



Guiding Children - Inspiring Futures

Code of Acceptable Behavior & Discipline

Ralph W. Hamilton, Ed.D.
Superintendent

2023-2024

#MCSunited

**Morgan County Schools
Code of Acceptable Behavior and Discipline**

Morgan County Board of Education
155 University Drive
West Liberty, Kentucky 41472

Ralph W. Hamilton, *Ed.D.*
Superintendent

Morgan County Board of Education Members

Mrs. Esther Cain, Chair
Mr. Jesse Clinger, Vice Chair
Ms. Mary Alice Oldfield
Mr. Roger Finch
Mr. Ricky Pennington

Vision: Guiding Children-Inspiring Futures

**Mission: A United Community Guiding all Students to Become Responsible, Productive Members
of a Changing World**

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

This Code
is reviewed and revised every year. Any comments or
suggestions on these requirements should be addressed
to the following school district employee:

Mr. Katlin Haney
Deputy Superintendent
Morgan County Schools
606-743-8002

DEFINITION OF TERMS

Due Process

Due process refers to the steps required by law which allow student and/or parent involvement in school decisions pertaining to discipline or special education placement.

Non-Discrimination

This Code includes due process and special education guidelines. It will in no way be used to discriminate among students regardless of race, color, sex, national origin, genetics, disability or religion.

Statement of Jurisdiction

This Code is required and based on Kentucky laws KRS 158.148 – 158.165 and 704 KAR 7:050. This Code supersedes and takes precedence over any previous policy that may be in conflict.

Annual Review

Each year, the superintendent or superintendent's designee will review this Code to determine if revisions, updates, or modifications are necessary. In this process, the superintendent/designee may solicit input from administrators, teachers, parents, students, legal counsel and others. Revisions, updates, or modifications will be submitted to the Board attorney for legal consideration and approval prior to presentation by the superintendent/designee to the Board for final approval. A copy of the Code will be posted at each school, and a copy shall be provided to all school employees and to parents/legal guardians/custodians and students.

Enrollment

Only a custodial parent, legal guardian or custodian may enroll a child in school.

Other Rules

Some schools have additional rules or policies that are not included in this Code.

Application

The discipline requirements in this Code apply to students while on school property, on buses, on school sponsored trips and at after-school functions.

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MORGAN COUNTY SCHOOL DISTRICT
CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

INTRODUCTION

The Morgan County Public School System believes discipline is a school - student - parent/guardian/custodian - community responsibility. This is structured to ensure that all participants understand their responsibility in maintaining order and safety throughout the school, on the bus and among the student population.

The school system is responsible for providing and maintaining a school environment conducive to student learning. The parent/guardian and community are responsible for supporting the school in the creation of a safe learning climate. The students are responsible for maintaining this safe learning climate. The students are responsible for maintaining this learning environment by self-discipline.

Therefore, to govern and ensure acceptable student behavior, the Morgan County Public School System has created with the aid of school personnel, board of education members, community members, students and parents this Code. The Code establishes guidelines, rules, and disciplinary procedures which follow due process and protects each student's right to an education.

At the beginning of the school year, each student will be given a copy of the Code. Students may be required to meet in groups by class and/or grade for orientation. The building principal and/or teachers will conduct this awareness meeting. Students will share the Code with their parents/guardians/custodians, and the parents/guardians/custodians will sign a statement that they received the Code and reviewed its contents with their child.

NOTE: Students and parents/guardians/custodians should also be aware that surveillance cameras and/or metal detectors may be used from time to time on school property and/or buses as a means of providing added safety and security for all students and employees.

EMERGENCY PROCEDURES

Each school council adopted an emergency plan to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown, as defined in KRS 158.164, is required. In case of a catastrophic event, parents/guardians/custodians will be notified via the automated calling system with specific instructions.

RIGHTS AND RESPONSIBILITIES

Philosophy of Rights and Responsibilities

The United States Constitution provides for the protection and safeguard of all people. In this same vein, there is responsibility inherent in all rights. Therefore, all participants in the schooling process must exercise the self-discipline and care necessary to afford others the same rights and to guarantee that their own actions do not infringe upon the rights of others. Further, all participants have the right and responsibility to know and understand the basic rights and responsibilities of all participants.

STUDENT RIGHTS

Students have the right:

1. to an appropriate public education which maintains high educational standards and meets the needs of individual pupils.
2. to notification of information pertaining to regulations and policies which pertain to their public schooling experiences.
3. to reasonable physical protection and safety of their personal property.
4. to respect from other students and school personnel, including freedom from verbal, mental and/or physical abuse.
5. to consultation with teachers, counselors, administrators, and other personnel.
6. to presentation of complaints and grievances to proper school officials and to receive replies from school officials regarding the disposition of their complaints and grievances.
7. to participation in school activities which require competition on an equal basis.
8. to free student elections for organizations within the school or their counterparts within the state and nation.
9. to candidacy and to hold office in student organizations within the school or within state or national student organizations.
10. to involvement in school activities without being subject to any form of discrimination.
11. to interpretation of their own personal school record. Further, students over the age of eighteen (18) are allowed to examine personal school records.

Student Responsibilities

Students have the responsibility to maintain acceptable conduct at all times, namely:

1. to display consideration for the rights and property of others.
2. to dress in a manner that is not a detriment to the normal school progress and orderly

operation of the school.

3. to maintain proper hygiene at all times.
4. to abstain from the possession and/or use of illegal substances.
5. to abstain from the possession and/or use of weapons such as guns and dangerous instruments such as knives, etc.
6. to abstain from physically attacking any classmate or employee.
7. to refrain from violation of school regulations.
8. to attend school regularly and avoid truancy by missing no more than the allowed number of days/classes.
9. to respect school authority and avoid all acts of defiance.
10. to abstain from gambling, extortion, theft and unlawful activity.
11. to abstain from the possession and/or use of tobacco and/or smokeless tobacco.
12. to complete all homework /class work in accordance with the teachers' instructions and make up missed work when absent.
13. to refrain from dishonesty in all academic and/or athletic activities.
14. to conform to school rules concerning public display of affection.
15. to exhibit respect for fellow students and all school personnel by refraining from verbal abuse, harassment, rudeness, inappropriate language and pornography.
16. to abstain from willful disobedience by open rebellion to school regulations and/or school personnel.
17. to practice safety procedures while using the building facilities.
18. to show respect for the education process by taking advantage of every opportunity to further their education.
19. to practice self-control in terms of voice and limbs.
20. to refrain from arriving late or leaving school grounds prior to dismissal for the day.
21. to abstain from any form of disruptive classroom behavior.
22. to obey all/any teachers and principals during school hours and/or activities.
23. to report immediately any threat(s) of harm to other students, faculty or staff.

Parent/Guardian/Custodian Rights

Parent/Guardians have the right:

1. to send their student to a school with a positive educational climate.
2. to expect disruptive behavior to be dealt with fairly, firmly, and quickly.
3. to enroll their student in regularly scheduled classes with minimal interruptions.
4. to expect their school to set academic and accreditation standards.
5. to examine their student's personal school record.
6. to address grievances to proper school authorities concerning their child and to receive a prompt reply pertaining to the specific grievance.

Generally, the building principal or assistant principal is the proper school authority. At the central office level, grievances should be addressed to the head of the appropriate department.

Parent/Guardian/Custodian Responsibilities

Parents/Guardians/Custodians have the responsibility:

1. to instill in their student the need for an education.
2. to instill in their student a sense of responsibility.
3. to assist their student in understanding the need for a positive school learning environment.
4. to become familiar with the educational policies and programs of the Board of Education.
5. to aid their student in understanding the disciplinary procedures of the school.
6. to encourage their student to follow all school policies.
7. to ensure that their student is regular in attendance.
8. to inform school officials of any long-term illness of their child.
9. to demonstrate respect for all school personnel at school and related activities.
10. to inform school officials of concerns pertaining to discipline.
11. to instill in their student the need for proper and appropriate student conduct, attire, and hygiene.
12. to exhibit concern for the progress and grades of their student.

Teacher/Classified Employee Expectations

Teachers/Classified Employees have a reasonable expectation:

1. to the support of their fellow teachers, administrators, and parents/guardians/custodians.
2. to work in a positive school climate with a minimum of disruptions.
3. for all student assignments to be completed as requested.
4. to remove temporarily any student whose behavior significantly disrupts the positive school climate (principal's office).
5. to provide input to committees designed with the responsibility of drafting policies that relate to their relationships with students and school personnel.
6. to take action necessary in emergencies pertaining to the protection of persons or property.

Teacher/Classified Employees Responsibilities

Teachers/Classified Employees will take reasonable actions:

1. to maintain a classroom atmosphere conducive to good behavior.
2. to present the educational materials and experiences appropriately.
3. to inform students and parents/guardians of achievement and progress and/or deficiencies.
4. to plan a flexible course of study which meets the needs of all students.
5. to maintain high standards of academic achievement.
6. to administer such disciplinary measures as outlined in this code in order to maintain a positive learning climate.
7. to provide feedback on student assignments as soon as possible.
8. to reward exemplary student work/or classroom behavior.
9. to exhibit respect for all students.
10. to refrain from the discrimination of students.
11. to follow the rules and regulations of the Board of Education and the local school.
12. to refrain from the use of profanity and vulgarity in the presence of school personnel or students.

13. to report to the principal, student dress when inappropriate.
14. to refrain from disruptive actions that interfere with the educational process such as cell phones, etc.
15. to exhibit exemplary behavior in action, dress, and speech.

Principal

Principals have the right:

1. to expect all participants in the schooling process to comply with school and Board of Education policy.
2. to suspend any student who disrupts the educational environment.
3. to expect respect from students, parents/guardians/custodians, and the school employees

Principal

Principals will take reasonable actions:

1. to help create and maintain an atmosphere which respects the rights of all participants in the schooling process.
2. to administer discipline measures fairly and equally in accordance with this Code.
3. to exhibit exemplary behavior in action, dress, and speech.
4. to direct the school staff in developing a program which communicates this Code to the school community.
5. to maintain order and safety on all school property.
6. to take action to suspend or remove students who pose a threat to the safety of others.

II. ATTENDANCE

A. Philosophy Statement

The Morgan County School System firmly believes that regular school attendance helps ensure the success of each student's educational experience. High attendance provides students the opportunity to acquire essential academic skills while improving social skills and promoting self-esteem. We believe that attendance is a student parent/guardian responsibility with support provided by the school and community. Good attendance habits that are formed during the school years later transfer to the workplace. We expect every student to be in attendance each day that school is in session, in class on time and participating in a full day of instruction.

B. Kentucky Attendance Laws

(Truancy laws apply to all students between the ages of 5 – 21)

1. KRS159.010 - COMPULSORY ATTENDANCE

(1) Except as provided in KRS 159.030, each parent, guardian, or other person residing in the state and having custody or charge any child between the ages of six (6) and eighteen (18) shall send the child to a regular public day school for the full term that the public school of the district in which the child resides is in session, or to the public school that the board of education of the district makes provision for the child to attend.

2. 18–21-year-old students are required to attend school and the student or his/her court-appointed guardian are accountable for any failure to attend school as required.

3. As required by KRS 159.010 and KRS 159.020, any five (5) year old child who has voluntarily “entered” the primary school program is thereafter subject to compulsory attendance laws.

Any student the age of eighteen (18) or older that wishes to terminate his/her education before graduation from high school may do so only after a conference regarding dropouts with the guidance counselor or principal. The student must also complete a Student Dropout Questionnaire listing the reason(s) for dropping out.

4. KRS – 159.150. DEFINITION OF TRUANCY - Any student, ages 5 – 21 who has been absent for three (3) or more days, or tardy on three (3) or more days without valid excuse, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant. This equals 6 unexcused absences/tardies.

5. KRS - 159.990. PENALTIES - Any parent, guardian, or custodian who intentionally fails to comply with the requirements of KRS 159.010 to 159.170 except as provided in subsection (5) of this section, shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. A new offense shall not be constituted until any previous offense has been finally adjudicated. The court trying the case may suspend enforcement of the fine if the child is immediately placed in attendance at a school and may finally remit the fine if the attendance continues regularly for the full school term. School attendance may be proved by an attested certificate of the principal or teacher in charge of the school.

6. KRS - 158.070 (9) - CONTINUING EDUCATION – Schools shall provide continuing education for those students who are determined to need additional time to achieve the outcomes defined in KRS -158.6451 and schools shall not be limited to the minimum school term in providing this education. Continuing education time may include extended days, extended weeks or extended years. A local board of education may adopt a policy requiring its students to participate in continuing education.

7. NO PASS/NO DRIVE- The denial or revocation of a student’s driver’s license for academic deficiency or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. A student has deemed to have dropped out of school when he/she has nine or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

C. Definitions of Absence

1. Full-Day Absence – A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly scheduled school day.
2. Half Day Absence – A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly scheduled school day.
3. Tardy – A tardy shall be recorded for a student who is absent less than 35 percent of the regularly scheduled school day.

A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly scheduled school day.

D. Attendance Policy

Morgan County students will be excused for five (5) absences with a valid parent's note. Doctors' statements are not counted as part of the five allowable days. Notes from parents and doctor excuses must be received within 5 school days after the child returns to school. Without a note, the student is recorded with an unexcused absence. Parents can appeal any unexcused absence within 10 days as stated later in this Code.

1. Valid (Excused) Absence - Approved use of the five allowable days, when necessary, include the following:
 - Illness of the pupil, including mental or behavioral health (a physician's statement may be required)
 - Death or severe illness in the pupil's immediate family
 - Family Emergencies (as determined by the principal)
 - Court Appearances
 - Clinical appointments
 - Religious holidays and practices
 - Driver's license test or examination
 - Failure of bus transportation (missing the bus is not an excuse)
 - Work-related absence (as determined by the principal)
 - Documented military leave
 - Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
 - One (1) day prior to departure of parent/guardian called to active military duty, One (1) day of departure and One (1) day upon return of parent/guardian from active military duty
 - One (1) day for attendance at the Kentucky State Fair
 - Ten (10) days for students attending basic training required by a branch of the United States Armed Forces
 - Other valid reasons as determined by the principal, including trips qualifying as educational enhancement opportunities
 - Driver's permit/license (as approved by the Principal)
 - Participation in the page program of the Kentucky General Assembly

After the five allowable days are used, no additional excused absences will be allowed except with an approved doctor's statement.

Morgan County Schools will excuse up to ten (10) individual absence events with doctor/medical excuse/note. Each event excused counts as one (1) doctor's note. A medical excuse will be accepted only if written by a licensed physician, licensed physician assistant, advanced registered nurse practitioner, dentist, psychologist, psychiatrist, chiropractor, or county health department official. A physician's statement must include (1) time in and out of appointment and date of appointment (2) when student is able to return to school, and (3) the signature of treating health care professional (listed above).

2. Invalid (Unexcused) Absences -Students will receive unexcused absences in the following cases after the five allowable days are used:

- Lice and/or Nits
- Working at home/business
- Missing the bus
- Illness without a doctor's statement
- Non-school trips/vacations (excluding E.H.O.)
- Oversleeping
- Babysitting
- Distance from school and/or bus stop
- Car trouble

3. Tardiness - Students who arrive late or leave early may be excused or unexcused as determined by the parent's note, doctor's statement or the school's sign-in/out sheets. Students may lose break (recess) or assigned to detention for unexcused tardies. Habitually tardy students may also be required to attend after-school sessions, or summer school to complete the class requirements and correct any academic deficiencies as stated in this Code.

Student driving privileges are at the discretion of the SBDM Council.

Students riding a late bus will be marked as tardy, excused and the tardy will not count against the student's perfect attendance record.

Students who are tardy must report to the principal's office for proper admittance to school and then must notify their homeroom teacher to prevent being counted absent an entire day.

4. School Excused Absences - Students are not absent when participating in school activities which have been authorized by the Morgan County Board of Education and are a part of the instructional program. Students may receive attendance credit for educational trips that are not school sponsored. Parents/guardians/custodians must complete a request form and receive approval from the principal in advance. Students are not absent when participating in 4-H educational activities or when serving in any of the page programs of the General Assembly. Students are absent when attending school activities as spectators only.

E. Make-Up

Students who have an absence may make up all work and tests missed except during an out-of-school suspension when no assigned make-up work is permitted. It is the student's responsibility to make arrangements with each teacher to make up work missed during excused absences. Students must request and complete make-up work within five (5) days after their return to school. Each school's SBDM council shall determine the amount of credit for work for an unexcused absence.

F. Home/Hospital Instruction

Home/Hospital instruction will be provided to students for whom there is an expectation of an inability to attend regular school for more than five (5) consecutive school days as verified by a signed statement from a licensed physician, advanced practice registered nurse, psychologist, psychiatrist, chiropractor, or public health officer. The Home/Hospital Review Committee, consisting of the director of pupil personnel, home/hospital teacher, school nurse, and other professionals relevant to the application being reviewed will accept and review applications to determine student eligibility for home/hospital services. Eligibility for home/hospital instruction for students with disabilities shall be determined by the Admissions and Release Committee (ARC) in accordance with the Individual Education Program (IEP), with the services being determined to be in the least restrictive environment. The ARC decision for home or hospital instructional services eligibility shall be based on appropriate documentation of student need, including medical or mental health evaluation information. The ARC chairperson shall provide written notice of this eligibility and documentation to the director of pupil personnel for purposes of program enrollment. An application for mental health reasons may be considered if completed by a licensed psychologist or psychiatrist. The condition of pregnancy shall not be considered a physical or health impairment in and of itself, and the nature and extent of any complication shall be delineated prior to consideration of home/hospital instruction for this condition.

G. Student/Parent/Guardians/Custodian/School Responsibilities

1. Parents/guardians/custodians are responsible for calling the school by 9:00 a.m. when their child is absent to inform the school of the reason for the absence. Parents may be called at home or work by school officials or the automated calling system.
2. Parents/guardians/custodians should verify all notes and medical statements are submitted to the principal's office upon the child's return to school.
3. The attendance clerk will issue an excused or unexcused absence slip based upon merit of the note or statement and the number of days previously absent.
4. Students must present the slip to the teacher who will record the excused or unexcused absence and allow makeup work as required.

H. Truancy Procedures

Morgan County Schools have implemented the following truancy procedures for Kindergarten students through high school:

1. Three unexcused absences - a letter will be mailed to parents notifying them of the unexcused absences and that the student is truant under KRS-159.150.
2. Four - five unexcused absences - parent and/or student may be asked to attend a conference to solve the attendance problem and help prevent further absences.
3. Six unexcused absences - student will be referred to the Director of Pupil Personnel who will serve a final notice to the parent(s). This notice states that legal action may be taken if there are any further unexcused absences. The final notice may be delivered by a certified letter or a home visit.
4. Seven or more unexcused absences - the parent(s) may be referred to Family Court for violating the compulsory attendance laws (KRS-159.010). The student may be referred to the Court Designated Worker (CDW) under KRS 630.020.
5. Unexcused tardies will be addressed in the same way and may result in court, if uncorrected.

I. Student Restrictions

1. Students over the age of twenty-one (21) shall not be admitted to or be served by the district's elementary or secondary schools (without board approval).
2. Students under the age of twenty-one (21) who have received a high school diploma shall be considered to have completed high school and shall not be permitted to enroll in the District. Students who have earned a GED shall be permitted to enroll to work toward completion of graduation requirements.
3. Students must be in attendance a full day (beginning-end) on the day of an extra-curricular activity in order to participate in that activity unless a valid written excuse is provided and approved.
4. Suspensions from extra-curricular activities may also be imposed by the principal for violations of the policies contained in this Code.
5. Schools may establish other restrictions or limitations on students non-instructional time as a result of poor attendance as deemed necessary. Each school will notify parents of those policies/procedures, if any.
6. Students 18 and older may be referred as truants to the County Attorney after 6 or more unexcused absences. Those students, as adults, also have the option to sign out of school.
7. Current students who drop out and have been out of school 10 or more consecutive days will be expected to return at the beginning of the next semester. Former dropouts who wish to reenroll should do so during the first 20 days of the semester. Any student who wishes to reenroll after the 20 days must meet with the principal or guidance counselor to discuss the possibility of incomplete or failing grades due to late enrollment.

8. A student shall be deemed to have dropped out of school when he has nine (9) or more absences in the preceding semester.

J. Signing In/Out

Students must remain at school at all times, including the lunch period. When a student leaves school property, he/she must be signed out, in person, by a parent/guardian/custodian, or one of the designated persons listed on the Student Emergency Dismissal Permission Form. Phone calls to ask dismissal of a student will not be accepted. School officials may ask for identification of persons signing students out and will refuse to release a child if the person is not listed on the permission form. Students who leave school property without being properly signed out are subject to disciplinary action, including notification of law enforcement officials. When a student returns to school after being signed out or arrives late in the morning he/she must be signed in by a parent/legal guardian, a person listed on the permission form, or a school employee. Students who arrive late or leave early are counted as tardy, absent a percentage of the day, or full day absent based on the time of arrival or departure. Parents/guardians/custodians should come to the school and update the Early Dismissal Permission Form during the year as needed.

K. Perfect Attendance

Students who have no more than one half-day (1/2) absence (one event of 35% to 84%) and/or up to six (6) excused tardies (less than 35%) during the school year will be recognized for perfect attendance. Schools may choose to recognize other students who have no more than three (3) excused absences and no more than ten (10) excused tardies during the year as near-perfect attendance.

L. School-Related Student Trips

School-related or student field trips require the student to be transported by board insured vehicles or appropriately certified common carriers. Students are not to be transported to or from school-related trips via non-school vehicles such as parent vehicles. If a student is not present for bus loading and has been signed out of school by a parent/guardian/custodian to ride with the parent to/from a field trip destination, the student will be considered absent from school and will be marked absent. Only the custodial parent/guardian or list of persons authorized by the parent/guardian/custodian will be authorized to pick up the student from school. Any student who leaves the school grounds or activity must be signed out by the custodial parent/guardian or authorized designee.

The expectation of participants of extra-curricular activities is to ride the bus to and from the event.

STANDARDS OF EXPECTED BEHAVIOR

All pupils are responsible to all employees and all employees will take reasonable action to monitor students and student behavior in and out of the classroom.

All students are expected to display the following behaviors:

1. Bring textbooks, pencil, paper, and other required materials to class.

2. Be courteous and respectful to fellow students and employees.
3. Demonstrate an interest in school and willingness to participate.
4. Attend school daily, arrive on time, and complete a full day.
5. Maintain an academic focus and complete assigned work.
6. Follow school rules/policies and follow instructions of employees.

Students are expected NOT to engage in the following activities:

1. Forging or using forged notes, forms, or excuses.
2. Theft - taking items belonging to classmates or employees.
3. Setting fires, tampering with fire hoses, alarms, water valves, fire extinguishers or any other fire protection equipment.
4. Possessing obscene pictures or literature.
5. Using vulgarity or profanity.
6. Fighting, wrestling, or running in the building or on school property.
7. Bringing items to school that have been deemed by school employees to have no educational value
8. Visiting other classrooms during instructional time.
9. Using playground equipment improperly.
10. Littering the bus, school building or grounds.
11. Using or possessing/selling/transferring/distributing tobacco, alcohol or drugs.
12. Possession/use of any type of dangerous instrument or weapon to school, including pocket knives.
13. Using the internet in an inappropriate or illegal way.

BEHAVIORAL VIOLATIONS

Violations of the following school, district, state and federal policies and laws will result in corrective measures ranging from verbal warnings and parent conferences to suspension, expulsion and possible notification of law enforcement, depending on the seriousness of the violation.

Aggressive Misbehavior Towards Any School Employee

Physical contact or threat of physical contact towards school employees with the intention of doing bodily harm by a student or group of students.

Arson (or Attempted Arson)

Starting a fire within the school or on the school grounds, for any purpose that results in destruction or disruption.

Assault

Physical attack of one person or a group of persons upon one or more persons who do not wish to engage in the conflict. Any verbal or physical provoking that results in physical assault is considered an offense.

Bomb Threat

Making a threat that a bomb has been placed, or is about to explode on the school property.

Bullying

Bullying includes behaviors such as cyber bullying, hazing, menacing, harassment, harassing communications, stalking and other abusive behavior toward students or staff members. This behavior will not be tolerated because every student and staff member deserve a safe environment in which to work and learn. The Morgan County School District is committed to addressing bullying behaviors to create a safe environment.

"Bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

Bullying involves repeated negative behavior, carried out over time with a purpose to harm another person physically or mentally, or to benefit oneself through behavior which causes such harm to the other person. Bullying involves either taking advantage of a real or perceived imbalance of power or is used to create an imbalance of power. Bullying may involve an attempt to cause fear. Examples of behaviors that fall into this category include, but are not limited to: inappropriate and unwanted physical contact (including hitting, kicking, shoving & pushing); intimidating and threatening comments (oral, written, or electronic); name calling or put-downs (selecting or using a nickname which is intended to embarrass or humiliate); manipulation or coercion of another student to do something he/she does not want to do; setting someone up to be bullied or encouraging a student to engage in bullying; sharing or starting rumors or gossip; hurtful teasing or making fun of someone; hiding or destroying someone's belongings; or shunning or excluding someone from a group or activity in order to embarrass or humiliate the person.

Burglary

With intent to commit a crime, no student may knowingly enter or remain unlawfully in a school building or any other school facility.

Criminal Trespass

No student shall knowingly enter or remain unlawfully in or upon any school building or facility premises.

Cyber Bullying

Cyber Bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, blogs, online games and online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others by communicating threats, by revealing private or embarrassing information, by conveying false information which can be reasonably anticipated to cause embarrassment, or to accomplish any of the purposes of bullying. This can include the use of any device which records audio, video, or still images of another person for purposes prohibited by this Code.

Dangerous Instrument

Any instrument, including parts of the human body when a serious physical injury is a direct result of the use of that part of the human body, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Defiance of Authority

Refusal to comply with reasonable request of school employees or disobeying any general rule of school conduct such as leaving school campus without following the proper dismissal procedure.

Disorderly Conduct

Behavior which may be unlawful or be a danger to the student or others is considered disorderly conduct.

Disruptive Behavior

Behavior that materially or substantially disrupts the educational process, whether on school property or at school-sponsored events and activities, shall include, but not be limited to:

1. Conduct that disrupts the classroom environment and education process or the student challenges the authority of a supervising adult;
2. Conduct which threatens the health, safety, or welfare of others;
3. Conduct which may damage public or private property, including the property of students or employees;
4. Illegal activity;
5. Conduct that materially or substantially interferes with another student's access to educational opportunities or programs, including the ability to attend, participate in and benefit from instructional and extracurricular activities; or
6. Conduct that materially or substantially disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

Drugs and Alcohol

No drugs or alcohol are permitted in Morgan County Schools or on school property, at school sponsored events, on school trips or any other time students are under the jurisdiction of the school system. Prohibited substances include unapproved medication, alcoholic beverages, narcotic drugs, or other controlled substances, including any

substance represented as a controlled substance and any look-alike drugs/items which are represented as controlled substances. The possession of any type of drug paraphernalia is also a violation of this policy. Students who are under the influence of, possessing, or using any controlled substance or look-alike, synthetic compounds/substances drug are subject to disciplinary action which may include suspension for the first offense to suspension and possible expulsion for a second offense. Students who sell, transfer, give, or distribute prohibited substances may be suspended or expelled for a first offense. In any situation, the school may notify law enforcement officials and/or make a referral to the court. Any student who is suspended/expelled for violation of this policy is encouraged to undergo substance abuse counseling prior to and/or upon returning to school. The principal may request the student and parent(s)/guardian(s)/custodian(s) to attend a meeting to determine the conditions of the student's return to school and develop plans to prevent any recurrence. Those students involved in the district's drug testing may be exceptions to this policy. Any other exceptions will be determined by the principal or superintendent. The drug testing policy is found on page 33 of this Code.

Extortion

The solicitation of money, or something of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.

False Fire Alarm

Falsely alerting the Fire Department, or school to a non-existent fire.

Fighting

Students who willingly engage in physical contact for the purpose of inflicting harm on the other person.

Forgery

The act of falsely using the name of another person, of falsifying documents or correspondence such as (absences/excuses).

Gambling

Participating in games of chance for the express purpose of exchanging money.

Harassment

Harassment/discrimination is intimidation by threats of or actual physical violence: the creation of a climate of hostility, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Other types of harassment include, but are not limited to, hazing, bullying, cyber bullying, menacing or abuse of students and staff members. Students who engage in any type of harassment or discrimination of another student, employee or visitor on the basis of race, color, national origin, age, religion, marital status, political beliefs, sex, genetics, disability or other reason shall be subject to disciplinary action including, but not limited to suspension and expulsion. This prohibition also applies to visitors at the school who may come into contact with employees and students.

Examples of Harassment

- a. striking, shoving, kicking or verbal threats to another person
- b. offensive name-calling, teasing, joking, stories about others
- c. intentionally annoys or alarms others for no legitimate reason

Sexual Harassment

- a. unwanted sexual advances, touching, gestures or comments
- b. offensive name-calling, teasing, joking, stories about others

Hazing

Per KRS 508.150, ‘hazing’ is defined as an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization*, including but not limited to actions which cause, coerce, or force a minor or a student to:

- (a) Violate federal or state criminal law;
- (b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;
- (c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- (d) Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;
- (e) Endure brutality of a sexual nature; or
- (f) Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

Intimidation of Witness

Any physical or verbal intimidation of any witness to any school violation.

Lying

Knowingly deceiving the school employees, faculty and/or staff.

Malicious Remarks

To willfully intimidate, insult, or in other manner abuse verbally or in writing any member of the school staff or student body.

Menacing

Menacing involves actions, sometimes accompanied by words, used to intentionally place another person in reasonable apprehension of imminent physical injury. Menacing is exemplified by the raising and drawing back of a hand or fist in order to make the other individual believe he/she is about to be slapped or punched, or the swinging or jabbing of a hand toward someone to cause them to flinch, duck, or raise their hands in anticipation of being struck.

Possession of Dangerous or Deadly Weapons

“Dangerous or Deadly Weapon” maybe but not exclusive to the following:

- a) A weapon of mass destruction;
- b) Any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged;

- c) Any knife
- d) Billy, nightstick, or club;
- e) Blackjack or slapjack;
- f) Nunchaku karate sticks;
- g) Shuriken or death star; or
- h) Artificial knuckles made from metal, plastic, or other similar hard material

Robbery

Robbery occurs when, in the course of committing theft, a person uses or threatens the immediate use of physical force upon another person with the intent to accomplish the theft.

Serious Physical Injury

Physical injury which creates a substantial risk of death, or which causes serious and prolonged impairment of health, or prolonged disfigurement, prolonged impairment of health, or prolonged loss of impairment of the function of any bodily organ.

Smoking/Smokeless Tobacco

The use or possession of tobacco in any form on school property.

Terroristic Threatening/Hoaxes

Terroristic threatening occurs when: A person, with respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school or school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur.

KRS 508.078 mandates explicitly that a person is guilty of **2nd degree terroristic threatening** when he or she intentionally makes false statements by any means, including electronic communication for the purpose of:

1. Causing evacuation of a school building, school property, or school sanctioned activity;
2. Causing cancellation of school classes or school sanctioned activity; or
3. Creating a fear of serious bodily harm among students, parents or school personnel.

This is a Class D Felony

Theft and Related Offenses

The taking of property of others (students, teachers, visitors, etc.) without their consent, possession of stolen property, or possession without the owner's permission, selling of school property.

Threat

A communication made by any means, including, but not limited to, an electronic and/or online methods.

Trespassing

No student may trespass or remain in or about a school building or facility or the grounds of such, not having any legitimate reason for being there and not having written permission from anyone authorized to grant same.

Unlawful Assembly

Unlawful assembly occurs when a person:

- a. assembles with five (5) or more persons for the purpose of preparing to engage in disorderly behavior (gang type activity).
- b. being present at an assembly which either has or develops such a purpose, he/she remains there with intent to advance that purpose.

Use of Noxious Substance

When a person unlawfully deposits on the land or in the building or vehicle of another any stink bomb, device, or irritant with the intent to interfere with another's use of the land, building or vehicle.

Vandalism

The unprovoked or willful destruction, defacing or marring of property located on school premises.

Wanton Endangerment

Wanton endangerment occurs when, under the circumstances manifesting extreme indifference to the value of human life, one wantonly engages in conduct which creates a substantial danger of death or serious physical injury to another person or in conduct which creates a substantial danger of physical injury to another person.

REPORTABLE CRIMES

When the principal has a reasonable belief that an act has occurred on school property (public school building, bus, public school campus, grounds, recreational area or athletic field in the charge of the principal) or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the school property the principal shall report the act to the appropriate law enforcement agency in accordance with KRS 158.154.

CODE VIOLATIONS

When students believe a violation of this Code has occurred, they should make a report directly to the building principal. Information regarding the consequences of violating the Code and violations reportable under KRS 158.154, 158.156, or 158.444 may be found in the *Disciplinary Responses to Student Misconduct* found in this Code.

Prohibited Items

Items which are prohibited by school rules or board policy and serve no meaningful

educational purpose. Examples of prohibited items include trading or playing cards; video games; laser pointers; pictures, books, magazines, clothing or other material which contain obscenity, profanity or violence and any type of tobacco product. Other items including toys, games, and electronic equipment such as tape/CD players and boom boxes may not be brought to school unless the principal gives the student permission in advance. Prohibited items may be confiscated by employees. A parent/guardian/custodian of the student must come to the school to reclaim any confiscated item.

Telecommunication Devices

Telecommunication devices include but are not limited to paging devices, cellular phones, cellular phones with video/photo capabilities, smart phones, video cameras, CBs, walkie-talkies, personal CD or DVD player, IPODs, PDAs, MP3s, headphones or any type of radio scanner, hand-held electronic games or any other communications or electronic devices.

While students may have, in their possession, telecommunication devices, no such device may be used by students during their instructional day or on bus transportation to and from school. Because such items present a disruption to classroom activities, or if misused during extracurricular activities, such devices, if inappropriately utilized may be confiscated by the Principal/designee.

Use of School Phones

Students may not use school office phones except in an emergency or with permission. The school nurse or office staff will call parents/guardians when a student is ill or needs to go to the doctor. Students will not be called out of class for a phone call, but the office staff may take a message for the student, if necessary.

Lowering Grade(s) for Misconduct

The grade(s) for a student in a class may not be lowered because the student has created discipline problems.

SUSPENSION AND EXPULSION OF STUDENTS

Suspension

All pupils admitted to the common schools shall comply with the local lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the teachers or administrators, use of profanity or vulgarity, assault or battery or abuse of other students or school personnel, the threat of force or violence, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property or personal property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property and buses as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school. (KRS 158.150)

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered “chronically disruptive” and may be suspended from school and no other basis for suspension shall be deemed necessary.

Principals and assistant principals are authorized to suspend students.

Out-Of-School Suspension

An out-of-school suspension may be as short as one-half (1/2) day or as long as ten (10) days. Suspensions may be reduced if the student undergoes counseling for the problem behavior or if a parent/guardian attends a conference at the school.

Expulsion

Expulsion means a denial of attendance at the student's regular school for a period of time as determined by the Board of Education. Expelled students may be allowed to continue their education in another location except as otherwise provided by law.

An expulsion may also include a denial of admission to or entry upon real or personal property owned, leased, rented, or controlled by the Morgan County Board of Education.

Procedures for Suspension and Expulsion

A. Suspension of Students

Unless an immediate suspension is essential to protect persons or property or to avoid disruption of ongoing academic progress, a pupil shall not be suspended from the common school until the following due process procedures have been provided:

1. The pupil has been given oral or written notice of the charge or charges against him which constitutes cause for suspension.
2. The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them.
3. The pupil has been given opportunity to present his own version of the facts relating to the charge or charges.
4. The parent/guardian/custodian shall be notified of the reason(s) for the suspension.

The bus driver shall be notified that the student is not allowed to ride the bus for the duration of the suspension. The principal shall notify the Superintendent immediately in writing when a student is suspended, giving the reason(s) for the suspension.

B. Expulsion of Students

In cases where expulsion has been recommended, the same procedures as the suspension regulations must be adhered to, plus the following:

1. The hearing must be held before the Board of Education and must precede the expulsion.
2. Reasonable notice of the hearing will be given before it is held.
3. The student may be accompanied by any person at the hearing chosen by the student or parent.

4. The decision of the Board of Education is final.

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION

Discipline procedures for special education students will be pursuant to Individuals with Disabilities Act IDEA 2004.

SEARCH AND SEIZURE

Reasonable Suspicion

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the Principal.

Authorized Personnel

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal of the school which the student attends.

Witness

When a pat-down search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and a witness of the same sex as the pupil shall be present during the search. No search of a pupil shall be conducted in the presence of other pupils.

Strip Searches

No strip searches of students shall be permitted.

Failure to Cooperate

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

Regular Inspection

School property, such as lockers, desks, and network systems, technology resources and accounts owned or supplied by the District are jointly held by the school and the pupil. School authorities have the right to conduct general inspection of all such property and resources on a regular basis. During these inspections, items which are school property, such as overdue library books, may be collected. Students should not expect privacy for items and information left in such locations. A single desk, locker or a technology resource/account may be searched if reasonable grounds exist to believe that evidence of a violation of the law or a school rule is contained therein.

Canine Searches

Canine searches may be included in a regular or special inspection.

Metal Detectors/Wands

Metal detectors or wands may be included in a regular or special inspection.

Illegal Items

Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials.

Other Disruptive Items

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the pupil's possession by a staff member. Such items may be returned to the pupil by the staff member or through the Principal's office.

Disposition of Items

All items which have been seized shall be turned over to the proper authorities or returned to the true owner.

Use of Physical Restraint

Employees may use, within the scope of their employment, such physical restraint as may be necessary and reasonable to protect themselves, students, or others from physical injury; to obtain possession of a weapon or other dangerous object under the control of a student or to protect property from serious harm.

Students with Disabilities

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

References OAG 78-04; OAG 69-534; OAG 75-693, KRS
160.290; 160.340; 161.180; 503.110
P.L.101 -476; 707 KAR 1:051
Ingraham v. Wright, 430 U.S. 651 (1977)
Related BOE Policies 09.43, 09.431

GRIEVANCE PROCEDURE

Students who feel they have been discriminated against or denied an opportunity because of their race, color, national origin, age, religion, marital status, sex, or handicap in an educational program and/or activity have the right to file an informal and/or formal grievance as detailed in this section. This process pertains to Title IX, Title IV, and/or section 504. To file a grievance, contact the following person:

Grievance Coordinator: Leann Sargent, Primary Contact

Morgan County Board of Education, 155 University Drive, West Liberty, KY 41472

Phone: 606.743.8002 – Fax: 606.743.8050

If Mrs. Sargent is unavailable, filings should be made to Katlin Haney, Secondary

Contact - Morgan County Board of Education, 155 University Drive, West Liberty, KY 41472 Phone:

606.743.8002 – Fax: 606.743.8050

Informal Grievance Procedure

Step 1

If a student feels they have been discriminated against, the student/parent/guardian/custodian should first bring the problem to the attention of the coordinator (listed above) within five (5) school days of the knowledge or alleged cause for grievance occurs.

Step 2

The student/parent/guardian/custodian, coordinator (and others involved) will work informally to negotiate a solution within five (5) school days.

Step 3

If the grievance cannot be satisfactorily resolved working informally, the student may want to proceed to file a formal grievance.

Formal Grievance Procedure - General Provisions

Step 1

Any full or part-time student who believes she/he has been subjected to unfair, discriminatory, or abusive treatment may request in writing that an investigation be carried out without delay. The student shall be assured of a prompt, orderly and fair response in writing.

Step 2

The student/parent/guardian/custodian (complainant) may appeal in writing to the school principal within five (5) school days, from the date of the coordinator's response in Step 1. This written notice must contain all written information from the student and the coordinator's response.

Response:

The principal of the school will notify the complainant in writing within five (5) school days, from the date of the appeal, as to what action was or will be taken.

Step 3

If the student (complainant) is not satisfied with the action taken by the school principal in Step 2, the complainant may notify in writing within five (5) school days of response,

the Regional Director (Vocational Education or Technical School), or the local Superintendent of schools (regular student). This written notice must identify the grievance and dates and all written information and response from all previous steps.

Response:

The Regional Director or Superintendent of the local school will notify the complainant in writing within twenty (20) school days of the date of the appeal letter in Step 3 as to what action was/or will be taken.

Step 4

If the complainant is still not satisfied with the action taken, the complainant may write to the Office of Civil Rights, U.S. Department of Education, 101 Marietta Tower, Suite 280, Atlanta, GA 30323.

Note: If appeals are not made, it is assumed the decision at that level is accepted.

If a student has a complaint other than discrimination based on the above items, he/she would follow the procedure identified above except for contacting the Office of Civil Rights.

IV. REGULATIONS FOR PUPILS RIDING BUSES

The privilege of any pupil to ride a school bus is conditional upon their good behavior and observance of the following rules and regulations. Any pupil who violates any of these rules or regulations will be reported to the principal of the school which the pupil attends for corrective action.

1. The driver is in full charge of the bus and the pupils. Pupils must obey the driver promptly.
2. Pupils must occupy the space designated for them by the driver.
3. Pupils must be on time. The bus cannot wait for those not on time.
4. Pupils are never to stand in the road while waiting for the bus.
5. Pupils should clean their feet before entering the bus.
6. Pupils are to avoid spitting on the floor of the bus.
7. Pupils are not to throw paper or garbage on the floor.
8. Pupils are not to mar or otherwise deface the bus.
9. Pupils are not allowed to carry any dangerous instruments, including knives or other sharp objects on the bus. If done so, the driver is to take the knife or instrument to the principal's office. No balloons or glass, including mugs, vases, etc. will be permitted on the bus.
10. The following activities are prohibited on the bus at all times:

- A. Improper behavior to include: disobedience, vulgarity, profanity, fighting, pushing, shoving, horseplay and other similar actions.
 - B. Smoking, tobacco products, drugs, synthetic/compounds/substances, and alcoholic beverages.
 - C. Eating or drinking.
 - D. Throwing any type of articles in or from the bus.
 - E. Tampering with the bus in any way or its accessories/controls.
 - F. Placing any items at the door, by the driver, or in the aisle and specifically at emergency exits.
 - G. Refusing to share a seat and using too much space.
 - H. Opening and closing windows without the driver's approval.
11. Pupils are to refrain from yelling or screaming on the bus.
12. Pupils are to avoid unnecessary conversation with the driver.
13. Pupils at all times are to keep arms and head inside the bus and not stick arms or heads out the windows.
14. Pupils are not to leave the bus without the driver's consent except at home or at school.
15. Pupils are not to leave their seats except for getting on or off the bus unless authorized by the driver when the bus is stopped.
16. Pupils are to respect persons whom they pass on the routes.
17. Pupils are to report to the driver at once any damages to the bus.
18. Pupils are to walk on the left side of the road, facing the traffic.
19. Pupils who must cross the road after alighting from the school bus shall pass in front of the bus and not behind it. The driver shall see that the way is clear before the child is permitted to cross the road.
20. Should the conduct of a pupil on the bus endanger the lives of other students and/or staff, and the offending pupils fail to cease such conduct when requested by the driver to do so, it shall be the duty of the driver to put the offender off the bus and report his action to the principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of the other passengers on the bus.

THE PARENT, LEGAL GUARDIAN OR CUSTODIAN IS
RESPONSIBLE FOR TRANSPORTING THE STUDENT TO
AND FROM SCHOOL ON ANY/ALL DAYS THE STUDENT IS
SUSPENDED FROM RIDING THE BUS.

Drug Testing Policy

Random drug testing of Morgan County students will be conducted under the following guidelines:

Student Athletes

At the beginning of each sport season, as determined by the Kentucky High School Athletic Association, all students wishing to participate in that season's interscholastic sports/sport activity, including cheerleading, and their parents/guardians/custodians, shall complete and sign the Informed Consent Form. When a new student moves into the District and wishes to participate in an interscholastic sport or cheerleading, the student and the student's parents/guardian/custodian shall complete and sign the Informed Consent Form. No student may participate in practice or competition until this Informed Consent Form is properly executed and on file with the Athletic Director. The consent shall remain effective for a period of twelve (12) months from the date the Informed Consent Form is signed. The revocation of an Informed Consent shall disqualify the Student Athlete from participation in interscholastic athletics and cheerleading for a period of one (1) year from the date of the revocation of the Informed Consent.

A minimum of 20% of all Student Athletes shall be randomly tested during the school year. Any Student Athlete who refuses to submit to a drug test will be treated in the same manner as a Student Volunteer having a positive test result.

Student Drivers

At the time a student applies for a permit to park on a lot owned by the District, the student (the "Student Driver") and his/her parents/guardians/custodians shall complete and sign the Informed Consent Form. No student shall park on a lot owned by the District during the hours school is in session until this Informed Consent Form is properly executed and on file with the Building Principal. The revocation of an Informed Consent shall result in the revocation of the Student Driver's current parking permit and the denial of a new parking permit for one (1) calendar year from the date of the revocation of the Informed Consent.

A minimum of 20% of all Student Drivers shall be randomly tested during the school year. Any Student Driver who refuses to submit to a drug test will be treated in the same manner as a Student Volunteer having a positive test result.

Student Volunteers

At the beginning of each school year and periodically throughout the school year, any student at the High School or Middle School (the "Student Volunteer") may elect to voluntarily participate in the District's Random Drug Testing program by providing the Building Principal an Informed Consent Form completed and signed by the student and his/her parent/guardian/custodian.

A minimum of 20% of all Student Volunteers shall be randomly tested during the school year. Any Student Volunteer who refuses to submit to a drug test will be treated in the same manner as a Student Volunteer having a positive test result.

Morgan County Multi-Tiered Support System

Morgan County Schools are committed to providing our students with a variety of opportunities to reach their fullest potential. Multi-Tiered Support System is a system that integrates assessments and intervention within a three-tiered system to maximize student achievement and to reduce behavior problems. With MTSS, schools identify students at risk of not achieving grade level goals, monitor student progress, provide evidenced-based interventions and adjust those interventions based on a student's responsiveness. MTSS can also help identify students with learning disabilities or who need advanced learning opportunities.

MTSS is NOT "special education" it is a regular education initiative that supports students and provides targeted instruction based on regular progress monitoring and data analysis.

Instruction through the tiers is a flexible and fluid process based on student assessment data and collaborative team decisions. The goal of the process is to provide continuous progress so that students are successful.

Extended School Services (ESS)

All Morgan County Schools offer Extended School Services (ESS) program. ESS is a proactive program designed to assist individual students who are having difficulty in one or more content areas. ESS funds are allocated to every school for the purpose of operating a program for students having short- or long- term academic difficulties. ESS programs offer extra instructional time outside regular school hours and may take a variety of formats including after school or before school programs, evening sessions, Saturday learning opportunities, summer programs and/or intercessions. Morgan County Schools also offer ESS services during the school day. There is close collaboration between the regular day program and the ESS program to best meet the student's needs. ESS programs being implemented across the state offer a wide array of curricular programs and instructional formats. Many of these programs are designed to gain the interest of and inspire motivation in students.

Cameras as Surveillance Devices

The Morgan County School district shall continue to utilize cameras on school buses in order to monitor for safety purposes. In addition, cameras will also be utilized in hallways, common areas, and in the instructional setting in all Morgan County schools to provide a safe 21st Century educational environment.



MORGAN COUNTY SCHOOLS
GUIDING CHILDREN – INSPIRING FUTURES
RALPH W. HAMILTON, Ed.D., SUPERINTENDENT

July 1, 2023

Dear Parent or Guardian:

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

Our district receives federal funds for Title I programs as part of the Every Student Succeeds Act (ESSA). Under ESSA, 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 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 another provisional status through which state qualifications or waived licensing criteria;
3. The baccalaureate degree of the teacher, any other graduate certification or degree held by the teacher, the field of discipline of the certificate 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 Amanda Lee at (606) 743-8002 or amanda.lee@morgan.kyschools.us. Please include your child's name, the name of the school your child attends, your child's teacher(s), and a postal or email address for receipt of the information. Thank you for your interest and involvement in your child's education.

Sincerely,

Ralph W. Hamilton, Ed.D.
Superintendent
Morgan County Public Schools

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**Morgan County Schools**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ **Consent** before students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- ◆ *Receive notice and an opportunity to opt a student out of:*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, sales, or otherwise distribute the information to others.
- ◆ *Inspect, upon request and before administration or use:*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

The Morgan County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Morgan County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Morgan County School District will also directly notify, such as through U.S. mail or e-mail, parents or students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Morgan County School District will make this notification to parents at the beginning of each school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

Notification of PPRA Rights

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Review/Revised:9/14/09

Use of Physical Restraint and Seclusion

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

DEFINITIONS

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

PHYSICAL RESTRAINT

All School Personnel

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

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

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

Core Trained Personnel

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

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

Use of Physical Restraint and Seclusion**SECLUSION**

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

PARAMETERS

The Board has established this policy and related procedures addressing use of physical restraint and seclusion that are designed to promote the safety of all students, school personnel, and visitors. As required by [704 KAR 007:160](#), school personnel and parents shall be made aware of how to access this policy and related procedures. Methods of notification may include, but are not limited to, publication in the District's local code of acceptable behavior and discipline and District employee handbooks.

TRAINING

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

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

REQUIRED PROCEDURES

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

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

NOTIFICATION REQUIREMENTS

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

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

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

Use of Physical Restraint and Seclusion**DEBRIEFING SESSION**

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

A requested debriefing session shall occur as soon as practicable, but no later than five (5) school days following receipt of the request from the parent or emancipated youth, unless a meeting is delayed by written mutual agreement of the parent/emancipated student and the school.

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

PARENT COMPLAINTS

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

STATEMENTS FROM PHYSICIAN

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

DOCUMENTATION

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

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

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

REFERENCES:

[704 KAR 007:160](#)

KRS Chapter 503: [KRS 503.050](#), [KRS 503.070](#), [KRS 503.080](#), [KRS 503.110](#)

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:

09.4281, 10.2

Adopted/Amended: 04/24/2013

Order #: 6131

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).¹

TRUANCY DEFINED

Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant.

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

Any student who has been reported as a truant two (2) or more times is an habitual truant.

Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate action.

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

EXCUSED ABSENCES

An excused absence or tardiness is one for which the student shall be permitted to make up work, such as:

1. Death or severe illness in the pupil's immediate family;
2. Illness of the pupil, including mental or behavioral health; (A physician's statement may be required.);
3. Family emergencies (as determined by the Principal);
4. Court appearances;
5. Clinical appointments;
6. Religious holidays and practices;
7. Driver's license test or examination;
8. Failure of bus transportation (Missing the bus is not an excuse.);
9. Work-related absence (as determined by the Principal);
10. One (1) day for attendance at the Kentucky State Fair;
11. Documented military leave;
12. One (1) day prior to departure of parent/guardian called to active military duty;
13. One (1) day of departure;

Absences/Tardiness and Excuses**EXCUSED ABSENCES (CONTINUED)**

14. One (1) day upon the return of parent/guardian from active military duty;
15. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
16. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces;
17. Students participating in any of the page programs of the General Assembly;² or
18. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Morgan County Schools will excuse up to ten (10) individual absence events with doctor excuse/note. Each event excused counts as one (1) doctor's note. A medical excuse will be accepted only if written by a licensed physician, licensed physician assistant, advanced practice registered nurse, dentist, psychologist, psychiatrist, chiropractor, or county health department official. A physician's statement must include (1) time in and out of appointment and date of appointment (2) when student is able to return to school, and (3) the signature of treating health care professional (listed above).

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

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

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

DETERMINATION

The Principal shall determine whether the absence is excused or unexcused. The Principal shall accept verification in the form of a note or a call for as many as five (5) absences per year. More than five (5) absences shall require written medical verification in order for the absence to be excused.

APPEAL

In the event that a student or a student's parent/guardian feels that the Principal's determination of an unexcused absence is incorrect, an appeal may be made to the Appeals Committee.

The Appeals Committee shall be composed of three people selected from the Principal/guidance staff, the Central Office staff, and the teaching staff.

Absences/Tardiness and Excuses**MAKE-UP WORK**

Students who have an absence may make up all work and tests missed except during an out-of-school suspension when no assigned make-up work is permitted. It is the student's responsibility to make arrangements with each teacher to make up work missed during excused absences. Students must request and complete make-up work within five (5) days after their return to school. Each school's SBDM council shall determine the amount of credit for work for an unexcused absence.

SUSPENSION

Projects or homework assigned prior to a suspension shall be accepted for credit. Students shall be responsible for submitting assignments due during the time of the suspension.

Long-term projects assigned during the suspension and due at a later date shall be accepted.

Work assigned and due during suspension shall not be accepted.

REFERENCES:

¹[702 KAR 007:125](#)

²[KRS 159.035](#)

[KRS 36.396](#); [KRS 38.470](#); [KRS 40.366](#)

[KRS 158.070](#); [KRS 158.183](#); [KRS 158.293](#); [KRS 158.294](#)

[KRS 159.035](#); [KRS 159.140](#); [KRS 159.150](#); [KRS 159.180](#)

[OAG 76-566](#); [OAG 79-68](#); [OAG 79-539](#); [OAG 91-79](#); [OAG 96-28](#)

RELATED POLICIES:

09.111; 09.122; 09.4281

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

Adopted/Amended: 7/19/2022

Order #: 9248

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**Morgan County Schools**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ◆ **Consent** before students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- ◆ *Receive notice and an opportunity to opt a student out of:*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under state law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, sales, or otherwise distribute the information to others.
- ◆ *Inspect, upon request and before administration or use:*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law.

The Morgan County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Morgan County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Morgan County School District will also directly notify, such as through U.S. mail or e-mail, parents or students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Morgan County School District will make this notification to parents at the beginning of each school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

Notification of PPRA Rights

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

Review/Revised:9/14/09

Title I - Parent and Family Engagement Policy

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

EXPECTATIONS FOR PARENT AND FAMILY ENGAGEMENT

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

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

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

SUPPORT FOR PROGRAM

If the District's Title I allocation is \$500,000 or more, the District shall reserve not less than one percent (1%) of its allocation for the purpose of promoting parent and family engagement and shall distribute to Title I schools not less than ninety percent (90%) of the reserved funds with priority given to high-need schools. Parents and family of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parent and family engagement activities.

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

1. Designation of resources to assist in communicating with parents and family, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent and family resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.

Title I - Parent and Family Engagement Policy**SUPPORT FOR PROGRAM (CONTINUED)**

2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents and family members can be engaged in staff training activities to demonstrate the value of parent and family engagement and various techniques designed to successfully engage parents and family as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents and family of participating children shall be invited and encouraged to attend for informing them of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process whereby parents can share their ideas about the content and effectiveness of this Policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:
Does this Policy increase parent participation?
What barriers to parent participation still exist, and how can they be reduced or removed?
The findings produced by the annual evaluation shall be utilized to design strategies to identify research-based strategies for school improvement and for revising this Policy, if necessary.
6. In the design of activities and materials for parents and family members, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

SCHOOL POLICY

Each school shall submit to the Superintendent and Board, for review and comment, its Title I school parent and family engagement policy, which must meet all legal requirements, including a school-parent compact developed in keeping with legal requirements. This Policy shall be developed jointly with, and distributed by school personnel to, parents of participating students.

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

REFERENCES:

Section 1118 of Improving America's Schools Act (IASA) of 1994
P. L. 114-95, (Every Student Succeeds Act of 2015)
[KRS 157.077](#); [KRS 158.645](#); [KRS 158.6451](#)
[KRS 158.865](#); [KRS 158.866](#); [KRS 158.867](#)
20 U.S.C. § 6318

RELATED POLICIES:

03.112; 08.1345; 09.11

Adopted/Amended: 5/21/2019
Order #: 8336



MORGAN COUNTY SCHOOLS
GUIDING CHILDREN – INSPIRING FUTURES
RALPH W. HAMILTON, Ed.D., SUPERINTENDENT

Testing Transparency Notice

Dear Parent or Guardian:

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires the following regarding testing transparency.

(2) TESTING TRANSPARENCY.—

(A) **IN GENERAL.** – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

(B) **ADDITIONAL INFORMATION.** – Subject to subparagraph (C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency’s website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—

- (i) the subject matter assessed;
- (ii) the purpose for which the assessment is designed and used;
- (iii) the source of the requirement for the assessment; and
- (iv) where such information is available—(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and (II) the time and format for disseminating results.

Information about these requirements can be found on the Kentucky Department of Education’s Assessments webpage (<https://education.ky.gov/AA/Assessments/Pages/default.aspx>). For further questions or to obtain a hard copy of this material please direct your inquiry to Mrs. Amanda Lee – Supervisor of Instruction/District Assessment Coordinator.

Sincerely,

Ralph W. Hamilton, *Ed.D.*
Superintendent

A united community guiding all students to become responsible, productive members of a changing world.
155 University Drive • West Liberty, KY 41472 • Phone (606)743-8002 • Fax (606)743-8050

Promotion and Retention

Any promotions or credits earned in attendance in any approved public school are valid in any other public school.¹

TRANSFERS

In case a pupil transfers from the school of one district to the school of another district, s/he may not be assigned to a lower grade or course until the pupil has demonstrated that s/he is not suited for the work in the grade or course to which s/he has been promoted.¹

Pupils who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.²

HIGH SCHOOL GRADUATION

Upon successful completion of all state and Board requirements, the student shall receive a diploma indicating graduation from high school.¹

VOCATIONAL CERTIFICATE

A student who has completed the requirements established by the State Department of Education for a vocational program shall receive a vocational certificate of completion specifying the areas of competence.¹

STUDENT PROGRESS

Each school shall determine criteria for student progress through the school's program. The criteria shall reflect mastery of state-required capacities and be aligned with the Kentucky Performance Rating for Educational Progress (K-PREP).

A student may advance through the primary program without regard to age if the District determines that s/he has acquired the academic and social skills taught in kindergarten and that advancement would be in his/her best educational interest. Successful completion of the primary program, as determined by methods set out in Kentucky Administrative Regulations, shall be a prerequisite for a child's entrance into the fourth grade.

Board-approved student handbook(s) shall contain complete details.

Parents shall be notified when their child is performing below expectations and/or achieving below expected outcomes.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.³

REFERENCES:

¹[KRS 158.140](#)

²[704 KAR 003:307](#)

³P. L. 105-17

[KRS 158.031](#); [KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)
[KRS 158.860](#); [KRS 160.1592](#); [KRS 160.345](#)
[OAG 82-473](#)

RELATED POLICIES:

08.113, 08.222, 08.5, 09.121

Adopted/Amended: 7/12/2006
Order #: 3865

Morgan County Schools

2023-2024

Dear Parent/Guardian/Custodian:

In addition to the *Morgan County Code of Acceptable Behavior and Discipline*, this publication contains other important information about enrollment, attendance, busing, food service, and various other programs. The pages are perforated so that they may be completed, including signatures, and returned to your child's school. Please only return the pages requiring your signature and keep the remainder of the publication for future reference. Don't hesitate to contact your child's school if you have questions about the information or forms.

Thank you.

Morgan County Schools

Code of Acceptable Behavior and Discipline

2023-2024

Dear Parent/Guardian/Custodian:

After reading this Code, please remove and sign this page and return this page to your child's school.

Thank you,

I, the parent/guardian/custodian of _____, have received and read the **Morgan County Schools Code of Acceptable Behavior and Discipline 2023-2024**, including attendance and bus policies, and I have made my child aware of the expectations contained within this Code.

Parent/Guardian/Custodian Signature

Date

MORGAN COUNTY SCHOOLS 2023-24

Student's Legal Name: _____

First		Middle		Last	
Physical Address:			Mailing Address:		

Home Phone: _____ Cell Phone: _____

Birth date: ____/____/____ Place of Birth: _____ GRADE: _____
Month Day Year

Social Security # _____ Sex: Male Female Email: _____

Please be advised that students who do not have their social security number on file will not be included in KEES eligibility.

Race: White Black American Indian Asian/Islander Hispanic Other

If in Foster Care, Case Manager Name: _____ Telephone _____

State Worker Name: _____ Telephone _____

PARENT/GUARDIAN CONTACT INFORMATION

Name	Relationship	Work/Home Phone	Cell Phone
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

**Place a checkmark next to parent/guardians the student lives with.*

EMERGENCY CONTACTS/CHECK-OUT CONSENT

<i>Name</i>	<i>Relationship</i>	<i>Work/Home Phone</i>	<i>Cell Phone</i>

In addition to Emergency contacts, the individuals listed above may check the student out of school.

School-Aged Siblings of Student

<i>Name</i>	<i>Age</i>	<i>School</i>	<i>Grade</i>

MORGAN COUNTY SCHOOLS 2023-24

Student Name:

Last School Attended

Name of School: _____ Grade: _____

Physical Address: _____
 NUMBER STREET APT/LOT
 CITY STATE ZIP

Phone Number: _____ ☐ I give permission to request all records from this school.

Have you been in a Morgan County School before? ☐ Yes ☐ No

Which school and when? _____

If not, have you been in a Kentucky school before? ☐ Yes ☐ No

Which district and when? _____

School Safety Information

KRS 158.155 requires that a parent or guardian of a child who has been adjudicated guilty or previously expelled for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs notify a new school of that fact by a sworn statement given to the school at the time of registration. In compliance with this requirement, please check any of the following that apply to this student:

- ☐ adjudicated guilty
☐ expelled from school (If applicable, please list the name of the school: _____)
☐ disciplined for a violation of state law or school regulation relating to weapons, alcohol, or drugs

The facts are as follows:

Participation in Programs

Please check any special programs in which the student has participated:

- ☐ Speech/Language ☐ Special Reading ☐ IEP ☐ 504 Plan
☐ Gifted/Talented ☐ Free/Reduced Lunch ☐ Extended School Services

Primary Household *(This is the address where the students above reside.)***Physical Address**

NUMBER

STREET

APT/LOT

CITY

STATE

ZIP

Mailing Address*(if different)*

P.O. BOX (OR OTHER MAILING ADDRESS)

CITY

STATE

ZIP

☐ *(Check if Unlisted)* **Home Phone** _____**Parent(s) or Guardian 1** *(This is the primary parent/guardian for the students listed above.)***Name**

FIRST

MIDDLE

LAST

Employer _____ **Work Phone** _____**Cell Phone** _____ **Email Address** _____☐ Parent/Guardian ☐ Legal Guardian (by court) ☐ Stepparent ☐ Foster Parent ☐ Other (specify) _____**Race:** ☐ White ☐ Black ☐ American Indian ☐ Asian/Islander ☐ Hispanic ☐ Other _____**Parent or Guardian 2** *(This will generally be a parent who does not live in the primary household with the student.)***Name**

FIRST

MIDDLE

LAST

Employer _____ **Work Phone** _____**Cell Phone** _____ **Email Address** _____☐ Parent/Guardian ☐ Legal Guardian (by court) ☐ Stepparent ☐ Foster Parent ☐ Other (specify) _____**Race:** ☐ White ☐ Black ☐ American Indian ☐ Asian/Islander ☐ Hispanic ☐ Other _____**Household of Parent or Guardian 2** *(This section should be completed if both parents do not live in the Primary Household.)***Physical Address**

NUMBER

STREET

APT/LOT

CITY

STATE

ZIP

Mailing Address*(if different)*

P.O. BOX (OR OTHER MAILING ADDRESS)

CITY

STATE

ZIP

☐ *(Check if Unlisted)* **Home Phone** _____ 059 _____

MORGAN COUNTY SCHOOLS 2023-24

Legal Issues

Please describe any legal issues that the school should be aware of such as court orders, guardianship, etc. (Legal Flags)

District Services Survey *(The following will help determine if you are eligible for additional services.)*

Employment Survey

Have you or your family moved from one town or school district to another within the state or out-of-state within the past three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Did the children in your family join you at a later date after you moved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

During the last three years, were any of these moves made with the intent to find temporary or seasonal work in farming/agricultural work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Working on a farm | <input type="checkbox"/> Working in tobacco |
| <input type="checkbox"/> Working in tobacco green house | <input type="checkbox"/> Milking cows |
| <input type="checkbox"/> Working with beef cattle | <input type="checkbox"/> Working in a plant nursery/greenhouse |
| <input type="checkbox"/> Working in a processing plant | <input type="checkbox"/> Working on a poultry farm |
| <input type="checkbox"/> Picking fruits or vegetables | <input type="checkbox"/> Tree growing or harvesting |

Student Residency Survey

Do your children lack a fixed, regular, and adequate night-time residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Do your children share housing with other persons due to loss of housing, hardship, or a similar reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Do your children live in a motel, hotel, car, trailer park or camping ground?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Do your children live in another location that is not appropriate for people (i.e. abandoned building)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Do your children live in a shelter, or are they awaiting foster care placement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Home Language Survey

Country of Origin _____ Language most frequently spoken at home _____

First language your children began to speak _____

Primary language spoken to your children _____

SIGNATURES:

- I verify that the information supplied on this enrollment form is correct and current.
- I will inform the school of any changes in this information.
- I authorize any school personnel to take reasonable emergency measures on behalf of my child and agree to hold them harmless for any treatment rendered.
- I have received a copy and/or will read the Code of Acceptable Behavior and Discipline.

Parent's Signature _____ Date: _____

Student's Signature _____ Date: _____

Bus Rider Information

MORGAN COUNTY PUBLIC SCHOOLS _____ School

STUDENT T-CODE VERIFICATION DATE _____

The MORGAN County Board of Education is updating student transportation records. Please have a parent or guardian complete this form for each student and return it to the student's teacher. **If not completed by student or parents, then a school official (teacher, clerk or other) may interview the student and complete the form. Information must be verified and entered into the KSIS for each student.**

STUDENT NAME:

FIRST _____ MIDDLE _____ LAST _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS (if different than above) _____

HOME TELEPHONE: _____ CELL NUMBER: _____

BUS RIDER INFORMATION**In general, as a matter of routine, please indicate below:**

RIDER INFORMATION	CODE	Check One
I DO NOT RIDE THE BUS	NT	
I RIDE THE BUS TWICE DAILY OVER ONE MILE	T1	
I RIDE THE BUS TWICE DAILY UNDER ONE MILE	T2	
I RIDE THE BUS ONCE DAILY OVER ONE MILE	T3	
I RIDE THE BUS ONCE DAILY UNDER ONE MILE	T4	

BUS NUMBER THAT PICKS YOU UP AT HOME _____

BUS NUMBER THAT DROPS YOU OFF AT HOME _____

For school use only: T-code assigned in IC _____

Subsequent change notes (used to document any changes to the information mentioned during the school year):

1)

2)

3)

Review/Revised: 5/19/15

Internet and Electronic Mail User Agreement Form for Students**Student**

2023-24 School Year

Morgan County Schools Network (MCSNET)

We are pleased to offer the students and staff of the Morgan County School District access to the District computer network for electronic mail and the Internet. To gain access to e-mail, and Internet, all students and staff must sign and return a user agreement. Students must have a parental/guardian permission form signed and returned to the school Principal and/or school technology coordinator.

Access to e-mail and the Internet will enable students/staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Morgan County Schools support and respect each family's right to decide whether or not to apply for access.

DISTRICT INTERNET AND E-MAIL RULES AND REGULATIONS

Students and staff are responsible for good behavior on school computers and networks just as they are in the classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District rules and regulations and will honor the agreements they have signed. Beyond the clarification of such rules and regulations, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure the users are using the system responsibly. Users should not expect that files stored on District servers will always be private. Within reason, freedom of speech and access to information will be honored.

In compliance with state and federal regulations, a District proxy server has been installed. An effort has been made to block obscene and objectionable sites; however, due to the scope of the Internet, it is impossible to block all objectionable sites. Log files that show all Internet activity will be stored and will be reviewed periodically by school and central office staff.

Internet and Electronic Mail User Agreement Form for Students**DISTRICT INTERNET AND E-MAIL RULES AND REGULATIONS (CONTINUED)**

As outlined in Board policy and procedures and in the Student Handbook and Code of Conduct, Students/Staff do have rights and responsibilities, copies of which are available in school offices and these rights and responsibilities will be adhered to. However, the following will not be permitted on the MCSNET, Internet or when using e-mail:

- Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Sending or displaying offensive messages or pictures, including those that involve:
 - Swearing, vulgarities, or other inappropriate languages; or
 - Harassing or intimidating communications.
- Using another person's login ID/password;
- Messages relating to or in support of illegal activities;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources, including downloading of freeware or shareware programs;
- Employing the network or e-mail for commercial purposes or financial gain;
- Violating copyright laws, including illegal copying of commercial software and/or other protected material;
- Any form of bullying is strictly prohibited including: attacking others;
- Damaging computers, computer systems or computer networks;
- Attempting to log in as a system administrator, change/view equipment settings, or scan network;
- Intentionally infecting a computer or network with a virus program;
- Giving another user your password;
- Using multi-user games on the network;
- Monopolizing the networks by such things as running large programs and applications or sending massive amounts of mail to others;
- Allowing a non-authorized user to use your account; and
- Attempting to bypass proxy or other security.

Anyone violating these rules and regulations of the Morgan County Board of Education may have their account suspended or revoked by the school administration and the school technology coordinator (system administrator) as well as other disciplinary or legal action.

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

Internet and Electronic Mail User Agreement Form for Students

Morgan County Schools Network (MCSNET)

2023-24 School Year

STUDENT USER CONTRACT**Directions:**

After reading the Terms and Conditions for Use of MCSNET Contract, please read and fill out the appropriate portion of the following contract completely and legibly. Your signature is required to open an Internet or an e-mail account.

First Name _____ Middle Initial _____ Last Name _____

School _____ Grade _____

_____ Internet account through MCSNET _____ E-mail _____

Parent or Guardian

As the parent or guardian of this student, I have read the Terms and Conditions for Use of MCSNET Internet access and/or e-mail. I understand that this access is designed for educational purposes and the Morgan County School District will not condone access to controversial material. However, I also recognize it is impossible for MCS to restrict access to all controversial materials, and I will not hold them responsible for materials this student may acquire on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for the student named above and certify that the information contained on this form is correct.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Parent or Guardian's Name _____

Signature _____ Date ____/____/____

Daytime phone number _____ Evening phone number _____

Student

I have read the MCSNET Terms and Conditions. I understand and will abide by the stated Terms and Conditions for MCSNET. I further understand that a violation of the rules and regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student's name (Please print) _____

Student's signature _____ Date ____/____/____

Review/Revised: 6/21/12

Integrated Pest Management Notification

WRITTEN NOTICE IN THE FOLLOWING FORM SHALL BE SENT OR GIVEN AT THE BEGINNING OF THE SCHOOL YEAR. A COPY OF THE NOTIFICATION SHALL BE MAINTAINED BY THE SCHOOL AUTHORITY FOR TWENTY-FOUR (24) MONTHS AFTER THE NOTICE IS ISSUED AND SHALL BE SUBJECT TO INSPECTION UPON REQUEST BY KENTUCKY DEPARTMENT OF AGRICULTURE PERSONNEL.

July 1, 2023

Dear Parent or Guardian:

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

Name: _____ School: _____

Phone Number: _____ Email Address: _____

For more information, please contact _____ at _____.
Name Phone Number

Review/Revised:6/28/2016

Publication Consent Form

Dear Parent or Guardian,

This completed form is needed for student participation in activities involving District-authorized videotaping or taking photographs for public awareness or fund-raising purposes. Please call your child's school if you have any questions.

This form covers permission for the District to record and use the recorded image, voice, or work of the student (photographed, filmed, taped, or digitally recorded) for public awareness purposes, including publication on the school and/or District's web site and in school yearbooks.

Date

_____, parent or legal guardian of _____
Please print: (Parent/Guardian) (Child's Name)

- ☐ Yes, I hereby give and grant permission to Morgan County Public Schools to use my child's photograph likeness, work, and/or voice/video reproduction for publication to the general public or on a school/District web site in any way that would reasonably and properly portray the school program or the education of the children. I further release Morgan County Public Schools from any damages in using my child's likeness, photographs, work, and/or voice/video for publication to the general public. I do further certify that I am of full legal capacity to execute the forgoing authorization and release.
- ☐ No, I do not give or grant permission for use of my child's photograph, work, likeness and/or voice reproduction as described above.

(Date)

(Parent/Guardian's Signature)

NOTE: If the recorded image, voice, or work of a student is to be included in a publication as part of a commercial or for-profit fund-raising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.

Review/Revised:5/28/13



Morgan County Schools 2023-2024 Calendar

Board Approved 1/17/2023

KDE Approved 4/19/2023

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9P	10P	11P	12
13	14P	15O	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18K	19K	20K	21K	22K	23
24	25H	26K	27K	28K	29K	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22X	23
24	25	26	27	28	29	30

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1H	2	3	4	5	6
7	8	9	10	11	12	13
14	15X	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17C	18
19	20U	21X	22U	23U	24U	25
26	27U	28U	29U	30U	31U	

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20K	21
22	23	24	25	26	27	28
29	30	31				

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3U	4U	5U	6U	7U	8
9	10U	11U	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7X	8	9	10	11
12	13	14	15	16	17	18
19	20K	21K	22K	23H	24K	25
26	27	28	29	30		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29X	30
31						

Notes	
O=Opening Day	
H=Holiday	
X=Other	
K=Break	G=Planning
P=Flexible Prof Dev	
C=Closing	
U=Makeup	

1 Opening Day for Teachers-Aug 15

1 Closing Day for Teachers-May 17

4 Flexible Professional Learning Days (Aug 14, Oct 20, Nov 20, Dec 22)

175 Instructional Days/185 Total Calendar Days

79 Instructional Days in Semester 1

1st Day for Students-Aug 16

Last Day for Students-May 16

4 Holidays (September 4, November 23, December 25, January 1)

96 Instructional Days in Semester 2

Includes 16 Makeup Days subject to possible additional cancellations that may occur

Flexible Professional learning, break days, or planning days may be used as additional makeup days

Possible Spring Break will be determined by February 29th pending the number of school closure days Additional instructional time per day shall be used to fulfill the requirements of KRS 158.070 All viable options will be utilized at the discretion of the Superintendent to obtain 1,062 hours and 170 days of instruction, including converting professional development, break days, and days coded as Other to instructional days.



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