanation of the services that will be provided, and why access to the student during the school day is necessary.

2. The Private Service Provider must provide the appropriate credentials to the school Principal, including but not limited to, proof of professional licensure in the service area being provided.
3. At the Private Service Provider's expense, the Private Service Provider, or any of its employees requesting access to school facilities, shall undergo Kentucky and FBI background checks. A copy of the background check must be provided to the Director of Students Services prior to accessing any school in the district.
4. The Private Service Provider must provide the Principal a signed release form from its client allowing communication between the Private Service Provider and school personnel regarding the treatment/services being provided. The school shall obtain a signed release form from the parent of the student to allow school personnel to communicate with the Private Service Provider.
5. The Private Service Provider must complete a Non-School District Employee Agency/Therapist Affidavit of Nondisclosure.
6. If access is approved, services must be provided at a time that is convenient for the school and does not interfere with educational programming or services as determined by the school Principal.
7. The Private Service Provider's access is limited solely to the specific student receiving services. Private Service Providers shall not be granted access to, or interact with, any other students.
8. Private Service Providers shall not be permitted access to the classroom setting for observations.
9. Private Service Providers are not permitted to take a student off school grounds during the school day.
10. Private Service Provider shall maintain liability and malpractice insurance policies and must provide the school with evidence of such policies prior to accessing any school facilities.
11. Prior to being granted access to any school facilities, the Private Service Provider must sign a Private Provider Agreement.
12. The school/district has the right to terminate access to school facilities at any time without notice.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social

events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

USE OF TOBACCO PROHIBITED

The use of any tobacco product including e-cigarettes and other similar products, is prohibited twenty-four (24) hours a day, seven (7) days a week in any building and on any property owned for operated by the Board. This will apply to indoor and outdoor facilities, inside Board owned vehicles, stadiums/athletic fields and during school-sponsored trips and activities. Activities occurring before, during and after school hours, on weekends, and during vacation periods are included in this prohibition.

ASBESTOS MANAGEMENT PLAN

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials (ACBM) are located in the school. The ACBM poses no health concerns as long as it remains in good condition. The ACBM is inspected every six months to ensure it remains in good condition while AHERA report is updated/ made available for review upon request.