



2022-2023

# **STUDENT CODE**

**of Acceptable Behavior & Discipline**

# Logan County Schools District Student & Parent Handbook



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# Record of Handbook Amendments

<b>Date</b>	<b>Amendment</b>	<b>Changed by</b>
July 28, 2021	Visitor policy, romantic relationships, LCHS procedures, Mental Health component, addition of full Acceptable Use Policy, replacement wording for students with disabilities, removal of spring intersession, removal of class participation points, correction to school nurse provider, Parent Portal instructions, transportation information, food service	<i>Rollie Davis</i>
August 1, 2022	Updated visitor policy, vaping policy, added archery to extracurriculars, dual-credit providers, ACT months, removed cafeteria meal pricing, added LCHS to CEP for the 2022-23 school year.	<i>Rollie Davis</i>

Section

1



## District Information

*This section provides District information for all students, in grades Kindergarten through Grade 12, served at the five elementary and middle schools, Logan County High School, and the Career & Technical Center (CTC).*

The Logan County Board of Education requires high standards of personal conduct from each student to promote respect for the rights of others and to accomplish the purposes of the schools. The Board also requires compliance with established standards and rules of the district and the laws of the community, state, and nation.

### Introduction

The central purpose of the school system is to educate each student to the highest level possible. To support the success of the educational program, the Board directs employees to hold each student accountable to Code standards in a fair manner. Compliance with the standards is necessary to provide the following:

1. Orderly operation of schools,
2. A safe environment for students, district employees and visitors to the schools,
3. Opportunities for students to achieve at high academic levels in a productive learning environment,
4. Assistance for students at risk of failing or of engaging in disruptive behavior,
5. Regular attendance of students, and
6. Protection of property.

The function of a school is to prepare students for their responsibilities as adults. To do this there must be respect and mutual trust among parent, teacher, and student. The discipline code is the tool to accomplish this.

This code applies to all students in the District while at school, on their way to and from school, while on buses or other District vehicles, and while participating in school-sponsored trips and activities. The Superintendent/designee is responsible for its implementation and application throughout the District. The Principal is responsible for administration and implementation of this Code within his/her school in a uniform and fair manner without partiality or discrimination.

Each school council/school must select and implement appropriate discipline and classroom management techniques necessary to carry out this Code and shall provide a list of the school's rules and discipline procedures in the school handbook. Teachers and other instructional personnel are responsible for administering Code standards in classrooms, common areas, and other duty assignment locations.

This Code establishes minimum behavior standards. Recognizing that each school, grade, or class may require special provisions, school councils, administrators, and teachers have full authority to make rules to enforce these standards in keeping with their areas of responsibility.

## **Mission Statement**

The mission of the Logan County Public Schools is to enable all students to acquire the knowledge and skills necessary to become successful, contributing citizens.

## **Belief Statement**

We believe that:

- Providing challenging educational opportunities in a safe environment is the District's top priority.
- The Board and the schools will make program decisions on the basis of student needs.
- School success results in future success.
- Schools are responsible for creating an environment in which learners can and do succeed.
- Quality and equity are achieved and maintained only when the school improvement effort has been designed to benefit all students.
- Incompetent performance, mediocre effort, or harmful behavior by students or staff will not be tolerated.
- Students, families, educators, and the community share the responsibility for student success and for providing safe schools to facilitate academic achievement.

- Teachers/school officials should involve parents at the earliest stage when a student shows signs of serious behavior and/or academic problems.
- All people should develop responsible attitudes and respect for themselves and others

## **Logan County Policy on Discrimination**

Students, parents, and employees of the Logan County Board of Education are hereby notified this school district does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI, and Section 504.

The principal of each school has been designated as the person to contact concerning compliance with all applicable laws on non-discrimination at the school level. Any person having inquiries concerning the Logan County Board of Education's compliance with Title IX, Title VI, and Section 504 is directed to contact the Office of the Superintendent, Logan County Board of Education, PO Box 417, Russellville, Kentucky 42276, 726-2436, who has been designated by the Logan County Board of Education to coordinate the district's efforts to comply with Title IX, Title VI, and Section 504.

A copy of the Board Policy regarding discrimination/harassment is available at each school and online at <http://www.logan.kyschools.us/>.

## **Enrollment Information**

Students who wish to enroll from another school district will be admitted upon submission of the student's birth certificate, or other acceptable documentation indicating the student's date of birth.

Enrollment is pending until the following admission requirements have been met:

1. Birth certificate, or other acceptable documentation indicating the student's date of birth.
2. At the time of enrollment, non-emancipated or unmarried students must be accompanied by custodial parent or legal guardian.

3. An eye exam is required for all students between ages 3 and 6 entering a Kentucky school or preschool for the first time. This exam must be completed by January 1 of the school year on a *Kentucky Eye Examination Form for School Entry*.
4. A *Preventative Health Care Examination* for each child entering a Kentucky school within a period of 12-months prior to initial admission to school and within one year prior to entry to sixth (6<sup>th</sup>) grade.
5. Copy of current immunization records.
6. Proof of residency (e.g., current utility bill, bank statement, lease agreement)
7. Dental screening for any first-time enrolling 5- or 6-year old completed within one (1) of entry into a Kentucky school.

Students living outside of the Logan County School district boundaries or students wishing to attend a different school within the District that is *outside* his/her attendance zone must complete a Request for Change of School application. These forms are accepted annually at each school. Forms are available on the District website.

The applications are returned to the school of choice and acceptance is determined by the principal if space is available at the school and the student meets the eligibility criteria:

1. Attendance at prior school is 96% or better;
2. Grades of "C" or better; and
3. No discipline concerns or issues

Acceptance is only permissible for the upcoming school year, and a new application must be submitted annually.

## **Procedure for Dissemination**

Every effort will be made to ensure students, teachers, and parents are familiar with the code. At the beginning of each school year, the principals will explain the code to their teachers and the procedure they will follow in explaining the code to their students. A signed statement shall be required from the parents and students stating that they have read and understand the contents of the code and whom they can contact if they have any questions or comments about it.

## Annual Review

At the end of each school year the local board will review the code to determine if amendments and revisions are necessary. The superintendent or his designee will solicit input from principals to evaluate the code and to determine what if any changes they think would make it more effective.

## Individual Rights and Responsibilities

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### STUDENTS

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#### **STUDENTS HAVE THE RIGHT TO:**

- a) A system of public education, which meets the needs of the individual students.
- b) Reasonable and timely notice of all rules, regulations, policies, and penalties to which they are subject.
- c) Physical safety and protection of their personal property.
- d) Consultation with teachers, counselors, administrators, and other school personnel.
- e) Examination of their own personal school records, by the students, their parents/guardians, or their authorized representatives.
- f) Involvement in school activities without being subject to discrimination based on race, sex, or religion.
- g) Respect from other students and school personnel.
- h) Present complaints or grievances to school authorities and receive replies from school officials regarding such matters.

#### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

- a) Be accountable for one's own conduct and show consideration for the rights and property of others.
- b) Exhibit neatness and cleanliness of personal dress and hygiene.
- c) Refrain from fighting, creating disturbances, excessive noise, abusive language, denying others the use of school facilities or buildings, using or carrying any weapon on school premises or at school activities, intentionally injuring another person or exposing others to harm, or using threats or intimidation against any other person.
- d) Refrain from gambling, extortion, theft, or any other unlawful activity.
- e) Refrain from using tobacco at schools, or using, or possessing, or transmitting any alcoholic beverage or illegal or controlled substance or "look alike" drugs.

- f) Show respect for the educational process by taking advantage of every opportunity to further his/her education.
- g) Practice self-control at all times.
- h) Care for equipment and physical facilities by refraining from willful destruction and damage.
- i) Follow the rules and regulations of the Board of Education and/or the school administration.

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PARENTS

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**PARENTS/GUARDIANS HAVE THE RIGHT TO:**

- a) Enroll students in the Logan County School District where they shall attend classes regularly and promptly with minimal interruptions.
- b) Send their child to a school with an environment where learning is valued.
- c) Expect that classroom disruptions will be dealt with fairly, firmly, and quickly.
- d) Expect the school to maintain high academic standards.
- e) Review their student's academic progress and student's other personal records.
- f) Address a question concerning their child to the proper authority and to receive a reply in a reasonable time period.

**PARENTS/GUARDIANS HAVE THE RESPONSIBILITY TO:**

- a) Instill in their children the value of an education.
- b) Instill in their children a sense of respect and responsibility.
- c) Be familiar with the education program and the procedures.
- d) Inform children about the disciplinary procedures of the school and emphasize the importance of following the same.
- e) See that children attend school regularly and promptly. Students are not to be dropped off prior to the official beginning of the school day, nor picked up later than the official ending of the school day.
- f) Check with the proper school officials regarding the facts of any situation that they might question.
- g) Support the efforts of the school personnel.
- h) Demonstrate respect for the teachers, administrators, and school personnel at school and all school related activities.
- i) See that students exhibit neatness and cleanliness in their personal attire and hygiene

**TEACHERS HAVE THE RIGHT TO:**

- a) The support of co-workers, administrators, and parents.
- b) Work in an educational environment with a minimum of disruptions.
- c) Expect all assignments, including homework, to be completed and turned in as assigned.
- d) Expect students to follow class rules, rules of the school and rules and regulations of the Logan County School Board.
- e) Safety from physical harm and freedom from verbal abuse.
- f) Provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- g) Take action, necessary in emergencies, to protect their own person or property or the persons or property of those in their care

**TEACHERS HAVE THE RESPONSIBILITY TO:**

- a) Present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems.
- b) Aid in planning a flexible curriculum, which meets the needs of all students and which maintains high standards of academic achievement.
- c) Assist in the administration of such discipline as is necessary to maintain order throughout the school with out discrimination on any basis.
- d) Evaluate students' assignments and return them as soon as possible.
- e) Exhibit exemplary behavior or work of students.
- f) Exhibit neatness and cleanliness of personal dress and hygiene.
- g) Reward exemplary behavior or work of students.
- h) Maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- i) Recommend for retention in a class, any student who fails to meet the basic standards for such class
- j) Maintain necessary records of student progress and attendance as accurately as possible.
- k) Follow and enforce rules and regulations of the Board of Education and/or school administration.
- l) Care for the equipment and physical facilities of the school.

**PRINCIPALS HAVE THE RIGHT TO:**

- a) The support of students, parents, and teachers in carrying out the educational programs and policies established by the school system.
- b) Provide input for the establishment of procedures and regulations that relate to the school.
- c) Safety from physical harm and verbal abuse.
- d) To take necessary action in emergencies to protect their own person or property, or the persons or property of those in their care.
- e) Suspend any student whose conduct disrupts the educational process.
- f) Administer the school environment to provide the proper learning atmosphere.

**PRINCIPALS HAVE THE RESPONSIBILITY TO:**

- a) Create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- b) Administer discipline fairly and equally, following the guidelines set forth herein, but in doing so use his/her own best judgment.
- c) Exhibit exemplary behavior in action, dress, and speech.
- d) Implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, or laws of the district, state, and nation.
- e) Direct a program of dissemination of information explaining the Code of Conduct to the school community.

## **Leaving the School Campus**

Students will need a note from their parents or guardians if they are to ride another bus or go home with another student at any time.

Upon arriving on the school campus, students are not to leave the campus unless they first secure permission to do so from the principal. Students who obtain permission must sign out and upon return must sign in. Only the Principal can grant the student permission to leave the school unless it is absolutely necessary and only then after the parents have given their consent. If it is known in advance that the student must leave school, parents should send a written excuse for their child to leave.



## **Visitors**

Visitors are allowed at the discretion of the school principal. All visitors, including volunteers, parents, alumni, salespersons, and others, should enter through the front doors, proceed directly to the front administrative office to sign in and show their identification. Visitors will be issued a visitor badge. The visitor badge shall be visible at all times while in the school and on school grounds. Upon request, all visitors must identify themselves to school authorities.

## **School Property**

The school shall hold parents responsible for payment or damages to school property, books, etc.

## **Lost or Damaged Textbooks**

All elementary textbooks are provided for elementary students at no charge. All books become the responsibility of the student checking them out for use. If a book is lost or damaged, the student and his/her parent or guardian is responsible for paying the cost of replacing or repairing the book.

## **Library**

Each student will be responsible for library materials checked out in his/her name.

## **Lockers**

All students are responsible for the locker assigned to them and any damage to the locker must be paid for.

The school retains joint ownership of the student's locker during the school year. The Principal may inspect the student or students' locker with or without student permission or knowledge if the Principal has any reason to suspect that the locker contains stolen articles or weapons, narcotics, alcoholic beverages, stimulant drugs as described above or any type of explosive device.

## **Hall Traffic**

Students are to move to and from classes in an orderly manner. There shall be no public display of affection in the halls.

## **Romantic Relationships**

Age-appropriate, healthy romantic relationships are expected. Mutual respect is a policy that reflects maturity. Our school adheres to the "**hands off**" policy for relationships.

## **Personal Property**

Personal items including electronics and valuables should not be brought to school; the school will not be responsible for lost, damaged or stolen personal items.

## **Pupil Sales**

No student shall trade, sell, or exchange items for personal gain without prior approval of the principal.

## **Lost and Found**

A lost and found article may be claimed in the office. Any article found should be brought to the office.

## **Faculty/Staff Workroom**

The faculty/staff workroom is for teachers and staff members only.

## **Use of Telephone**

Students are not to use the school telephone except with the permission of the principal or secretary. Parents should call in cases of extreme emergency only. Students will not be called out of class except in a case of emergency. Parents are asked not to call teachers to the phone during school hours except in the case of an emergency. Messages may be left with the secretary or leave a request for the teacher to telephone back.

Students who are ill should come to the school office in order to contact a guardian. Students are not to use personal devices to make these arrangements as it is important for office staff to be aware that the student has an issue.

## **Returned Check Fee**

Logan County Schools will attempt two (2) times to collect on a returned check. If a check is returned from your institution for any reason, a fee of \$25 will be assessed.

This must be paid, in addition to the original amount of the check, either by cash or money order.

## **Student Social Security Numbers**

Kentucky no longer requires a student to possess or present a Social Security card for enrollment purposes. Parents have the right to not provide this information to schools. However, some Federal and State programs may require such information before certain benefits may be provided to your student. These benefits include, but not limited to, specific Food Service programs (e.g., reduced or free lunch program benefits), KEES (Kentucky Educational Excellence Scholarship money for high school students), driver's license verification (e.g., No Pass/No Drive law; KRS 159.051), and other programs.

Should you wish to not provide this information to the school, please contact your child's guidance counselor for additional information.

## **Pest Control Services at School**

The Logan County School System provides numerous health services for students as well as employees. One of these services is pest control. A recent change in state regulations now requires that the school give 24-hour notice prior to any pest applications made on school property. This information is available to all parents and employees who request it.

Logan County Schools has a contract with Orkin® for spraying within our schools and this is done after school hours on a monthly schedule. All pesticide spraying within our schools is done by a certified person.

This is to advise you that at the beginning of each school year, there will be an opportunity for all parents and employees to be placed on a mailing list for notification. Please call the office of your child's school if you wish to be placed on the notification list.

*Board Policy 03.6: Volunteers*

## **Volunteers**

Volunteers are persons who do not receive compensation for assisting in school or supervision of a member of the professional administrative and teaching staff.

The District shall conduct 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.

Section

2

# Student Behavior & Discipline

*This section provides District information for all students, in grades Kindergarten through Grade 12, served at the five elementary and middle schools, and Logan County High School.*

Each public school system in Kentucky has the responsibility conferred on it by the state, to provide a public education for children until they graduate or reach the age of 21. In order to do this effectively and fairly, schools must function in an atmosphere that is conducive to learning. One of the most prevalent obstacles to an orderly learning process is inappropriate conduct and lack of consistent and effective disciplinary responses. The establishment of a consistent local discipline code is seen as a way to deal with dropouts, lowered academic achievement, alienated youth and demoralized teachers.

Law confers rights and freedom to every citizen both in and out of school and the responsibility to respect the same rights of others. In the school environment these rights and responsibilities must be harmonious with the learning process. School authorities are permitted to have a broader range of powers in maintaining an orderly environment provided they adhere to due process and other constitutional standards.

The function of a school is to prepare students for their responsibilities as adults. To do this, there must be respect and mutual trust between parent, teacher, and student. The discipline code is the tool to accomplish this task.

The effectiveness of rules, regulations, codes, or policies is dependent upon their acceptance by all they affect. They will be accepted only if they are fair, equitable, reasonable, and enforceable. All administrators and teachers must apply this code to all students but keeping in mind that extenuating circumstances might alter the response to a given situation. With this precept in mind the following code of conduct is instituted:

### **NOTICE**

In all situations for which repeated discipline does not result in improved behavior or in cases of severe misconduct or when students refuse to comply with normal discipline procedures or when the ALC program is ineffective, the principal or assistant principal may make a recommendation or placement of the student in the alternative school for at least one nine week grading period if it is available, or expulsion from school.

The consequences printed in this handbook are the normal recommendations for these rule violations. However, the administration shall have the right to impose and/or recommend to the board whatever punishment is deemed appropriate, including expulsion, in each situation based upon the facts.

## **Student Code of Acceptable Behavior**

The following rules and regulations are outlines for students in order that they might be aware of the expected behavior. A well-disciplined and orderly school is necessary for a good safe learning environment to exist and is the right of every student and teacher.

Please read the following rules and regulations and maintain this copy for future reference. The students and parents are required to sign a **Statement of Agreement** provided to all students at the start of each school year or upon first-time enrollment with Logan County Schools and return to the school. Students are required to follow the rules in this handbook even if the statement is not signed and returned. This statement will be on file at each school.

## **Required Standards**

1. No student shall repeatedly and/or intentionally defy the valid authority of teachers, administrators, and other school employees.
2. No student shall intentionally cause or attempt to cause damage to school property or attempt to steal school property.
3. No student shall intentionally cause or attempt to cause damage to private property or attempt to steal private property.
4. No student shall knowingly possess or transmit any firearms, knives, explosives, or dangerous objects at school.

5. No student shall cause or attempt to cause physical injury to another person. All threats of violence either written or verbal shall be dealt with seriously.
6. No student shall possess, use, transmit, or be under the influence of any illegal narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, look-alike drugs, alcoholic beverage, or intoxicant of any kind. Any student violating this regulation may be expelled for the remainder of the school year, suspended up to ten days, or receive alternative placement.
7. No student shall knowingly use or copy the work of another person and present it as his/her own work without proper attribution.
8. No student shall use vulgarity, profanity, or obscenity of any form (verbal, suggestive, or visual).
9. No student shall engage in any type of sexual conduct or activity.
10. No student shall engage in bullying or hazing of others.
11. All students should be clean and neat in their dress and personal appearance. Any clothing or lack of clothing that is considered indecent and/or distracting (sagging, exposed midriffs, tank tops, holes in pants, etc.) will not be allowed. Clothing which advertises and/or promotes racism, alcohol, gangs, tobacco, or other drugs will not be allowed. Shorts and skirts are to be of an acceptable length. Attention to individual school's dress code is also required.
12. Actions such as harassment of, or discrimination against other students on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex or disability is prohibited.
13. Students will be required to leave backpacks and bookbags in their lockers during the school day.
14. Students should not lead school officials to reasonably believe that behavior, dress, apparel, acts, behaviors, manner of grooming displayed, reflected or participated is gang related. Students should not imply gang membership or affiliation by written communication, marks, drawings, paintings, designs, emblems or other marks. Students should not create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gestures or threat of violence. Evidence of gang related activity will be reported to the police and is likely to result in contact being made with specific pupils and/or parents. Efforts will first be made by the principal or designee to make parents aware of the information and/or concerns.



15. 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 electronic devices (e.g., cell phones, iPods, video games, MP3 players). Devices will be used in accordance with law and the following conditions will be observed:

- a. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
  - Poses a threat to academic integrity, such as cheating;
  - Violates confidentiality or privacy rights of another individual;
  - Is profane, indecent, or obscene;
  - Constitutes or promotes illegal activity or activity in violation of school rules; or,
  - Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.
- b. Devices shall be turned off during the school day and operated during instructional time at the discretion of the teacher.
- c. Students are responsible for keeping up with their devices and the district shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- d. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- e. Students shall not utilize a telecommunication 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.
- f. 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 parents/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned to the student's parent/guardian.

## **Disciplinary Responses to Student Behavior**

The following chart (Table 1) divides misconduct into four (4) levels of severity ranging from Level I (***minor misbehavior***) to Level IV (***major misbehavior***) with appropriate actions, which might be taken by the teacher or principal. The examples given are not intended to include all misbehavior and response but rather as a guide to students, parents, teachers, and administrators to show the type of action that may be taken depending on the level of misconduct and the age and maturity of the student.

Table 1. Disciplinary responses to student behavior.

LEVELS OF MISCONDUCT		EXAMPLES	DISCIPLINARY RESPONSE PROCEDURES	RESPONSE OPTIONS
I	<p>Minor misbehavior on the part of the student which impedes orderly operation of the school</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel</p>	<ul style="list-style-type: none"> <li>● Classroom disturbance</li> <li>● Tardiness</li> <li>● Non-defiant failure to complete assignments or to carry our directions</li> <li>● Possession of tobacco products and/or e-cigarettes.</li> </ul>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the behavior</p> <p>Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator</p>	<p>Verbal reprimand</p> <p>Special assignment</p> <p>Behavior contracts</p> <p>Counseling</p> <p>Withdrawal or Privileges</p> <p>Detention</p> <p>Timeout</p> <p>In-school suspension</p>
II	<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options have failed to correct the situation</p>	<p>Continuation of unmodified LEVEL I misbehavior, and/or</p> <ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Truancy</li> <li>● Smoking</li> <li>● Using forged notes or excuses</li> <li>● Disruptive classroom behavior</li> <li>● Abusive Language</li> </ul>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and affects the most appropriate response. The administrator informs the teacher. A parent conference is held, or contact is made via a note home or a phone call.</p>	<p>Level I Responses; or,</p> <p>Teacher/schedule change</p> <p>Modified day</p> <p>Behavior Modification</p> <p>Social probation</p> <p>In-school suspension</p> <p>Referral to outside agency</p>

<p>III</p>	<p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on what the extent of the school's resources for remediation the situation of all students</p>	<p>Continuation of unmodified LEVEL II misconduct behavior, and/or</p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Vandalism (minor)</li> <li>● Stealing</li> <li>● Threats to others (minor)</li> <li>● Harassment</li> </ul>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the misconduct and the resulting disciplinary action. The administrator maintains a proper and accurate record of offenses and disciplinary actions.</p>	<p>Level I Responses; Level II Responses; or,  Temporary removal from class  In-school suspension  Out-of-school suspension</p>
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<p><b>IV</b></p>	<p>Acts which result in violence to another's person or property or which poses a direct threat to the safety of others in the school</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the board of school directors</p>	<p>Unmodified LEVEL III misbehavior; and/or</p> <ul style="list-style-type: none"> <li>● Extortion</li> <li>● Bomb Threat</li> <li>● Possession/use/ transfer of dangerous weapons</li> <li>● Assault/battery</li> <li>● Vandalism</li> <li>● Theft/possession/sale of stolen property</li> <li>● Arson</li> <li>● Furnishing/selling/possession of unauthorized substances</li> <li>● Sexual Activity</li> </ul>	<p>The administration verifies the offense, confers with the staff involved, and meets with the student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials may contact law enforcement agencies and assist in prosecuting the offender.</p> <p>A complete and accurate report is submitted to the superintendent and Alternative School Committee for consideration and appropriate placement, if applicable.</p> <p>The student is given a full due process hearing before the board upon request.</p>	<p>Level I Responses; Level II Responses; Level III Responses or,</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Alternative school referral</p> <p>Expulsion</p> <p>Other board action which results in appropriate placement</p>
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## Search and Seizure

Lockers are property of the school and are subject to the Board's regulation and supervision. Locker inspection or searches are not carried out as a harassment technique, but as a duty when the health, safety, or welfare of students is involved. In a search and seizure situation, the following procedures shall be followed:

*A staff member may search an individual's belongings (pockets, purses, etc.) only in most extraordinary circumstances and only for the opinion of the Attorney General of Kentucky 64-329. ("A teacher may search the pockets or purse of a pupil and confiscate such articles as knives, cigarette lighters or other articles so long as the teacher uses reasonable judgment and acts without malice.")*

1. A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation. A witness shall be present during search;
2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety, security or other's safety and security may be seized by school officials;
3. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the student's possession. These items may be returned to the student by that staff member or through the office;
4. All items, which have been seized, will be turned over to proper authorities or returned to the true owner, depending on the situation;
5. Subject to the following conditions, the Principal may authorize the use of trained dogs to locate controlled substances on school grounds, in compliance with Logan County Board Policy # LC 09.436:
  - a. The dogs shall be certified as never having been trained as attack dogs.
  - b. The Principal or the Principal's designee shall be present.
  - c. Searches involving dogs shall be conducted only when students are in classrooms; no student shall be in the vicinity of lockers being searched.
  - d. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

## Conduct on Buses

Students must obey all of the rules and regulations of the Logan County Transportation Department.

## Conduct

Good order, proper conduct, and proper attire are required of every pupil. Every pupil is expected to obey the rules and regulations of the school, to obey the directions of the teachers, to be diligent in study, and to be respectful to teacher and schoolmates.

## **Harassment, Intimidation, and Bullying**

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms, including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons or symbols, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline at the discretion of the administration, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Repeat offenders may be recommended to the Board of Education for expulsion from school, or assigned to an alternative school.

Students are encouraged to report such activity to teachers or administrators as soon as it occurs.

## **Suspension of Educationally Disabled Students**

In cases that involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed (**Board Policy LC 09.434**).

## **Expulsion of Educationally Disabled Students**

1. The child is suspended with appropriate due process procedures being followed.
2. Parents are given prior written notification of the ARC (Admission and Release Committee) meeting. The ARC shall convene no more than three (3) working days after the suspension. Parents are to be given or sent a copy of their rights, which include that they have the right to a due process hearing if they disagree with the committee determinations as outlined below.
3. Once the ARC is convened, the ARC must determine:
  - a. If the IEP and placement are appropriate and being fully and correctly implemented.
  - b. Whether or not the behavior or misconduct was a manifestation of the pupil's disabling condition.
4. ARC findings:
  - a. If the IEP or placement is not being fully or correctly implemented, appropriate modifications shall be determined at the ARC meeting, and no further disciplinary action beyond the suspension should occur.
  - b. If the student's IEP and placement are appropriate and being fully and correctly implemented, the committee must determine if the behavior was a manifestation of the disabling condition.
5. ARC Actions:
  - a. If the student's misconduct was a manifestation of the student's disabling condition, this should be entered as a written determination and transmitted directly to the Superintendent who then may not recommend expulsion to the local board.
  - b. If the student's misconduct was not a manifestation of the disabling condition, this should enter as a written determination and be transmitted directly to the Superintendent who may then recommend expulsion to the local board.
  - c. Even if the student is expelled, educational services may not cease.
6. *Parental Disagreement:*



- a. In the event, the parents disagree with the ARC decisions as described in the previous steps; they may request a due process hearing.
  - i. If the parents request such a hearing, once the fixed term of the suspension expires (not to exceed ten days), the student returns to his/her previous educational placement, absent parent agreement of a different placement.
  - ii. Once the hearing decision is completed, the committee picks back up at that point in the process when the hearing was convened.

7. *If Expulsion Cannot Be Made:*

- a. If the ARC says the local Superintendent may not recommend expulsion to the Board, but it is believed that extremely serious misconduct by the disabled student may result in injury to self or others, districts may pursue through the judicial system exclusion of the student from school.
- b. No due process hearing remedies are required before going to court to exclude a disabled child.
- c. The district shall follow judicial directives regarding programming for the student. However, absent a direct order of the court contradiction the Kaelin mandate that educational services may not cease, an educational program will be provided.

## **Criminal Violations**

Students are accountable to their school in their role as students as well as to the law in their capacity as citizens. The criminal laws of the Commonwealth of Kentucky and of the federal government apply to the conduct of all persons on school property. Violations will be reported to the appropriate agency and will be dealt with according to these laws and local school board policy.

## **Recommendations for Criminal Offenses**

1. Due to the seriousness of criminal offenses, the student's continued presence in school would constitute a threat to other persons and would have a negative impact on the general morale of the school. Verified criminal misconduct should result in the immediate removal of the student from the school, pending a hearing before the board in accordance with KRS 158.150.
2. Schools will report these offenses to the appropriate law enforcement agency and assist these agencies in investigating and prosecuting the offender. In cases of assault and/or battery on a student or school employee, it is suggested that these persons press charges. The district should encourage this practice and give full support to the aggrieved individual in the legal pursuit of this matter.

3. A student charged with criminal misconduct should be given a full due process hearing before the board, which should take prompt and appropriate action. Since disciplinary action by the school in criminal matters does not constitute “double jeopardy”, the board need not await the disposition of the hearing or trial.
4. Employees are authorized by law to physically restrain students as necessary for the following reasons: to protect themselves, students, or others from physical injury.

## **Suspension, Expulsion, and Due Process**

For certain violations, administrators, such as the Superintendent, Principal, and Assistant Principal, may remove (suspend) a student from school for up to ten (10) days per incident. Unless immediate suspension is necessary to protect persons or property or to avoid disruption of the educational process, students shall not be suspended until they have been given due process (required by law). Due process must be given before educational benefits are taken away and shall include:

1. Oral or written notice of the charge(s) against them,
2. An explanation of the evidence, if the student denies the charge(s) and
3. An opportunity to present their own version of the facts concerning the charge(s).

A report of the suspension shall be made in writing to the Superintendent and to the parent of the student being suspended.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others.

Following legally required due process, the Board may expel any pupil from the regular school setting for misconduct as defined by law for periods longer than ten (10) days. In cases of expulsion, 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 poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program. Action to expel a pupil shall not be taken until the parent of the pupil has had an opportunity for a hearing before the Board.

The following are examples of offenses that furnish sufficient cause for the suspension, referral to alternative school, or expulsion, but are not limited to:

1. Immoral conduct
2. Sexual activity
3. Indecent language, either written or spoken, or gestures
4. Willful disobedience or defiance of authority

5. Improper dress or grooming
6. Persistent disobedience or disorder
7. Possession/furnishing/selling/use of alcoholic beverages or illicit drugs or their "look-alikes".
8. Possession of tobacco on school premises, including electronic products
9. Unauthorized absence
10. Forgery of signature
11. Physical or verbal assault of another student or school staff
12. Threats of violence against students or school staff
13. Willful misrepresentation of the truth
14. Leaving school premises without proper authority
15. Smoking or use of tobacco, including electronic cigarettes
16. An act of defiance in language or action
17. Stealing
18. Gambling, matching money, throwing coins, etc.
19. The defacing or damaging of public school property
20. Fighting
21. Abuse
22. Harassment, threats, and any gang related activity
23. Bullying, hazing, or other inappropriate or dangerous acts
24. Possession of a firearm, other dangerous or deadly weapons, dangerous instrument, destructive device or booby trap or facsimile thereof (example: toy handgun)
25. Violation of policies or rules adopted or prescribed by school authorities
26. Other conducts may warrant suspension or expulsion.

When a student's conduct or actions are severe enough for the principal to recommend an expulsion, the principal shall:

- a. Suspend the student from school until a hearing date is established which shall be the next regularly scheduled Board Meeting.
- b. Write a letter to the student's parents or legal guardian giving the reason or reasons for the suspension and other data or suggestions as deemed necessary.
- c. Send a copy of the letter of suspension to the parents or legal guardian and forward a copy to the Superintendent of Schools.

## **Pre-Hearing Procedure**

Prior to the hearing, the Superintendent shall:

- a. Write the parents or legal guardian stating all the charges to be filed against the suspended student.

- b. Afford the parents or legal guardian of the student an opportunity to inspect, review and copy any and all evidence held by the Board which will be presented by the Board against the student at the public hearing.
- c. Inform the parents or legal guardian of the time and place of the public hearing to be conducted and of the student's right to be represented by an attorney.
- d. Prepare a folder for each board member with all evidence documented in detail, including affidavits if needed.

## Hearing Procedure

It is the intention of the Board to have an attorney present at each and every expulsion hearing. The student should be notified of their right to be represented by counsel.

- 1. Evidence shall be presented relative to the student being considered for expulsion. This evidence shall be available to each board member and shall be limited to that evidence that is also available to the parents or legal guardian of the student being considered for expulsion.
- 2. The student or their representative shall be given the opportunity to respond to the evidence and plead his or her cause.
- 3. Upon adjournment of the closed session, the Board shall reconvene in open, public session and make its final decision and state the grounds upon which the said decision was based.
- 4. The final decisions open to the Board include, but are not limited to, the following:
  - a. Placing the student on probation for a definite period;
  - b. Expulsion for a period not to exceed one (1) year; and/or
  - c. Alternative School Placement.
- 5. The Secretary of the Board shall write the parents or legal guardian of the student under consideration for expulsion and inform them of the Board's decision that was decided in the public hearing. The decision of the Board shall be final.
- 6. An alternative education program will be made available for expelled students unless the Board determines by clear and convincing evidence that the student is a danger to others and cannot be placed in a state agency.

*Board Policy 09.4341:  
Alternative Education*

## Alternative Placements

ALTERNATIVE PLACEMENT COMMITTEE hears referrals to the Logan County Alternative School based on student conduct and/or academic progress at school. The three-member district committee shall either

decide placement within an alternative setting or for the student to remain at his/her current school of residence.

Additionally, a parent or an emancipated student may request voluntary placement within an alternative setting. Voluntary placement requires the parent or emancipated student to complete a Voluntary Placement application, which will be reviewed by the Alternative Placement Committee. Notification of acceptance or denial will be issued to the parent or emancipated student via certified mail, by phone, or in person.

*Board Policy 05.48:*

## **Weapons**

*Weapons*

Students are never allowed to bring a weapon to school. The Board urges parents and other citizens to make sure that students do not have inappropriate access to weapons.

Both Board policy and the law prohibit the carrying, bringing, using, or possessing of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property.

When a student violates the prohibition on weapons, the Principal shall immediately make a report to the Superintendent, who shall determine if charges for expulsion are to be brought before the Board. Unless the Board chooses to consider charges on a case-by-case basis, the penalty for students bringing a firearm or other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be **expulsion for a minimum of twelve (12) months**. (The Gun-Free Schools Act of 1994 and KRS 158.150)

District employees must also report to law enforcement officials if they know or have reasonable cause to believe that conduct has occurred that constitutes the carrying, possession, or use of a deadly weapon on the school premises, on a school bus, or at a school sponsored or sanctioned event.

*Board Policy 09.4281:*

## **Grievance Procedure**

*Grievances*

Students and parents wishing to express an educational concern or grievance shall observe the following order of appeal:

1. Teacher;
2. Principal;
3. School council, where appropriate;

4. Superintendent;
5. Board.

The principals and superintendent will respond to any grievances as outlined in the Logan County Board Policy #LC 09.4281.

## High School Restraining Order

A written order implemented by the principal or assistant principal instructing students who cannot get along and are unable to settle their differences, or who are harassing each other, to have no further contact with each other while at school.

This includes personal meetings, correspondence (letter writing, messages, phone calls at school, etc.). If the order is broken the offending individual will be subject to disciplinary action.

*Board Policy 09.2212:  
Use of Physical Restraint and  
Seclusion*

## Restraint and Seclusion Policy

Logan County Schools implemented a District policy (09.2212) on the use of physical restraint and seclusion. The use of physical restraints and seclusion are designed to promote the safety of all students, school personnel, and visitors. The policy may be viewed on the District website or you may request a printed copy from your child's guidance counselor or by contacting the Director of Special Education at 270.726.2436.

704 KAR 7:160 requires all school personnel to be trained annually on the use of positive behavioral supports and interventions. A core team of individuals have been selected and annually trained to respond to dangerous behavior and are authorized to implement physical restraint of students. This does not prohibit a non-core team member from using physical restraint if a student's behavior poses an imminent danger of physical harm to self or others in the event of an unavoidable emergency situation.

During the implementation of restraints, students shall be monitored for physical and psychological well-being for the duration of the restraint and school personnel shall use only the amount of force reasonably necessary to protect the student or others from imminent danger of physical harm or a medical condition occurs putting the student at risk of harm. Additionally, physical restraints will not interfere with a student's ability to communicate in the student's primary language or mode of communication. In the event a student's primary method of communication is

through the use of sign language or an augmentative device, the implementer of the restraint shall make the determination if freedom of the student's hands during the restraint will not result in physical harm to self or others.

The use of physical restraints or seclusion within the school shall only be implemented in the event a student's behavior poses an imminent danger of physical harm to self or others. The use of physical restraints or seclusion shall only occur in the likely event:

- The student's behavior poses an imminent danger of physical harm to self or others;
- To protect themselves or others against the use or imminent use of unlawful physical force;
- To prevent property against intentional or wanton property destruction, theft, or a felony involving the use of force;
- To maintain reasonable discipline in a school, class, or other group, and the force 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.

Therefore, physical restraints and seclusion shall not be used in the public school:

- As punishment or discipline;
- To force compliance or to retaliate;
- As a substitute for appropriate educational or behavioral support;
- To prevent property damage, except as permitted by KRS 503
- As a routine school safety measure;
- As a convenience for staff; or
- As a substitute for timeout (seclusion only)

Logan County Schools will not impose any of the following: (1) mechanical restraints; (2) chemical restraints; (3) aversive behavioral interventions; (4) physical restraints that is life-threatening; (5) prone or supine restraints; or (6) physical restraints that is contraindicated based on the student's disability, health care needs or medical or psychiatric condition.

Seclusion of a student shall only be imposed upon a student in a place that is (1) free of any fixtures that could pose a physical danger to the student or others; (2) under visual supervision by school personnel; (3) provided adequate lighting and ventilation; (4) reviewed by District administration to ensure programmatic implementation of guidelines and data related to its use; (5) unlocked and has an unobstructed door; and (6) inspected annually by the State Fire Marshal.

All physical restraint and seclusion incidents are documented and notice shall be given to the parent or guardian within 24-hours from the time of implementation. The principal or his or her designee shall notify the parent verbally or through electronic communication. If the parent or guardian cannot be reached during this time, written communication shall be mailed via U.S. mail. The documentation of a student's restraint or seclusion incident shall be maintained in the student's education record.

Parents or guardians may request a debriefing session following the use (or parental notification of the use) of physical restraint or seclusion. A requested debriefing session shall occur as soon as possible, but no later than five (5) school days following receipt of the request from the parent. Parents may submit a complaint regarding the physical restraint or seclusion of your child using the Board's grievance policy and procedures (Board Policy 10.2). On receipt of the complaint, the District and school shall investigate the circumstances surrounding the physical restraint or seclusion, make written findings, and where appropriate, take corrective action.



Section

3

# Prohibited Substance Policy

*Prohibited substance includes all forms of drugs, including tobacco, drugs, narcotics, controlled substances, alcohol, and mood-altering substances.*

No student shall purchase, possess, use, be under the influence of, sell or transfer any alcoholic beverage, narcotic drug, controlled substance, mood altering substance (such as inhalants), over the counter medicines/drugs or drug paraphernalia and/or assist another pupil purchase, sale or transfer of alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), over the counter medicines/drugs, or drug paraphernalia on school property, in any vehicle, at any school sponsored event or school sanctioned activity or event.

No pupil shall purchase, use, sell, possessed or transfer any counterfeit, look-alike or stimulated narcotics, drugs or controlled substance and/or assist another pupil in the purchase, sale, or transfer of any counterfeit, look-alike or simulate narcotics drugs or controlled substances on school property, in any school vehicle, at any school-sponsored or school sanctioned event or activity, or enroute to or from school property with representation or the creation of an impression that the substance which is purchased, used, possessed, sold, or transferred is a narcotic, drug or controlled substance.

Tobacco products (e.g., dip, chew, smoke, alternative nicotine products, or vapor products) are prohibited at ALL times on the school campus, on buses, and on school-related trips and activities. Students are not allowed to have these products in their possession.

## **Consequences to Drug Policy**

Students caught purchasing, possessing, using, being under the influence, selling, or transferring any aforementioned substance shall be dealt reprimanded according to District policy (see Section 2 for the consequences for each Level):

- Tobacco products, including vapor products, in possession - 1st offense - Level I
- Furnishing/selling/possession of alcohol or illicit drugs/use of alcoholic beverages or illicit drugs - 1st offense - Level IV

## **Alternative to Possible Expulsion for First Offense**

1. Superintendent will not recommend expulsion if the student and parent(s) agree to seek, at their expense, an evaluation of the student's alcohol/drug use from a qualified chemical dependency counselor acceptable to the school district.
2. The student completes any and all treatment and counseling as recommended in the evaluation.
3. If no treatment as such is recommended in the evaluation, the school may also require that the student either agree to meet with a school counselor or complete a designated alcohol/drug educational program in order to qualify for the waiver of the recommendation or expulsion. Failure to complete both the evaluation and treatment as recommended by the chemical dependency counselor may result in either an alternate placement or a recommendation by the Superintendent to the Board of Education that the student be expelled.

Section

4

# School Food Service Program

*The school food service program is operated in accordance to the federal regulations of the National School Lunch and Breakfast Programs, the United States Department of Agriculture and all health code regulations.*

All planned meals must abide by the regulations set forth by these programs and the Kentucky Beverage and Food law. Product and nutritional information are on file in the office of the School Food Service Director, Logan County Board of Education, 2222 Bowling Green Road, Russellville, KY 42276. Lunch and breakfast are served daily at each school cafeteria.

## **Community Eligibility Provision (CEP) Program**

All Logan County Schools will be participating in the Community Eligibility Provision option for the School Year of 2022-2023. All students are eligible to receive breakfast and lunch at school at no charge to your household each day of the 2022-2023 school year. There will not be a need to submit a meal application for these schools.

However, household income forms will still be collected from all students. These forms help us to gather information we provide the state and federal government to determine the dollar amount of funds our district receives for several programs. These funds allow us to keep many programs free of charge to our students. Household Income Forms will be available online with the beginning of the school paperwork, or in paper form upon request.

## **School Meal Charges Policy**

*Any information regarding the charge policy of breakfast or lunch meals will not be effective School Year 22-23, as there is not a cost to households for this current year due to the district's participation in the CEP program. Any extra items or a la carte items will have a price per item associated with them.*

High school students may charge a maximum dollar amount equivalent of 2 paid breakfasts and 3 paid lunches. (equal to \$10.00 charge limit) Daily upon request, the cafeteria staff shall notify students in writing or verbally if their meal charges are

\$2.00 or more. Parents will be notified, once their student's meal charges are \$2.00 or more via the automated call system.. These calls will take place 3 times per week until the account balance reflects less than \$2.00 in meal charges. If payment has not been received and the student has a maximum charge limit of \$10.00, the manager must notify the Food Service Director of the issue. Managers and Director will make all efforts to communicate with the household to ensure payment is received for the account. As needed, they will consult with school administration for assistance in receiving payment for the account.

Students may purchase a la carte items only if they have money in their food service account or if they have money at the time of purchase. Parents/guardians may contact their child's Food Service Manager to obtain information on a meal account and/or to request a meal history report. At the end of the school year, all families with meal charges of \$50 or more shall be turned over to Small Claims Court. The family will be responsible for all legal costs incurred by the school District. Food Service funds shall not be used to pay outstanding meal charges.

Any family who experiences difficulty in working with this policy is strongly encouraged to apply for free/reduced-price meals. Applications are available at each school. The district's School Food Service Director will notify all students of their meal benefit eligibility. Students will be responsible for all charges incurred during the processing of meal applications. A student's meal eligibility from the preceding school year is valid for the first 30 days of the new school year or until the meal eligibility for the new school year has been determined.

Menus can be viewed on the Nutrislice website or app: [logan.nutrislice.com](http://logan.nutrislice.com).

Deposits for a la carte and extra items can be made in the cafeteria or online at [myschoolbucks.com](http://myschoolbucks.com).

## **Food allergies/Food Substitutions**

Food substitutions cannot be made based by word alone. The school cafeteria manager must have on file a doctor's signed recommendation stating what foods the student is allergic to or what foods a student cannot tolerate or have as part of their daily diet. The cafeteria manager and cafeteria staff will make every effort possible to provide the student with a nutritious meal that meets the doctor's recommendation. Staff will attempt to honor substitutions until paperwork is received, however this may not be possible in all circumstances depending on the type of substitution needed.

Food allergy/food substitution request forms are available in the office of each school cafeteria manager and in the office of the School Food Service Director.

Section

5

# Compulsory School Attendance

*The following section refers to regulations outlined in 702 KAR 7:125 (Pupil Attendance) statute and KRS 159.010.*

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.

During the **2015-2016 school year**, the compulsory attendance laws have changed to include students between the ages of six (6), as of October 1, and eighteen (18). A student may not terminate his/her enrollment from public school until the student reaches the age of eighteen (18).

## **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 in a 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.

*Board Policy 09.122: Attendance  
Requirements*



## **Home/Hospital Instruction**

Suitable home, hospital, or institutional instruction shall be provided for pupils exempted under No. 4 of the Exemptions from Compulsory Attendance.

Applications for home/hospital instruction are available on the District's website or may be picked up at any of the schools or the District Office. The student's physician must complete and sign the home/hospital application and return to the District Office.

## **Absences and Excuses**

The State Board of Education changed the guidelines to calculate student attendance beginning July 1, 2010. A tardy shall be recorded for a pupil who is absent 35% or less of the school day. A half-day absence shall be recorded for a pupil who is absent 36%-84% of the school day. A full day absence shall be recorded for a pupil who is absent 84% or more of the school day.

To benefit fully from the District's educational program, students must attend regularly and punctually the school in which they are enrolled. The Board urges parents to work with their children to promote responsible attendance as a critical component to high achievement and to the formation of good habits for job opportunities in later life.

## **Excused Cumulative Absences/Tardies**

An excused cumulative absence or tardiness is one for which work may be made up, such as:

1. Death or severe illness in the student's immediate family
2. Illness of the student
3. Doctor / Dentist appointment that cannot be scheduled outside the school day
4. Family emergency, as determined by the Principal/designee,
5. Required Court appearance
6. Religious holidays and practices
7. One (1) day for attendance at the Kentucky State Fair
8. Participation in regularly scheduled 4-H Club educational activities
9. One (1) excused absence per occurrence of head lice not to exceed three (3) days per school year
10. Driver's test

11. Documented military leave
12. One day prior to departure of parent/guardian called to active military duty
13. One day upon return of parent/guardian from active military duty
14. Visitation for up to ten (10) days with the student's parent/guardian while on active military duty stationed outside of the country
15. Other valid reasons as determined by the Principal/Designee or the Director of Pupil Personnel (DPP)

All other cumulative absences/tardies shall be considered unexcused.

A note from the parent/guardian stating the reason for the cumulative absence/tardy shall be required in order for a cumulative absence/tardy to be designated as excused. **These notes must be submitted to the school within five (5) school days in order to become part of the attendance record. Students are allowed up to five (5) parent notes per school year.**

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.

After five (5) excused absences with parent notes, students shall be required to present a doctor's statement verifying the student was unable to attend school. Students are allowed up to ten (10) doctor's notes per school year. After all fifteen (15) excuses have been used, the student and/or parent must submit a completed Medical Excuse form (completed only by the student's medical professional). Without this completed form, any absence following the 15 will be marked unexcused.

Forged notes will result in a disciplinary action. Parents/Guardians of chronically ill students should notify the Principal. The Principal shall set up a meeting with the parent, student, attendance clerk, and Director of Pupil Personnel (DPP) to determine special consideration. Statements from the student's physician will be used to make this determination.

## **Unexcused Cumulative Absence**

Once a student has accumulated two (2) unexcused cumulative absences and/or two (2) unexcused tardies to school, the Principal or his/her designee shall notify the parents or guardian of the student by phone, letter, or home visit. When three (3) unexcused cumulative absences and/or tardies have accumulated, the principal shall notify the DPP and furnish the DPP with documentation of parent/student contacts and attempts to correct the unexcused cumulative absence/tardy violation. After any

combination of six (6) unexcused absences or unexcused tardies, the DPP shall make a referral to the Court Designated Worker for students under age 18. Students aged 18 or older will be referred to the County Attorney.

KRS states that any student who has been absent or tardy from school without a valid excuse for three times is truant. Any student who has been reported as truant twice is a habitual truant. Any student with 6 or more unexcused tardies or cumulative absences may be reported to the court system. Student's attendance record is cumulative for a calendar year (12-month period).

## **Truancy/Extra-Curricular Activities**

At the discretion of the school administration, any student that is truant as defined by KRS statute may not be allowed to attend field trips and extra-curricular activities, consisting of but not limited to, senior trip, prom, club trips, etc.

## **Early Check Out From School/Illness at School**

Upon arrival at the school campus in the morning, students are not to leave the campus without securing permission from the Administration. Students leaving school with permission must sign out in the main office and upon returning must also sign in. Parents are encouraged to make student's appointments to see doctors or dentists after school, if possible.

There is **NO EXCUSE** for leaving school without permission. Students who fail to sign out will be assigned to the Alternative Learning Center. Students will be allowed to leave school when a parent or guardian notifies the school. In case of emergency, the parent may contact the school by telephone. The person(s) picking up the student must report to the main office and sign the checkout sheet. That person must be listed on the student's guardian/checkout screen (please contact the Guidance Office for a form to add additional people to the list). The student should remain in the class until he/she is called. Students will not be allowed to leave with other students, without approval from school administration.

Students will not be allowed to leave school to transact personal business unless an emergency is involved.

Student's absence(s) will only be excused for the time noted on a doctor's statement or excuse. Time before or after the scheduled appointment (aside from reasonable travel time) will not be excused. A parent note may be used, if applicable.

## Tardiness

Tardy to class refers to a student arriving at any class, including homeroom, during the school day after the tone has sounded for class to begin. Students should be seated in the classroom in their assigned seats when the tone sounds.

The Kentucky Department of Education requires all schools to keep an accurate record of attendance for all students. Any student who arrives at school after the start of school must first sign in at the office before going to class. Students will not be allowed to enter class without an admit slip.

On rare occasions, students may come with an admit slip from the office or a note from another teacher who has detained them. This note should show the time the student left the teacher's room and the reason for the student being detained. Forged notes will result in an in-school suspension assignment.

## Family Trips

A family trip of up to five (5) days may be excused if a student fills out a request form in advance. These forms may be picked up in the office of the Attendance Secretary. The form must be completed and on file at least one week in advance of the trip. No family trips will be excused during semester test week or K-PREP/EOC exam testing schedule.

*Board Policy: 09.123*

Students shall be granted an excused absence for up to ten (10) days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. The opportunity may reflect performance in one (1) of the core curriculum subjects: English, science, mathematics, social studies, foreign language, and/or the arts.

**No family trips will be excused after a student has missed 5 or more days of school.**

## Make-Up Work

Students will not be given credit for make-up work missed during an unexcused absence or cumulative absence.

Students who have been suspended will not be allowed credit for make-up work. These students shall be allowed to make-up major projects and major tests,

assignments made before they were suspended, and assignments made during the suspension but not due until after the suspension ends.

## **Consequences of Excessive Cumulative Absenteeism**

Students who miss three (3) unexcused cumulative absences during a semester may be subject to the following penalties:

1. Loss of privilege of participating in extracurricular activities as determined by the school.
2. ***For high school students:*** lose the privilege to drive to school and park on school property.

Section

6

# School Health Services

*There is a critical link between health and learning and the role of schools to help improve the well-being of students, families, and the entire school community.*

Health students make for better learners. Research indicates that when school districts and schools have effective policies and practices that support the health of their students and staff:

- Student concentration improves
- Student behavior problems are reduced
- Student and staff attendance increases
- Children and adolescents develop life-long health-promoting behaviors

Logan County Schools has policies in place to assist children, parents, families, community agencies, and staff to foster a healthier learning environment for the students served in our schools. For additional information, please contact the District Health Coordinator at the Barren River District Health Department – (270) 781-8039, extension 143.

*All school health forms can be found on the District website at [www.logan.kyschools.us](http://www.logan.kyschools.us) Departments>Student Services>Forms*

## **Medical Examinations and Entry Requirements**

The Logan County Board of Education, under authority of KRS 214.034, 158.035, 158.036, 214.185, 214.036 and Kentucky State Board of Education Health regulations, requires every child entering Logan County Schools to meet the following requirements:

- a. A medical examination within one (1) year prior to his/her initial admission to a Kentucky school (regardless of grade). The medical examination shall be reported on forms furnished by the Kentucky Department of Education, or available on the District website. A second physical examination is required prior to entry into sixth (6<sup>th</sup>) grade.
- b. The immunizations required are: Diphtheria, Tetanus, and Pertussis (DTaP); Poliomyelitis (IPV), Peruses, Measles, Rubella, Mumps (MMR), Hepatitis A (HEP A); Hepatitis B (HEP B); Human Papillomavirus (HPV); Meningococcal Conjugate Virus (MCV4);

Influenza; Varicella (VAR); and Haemophilus Influenza Disease (HiB). SBE 48.011. Immunization requirements must be maintained or upgraded as laws (902 KAR 2:060) require including a second dose of MMR, Tdap, IPV, HepB (See ***Immunization Schedule*** on page 58 for additional information).

- c. A certified copy of legal birth verification issued by the Bureau of Vital Statistics (**billfold size is not acceptable**), or other proof of data of birth as stipulated by the school.
- d. Official documentation of an eye examination as also required for first time enrollees between the ages of 3 and 6.
- e. Dental Screening for five- (5) and six- (6) year old students enrolled for the first time in a Kentucky school.

## **Hearing & Vision Screenings**

Logan County School will conduct hearing screening in Kindergarten and grades 1, 2, and 3 while vision screenings are conducted during grades 3 and 5 during each school year.

## **Medical Examinations of Athletes**

The Logan County Board of Education requires an annual medical examination of each student as a prerequisite for eligibility and participation in interscholastic athletics and cheerleading.

## **Communicable Diseases**

Logan County faculty, administration, and personnel shall report all known or suspected cases of communicable disease immediately to the Logan County Health Department.

## **Student Health Records**

Each elementary and secondary school within the Logan County District shall initiate a cumulative health record (ESE-32) for each pupil entering school.



## Emergency Care & CRISIS Procedures

It is the **responsibility of the parent or guardian** to provide the school a telephone number where they may be reached during school hours. Following notification, it is the responsibility of the parent to attend to the needs of the child or to delegate that authority to school officials.

***In the event of a regional or national crisis***, parents may desire that another person be allowed to check their child out of school. Be advised that the school may NOT allow anyone without custody to remove a child from school unless written permission is on file from the parent/custodian. If you wish to designate any person or persons with this authority, the school requires a completed ***Emergency Information Form*** (09.224 AP.21) to that effect that lists any and all persons so authorized. Once on file, this authorization is valid in non-crisis situations as well.

## Meningococcal Meningitis

A safe and effective vaccine is available to protect against four of the five strains of bacterial meningitis. New requirements for Kentucky children entering day care, Head start programs, public and private preschool programs and public and private elementary and secondary schools occurred in February 2011 and can be found online at <http://www.lrc.ky.gov/kar/902/002/060.htm>. According to 902 KAR 2:6060 for entry into sixth grade; age eleven or twelve years old or older must have received one dose of the Meningococcal vaccine. A booster dose is recommended at age fifteen or when entering high school and another booster dose for college freshmen living in dormitories.

As part of the information our schools provide to you concerning student and school health issues, Logan County is making you aware of a potentially fatal bacterial infection that strikes teenagers and college students at a higher rate than other groups. This information will give you the facts about the disease and help you take precautions to prevent your child from becoming ill with meningococcal disease.

Meningococcal meningitis can be hard to recognize, especially in its early stages, because symptoms often resemble the flu or a viral illness. Symptoms may include sudden high fever, headache, stiff neck, nausea, vomiting and exhaustion. Some people also develop a rash after the disease has taken hold. Since symptoms can progress quickly and may cause death within 24 hours, immediate medical attention is recommended. About 10 percent of the people who get meningococcal meningitis will die. Up to 1 in 5 survivors are left with serious medical problems, including; amputation of arms, legs, fingers, toes; brain damage; deafness; and/or kidney damage.

Meningococcal meningitis is spread through the exchange of respiratory droplets, which include sharing a drink or utensils, kissing or coughing and sneezing. Lifestyle factors common among adolescents and young adults seem to be linked to meningococcal meningitis such as; crowded living situations, such as dormitories, boarding schools and sleep away camps; active or passive smoking; sharing items that touch a person's mouth, like lip balm, sharing water bottles, and cups, since the disease can be transmitted through saliva.

For more information about meningococcal disease and the required meningococcal vaccine, consult your child's physician, school nurse or local health department. Information is also available online from these health-related organizations:

- a. American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org)
- b. American Academy of Pediatrics, [www.aap.org](http://www.aap.org)
- c. Centers of Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov)
- d. Meningitis Foundation of America, [www.musa.org](http://www.musa.org)
- e. National Association of School Nurses, [www.nasn.org](http://www.nasn.org)
- f. National Foundation of Infectious Diseases, [www.nfid.org](http://www.nfid.org)
- g. National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)
- h. Kentucky Cabinet for Health and Family Services, <http://chfs.ky.gov/dph>

## **Illness at School and Contagious Diseases**

If a student should become ill at school, the parents will be called so they may pick up their child. No pupil who has a contagious or infectious disease shall be permitted in the school. If any pupil is known to have such disease, he/she will be sent home as soon as arrangements can be made with the parents or guardian. He/she shall remain away from school until satisfactory evidence can be presented from his/her physician or the county health officer that he/she is free from the disease.

Students who need to remain in the classroom after an illness must bring a note from the parents to stay in at recess or outside activities. Students that are not ill will not be allowed to remain inside.

## **Dispensing Medication**

*Board Policy LC 09.2241:*

*Student Medication*

Currently, all Logan County Schools are staffed by a school nurse. However, as unforeseen events are likely to occur where a school nurse may not be staffed at a school, over-the-counter medication shall not be kept at school for the purpose of administering to pupils unless it is accompanied by a doctor's order. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit. Parents may take

medicine from home for the student to take. The medicine must be in the original container and must be taken to the front office upon arrival at school.

In schools with a school nurse the nurse will administer appropriate medical care if the medical form has been completed and returned to school. Under procedures developed by the Superintendent, a student may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need, (e.g., an asthma inhaler, Epi-Pen). Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify student in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

## **Severe Allergies and Serious Health Conditions**

Students with severe allergies or other serious health conditions should obtain a Logan County Schools ***Severe Allergy and Health Care and Emergency Response Plan*** form from the school nurse and have it completed by their child's medical doctor. The completed form should be returned to the school nurse as soon as possible, because school personnel may need to meet with parents, food services, teachers, or others to plan for the school year.

If your child is new to Logan County Schools or if the health conditions of your child change, please complete and submit a new form immediately. The principal, school nurse, or parent may request a meeting of all relevant parties to establish a response plan for students with severe allergies or other health conditions (e.g., seizures, asthma).

## **Emergency Care Forms**

Prior to any administration of medications or basic first aid, parents are to sign and return an Emergency Care Form for each student. This form, provided by the Medical Center, allows all school nurses to provide emergency care to students. Without a signed consent, children will be returned to class or requested to call home.

## **Head Lice**

Few conditions cause so much concern and anxiety in schools and homes as head lice infestations. Lice are parasites of the human host. Studies conducted by the Centers for Disease Control revealed that lice (1) occur in all socioeconomic levels regardless of age, sex, or standards of personal hygiene (2) are dependent on human blood for nourishment (3) do not jump, hop, or fly (4) are spread by direct or indirect contact and (5) occurrence rates do not significantly differ between long and short hair.

Head lice screening will be conducted as needed. Parental consent is not required prior to screening for head lice. You must notify the school in writing if you do not want your child checked for lice at school.

When students are observed/reported to have head lice any time during the school year:

- If an individual student is suspected of being infested, that student shall be checked privately
- Playmates closely associated with the student and possibly siblings of the student that attend the same school may be checked for lice: in general school-wide checks are not necessary.
- Parents of each student identified as having lice will be contacted by a school/district representative advising them of the finding.

Principals or designated school personnel shall offer parents of infected students:

- Visual evidence of lice in the student's hair.
- Verbal and or written information/direction for hair treatment and household procedures.

This written information shall provide treatment options to include, but not be limited to over-the-counter medications, other remedies and required precautions, and visits to the health department and/or physician for further checks and information.

When students return to school after personnel have identified lice, they shall confirm with the student and/or parent/guardian that the following have occurred:

- The parent/guardian has combed the student's hair with a lice/nit comb, or applied the special lice killing shampoo.
- When the student returns to school after treatment, designated school personnel will recheck the student before he/she returns to the classroom. If lice remain, steps above are re-established.

School personnel shall follow-up with students found with a second and subsequent case to assure that:

- Prescribed medical treatment for lice has been applied to the student's hair no later than the next day,
- Any second application required is applied within the recommended time frame.

The Superintendent/designee shall:

- Establish education/information programs on head lice control methods for school personnel, community members, students, and parents.

- Provide each school with written materials on head lice control and prevention.

Students are allowed one (1) excused day for each occurrence of lice and a maximum of three (3) excused days within the school year for the purpose of treating head lice.

### ***Head Lice Information***

#### **CAUSE:**

Head lice are human parasites; they are wingless insects with sucking mouth parts that are about the size of a sesame seed with grayish/tan bodies. Lice eggs (nits) are tan or pearly white oval eggs attached to the hair shaft and are about the size of a period at the end of a typed sentence. Head lice move quickly and can blend in with a person's hair.

#### **SYMPTOMS:**

Itching and scratching on the scalp and neck are the primary symptoms of infestation. When these symptoms are present, look for crawling head lice in the hair down by the scalp or nits glued to the hair shaft; nits are often found in the hair at the base of the neck or behind the ears. In severe infestations a rash and swollen lymph nodes in the neck and under the arms can occur.

#### **SPREAD:**

Lice are spread by direct person-to-person contact and by sharing certain items, such as: combs, brushes, hats, scarves, barrettes, helmets, headphones, jackets, towels, etc. Head Lice crawl but do not jump or fly. They do not live longer than 2-3 days off the head.

#### **TREATMENT:**

Lice killing shampoos, lotions or creams can be obtained over the counter or prescribed by a physician. Directions must be followed carefully when applying medication, for environmental clean-up and for re-treatment when recommended. Manual removal of nits from the hair shafts with fingers or a fine toothed comb is an important part of control. A health care provider may recommend an over-the counter or home prepared solution that may make nits easier to remove. These may help with nit removal but are best to use before treatment so as not to

interfere with medication action.

#### CONTROL MEASURES:

- Teach children the importance of not sharing headgear and personal care items.
- Parents need to watch for signs of head lice and to make inspection for head lice part of their routine hygiene at home.
- Prompt notification between parents and schools when head lice case is identified to ensure treatment and prevention of spread.
- Manually remove the nits out of the hair.

## School Nurse

The school nurse cares for the physical, emotional, and educational needs of students and staff at all Logan County schools. The nurse also tracks and gives required and recommended vaccines as appropriate. On a daily basis, the nurse assesses individual students and staff members, gives medications, offers first aid care for injuries, and is present in the event of an emergency. Sick students should request permission from their teacher to go see the school nurse and get a 'Health Room Visit Form' from their teacher.

The nurse can only see students under the age of 18 years if they have a signed consent from parents, these forms will be provided with school packets at the beginning of each school year or can be obtained from the school nurse. Prescription medications that need to be taken at school should be brought to school by the parent in the original container. The nurse will need a form to be signed by both the prescribing doctor and parent in order to give prescription medications at school.

If a student has a specific medical condition (such as diabetes, asthma, severe allergies to foods or medications, or seizures) the nurse will also send a form home to be filled in and signed by the primary physician and parents. This form allows the nurse to be prepared in the event of a medical emergency related to the student's condition.

## Mental Health

We understand that mental health is an integral part of the services we provide for our students. We are committed to the following:

- We will use innovative strategies to ensure positive relationships, student engagement, and academic growth for each student of Logan County.

- We will continue to create school cultures that are friendly, welcoming, helpful, non-judgmental and caring.
- We will provide personalized supports to students who may be struggling with the transition back to school.
- We will continue to provide mental health resources and training to staff.
- We will collaborate with community partners to provide mental health services in all schools.

## Immunization Schedule

<b><i>If a child is entering this grade</i></b>	<b><i>These immunizations are required for attendance</i></b>
<b>Preschool</b> (entering as a 3-year old)	<ul style="list-style-type: none"> <li>▪ 4 Diphtheria, Tetanus and Pertussis (DTap)</li> <li>▪ 3 polio injections (IPV)</li> <li>▪ 1 Measles, Mumps, and Rubella (MMR)</li> <li>▪ HiB vaccine</li> <li>▪ 3 Hepatitis B (HepB)</li> <li>▪ Varicella (VAR) if child has not had chicken pox</li> </ul>
<b>Preschool</b> (entering as a 4-year old) <b>Kindergarten</b>	<ul style="list-style-type: none"> <li>▪ 4 or 5 Diphtheria, Tetanus and Pertussis (DTap)</li> <li>▪ 3 or 4 Polio (IPV)</li> <li>▪ 2 Measles, Mumps and Rubella (MMR)</li> <li>▪ 3 Hepatitis B (HepB)</li> <li>▪ 2 Varicella (VAR) if child has not had chicken pox</li> <li>▪ 2 Hepatitis A (HepA) – <b><i>required only for K-12 enrollment</i></b></li> </ul>
<b>6<sup>th</sup> Grade</b>	<ul style="list-style-type: none"> <li>▪ 3 Hepatitis B (HepB)</li> <li>▪ Tetanus, Diphtheria, Pertussis booster (Tdap)</li> <li>▪ Meningococcal vaccine (MenACWY)</li> <li>▪ 2<sup>nd</sup> dose Varicella</li> </ul>
<b>10<sup>th</sup> grade</b> (or 16-years of age, whichever comes first)	<ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> dose Meningococcal vaccine (MenACWY)               <ul style="list-style-type: none"> <li>○ First dose is administered between ages 11-12; if not, first dose may be administered at age 16 and no 2<sup>nd</sup> dose is required for school entry</li> </ul> </li> </ul>
<b>Out-of-state transfer students entering any grade K-12</b>	<ul style="list-style-type: none"> <li>▪ Must present immunizations on a Kentucky immunization certificate prior to enrollment</li> </ul>

The following immunization schedule, adapted from the Cabinet for Health and Family Services :

(<https://chfs.ky.gov/agencies/dph/dehp/idb/Pages/immunization.aspx>), provides a summary of scheduled immunizations required for entry in public school, daycare, and Head Start (Effective July 1, 2018; as mandated by 902 KAR 2:060).



Section

7

# General Rules for Elementary & Middle Schools

*The following information pertains to students enrolled in one of the five elementary/middle schools, serving grades Primary through 8<sup>th</sup>.*

Logan County Schools operates five elementary and middle schools within the District located in Adairville, Auburn, Chandlers, Lewisburg, and Olmstead.

## **Report Cards**

Report cards will be issued every 9-weeks in grades 4-8 and at each grade level in the primary program. Each student is given a report card to take home, be reviewed, and signed by the parents before being returned to the school. The responsibility of the report card getting home to the parents rests with the student. Students and parents can also access student grades, attendance records and discipline infractions online using the Infinite Campus Parent Portal. Contact your school for more information or see Section 10.

## **Honor Roll**

Students are eligible for the Honor Roll if they make all A's or all A's and B's on their grade card for a nine-week period. This is not an average.

The positions of valedictorian and salutatorian are determined by each school and specific policies and/or procedures may vary from each middle school. Should you have questions regarding these positions, please contact your child's guidance counselor.

## Grading Scale for Grades 4-8

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

*Organizational Patterns for Instruction and Program Overviews: The Plan for Implementing the Program of Instruction in Logan County K-8*

## Logan County Elementary Schools K-5

Kindergarten programs place emphasis on "learning by doing." Many "hands on" activities will reflect learning by discovery. Children also receive instruction in areas such as art, music, physical education, and library skills.

The elementary curriculum for all pupils in grades 1-5 includes the following areas and will receive at least the minimum minutes that are prescribed for that program.

<b>LANGUAGE ARTS</b>	Including reading, writing, spelling, oral, and Written English, literature, handwriting, listening skills, and creative writing. Each subject area across the curriculum should emphasize and reinforce the accurate use of these skills.
<b>MATHEMATICS</b>	With emphasis on concept development, computational skills, problem solving, and the application of it to practical situations.
<b>SCIENCE</b>	Including "hands on" experience that will help to develop inquiry skills.
<b>SOCIAL STUDIES</b>	Including citizenship, attitudes, values, and responsibilities.
<b>PHYSICAL EDUCATION</b>	Emphasizing safety, this program shall be designed to develop psychomotor, cognitive, and affective learning processes.
<b>FINE ARTS</b>	Including art, music, and drama.
<b>HEALTH</b>	Including an emphasis on desirable health attitudes and safety education.

## Logan County Middle Schools Grades 6-8\*

The curriculum for grades 6-8 includes the following areas and will receive at least the daily minimum minutes that are prescribed for that program.

<b>LANGUAGE ARTS</b>	Including reading, spelling, grammar, literature, writing, and library skills. Each subject area across the curriculum should reinforce the accurate use of these skills.
<b>MATHEMATICS</b>	Including problem-solving experiences to extend previously learned skills with a focus on real-life applications.
<b>SCIENCE</b>	With an emphasis on investigative approach.
<b>SOCIAL STUDIES</b>	Citizenship will be integrated throughout the curriculum, which will also emphasize map skills; values that help develop self-worth, and a concern for the total world society.
<b>PHYSICAL EDUCATION, HEALTH AND SAFETY</b>	Safety education including a progressive program built upon previously learned essential skills in basic rhythmic and adaptive activities including safety education with an emphasis on positive health practices.
<b>APPLIED ARTS</b>	Including art and music

A pupil who completes the prescribed elementary course of study is entitled to admission into any public high school (**KRS 158.140**).

The following "mandated" programs shall be integrated with the total instructional program as directed by the Logan County Plans for each area:

1. Drug and Alcohol Education
2. Character Education
3. Nutrition Education
4. Minority Race History

## **Special Programs**

### **TITLE I:**

A supplemental federal program designed to upgrade the educational program in the school to raise academic achievement for its students. Schools operating School-wide Title I programs may design their own program after conducting a comprehensive needs assessment based on information on the performance of children in relation to the state content and student performance standards. Title I serves students in grades K-8.

At the beginning of each school year, the District must notify parents of students in Title I schools that they may request information regarding their child's teacher(s). This requirement is mandated if a school accepts Title I, Part A funding. You have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you, in a timely manner, with the following:

1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
4. Whether your child is provided services by paraeducators, and if so, their qualifications.

If you would like to request this information, please contact your school principal or counselor. You may also contact the Logan County School District Central Office at 726-2436 and ask for the Personnel Department. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent.

### **GIFTED EDUCATION PROGRAM:**

The Logan County Program for Gifted Education is aimed toward the academically and the intellectually gifted children in grades K-12. The program affords them the opportunity to develop research skills, independent learning skills, creativity, positive self-concept, and affective development.

Students in the primary program are informally identified each spring to a talent pool, using indicators of student performance. Once a child is placed in the talent pool

services are provided based on the student's individual needs, interest and abilities. These services are provided within the framework of the primary curriculum and flexible grouping and regrouping.

For students in grades 4-8, identification includes a valid and reliable combination of formal and informal measures to identify strengths, gifted behaviors, and talents. Students' services will be in the following five areas: general intellectual ability, specific academic aptitude, creativity, leadership abilities, and visual and performing arts talents.

Identified pupils will be served through a differentiated plan of instruction. Such instruction will be planned by the teacher provided for the program along with other teachers in the classrooms. This instruction will include creative thinking and writing higher level thinking skills, research skills, and group individual projects that will encourage students to become autonomous learners.

#### **EDUCATION OF THE EXCEPTIONAL CHILDREN:**

The Logan County School District and its schools provide services for children and youth with disabilities of school attendance age, three through twenty-one, consistent with standards established by law, and Logan County School District policies and procedures.

Programs for children and youth with disabilities include:

1. Individualized instruction to meet the unique needs of a child or youth with disabilities;
2. The same variety of programs, services, and activities provided for children and youth without disabilities.

At least annually, the Logan County School District implements established procedures for the evaluation of the effectiveness of programs in meeting the educational needs of children and youth with disabilities, including evaluation of the effectiveness of the IEP as described in procedures for 6.0, IEP and 12.0, Part B Funds.

### **Athletics**

A contestant who reaches his 15th birthday before August 1 of the current year shall be ineligible for participation in any and all sports.

A contestant must have passed the previous year of school (grade level). Students must have a passing grade in 80% (ratio of at least 4 out of 5) of academic classes in

order to be eligible to compete in athletic events. Grades shall be checked every week during the competition season. Grades will be checked on Monday for the preceding week. If the student is not passing 80% of his/her classes then the student will remain ineligible until grades are checked the next Monday. No special recitations or tests are to be given for the purpose of making a student eligible. Any student having an official connection with the athletic program shall come under this academic rule.

## **Insurance (Athletics)**

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

## **Safety (Athletics)**

The Superintendent shall develop procedures to ensure that the safety of the student shall be the first consideration in all athletic practices and events. All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. Each student must pass a medical examination as a prerequisite to eligibility for interscholastic athletics.

1. No athletic event shall have a starting time past 5:00 P.M. unless agreed upon by both participating schools.
2. No athletic event shall take place on days in which school is not in session due to cancellation by the superintendent's office.

## **Preschool through Primary Grade Transportation**

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

## **Awards**

Awards are presented to students based on academic and athletic achievement. The following types of awards may be presented to students who qualify (these vary among our schools):

1. Valedictorian
2. Salutatorian
3. High Average in core subjects for each grade in the middle school
4. Perfect Attendance
5. Athletics
  - a. Football
  - b. Basketball (girls and boys)
  - c. Volleyball
6. Cheerleading
7. Academic Team
8. Other awards may be given when appropriate.

## **Available Extra-Curricular Activities**

Students at Logan County Elementary Schools have an opportunity to be involved in several extra-curricular activities. Students in grades 4-8 may participate in 4-H, which is sponsored by the Logan County Agricultural Extension Office.

Students in grades 5-8 may participate in interscholastic athletics. We have a middle school football program, a middle school volleyball team, middle school boy and girl basketball teams, middle school cheerleading squads, baseball, soccer, archery and an academic team.

Other extra-curricular activities are sponsored on a local school basis.



Section

8

# General Rules for Logan County High School

*The following Policies and Procedures are applicable to students enrolled at Logan County High School during the current school year.*

Logan County High School serves students in grades 9 through 12. Students enter the 9<sup>th</sup> grade (Freshman) from one of the five (5) elementary/middle schools. LCHS provides various academic programs and opportunities for students as they prepare for entry into the college or career arena.

## **Philosophy of LCHS**

**W**e, the faculty and administration of Logan County High School, believe that our ultimate goal is to instill students with information and problem-solving skills useful to them now and which prepare them to continue the learning process independently in the future. We, the teachers, administrators, counselors, parents, community members, and the students will work as a team in developing desirable character traits, work habits, attitudes, and values.

**W**e recognize the individual differences in students and will make every effort to identify these differences so that the school may better assist students in reaching their maximum effectiveness. The school will make the future of the graduates a priority by providing wise guidance and counseling, and the building blocks and directions through which the individual student may grow. We realize that students, according to their abilities and motivation, are the architects of their future and those goals they seek.

We believe the community must provide the school with the financial and moral support necessary to have a superior school system and with the interest and involvement to insure the maintenance of that superior system. To facilitate, the school will seek to involve the community in developing policy and keep it informed about the school program. A major premise in the implementation of this philosophy is that the faculty of Logan County High School will continuously strive to become more effective in serving the needs of Logan County's youth. No other commitment will be permitted to take precedence over this one.

## Program of Studies

The program of studies for Logan County High School should include but not be limited to the following:

Language Arts, Mathematics, Science, Social Studies, Business Education (general and vocational), Distributive Education, Vocational Agriculture and Family Consumer Science, Vocational Programs (carpentry, auto mechanics, drafting, electricity, machine shop, health careers, business/office, welding), Industrial Education, Health, Physical Education, Safety Education, Foreign Language, Fine Arts (art and music), and Junior Reserve Officer Training Corp (JROTC).

Students and parents should review the Course Description Manual (available in the Guidance Department) in preparation for registration.

All courses are filed in the **Logan County High School Course Description Manual** and descriptions are given to students each year at registration.

The following mandated programs shall be integrated with the total instructional program as directed by the Logan County plans for each area:

- Drug and Alcohol Education
- Character Education
- Metric Education
- Nutrition Education
- Minority Race History

The following programs are also offered at Logan County High School:

- Education of Exceptional Children
- Gifted Education
- Family Life Curriculum

## **Student Registration**

Registration is handled by the counselors. It is conducted through the classrooms or in the counselors' offices. Students will be notified at the appropriate time of registration, usually during the spring.

Incoming freshmen will receive their schedules at freshman orientation.

## **Schedule Changes**

There will be no class changes unless an emergency is involved to alleviate overcrowded rooms.

## **Tardies**

Students who are tardy to class per teacher syllabus on classroom rules will be subject to discipline from the teacher by receiving 1-5 days of lunch duty. Students that are habitually tardy with 8 or more tardies will be written up by the teacher and assigned 1-3 days of ALC by administration.

## **Grading Policies**

Teachers shall, during the first week of school, present to their students the procedure for grading that will be used for that class. This procedure shall be written and shall be taken home by the students to be signed by their parents.

This procedure should be the teacher's own grading policy and should include:

Daily grades and the percentage of the grade on the nine weeks that these will count, an estimate of the number of test grades (major/minor/quizzes) and the percentage that these will count on the nine weeks grade, the minimum number of grades that will be recorded during a grading period, any special projects or other reports etc. that may be a part of the grade, the grading procedure of each teacher shall be filed with the principal and will follow the guidelines in the Logan County Board of Education Policy Book.

The school year is divided into two semesters each consisting of two nine-week grading periods. **Credit will be earned for each course successfully completed with an average of 60 or higher at the end of each semester for block (90-minute) courses and at the end of year for "skinny" (45-minute) courses.**

Report cards are issued at the end of each nine-week grading period. They will be sent home with the students in October and March and mailed in December and May. Grades are to inform students as well as parents of the student's progress throughout the school year. It is the student's responsibility to take these grade cards to their parents. The grade card does not have to be returned to the school.

Report cards are accessible via parent portal on infinite campus. Grades are to inform students as well as parents of the student's progress throughout the school year.

## **Grading Scale**

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

## **Progress and Deficiency Reports**

Reports to parents about seniors with problems in achievement will be mailed. These deficiencies will be sent for those students who are earning a grade of 69 or below (D and F) in a class or classes. In addition, those seniors who have a drastic drop in a grade of two (2) or more letters may also receive a deficiency report relaying this information to the parent. These reports will be sent at mid-point of each grading period.

It will not be necessary to continue sending deficiency reports for students whose parents have not responded. Deficiency reports will only be continued upon the request of the parent.

## **Homework Policy**

1. Teachers will assign homework as appropriate on a regular basis to all students.
2. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
3. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
4. Homework will be accomplished outside class time, not during the instructional period.
5. The burden that homework places on a student will be considered when assignments are made and in making homework assignments, consideration should be given to special school events and other subject area requirements.
6. The principal of Logan County High School shall ensure that the Homework Policy is distributed to and understood by all teachers, parents and students.

## **Semester Test**

There will be a semester test at the end of each nine week grading period for semester long (90-minute or "Block") courses. Classes that meet all year (less than 90-minutes or "skinny" courses) will have semester exams at the end of each semester (December and May). All teachers are expected to give these tests during the assigned testing period. These tests should cover material from the beginning of the term until the end of the grading period. Semester tests will count ten percent (10%) of the student's grade.

## Honor Roll & Principal's List

A student, making no grade below a B in class work will be eligible for the Honor Roll at the end of each 9-week grading period.

A student making all A's in class work will be eligible for the Principal's List at the end of each 9-week grading period.

## Graduation Requirements

### GRADUATION PORTFOLIO AND DEFENSE

Beginning with the graduating class of 2022, students will be required to create and defend a senior portfolio that measures readiness to graduate high school and excel in college, career, and life. Additionally, students will show and explain how they have grown in the Logan County Profile of Success competencies throughout their four years of high school.

Specific details and guidance will be provided throughout the school year to enable students to create a successful portfolio and defense.

<b>ENGLISH</b>	4 CREDITS	English I, II, AND 2 additional English Language Arts credits aligned with the student's Individual Learning Plan (ILP)
<b>MATH</b>	4 CREDITS	Algebra I and Geometry AND two additional Mathematics credits aligned with the student's ILP ( <i>may still include Alg. II</i> )
<b>SCIENCE</b>	3 CREDITS	3 credits Science (at least 1 aligned with the student's ILP)
<b>SOCIAL STUDIES</b>	3 CREDITS	3 credits Social Studies (at least 1 aligned with the student's ILP)

<b><i>HISTORY OF VISUAL AND PERFORMING ARTS</i></b>	1 CREDIT	Humanities
<b><i>HEALTH</i></b>	½ CREDIT	
<b><i>PE I</i></b>	½ CREDIT	
<b><i>Other Requirements</i></b>	Civics test; Financial literacy standards; and  6 additional credits	Civics test; Financial literacy standards program or course; Complete at least one graduation qualifier and meet at least one graduation prerequisite listed in 704 KAR 3:305; demonstrated performance based competency in technology; six elective credits



Students entering high school in the fall of 2020 and beyond also will have to meet a graduation prerequisite. The graduation prerequisite require students to demonstrate basic competency in reading and math in one of three ways before graduation:

- Score at least at the Apprentice level in reading and mathematics on the 10th-grade state-required assessments; - Students who do not meet the minimum score on one or both assessments may retake the reading and/or mathematics assessments twice each year in the 11th and 12th grades of high school.; OR
- Score at least Proficient on the 8th-grade state-required assessment for reading and/or mathematics; OR
- Complete a collection of evidence to include the following:
  - The student's ILP, including a student transcript;
  - If applicable, the student's IEP, including evidence that the student has received specially designed instruction and related services in reading and mathematics;
  - Student performance on the required state assessments;
  - Appropriate interventions, targeted to the student's needs, to ensure support was provided to the student;
  - Student work demonstrating the students' competency in reading and/or mathematics, as applicable; and
  - The student's post-high school plans.

The process shall require the principal to submit the collection of student evidence to the superintendent or his or her designee for review and approval.

## **Grade Level Classification**

6 credits at the beginning of the school year to be a sophomore

12 credits at the beginning of the school year to be a junior

18 credits at the beginning of the school year to be a senior

## **Grade Point Average Calculation**

The cumulative weighted grade point average includes additional weight for Dual Enrollment, Advanced Placement (AP). GPA will be determined using the following weighted point assignment per credit earned (Figure 2). Final GPA will be determined by taking the total number of points earned and dividing by the number of credits attempted. Any non-credit bearing course (teacher aide, library assistant, etc.) will not be included in the final GPA calculation.

## Honors Requirements

Beginning with the Class of 2022, students must meet all of the following to be considered an Honors

Graduate:

1. Have at least a 3.75 weighted GPA
2. Have a minimum of 30 credits
3. Benchmark in Math, English, and Reading on a college admissions exam
4. Cannot accumulate six (6) or more unexcused events during the senior year
5. Meet all other graduation requirements set by the board of education

And ONE of the following:

- Have completed at least six AP or dual credit courses
  - (Must include one quantitative reasoning or natural science and one written or oral communication, or arts and humanities, or social and behavioral sciences)

**OR**

- Complete 30 hours of Dual Credit

Students must apply for the graduation honors recognition beginning their junior year. Applications are available in the guidance office.

## Dual Credit

In dual credit, a student is enrolled in a course which allows him/her to earn high school credit and college credit simultaneously. This course may be taught on a college campus or on a high school campus, but it will be in conjunction with a college or university. Dual credit courses must comply with KRS [158.007\(8\)](#) which defined dual credit as "a college-level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study." <https://education.ky.gov/educational/AL/dc/Pages/default.aspx> Students will receive one high school credit for every three-hour college credit. Courses must be taken during the regular school year to be counted on the high school transcript; therefore, summer school courses will not be included.

Enrollment in dual credit courses will be based on the postsecondary institution's requirements for the course. (See your Google Classroom for these requirements) Logan County High School currently offers courses through Western Kentucky University, University of Kentucky, Murray State University, SKYCTC, and Campbellsville University. Payment for the courses will be the responsibility of the student. Each student will receive two free dual credit scholarships that can be used during the junior or senior year. The Work Ready Scholarship can be used on CTE courses each year. There are some courses that will have other fees such as an e-book included in the cost. Payment for the course must be paid in-full before the end of each semester. If a student owes a balance at the postsecondary institution, the student will not be enrolled in another course. If you do not pay the tuition, credit will not be awarded at the post-secondary institution, and a hold will be placed on your account.

If a student decides to drop a dual credit course, he or she must do so in writing to the dual credit coordinator by the last day of August for the fall semester and the last day of January for the spring semester.

## Pre-College Curriculum (PCC)

Figure 3 identifies the PCC courses required for admission to the eight public universities in Kentucky. Identify a minimum of five courses each year, more if your school requires additional credits for graduation. Identify required courses first to be sure that you don't leave any out.

Figure 3: Pre-College Curriculum for Kentucky Colleges

English	English I, English II, English III, English IV
Mathematics	Algebra I, Algebra II, Geometry
Science	Biology I, Chemistry, Earth & Space Science
Social Studies	World Civilization, Integrated Social Studies, United States History (or AP American History)
Humanities	1 credit
Health & Physical Education (PE)	1/2 credit for each
Foreign Language	2 credits
Electives	7 credits

## **Valedictorian and Salutatorian**

Overall rank in class shall be determined for all students and rank shall be determined by using the weighted GPA grading scale. These students will be ranked individually one (1), two (2), three (3), and so on throughout the class.

The valedictorian and salutatorian will be ranked one (1) and two (2) respectively according to the weighted GPA grading scale.

To be eligible for Valedictorian or Salutatorian, the student must have attended Logan County High School for a minimum of two (2) complete years.

## **Virtual Learning & Credit Recovery**

Virtual learning opportunities are available through The Academy. Students who are interested in virtual learning should contact their school counselor. Detailed information about virtual learning is available on the district website.

## **Student Fees**

### **TEXTBOOKS**

The Kentucky Department of Education has established a rental fee for textbooks for high school students. The rental fee for Logan County High School is **\$30.00**. Rental fees will be returned to students who leave, based on the time in attendance, provided that all books are returned. Parents or students who are unable to pay the rental fee should make an application for free or reduced textbooks to one of the Guidance Counselors.

**Students who lose or damage a textbook are required to pay the current established price for replacement before another text may be issued.**

### **STUDENT FEE POLICY**

Separate student fees have been established at **\$20.00** for every student attending Logan County High School. Additional lab fees may apply for certain classes.

## **Student Assistance**

Although a large high school, Logan County High School strives to maintain a "small school atmosphere." Students who need assistance in extra academic help, emotional wellness assistance, financial assistance, etc. are encouraged to speak to the counselors about obtaining help.

### **GUIDANCE AND COUNSELING**

LCHS Counselors: **David Brooks, Amy Hallman & Amber McKinney**

Guidance Secretary: **Kelsey Blick**

The primary purpose of the Guidance Program is to provide a service by which high school students can discuss different problems in a confidential manner. Such a program pertains to the problems of an educational, social, physical, or moral nature.

Other activities engaged in by the counselors include testing, maintaining student records, scheduling, having conferences with students, teacher, and parents, providing educational and occupational information, and working with students on their post-high school plans. All students are urged to feel free to make appointments for conferences with the counselors.

### **TESTS OFFERED BY GUIDANCE**

#### ***Preliminary Scholastic Aptitude Test – PSAT/National Merit***

*Time:* Approximately 3 hours

*Cost:* Approximately \$8

*Date:* October (available to 10<sup>th</sup>

and 11<sup>th</sup> graders)

#### ***ASVAB – Armed Services Vocational Aptitude Battery***

*Time:* Approximately 3 hours

*Cost:* None

*Date:* September (available to all Juniors)

#### ***American College Test – ACT***

*Dates:* October, December, February, April, June, July, and September

Required for admission to all Kentucky state colleges and some private colleges. Students should see guidance counselors much in advance for information on registration.

*NOTE: As part of KRS 158.6453, during March all Juniors will be required to take the ACT examination in English, reading, mathematics, and science at no cost as part of the Kentucky Commonwealth Accountability Testing System. Moreover, any student interested in applying for Governor's Scholars should have taken the PSAT and the ACT in the fall of their junior year.*

## School Programs & Places

### BOOKSTORE

The **Cougar Cave** is a school supply store operated by the students. Hours vary and are posted. Students and faculty may purchase school supplies and spirit merchandise at a reasonable price, as well as personal hygiene items and coffee (during specified times).

### CAFETERIA

1. Free/reduced lunch applications may be picked up in homeroom or in the front office from the food Service Director. A new application is required each year. Likewise, the application is available online through the **Parent Portal**.
2. Students **MUST** type in their code number at the cashier when they purchase their lunch. Students can only use their code once per meal, but are free to go back and purchase other items and pay the a la carte price.
3. Students are expected to comply with all instructions of the cafeteria staff.

### CAFETERIA SCHEDULE

Lunch will be served during the third block from 11:05 to 12:55. Students who have class third block at Logan County Career and Technical Center (CTC) will eat at 11:29 and leave for classes at 11:54. All students should report to the Commons Area with their classes whether or not they buy, bring, or do not eat lunch. The students will eat, remain in the Commons Area and return to class when dismissed.

Students are to remain in the Commons Area during their lunch period. Students are not allowed to sit or stand in the lobby of the school during lunch but must remain inside the cafeteria. Students leaving the Commons Area without permission will be considered off-limits. Any student found in the parking lot during lunch without permission will be considered off-limits and will be assigned 3 days ALC.

## **LIBRARY**

The Library is open from 8:00 am every school day and during lunch and each class period for students and teachers use. Books are checked out for a two-week period at the front desk in the Library. Reference books are checked out to teachers only.

No student should come to the library without the written consent stating purpose of visit & time allowed. Students are to sign in with Google Docs once entering the library. Students must have permission to go to Library during lunch.

## **COUGAR ACADEMY**

The entire west wing of Logan County High School was constructed during the 1999-2000 school year to house the Cougar Academy. This wing included 15 classrooms, a computer lab, a science lab, an office complex with a conference room, student and faculty restrooms, and an area for a Youth Services Center, and the Logan County JROTC. The Freshmen Academy is self-contained "*school-within-a-school*" which operates on its own schedule throughout the day with the exception of elective classes and lunch.

This innovative approach has been endorsed by national education experts with the idea of gradually integrating the freshman student to the high school culture while maintaining a "small" school atmosphere. The ultimate goal of the Academy arrangement is to reduce the failure rate of freshmen and eventually the dropout rate. Another goal is to improve attendance while helping the student become involved in high school life.

## **THE U.S. ARMY JUNIOR RESERVE OFFICER TRAINING CORPS**

The JROTC program provides a student development feature which presents excellent training opportunities in citizenship, administration, management, supervision, leadership responsibility, and provides the opportunity for the exercise of authority and respect for school rules and law and order. The program encourages good grooming and appearance and provides the school with services such as color guard details, drill teams, escorts for visiting dignitaries, representatives for community functions, and other activities such as PTA meetings, athletic contests, parades, concerts, school plays, conferences, etc.

The program provides the school with drill teams and a rifle team which may engage in local, state, and regional competitions. A complete summer and winter uniform is provided without charge. Each cadet has the opportunity to competitively rise through the corps organizational ranks.



### *Student Benefits of the JROTC Program:*

- Psychology of Leadership, drill and exercise of command prepares each ROTC student to organize, motivate, & lead others.
- Development of an awareness and appreciation of discipline, ROTC cadets set the example for all students.
- Opportunities are open for participation in ROTC sponsored activities such as drill and rifle teams, and social events. These outlets complement the usual school activities and curriculum.
- Participation in the JROTC program **does not obligate** the student in any way for future military service.

## **LOGAN COUNTY CAREER & TECHNICAL CENTER**

All students attending CTC must return to LCHS after class unless their next class is at CTC and they have permission to stay from the CTC administration.

Any student who does not follow these procedures will be considered skipping class and may face disciplinary action.

Any student assigned ALC while at the CTC will follow all ALC rules including not being allowed to go to CTC except when exceptions need to be made by the CTC principal because of major projects or tests.

Students returning from CTC classes must remain in the front lobby until the bell rings for class change. Students found in other areas of the building will be disciplined at the discretion of the administration. No student who is attending CTC is to be in the student parking lot at any time during the school day without permission from the front office.

LCHS takes roll each period with the CTC. Any student who cannot be accounted for will be considered to be skipping class and may be assigned to disciplinary action.

## **Hall Passes/Restroom Visitation**

Visitation to the restroom during class should be kept to a minimum. Students without a teacher's hall pass should not expect to leave class. Faculty restrooms are not to be used by students. Students will use the restroom that is closest to their classroom. Students not following these procedures will be subject to disciplinary action.

## **Driving Privileges**

The following rules are for students who drive vehicles to LCHS:

1. All students with Driver's License have the privilege to operate automobiles on school property, but are subject to the rules of LCHS.
2. Automobile speed must not exceed 15 mph.
3. Any student reported to the office for speeding, driving in a reckless manner, or violating other established policies is subject to loss of driving privileges temporarily or for the remainder of the school year.
4. Driving violations reported to the Administration on the way to or from school may be turned over to the proper law enforcement officials.
5. Upon arriving at school, students must park their cars in the student parking lot in the assigned space or area and must leave their cars and enter the building. Students are not to park in any staff or visitor parking unless given permission by school administration.
6. Once a student drives his car onto school property, he/she is considered to be at school. He/she cannot leave without administrative permission. This includes early morning arrivals.
7. Sitting in parked cars or going to cars during school hours without permission will be considered to be off-limits.
8. CTC students may not go to the parking lot before leaving on the bus or when returning to LCHS from CTC.
9. Students who drive automobiles to school and park them on school property do so with the understanding that for reasonable suspicion a search of the automobile can be made.
10. Student vehicles may be towed at the owners' expense if it is not parked properly or is parked without being registered in the school office.
11. Students driving automobiles to school must provide proof of insurance.
12. The student ID decal must be displayed from the rear view mirror.
13. Students are expected to keep the area around their parking space free from trash and litter.
14. Parents, the student, and the CTC school officials must sign a form before a student is allowed to drive to the CTC. Students who violate this rule are subject to losing their driving privileges and being assigned disciplinary action.

## **Automobile Identification Stickers**

Students driving automobiles to school must register their automobiles in the main office when school begins each year. Upon registering the vehicle and paying a \$10.00 fee for the year, \$5.00 for the semester, the student will be given an ID sticker to be hung from the rear view mirror.

A parking space or area may be assigned to the student at this time. Students parking in others' spaces/locations may have their car towed.

## **No Pass/No Drive Law**

The No Pass/No Drive law was implemented on August 1, 2007 within the Commonwealth of Kentucky. This law applies to all students ages 16- or 17-years old who apply for a permit or license. A School Compliance Verification Form must be requested from the Guidance Department or the Director of Pupil Personnel prior to obtaining an instructional permit or license.

When a 16- or 17-year old student is declared to be academically deficient, the District will report electronically to the Division of Driver Licensing. The Division will suspend the student's privilege to drive and notify the driver of the suspension. The District will also report when a student is back in compliance with KRS 159.051 to the Division of Driver Licensing and the driving privileges will be reinstated.

A student is considered "academically deficient" when he or she has either (1) accumulated 9 or more unexcused absences during one semester; or (2) the student did not pass 66% or more of his or her courses during the semester. For example, if a student has 7 classes during one semester and the student failed 3 of those courses, the student only passed 58%, which is less than the minimum requirement of 66%; therefore, the student's license or permit would be suspended.

For the license or permit to be reinstated after academic deficiency, the student must not have any unexcused absences the following semester or pass 66% or more of his or her courses in the following semester.

## **Electronic Equipment**

Electronic devices (i.e. cell phones, music devices, any camera or video equipment) shall not be used in any manner that disrupts the educational process. Students may use privately-owned wireless and/or portable electronic hand-held equipment (e.g., mobile smart phones, portable internet devices, laptops, etc.) once the student and parent (if the student is under age 18) have signed and submitted the BYOT Student User Agreement (see Section 11 for more details). The use of personal devices to support the educational experience is not a necessity but a privilege.

Violations of any Board policies, administrative procedures, or school rules involving a student's personally-owned device may result in disciplinary action. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used for what purpose(s). Unless required by the teacher to be out for educational purposes electronic equipment must be put away. Earbuds or headphones are not allowed at any time during the school day except during the students' lunch time in the cafeteria. The technology may only be used to access files on computers or internet sites which are relevant to the classroom curriculum.

The following violations will be enforced. Repeated violations could result in disciplinary action, which may include losing the privilege of bringing the device onto school property. All students must immediately turn over any electronic device requested by a teacher or administrator.

**First offense-** Teacher warning

**Second offense** – Teacher completes a disciplinary write up and student assigned 1-3 days of lunch detention for defiance.

**Third offense** - Teacher completes a disciplinary write up and student assigned 1-3 days of ALC for defiance.

**Students are responsible for keeping up with electronic devices they bring to school. The district/school shall not be responsible for loss, theft, or destruction of devices brought onto school property. School Administration will not conduct searches for lost/stolen electronic devices.**

**Due to confidentiality restrictions, students are not allowed to videotape or photograph with any electronic device, other students without the school's permission. Schools are only allowed to grant access when a parent has given permission.**

## **Fundraising/Selling**

Students are not allowed to solicit or sell under the sponsorship of the school (or individually) without the permission of the principal. Clubs may conduct money-making projects. Each sponsor should see the principal to reserve a selling date and to submit the project prior to selling. Also selling projects should receive the approval of the Board of Education before proceeding.

# Positive Behavioral Interventions and Supports (PBIS)

## What is PBIS?

Since behavioral skills are learned, it is necessary to teach expected behaviors to fluency as we would academic skills.

Positive Behavioral Interventions and Supports (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. Schools that implement PBIS focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. The purpose of PBIS is to create an environment where everyone feels welcome, promote unity, and maximize learning.

## LCHS Positive Behavioral Interventions and Supports (PBIS) acronyms

### COUGAR PRIDE

Productive

Respectful

Involved

Diligent

Exceptional

### HALLWAY EXPECTATIONS

Head Straight to Class

Always be Respectful

Low-Level Voices

Leave Space for Others

Stay to the Right

### **CAFÉ/COMMONS EXPECTATIONS**

Clean Up

Arrive and Leave Promptly

Friends Deserve Respect

Excellent Manners

### **CLASSROOM EXPECTATIONS**

Come Prepared

Listen Attentively

Actively Engage

Support Others

Show Respect

### **RESTROOMS EXPECTATIONS**

Wash Hands

Always Clean Up

Show Respect

Hurry to class

### **BUS EXPECTATIONS**

Be Respectful

Use Good Judgement

School Rules Apply

### **PARKING LOT EXPECTATIONS**

Promptly Come Inside

Assigned Parking spot

Respect Others Property

Keep Area Clean

### **CAR RIDER EXPECTATIONS**

Come in Quietly

Arrive on Time

Respect Others

## **Outside Food**

Teachers have the discretion to have students dispose of food and drinks before the students enter the classroom. Students who leave campus are not permitted to return to bring food to other students. No outside food will be allowed to be delivered to students.

## **Locker & Locker Usage**

Lockers will be assigned to all students at the beginning of the school year. Lockers are also available for use in PE classes. Students must furnish their own locks with rubber backing (except in Cougar Academy) and are responsible for the security of any personal property they bring to school. Students are encouraged not to bring expensive personal items on school grounds. Lockers are to be kept clean and are subject to be checked by the Administration. Repair bills will be issued for damaged lockers & must be paid for by the offenders. Students are responsible for the contents of their lockers including inappropriate or illegal items.

Students are only to use the locker assigned to him or her. Likewise, students may not change lockers without administration approval. Failure to use the assigned locker may result in 3 days lunch detention.

## **Off-Limit Areas**

There are certain areas of the school, which are off limits to students during various times of the school day:

- Front restrooms and lobby during lunch
- Roof and mechanical rooms at all times
- Parking lot during the school day, unless permission granted from the front office.
- Teacher & Staff restrooms at all times.
- Locker rooms and dressing rooms, except during P.E. class or sports practice or event.
- Teachers' work area
- Students returning from CTC after each class will remain in the front lobby until the bell rings to change class.

## **Student Drop-Off and Pick-Up**

Parents bringing their children to school should follow the signs posted along the drive to school. Currently the drop-off point for students in the morning is in the front of the school at the flagpole. In the afternoon, students who are being picked-up meet their rides at the rear of the building behind the freshmen wing. Parents and guardians are not to park in staff/faculty parking or by the tennis courts to pick up their student. This is for the safety of our students and our parents. All students are expected to be picked up before 3:00 pm. All drivers on campus are expected to follow the directions of personnel who are directing traffic.

***Students who remain after school are not allowed in any area of the building other than the front lobby or the parent pick up area at the back of the freshman hallway.***

***Students who are here for after school activities must be under the supervision of a teacher or coach at all times.***



## **Student Insurance**

Students will be given the option of buying school insurance for the hours of the school day/school year for a minimal amount, or 24-hour coverage for a higher sum.

## **Telephone Usage**

School Phones -The office phones must be kept open for school business. Students will not be called to the phone from class. Phones in classrooms may only be used with teacher's permission. Students will only be allowed to use the office phones in case of emergency.

## **Visitors**

Visitors are allowed only by appointment. Parents who wish to meet with a staff member should call in advance for an appointment time. Students are not allowed to bring visitors, other than parents. Upon request, all visitors must identify themselves to proper school authorities in the school building or on the school grounds. All visitors must wear a visitor ID badge.

## **Student Conduct**

### **SCHOOL SPONSORED OFF-CAMPUS EVENTS**

Students who attend school sponsored off-campus events (conventions, field trips) are governed by the policies and regulations of LCHS, and are subject to the authority of school officials.

### **ATHLETIC AND SOCIAL EVENTS**

Students are expected to display proper conduct at all athletic and social events. Athletics (both home and away) and social events are school functions; thus, all students are held accountable for policies and regulations governing their behavior, and are subject to the authority of school officials. All athletic events and social events (proms, dances, graduation, etc.) are regulated by school policies.

### **PUBLIC DISPLAYS OF AFFECTION**

Students are to keep hands off other people and their property. This applies to relationships (only hand-holding permitted). Inappropriate displays of affection are considered to be rude and inconsiderate of the image of our school. Such behavior

should be corrected by faculty and staff members. Lunch detention may be assigned if necessary to stop or prevent such displays.

## **Students' Dress and Appearance**

This dress code exists in the interest of developing and maintaining a student body which is well-groomed and neat and whose appearance does not disrupt the education process.

1. All students should be clean and neat in their dress and personal appearance. Distracting extremes will not be permitted.
2. Any clothing or lack of clothing which is considered indecent and/or distracting will not be allowed.

Teachers will conduct a dress code check daily at the start of first period. Violations of dress code will be sent to the office. Violations of dress code during the rest of the school day will be treated as defiance of authority.

### **SPECIFIC CLOTHING GUIDELINES**

Students **will not be permitted** to wear the following:

Ladies:

- Low cut tops that show any cleavage. (Tops should be cut no lower than a hand's width from the base of the neck.)
- Clothing which does not cover the stomach area at all times
- Sundresses, spaghetti straps, or tank tops.
- Racer-back tops

Gentlemen:

- Sleeveless shirts

All Students:

- Caps, curlers, sunglasses, picks, gloves, or head coverings in the building, during school hours unless necessary for health or safety purposes, (advance permission required)
- Pants that are sagging (Undergarments should not be seen)
- Shorts, dresses and skirts which are not of reasonable length. (Reasonable length mid-thigh.)
- See-through or cut-away styles of clothing.
- Pajamas or house slippers.
- Clothing with holes above the mid-thigh with skin exposed
- Bandanas used as headbands
- Trench coats
- Chains (except for proper necklaces/jewelry)
- Studded or spiked jewelry
- Clothing or jewelry with pictures or writing which the administration considers to be offensive or a distraction from the educational process. *EXAMPLES: profanity, promotion of alcohol or drugs, pictures or writing which are vulgar in nature or which promote violence, gang activity or are perceived as degrading to others. No sexual or sexual innuendo will be allowed, such as "Hooters" shirts.*

Any student in violation of the dress code shall be subject to discipline action which is appropriate under the circumstances. The normal discipline shall be:

**FIRST OFFENSE:** Student will be warned and will be required to change or spend the remainder of the day in the ALC Room. Work missed will be unexcused.

**SECOND OFFENSE:** Student will be required to change and spend the remainder of the day in the ALC Room.

**THIRD AND SUBSEQUENT OFFENSES:** Repeated violations may result in 3 days ALC.

A committee of students, parents, and faculty reviewed and established these guidelines. The committee anticipates the cooperation of the students, parents, and faculty in the interpretation and administration of these guidelines.

## Specific Student Discipline

Actual consequences shall be left to administration, based on individual circumstances.

**Progressive discipline:** Students should expect to receive more severe consequences when they violate any school rule for the second or third time. The amount of consequences will be left to the discretion of the administrator based upon the facts presented at the time of the referral.

### CONSEQUENCES OF SPECIFIC VIOLATIONS

1. **Fighting at school or school activities:** Fighting will not be tolerated at LCHS
  - **First fight:** Up to 20 days in ISI (In-School Suspension), with administration discretion.
  - **Second Fight:** May result in referral to Alternative School Hearing Committee, up to 40 days of ISI, or recommended expulsion from school.

Fighting will not be tolerated at LCHS and with that noted, the School Resource Officer employed by the local sheriff department will be contacted to investigate the fight and charges will be filed against the student/s. Also depending on the circumstances of the fight, the school may request the DPP file charges against the student with the Court Designated Worker.

2. **Promotion of fighting:** the active support and encouragement of others to fight: minimum of 3 days in ALC
  - Examples: Threatening comments, arranging meeting times or places for fights, delivering messages that are written or spoken, true or untrue concerning threats of violence will constitute a promotion of a fight.
3. **Videotaping a fight:** any student who videotapes an altercation with another student with any electronic device will be assigned a minimum of 10 days in ISI.
  - Due to confidentiality restrictions, students are not allowed to videotape or photograph other students without the school's permission. Schools are only allowed to grant access when a parent has given permission.
  - **Any student who sends or receives a copy of an altercation on school grounds will be assigned ALC.**

4. **Vulgar Language:** the intentional, blatant use of vulgar language, or vulgar name calling, either written or spoken is cause for ALC assignment or suspension.
5. **Harassment** is defined on page 18 of the handbook.
6. Leaving school grounds without authorization or skipping school day: **3-5 days ALC**
7. Skipping Class: **up to 3 days ALC**
8. False 911 calls: **5 days ALC**
9. Willful disobedience & defiance of authority, vulgar or abusive language directed toward a teacher or staff: **up to 3 days ALC**
10. Making a false statement, either spoken or written, to any faculty member: **up to 3 days ALC**
11. Weapons at school- THE POSSESSION OF A FIREARM, WEAPON, OR ANY OTHER DANGEROUS INSTRUMENT ON SCHOOL GROUNDS OR DURING A SCHOOL ACTIVITY IS STRICTLY FORBIDDEN.

*KRS 527.070 defines the unlawful possession of a weapon on school property. Police will be contacted to determine the proper course of action under Kentucky State Law. Parents will be notified and a recommendation for expulsion from Logan County High School may be made to the Board of Education by the school administration.*

**NOTE:** Third ALC Assignment for a similar offense **MAY RESULT IN REFERRAL TO ISI (IN SCHOOL ISOLATION)**. Students for which repeated methods of discipline prove ineffective in correcting behavior may be recommended to the Alternative School.

## **Tobacco Products, Alcohol, and Drugs**

Tobacco products, alcohol, and drugs are prohibited at all times on school campus, on buses, and on school-related trips and activities. Students are not allowed to have these products in their possession. KRS 438.050 expressly prohibits the use of tobacco products on school grounds at any time students are present. For this reason, NO SMOKING is enforced. This policy includes the use of tobacco in any form and violation of this policy will result in Alternative Learning Center or suspension as necessary.

### **TOBACCO USE ON SCHOOL GROUNDS**

KRS 438.350, **Prohibition against possession or use of tobacco products by minors.** No person under the age of eighteen (18) shall possess or use tobacco products.

Students who are found to be in possession of tobacco products or using tobacco products are subject to the following consequences:

**1<sup>st</sup> Offense:** Student will be given ALC for 3 days

**2<sup>nd</sup> Offense:** Student will be given ALC for 5 days

**3<sup>rd</sup> Offense:** Student will be given 10 days of ISI

**4<sup>th</sup> Offense:** ISI for 20 days and possible referral to the Alternative School Hearing Committee

## **ALCOHOL USE ON SCHOOL GROUNDS**

Students who are found to be in possession or under the influence of alcohol at school, on school grounds, or during a school activity, the police will be called and the parents will be notified. The student may be suspended, recommended to the Alternative School Hearing Committee, or recommended for expulsion from school based on the circumstances.

Possession of non-alcoholic beverages designed to imitate alcoholic beverages, such as non-alcoholic beers, involve the same consequences as real alcoholic beverages. A student who is selling, or distributing alcoholic beverages or who is a repeat offender, or a chronic discipline problem, will be subject to the more severe consequences mentioned above.

## **DRUG USE ON SCHOOL GROUNDS**

If a student is selling, purchasing, or distributing illicit drugs, controlled substances, counterfeit or simulated controlled substances, "look-alikes", or is in the possession of or under the influence of such substances, the police and parents will be notified and the student will be suspended from school until a determination can be made as to whether the student should be recommended to the Board of Education for a hearing to determine if the student should be expelled from school, or if other action should be taken. . The student may be suspended, receive ISI, recommended to the Alternative School Hearing Committee, or recommended for expulsion from school based on the circumstances. The School Resource Officer (SRO) will also be involved and charges may be filed.

Definition of simulated or counterfeit substances: ***Any substance which is represented as or which the impression is created, that the substance is a narcotic drug, or controlled substance. Any substance which is designed in any manner to simulate a narcotic drug or controlled substance will be considered to fit this definition.***

Students in possession of drug paraphernalia (e.g. rolling papers, roach clips, pipes, etc.) will be subject to disciplinary action as is determined to be appropriate by the administration and may include, but not limited to, ALC, suspension, Alternative School Hearing referral, or expulsion.

Section

9



## FERPA Rights

*Family Education Rights and Privacy Act (FERPA) provide parents and students certain rights with respect to student's education records.*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA affords parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

These rights are outlined as follows:

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 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 to 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.

3. ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. 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.
- c. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- d. 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.

4. ***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.

5. ***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.

6. ***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 below:

***Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington D.C., 20202-8520***

Section

# 10

# Infinite Campus Parent Portal

*The Parent Portal allows parents/guardians access to student's grades, schedules, discipline, and other school-related information via a computer, tablet, or smartphone.*

The Parent Portal aspect of Infinite Campus provides parents with access to information about their students as it is being entered by teachers, counselors and staff. In addition to grades, parents can access notices, announcements and teacher newsletters from teachers and school administrators. Additional information about discipline, fees, food service, health, graduation planning and transportation is available through Parent Portal.

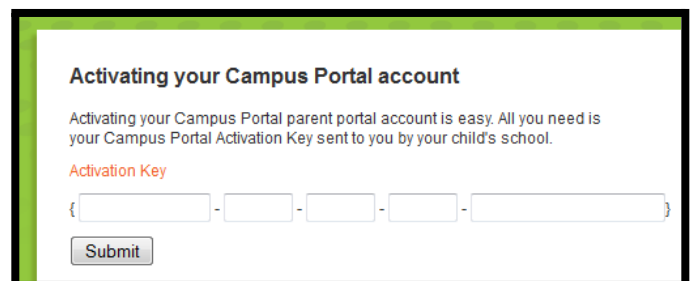
## **FIRST TIME USER**

For parents logging into the Parent Portal for the first time, an activation key must be obtained from your child's guidance counselor or school technology coordinator. The activation key is a 32-character alpha-numeric code.

Once the activation key has been obtained, you may log into the Parent Portal account by visiting the Logan County Schools' District website ([www.logan.kyschools.us](http://www.logan.kyschools.us)) and clicking "Infinite Campus Parent Portal" link from the menu.

Follow the instructions below to establish your Portal account and setup your username and password:

1. From the Parent Portal Log-in Screen, click "New User" option.
2. The Log on screen displays
  - a. Enter the **ENTIRE** Activation Key **EXACTLY** as it is provided to you and click **Submit** (Figure 2)



**Activating your Campus Portal account**

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal Activation Key sent to you by your child's school.

Activation Key

{ [ ] - [ ] - [ ] - [ ] - [ ] }

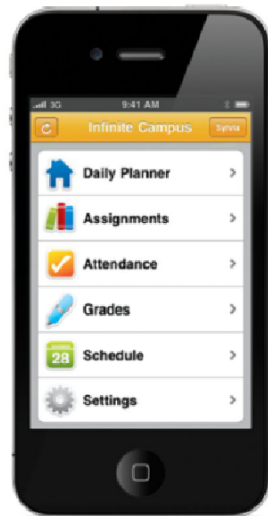
Submit

- b. Now, for the final step, create a **User Name** and **Password** for the account and click **Create Account** (Figure 3)

## MOBILE ACCESS

Infinite Campus provides parents and guardians the flexibility of accessing their students' information via a smartphone app. Through your device, you have access to your child's attendance, school calendar (i.e., daily planner), grades and assignments, and your child's schedule. Download the **Infinite Campus Mobile Portal** app from Google Play or Apple iTunes.

To have mobile access, you must first have a desktop (i.e., computer) account set-up. Follow the instructions below to set-up your mobile account, using Logan County's District ID: **XXPVJQ**



One Touch.  
Tons of Info.

## Go Mobile.

Anytime, anywhere access. Get your Campus Portal information when you want it from your mobile device.

### Step 1 Download the App

- Download the **Infinite Campus Mobile Portal** application from any of the following app stores:

[Apple App Store](#)  
[Google Play](#)



### Step 2 Launch the App and Enter in the District ID

2



- Select Settings.
- Enter your District ID: **XXPVJQ**
- Select Go.

### Step 3 Enter Portal Account to Sign In

3

- Enter your Campus Portal username and password
- Select Go/Sign In.

Section

11

# Computer Technology & Internet Access

*This section identifies policies and procedures related to student usage of computer technology within all schools, as well as appropriate and acceptable usage of Internet access.*

The procedures outlined herein, apply to Use of the Internet, Electronic Mail, all hardware and software (computers, servers, electronics, software etc.), Interactive and Non-interactive Video, Phones, and any other similar device and/or system.

## **Roles and Responsibilities (Staff Members, Students, and Parents)**

The Logan County Board of Education provides all technology equipment and services for the sole purpose of enhancing student learning. The District-wide network and each school-wide network are provided to allow students and staff to access educational materials and to communicate with other parties for educational purposes only.

**Each staff member has the responsibility** (all certified and classified staff members) to utilize all equipment, software, and network applications solely for educational purposes that are related directly or indirectly to improving student learning. Each staff member has the responsibility to read the Board Policy and related Procedure(s), including prohibited activities, and to abide by the same. Each staff member must read and sign the Staff Member Account Agreement prior to receiving network access. Each staff member is hereby notified that failure to comply with the Board Policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, staff members must supervise appropriately all students under their direction in all areas covered by this policy. Each staff member has the responsibility to stop any prohibited or objectionable activity, to discipline the student if necessary, and to report serious violations to District personnel.



**Each student has the responsibility** to utilize all equipment, software, and network applications for the sole purpose of supporting learning as directed or approved by the supervising teacher. Each student has the responsibility to read the Board Policy and related Procedure(s) including prohibited activities and abide by the same. Each student must read and sign the *Student Account Agreement* prior to receiving network access. Each student is hereby notified that failure to comply with the Board Policy and Procedure(s) may result in elimination of access privileges and further disciplinary or legal action, if appropriate.

Furthermore, students are hereby notified that all student work and access to the networks is under the supervision of a staff member. The staff member has a right to access, guide, and otherwise review the contents of ALL student work for compliance with the standard stated in these procedures and require appropriate behavior of all students. Students are also notified hereby that their parent and/or legal guardian may have access to all student work, files, and activities.

**Each parent has the responsibility** to keep informed about his/her student's work. Each parent has the responsibility to read the Board Policy and Procedures, including prohibited activities, and to sign the Student Account Agreement if they desire access for their student. Each parent has the right, with appropriate notification, to access any and all student work, files, and/or records of student activity.

Furthermore, each parent has the responsibility to support his/her student in his/her work to become a better-educated person.

## **Accountability and Assurances**

All stakeholders (staff members, students, parents, and others) are hereby informed that all network activities will be directed through a single connection to the State of Kentucky Wide Area Network. Stakeholders are further advised that filtering software will be used to monitor all traffic on the Internet. The stakeholders should be aware that the filtering has the capability to do the following:

- Block access to inappropriate Internet sites.
- Identify the computer used to access the inappropriate Internet site.
- Identify the time of day and the computer user at the time the computer accessed the inappropriate site.

Stakeholders should be aware that sexually explicit and other inappropriate sites will be monitored at the building level and/or the district level and the inappropriate sites will be blocked. Stakeholders are hereby informed that any staff member, student, or other party found to have deliberately and/or repeatedly accessed inappropriate sites may have access to the Internet suspended or terminated and that other disciplinary or legal action may occur if appropriate.

All stakeholders are hereby notified that Electronic Mail WILL be periodically monitored to ensure that all use is appropriate and congruent with the Board Policy and Procedure(s). Staff members should be aware that all Electronic Messages and Internet files are “discoverable” under the Kentucky Open Records Law.

It is the intention of the Logan County Board of Education to ensure that all activities covered under this policy are solely for educational purposes. It is also the intention of the Board of Education to take all necessary action, including appropriate disciplinary or legal action, to ensure that the technology system as previously described is not misused and/or abused.

## **Specifically Prohibited Activities for All Users**

The following activities are prohibited:

- All contact with sexually explicit, inappropriate or questionable material.
- All contact with questionable persons.
- All violations of copyright laws including the use and/or installation of unlicensed software.
- All abuse of intellectual property including, but not limited to plagiarism.
- All objectionable behavior including behavior including, but not limited to obscene, profane, abusive, threatening and/or discriminatory messages or postings.
- All access and/or distribution of questionable material including all items in number 5 above plus chain letters, “Spam”, and inappropriate listserv subscriptions.
- All behaviors that destroy, damage, or endanger the hardware, software, Local Area Network, Wide Area Network, or other component of the technology system.
- All misuse of public property including, but not limited to, a personal use, commercial uses, and/or use for personal profit.
- All violations of the right of privacy of any other person, including the transmission and posting of personal information.
- All violations of the rights of other users including the unauthorized change in user settings, inappropriate messages previously described, and other violations that substantially disrupt the educational process or violate law or school rules.
- All transmissions and/or postings of a student’s name without written parental consent.
- All transmissions and/or postings of student identity including pictures without written parental consent.
- All Electronic Mail accounts outside of the District-established mailbox system.

- All sharing, trading, or otherwise revealing your own password or use of the password of another user.

## Specifically Prohibited Activities for Students

Students are prohibited to:

- Reveal their name and/or all personal information.
- Establish relationships or communications with strangers unless specifically authorized by the supervising staff member.
- Download or play electronic media/games in any of the computer labs without the specific authorization of the lab's primary lab technician/administrator.

## Rules and Guidelines for Students

The Technology Department at Logan County High School works hard to provide you with the best available computers and software to enhance your education experience. Available funds for technology are limited, so maintaining our current computer resources are high-priority. By following the Rules & Guidelines listed below, you can help us keep our costs down, so hopefully we can use new funds to keep our school updated with new equipment.

*If a student accidentally accesses a web site that is inappropriate, the student should immediately inform his/her teacher or the Technology Department so that the site may be blocked.*

1. Your password should be kept private at all times! If you think someone else knows your password, notify your teacher/administrator immediately so it can be changed.

Do not use another student's password or a teacher's password--this is a serious offense.

2. The Internet is provided to students for research purposes...not personal entertainment. ANY site not approved by your teacher or the Technology Department is considered inappropriate & will result in punishment.

The following list of prohibited websites includes, but not limited to:

- Blog sites/Chat rooms
- Music videos
- Non-educational online games
- Pornography
- Plagiarism sites (term papers, essays, etc...)
- Hate / Racism sites

- Shopping
- Gambling
- Hacking Sites

3. The following list is considered “hacking” which is a form of vandalism on the computer operating system and is not allowed:
  - Software “sabotage” – causing an existing program to not function properly
  - Changing System Settings
  - Installing or deleting programs

## Consequences for Violating Actions Above

**First Offense:** Loss of internet privileges (length of time to be determined by administration). Possible placement in ISS or ALC for 3 days, if applicable.

**Second Offense:** Complete loss of computer privileges for one month (account disabled). Possible placement in ISS or ALC for 5 days, if applicable.

**Third Offense:** Complete loss of computer privileges for the remainder of the school year (account disabled) and a possible referral to the Alternative School. Possible placement in ISS or ALC for 10 days, if applicable.

## Vandalism

Physical vandalism of computers, monitors or other technology equipment will NOT be tolerated at LCHS. This will result in immediate and complete loss of all computer privileges, and you will be held responsible for the cost of repairing or replacing the damage.

## Bring Your Own Technology (BYOT) Student User Agreement

As new technologies continue to change the world in which we live, they also provide new and positive educational benefits for classroom instruction. To encourage this growth, students in select classes on Logan County School campuses may now “Bring Your Own Technology” (BYOT).

### DEFINITION OF “TECHNOLOGY”

For purposes of BYOT, “technology” is privately-owned wireless and/or portable electronic hand-held equipment or device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand-held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing (e.g., laptop computer, netbook, table, smartphone, etc.)

### **AGREEMENT**

Each student and parent/guardian must sign the “Acknowledgement” form attached to the Student Behavior & Discipline policy that all students receive at the start of each school year. Before a student may bring a personally-owned device to school, this form must be returned to school along with the student’s device and serial number included.

### **GUIDELINES**

Any student who wishes to use a personally-owned electronic device within the Logan County School District must read and sign the Acknowledgement and submit to the building principal or designee.

1. The student takes full responsibility for his or her device and keeps it with him or herself at all times. The school/district is not responsible for the security of the device.
2. The student is responsible for the proper care of their personally-owned device, including any cost or repair, replacement, or any modifications needed to use the device at school.
3. The school/district reserves the right to inspect a student’s personally-owned device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules, or has engaged in other misconduct while using their personally-owned device.
4. The use of personal devices to support the educational experience is *not a necessity but a privilege*. Violations of any Board policies, administrative procedures or school rules involving a student’s personally-owned device may result in that loss of the device in school and/or disciplinary action.
5. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computers or internet sites which are relevant to the classroom curriculum.

6. Personally-owned devices shall be fully charged prior to bringing them to school and shall be capable of running off battery while at school.
7. The student may not use the device to record, transmit, or post photos or video of a student or students on campus. Nor can any image or video recorded at school be transmitted or posted at any time without the express permission of a teacher/principal.
8. The student should only use their device to access relevant files. District-owned software/apps will not be loaded on personally-owned devices.
9. Printing and scanning from personal devices will not be possible at school.
10. The student will use the Student BYOT wireless network. The use of 3G or 4G, or similar wireless connections is not allowed.

### **Access to Electronic Media (Acceptable Use Policy)**

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.

It is the policy of the Board to comply with all provisions of applicable statutes and regulations. The responsibility for compliance shall rest with the Superintendent and his/her designee(s) through implementation of appropriate procedures.

### **SAFETY PROCEDURES AND GUIDELINES**

Guidelines and procedures 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. Employees shall also be required to sign a staff member account agreement.

#### **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 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.



Section

12

# Transportation

*This section identifies policies and procedures related to student transportation, including use of the buses to travel to and from school, on field trips, and other extracurricular activities.*

Student transportation is provided within the county and is available to all students in grades preschool through 12<sup>th</sup>. Logan County Schools operates over 50 buses to ensure students arrive at school and home safely in an efficient manner.

School bus transportation is authorized for pupils regularly enrolled in a public school in all grades. The transportation department of the Logan County Schools provides you and your student with the best equipment and drivers and with the safest program possible. The following regulations are furnished for your information and compliance. Please review these with your child to ensure he or she is aware of these procedures.

## **AT THE BUS STOP**

- Be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Be at the bus stop five minutes before the bus is scheduled to arrive. Buses are prohibited from stopping in the road to wait for a student as this is a safety hazard. This applies to AM and PM routes.
- Always cross in front of the bus and at a safe distance in front of the bus in order to be seen by the bus driver's signal.
- Do not run toward or run across the street in front of a school bus while it is in motion.
- Never stand in the road while waiting for the bus. Wait in an orderly line off-highway or street. Wait until the bus stops, watch for the driver's signal and then walk to the door and board the bus in an orderly manner. Do not push and/or shove.
- Students shall board the bus and immediately take their assigned seat and not move within the bus while it is in motion.

## **WHILE RIDING THE BUS**

- Students are to obey the driver and follow directions the first time they are given.
- Students shall ride their assigned bus.
- No students, other than those assigned to the bus, shall be allowed to ride a school bus without written permission from a parent or guardian signed by the principal of the school.
- Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to defray the full cost of repairs before riding privileges are restored.

## **ON THE TRIP HOME**

- Passengers are permitted to leave the bus only at the regular designated stop. Any change must be made with the parent's request in writing and approved by the signature of the school principal.
- If a student lives on the opposite side of the road from the bus stop, the student should go to the front of the bus and wait until the driver gives the signal to cross the road. Never cross the road in the rear of a stopped school bus.

## **RESPONSIBILITY OF PARENTS**

- Any complaints of drivers, students, or parents shall be reported promptly to the principal or Director of Transportation.
- Parents should report any misconduct on school buses to the principal.
- Parents should report all traffic hazards and the bus numbers of all buses observed being operated carelessly by calling the Transportation Department at 270-726-3889.
- Parents should encourage students to observe all safety and conduct regulations established for the safe and efficient operation of the school bus.
- Parents should emphasize to their students the need to observe extreme caution when approaching bus stops, moving buses, or stopped buses.
- Parents should see that their children are at the bus stop five minutes before the bus is scheduled to arrive.

## **PROHIBITED BEHAVIOR**

Students shall not engage in any activity that might divert the driver's attention away from driving the bus and cause an accident, such as, but not limited to the following:

- a. Disobedient or impudent to driver;
- b. Moving around while the bus is in motion;
- c. Sticking head or hands out of the windows;
- d. Throwing objects out of windows;
- e. Unusually loud talking or laughing;
- f. Tampering with the bus or its equipment;
- g. Vaping, smoking or use of tobacco products on the bus;
- h. Scuffling or fighting on the bus;
- i. Using obscene language;
- j. Littering the bus;
- k. Disturbing others;
- l. Unnecessary conversation with the driver;
- m. Eating or drinking on the bus;
- n. Bringing prohibited items on the bus;
- o. Obstructing the aisle;
- p. Occupying more space in a seat than required;
- q. Vandalism to the bus;
- r. Improper conduct while at a bus stop;
- s. Improperly boarding a bus;
- t. Improperly leaving a bus;
- u. Tardy to the bus;

- v. Riding a bus other than one assigned;
- w. Getting off at an unauthorized stop;
- x. Arguing;
- y. Any behavior considered unsafe to the driver and/or passengers

### **ACTIONS TO BE TAKEN**

Violations of the rules and regulations for riding a school bus may result, but not limited to, the following actions:

**First offense** – the bus driver will have a talk with the student.

**Second offense** – a misconduct report will be filed with the principal and parent/guardian. The student will not be allowed back on the bus until the parent has signed and returned to the driver a copy of the misconduct report.

**Third offense** – an additional misconduct report is filed with the principal and the student is suspended from the bus for not less than two (2) days nor more than ten (10) days.

**Fourth offense** – a final misconduct report is filed and the principal may suspend bus riding privileges for up to the remainder of the school year.

Some offenses are of such a serious nature that they can be deemed to warrant suspension of bus riding privileges without following the aforementioned procedures. Included in these offenses are, but not limited to, the following:

- a. Use or possession of alcohol, drugs, or narcotics
- b. Fighting or scuffling
- c. Use of profane language
- d. Throwing objects (no consumption of food, candy, or beverages allowed on the bus)
- e. Vandalism (at a minimum, the student must pay for damages before privileges are restored)
- f. Using, operating, or tampering with the operation of controls of the school bus
- g. Failure to ride only the assigned bus

- h. Failure to comply with the authority of the bus driver on the regulations of pupils riding the school bus
- i. Possession of a firearm or weapons