

MORGAN COUNTY SCHOOLS



Code of Acceptable Behavior & Discipline

2025-2026

Mission

Educate and empower everyone to learn and prosper in a student-centered environment.

Vision

United in preparing strong, independent, and resilient learners equipped to lead a successful future.

#MCSunited

MORGAN COUNTY SCHOOLS
Code of Acceptable Behavior and Discipline

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

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Superintendent

Morgan County Board of Education Members

Mr. Jesse Clinger, Chair
Mrs. Esther Cain, Vice Chair
Mr. James Lane
Mr. Michael Gevedon
Mr. Ricky Pennington

Mission: Educate and empower everyone to learn and prosper in a student-centered environment.

Vision: United in preparing strong, independent, and resilient learners equipped to lead a successful future.

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:

Dr. 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/ smokeless tobacco/vape.
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 temporarily remove 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. For any 18–21-year-old students required to attend school, 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 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
 - Two (2) Mental Health Days (MHD) for students

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 be 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. For a student admitted to an inpatient facility, the student may receive home or hospital instruction effective on the day of admittance.

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 make-up work as required.

H. TRUANCY PROCEDURES

Morgan County Schools have implemented the following truancy procedures for all students, Kindergarten 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 re-enroll should do so during the first 20 days of the semester. Any student who wishes to re-enroll 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 or 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.

Students participating in extra-curricular activities are expected to ride the bus to and from the event.

STANDARDS OF EXPECTED BEHAVIOR

All pupils are accountable to all employees, and all employees will take reasonable action to monitor students 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.

Abuse of a Teacher (Law Violation)

Speech or conduct toward a teacher or administrator (when they are functioning in their capacity of an employee) that will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. (KRS 161.190)

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 cyberbullying, 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.

Cheating

Copying or plagiarizing the work of others submitting it as your own. This can include obtaining unauthorized and undocumented material from the internet, the use of cell phones for transmitting test items or answers, or other secured information; obtaining material or work from a teacher or another student in a dishonest or unauthorized way.

Criminal Trespass

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

Cyberbullying

Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Websites, blogs, online games and online personal polling Websites, 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 requests 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.

Display of Sexual Behavior, Inappropriate

Exhibiting intimate physical contact, such as kissing or caressing, in school or at any school related activity, on-site, or off-site. However, non-consensual sexual contact should be addressed through the District's policies and procedures on Title IX Sexual Harassment

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.

Dress Code Violation

Failure to follow school defined dress code requirements. Each Principal and SBDM Council at each school may develop specific guidelines for student dress.

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.

Duty to Report

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school sponsored transportation, or at a school sponsored event shall immediately cause an oral or written report to be made to the local police, sheriff, state police and principal of the school attended by the victim. When a student is involved in an incident reportable under this section, the principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing: (a) The names and addresses of the student and his or her parents, legal guardians, or other persons exercising custodial control or supervision; (b) The student's age; (c) The nature and extent of the violation; (d) The name and address of the student allegedly responsible for the violation; and (e) Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

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, or 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, cyberbullying, 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.

*Per [KRS 508.180](#), “organization” is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

Indecent Exposure

Intentionally exposing one's genitals under circumstances in which he or she knows, or should know that the conduct is likely to cause affront or alarm to another person on school grounds or at a school function.

Intimidation of Witness

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

Loitering

Being on school grounds or in the school without authority or permission of school personnel. This would include students on shortened programs or students remaining after the school activities have ended.

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 or impairment of the function of any bodily organ.

Smoking/Smokeless Tobacco/Vaping

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

Suicide Prevention

The administration of the high school and middle schools disseminate the following information related to suicide prevention. The Morgan County Public School System recognizes the importance of protecting the health, safety and emotional well-being of students. The state of Kentucky has enacted legislative mandates that require actions on a specific timetable directed at combatting the problem of teen suicides. We provide the required training in the suicide prevention and awareness for school staff and students. We also provide counseling personnel and counseling opportunities to support students. KRS 156.095 requires that every public school shall provide two (2) evidence-based suicide prevention awareness lessons each school year, the first by September 15 and the second by January 15, either in person, by live streaming, or via a video recording information to all students in grades six (6) through twelve (12).

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.

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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 or expression of an intent to cause bodily harm, death, or substantial property damage, 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.

Violating Security Procedures

Compromising district and/or school security procedures or putting others at risk. This may include but is not limited to trespassing, failure to follow lock down or other safety drill procedures, opening of exterior doors other than single monitored entrance, tampering with security cameras, telephone and/or fire alarm system, remaining on school grounds after posted hours without prior permission from school officials, and intentionally reporting false tips to administrators, teachers, or other sources.

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 violation 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, smartphones/watches, video cameras, CB's, 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.

DISTRICT ALTERNATIVE EDUCATION PLACEMENT

A pupil may be considered for alternative placement at the District’s Alternative Education Program (Morgan County RISE Academy) due to specific violations of the student code of conduct. Qualification for placement is determined by a standing committee which will review data and consider the appropriateness of placement into an alternative setting program. The placement time period will be based on program guidelines.

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 the 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.

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 or his or her designee.

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 possessions 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 shall be subject to other disciplinary action(s).

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.

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

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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, physical restraint 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 damage.

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 Dr. 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, vapes, 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 any damages to the bus to the driver at once
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 utilizes cameras on school buses for safety monitoring 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

Educate and empower everyone to learn and prosper in a student-centered environment.

Ralph W. Hamilton, Ed. D., Superintendent

#MCSunited

July 1, 2025

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](tel:6067438002) 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

United in preparing strong, independent, and resilient learners equipped to lead a successful future.
155 University Drive • West Liberty, KY 41472 • Phone (606)743-8002 • Fax (606)743-8050

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 [704KAR 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 of 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

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 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. Two (2) Mental Health Days (MHD) for students
18. Students participating in any of the page programs of the General Assembly;² or
19. 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.

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

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 project assigned during the suspension and due at a later date shall be accepted. Work assigned and due during suspension shall not be accepted.

REFERENCES:

[1702 KAR 007:125](#)

[2KRS 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 #: 92

48

Harassment/Discrimination

DEFINITION

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

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

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.)

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

DISCIPLINARY ACTION

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

GUIDELINES

Students who believe they or any other student, employee, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it. In each school building, the Principal is the person responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Superintendent. Additionally, if sexual discrimination or harassment is being alleged, reports may be made directly to the District Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

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

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but not later than three (3) school days of receipt of the original complaint. A written report of all findings of the investigation shall be completed within thirty (30) calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or governmental agency.

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

Harassment/Discrimination**GUIDELINES (CONTINUED)**

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

3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:

- written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
- such other measures as determined by the Superintendent/designee.

Method(s) used shall provide a summary of this policy, along with information concerning how individuals can access the District's complete policy/procedures and obtain assistance in reporting and responding to alleged incidents. Students, parents or guardians, as appropriate, will be directed to sign an acknowledgement form verifying receipt of information concerning this policy as part of the Board-approved code of acceptable behavior and discipline.

4. Age appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and

5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation.

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

NOTIFICATIONS

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

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

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

PROHIBITED CONDUCT

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

1. Any nicknames, slurs, stories, jokes, written materials or pictures that are lewd, vulgar, or profane and relate to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;

Harassment/Discrimination**PROHIBITED CONDUCT (CONTINUED)**

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

CONFIDENTIALITY

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

APPEAL

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

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

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

RETALIATION PROHIBITED

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

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

FALSE COMPLAINTS

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

Harassment/Discrimination

OTHER CLAIMS

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

REFERENCES:

¹[KRS 158.156](#)

42 USC 2000e, Civil Rights Act of 1964, Title VII

Racial Incidents and Harassment Against Students at Educational Institutions: Investigative Guidance (U.S. Department of Education)

U. S. Supreme Court - Franklin vs. Gwinnett County

29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC)

Regulations Implementing Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

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

Regulations Implementing Title IX

Gebser v. Lago Vista Independent School Dist., 118 S. Ct. 1989 (1998)

Davis v. Monroe County Bd. of Educ., 119 S. Ct. 1661 (1999)

Bostock v. Clayton County, Georgia 140 S.Ct. 1731 (2020)

RELATED POLICIES:

03.162; 03.262

09.13; 09.2211; 09.227; 09.422; 09.426; 09.438

Adopted/Amended: 7/20/2021

Order #: 9003

Student Fees

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees are to be used only for the purchase of resources directly related to the instructional program. Fees for rental or purchase of instructional resources may be charged. Fees collected for a specific purpose shall be used for that purpose only. Fees sponsored under the auspices of the school by student clubs or student organizations shall be accounted for in the school activity fund bank account.

MATERIALS

Students may be charged fees for materials (including optional workbooks, if required) and equipment which is to remain the property of the student.

INABILITY TO PAY

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.¹

WAIVER OF FEES

The Superintendent shall recommend, and the Board shall approve, a process to waive fees for students who qualify. At the beginning of the school year or at the time of enrollment, all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.

REFERENCES:

¹[KRS 158.108](#)

[KRS 160.330](#)

[702 KAR 003:220](#); [704 KAR 003:455](#)

[Accounting Procedures for Kentucky School](#)

[Activity Funds](#)

RELATED

Adopted/Amended: 7/21/2020

POLICIES:

Order #: 8686

04.312; 08.232

Application for Waiver of Fees

Student's Name		
<i>Last Name First Name Middle Initial</i>		
Student's Address		
<i>City State Zip Code</i>		
Student's Age	Date of Birth	Sex Student's Phone Number
School	Grade	Homerroom/Classroom

Name of Parent/Guardian _____
 Address of Parent/Guardian _____
 Home Telephone _____ If none, number of nearest neighbor _____

In the chart below, list the Name, Birthdate, School, and Grade for **all other** children in the home:

NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING

Employment Status of Parent/Guardian:

Mother: Employed Unemployed
 Employer's Name _____ Address _____
Father: Employed Unemployed
 Employer's Name _____ Address _____

Gross Family Income from last Income Tax Return _____

1. Is the family presently receiving or eligible to receive any type of financial aid from the Kentucky Cabinet for Health & Family Services? YES NO
2. If your child is granted free/reduced price meal status, do you grant permission for school food service personnel to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and field trip fees, etc.?
 ÿ School administrators
 ÿ Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the School Nutrition program.
 YES NO

Application for Waiver of Fees

3. If your child is eligible under the Community Eligibility Provision (CEP), do you grant permission for the FRAM coordinator to disclose that information to the following District personnel for the sole purpose of determining if your child is eligible for a fee waiver for such activities as textbook rental and field trip fees, etc.?

ÿ School administrators

ÿ Other District personnel, such as activity sponsors, who do not otherwise have access to information in connection with the Community Eligibility Provision. YES NO

- Failure to sign this consent statement will not affect your child’s eligibility or participation for the program.
- The recipient will be required to maintain confidentiality of the information.

Comments: _____

_____ *Parent/Guardian’s Signature* _____ *Date*

APPLICATION APPROVED DENIED _____ *Central Office Designee’s Signature* _____ *Date*

Review/Revised:6/20/2017

Student Health and Safety

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

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

HEALTH SERVICES TO BE PROVIDED

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

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under [KRS 158.838](#).

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

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

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

STUDENT IDENTIFICATION BADGES

Any student identification badge issued to a student in grades six (6) through twelve (12) by a school in the District shall contain the contact information for:

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.⁴

SUICIDE PREVENTION**Student Health and Safety**

All employees with job duties requiring direct contact with students in grades six (6) through twelve (12) shall annually complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live-streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention materials for review by any employee subject to training hired during a year in which the in-person, live-streaming, or video recording training is not required.³

By September 15 of each year, each public school shall provide suicide prevention awareness information to students in grades six (6) through twelve (12), as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

SEIZURE DISORDER MATERIALS

All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.³

REFERENCES:

¹[KRS 156.501](#); [KRS 156.502](#); [702 KAR 001:160](#)

²[KRS 156.095](#)

³[KRS 158.070](#)

⁴[KRS 158.038](#)

[KRS 156.160](#)

[KRS 158.836](#); [KRS 158.838](#)

[702 KAR 005:030](#)

RELATED POLICY:

09.2241

Adopted/Amended: 7/21/2020

Order #: 8686

Tobacco, Alternative Nicotine, or Vapor Products

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

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

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

[KRS 160.290](#); [KRS 160.340](#); [KRS 161.180](#)
[KRS 438.050](#); [KRS 438.305](#); [KRS 438.345](#); [KRS 438.350](#)
[OAG 81-295](#); [OAG 91-137](#)
P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 05.31; 06.221; 10.5

Adopted/Amended: 6/25/2019

Order #: 8376

Assault and Threats of Violence

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

STUDENTS

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of [KRS 508.078](#) and potential penalties under [KRS 532.060](#) and [KRS 534.030](#).²

EDUCATIONAL PERSONNEL

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

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

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with [702 KAR 005:080](#).

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

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

REMOVAL OF STUDENTS (CONTINUED)**Assault and Threats of Violence**

Per [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.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

REPORT TO LAW ENFORCEMENT AGENCY

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to [KRS 620.030](#). This separate reporting requirement covers abuse, neglect, or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

Assault and Threats of Violence**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION (CONTINUED)**

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

NOTIFICATIONS

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

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

REFERENCES:

¹[KRS 158.150](#)

²KRS158.1559

[KRS 158.154](#); [KRS 160.290](#)

[KRS 161.155](#); [KRS 161.190](#); [KRS 161.195](#)

KRS 209A:020; [KRS 209.160](#)

[KRS 209A.100](#); [KRS 209A.110](#); [KRS 209A.130](#)

[KRS 211.160](#); [KRS 403.720](#); [KRS 456.010](#)

[KRS 508.025](#); [KRS 508.075](#); [KRS 508.078](#); [KRS 525.080](#)

[KRS 532.060](#); [KRS 534.030](#); [KRS 620.030](#)

[702 KAR 005:080](#)

RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; 09.426; 09.4281; 09.429; 09.4341

Adopted/Amended: 7/18/2023

Order #: 9483

Student Disciplinary Processes

ASSERTIVE DISCIPLINE

Administrators and teachers shall employ the Assertive Discipline Process when dealing with students.

SCHOOL-RELATED ACTIVITIES

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

TRAUMA-INFORMED APPROACH

“Trauma-informed approach” means incorporating principles of trauma awareness and trauma-informed practices, as recommended by the federal Substance Abuse and Mental Health Services Administration, in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The Board shall develop a plan for implementing a trauma-informed approach in the District. The plan shall be based on the Trauma-Informed Toolkit from KDE and include but not be limited to:

- a) strategies for enhancing trauma awareness throughout the school community;
- b) conducting an assessment of the school climate, including but not limited to inclusiveness and respect for diversity;
- c) developing trauma-informed discipline policies;
- d) collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.²

TREATMENT OF PUPILS

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

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

TREATMENT OF PUPILS (CONTINUED)**Student Disciplinary Processes**

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

SERIOUS PROBLEMS

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

COUNCIL RESPONSIBILITY

Each school council shall select and implement discipline and classroom management techniques for the school. The council's discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

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

REPORTING

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

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

CHILDREN AND YOUTH WITH DISABILITIES

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

DISCIPLINARY RECORD

Each Principal shall keep an accurate record of student infractions warranting intervention by the administrator.

REFERENCES:

¹[KRS 158.153](#)

²[KRS 158.4416](#)

[KRS 158.150](#); [KRS 158.449](#)

[KRS 160.290](#); [KRS 160.340](#); [KRS 160.345](#)

[KRS 161.180](#); [KRS 610.345](#)

P. L. 105-17

RELATED POLICIES:

08.14; 09.14; 09.429; 09.438

Adopted/Amended: 7/20/2021

Order #: 9003

Bus Drivers' Responsibilities

FAMILIARITY WITH LAWS, REGULATIONS, AND POLICIES

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulation and shall familiarize themselves with all laws, regulations, and policies related to pupil transportation promulgated by the district Board of Education.

WALKTHROUGH AT END OF RUN

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

DISCIPLINARY ACTION

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

STUDENT CONDUCT

Bus drivers shall cooperate with the Principal to enforce regulations governing conduct of students while they are passengers on the bus going to or from school.

REPORT REQUIREMENTS

Bus drivers shall report to the Superintendent or his designee all accidents or injuries to students; all road hazards which arise or continue to exist; and all violations by operators of other motor vehicles which jeopardize the safety of students transported on his bus.

ELIGIBILITY

Bus drivers will transport only students designated as eligible by the Board or the Principal of the school they serve, or eligible school personnel.

REFERENCES:

[KRS 189.370](#), [KRS 189.375](#); A [KRS 281A.205](#)
[KRS 189.450](#), [KRS 189.540](#), [KRS 189.550](#); [KRS 281A.170](#) to [KRS 281A.175](#)
[702 KAR 005:080](#); [702 KAR 005:150](#)

Adopted/Amended: 7/10/2000
Order #: 2608

Comprehensive Improvement Planning

PLANNING COMMITTEE

A District planning committee, representative of the community and the school district, shall be appointed by the Superintendent and approved by the Board to develop, review, and revise annually a Comprehensive District Improvement Plan (CDIP).

Selection of committee members shall reflect reasonable minority representation, including parents of students with disabilities, and encourage active minority participation proportionate to the District's population of minority students and students with disabilities.¹

PLANNING CYCLE

The District's planning cycle shall follow a process of continuous improvement as data becomes available. The structure of the CDIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CDIP is to be completed between November 1 and January 1 of each school year, and a District level plan for providing an equitable education to English Learners is to be completed by May 1 of each school year and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CDIP must be complete by May 1 of each school year.

COMPREHENSIVE DISTRICT IMPROVEMENT PLAN (CDIP)

The CDIP is to be reviewed annually, to address District-wide issues and to provide support to school staffs in meeting the learning needs of the students.

PLAN REQUIREMENTS

The District seeking Commissioner approval of the nontraditional instruction (NTI) plan shall annually incorporate it within the CDIP. The District shall submit the NTI plan to the Department by May 1 for implementation at the beginning of the upcoming school term.

The plan structure shall include the components set out in [703 KAR 005:225](#), the Every Student Succeeds Act of 2015 (ESSA), and [KRS 158.649](#).

- The CDIP shall establish goals and objectives to be achieved on timelines consistent with the assessment established through the state-mandated accountability system. The plan shall include the District mission and beliefs and shall describe the long-range goals and priorities to be emphasized during the planning cycle to accomplish District goals.
- As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. Upon agreement of the council, or the Principal if there is not a council, and the Superintendent, the Board shall establish an annual target for each school for reducing identified gaps in achievement.²
- The plan shall include, but not limited to, an Equity component and a Parent Involvement component.
- The plan shall include the reduction of physical and mental health barriers to learning, student equity, needs identified by the schools, District safety and student discipline assessments, and District goals established by the Board.

Comprehensive Improvement Planning

PLAN REQUIREMENTS (CONTINUED)

- The plan shall provide opportunities to collaborate with businesses, colleges, and community organizations in providing services as part of or aligned with the District's extended school services (ESS) program.

BOARD APPROVES

- The Board shall approve the form and function, including format and timelines, of the Comprehensive School Improvement Plan (CSIP) and its relationship to District plans.
- The Board shall approve the CDIP.
- The Board shall approve the process for developing the District plan.
- The Board shall annually review the CDIP.
- The CSIP and the school's plan for eliminating gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

Each school council shall annually report to the Board progress made toward achieving the goals and desired outcomes and meeting the needs identified in their CSIP, including those resulting from the Review of Achievement Gap Plans. Every year the Board shall review in a public meeting the report that sets forth the activities and schedule to reduce the achievement gaps among various groups of students.

If the Board determines that a school has not met its target to reduce the identified gap in student achievement for a group of students, the Board shall require the council, or the Principal if no council exists, to submit its revisions to the school improvement plan describing the use of the professional development funds and funds allocated for continuing education to reduce the school's achievement gap for review and approval by the Superintendent. The plan shall address how the school will meet the academic needs of the students in the various gap groups.

The plan shall be completed between November 1 and January 1 of each school year and presented to the Board for approval.

The Superintendent shall submit required assurances to the Kentucky Department of Education no later than September 30 of each year.

REPORT TO BOARD

Each school based decision-making council shall complete a CSIP by December 1. The completed plans are to be submitted to the Student Achievement Director. Presentations of school plans or portions of plans may be requested by the Board. The Board shall determine criteria/focus of school presentations.

The District shall maintain a copy of each plan permanently and, consistent with the District's planning cycle, post the current plan on the District's website.

DISTRICT REPORT CARDS**Comprehensive Improvement Planning**

The District shall post the District report card on its website, as required by ESSA. District report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in [KRS 160.463](#), a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall cause notification to be published in the newspaper with the largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

The District shall send a District report card to parents containing information about performance as outlined in [KRS 158.6453](#) and [703 KAR 005:140](#), and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

School Improvement Planning

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)

Schools shall focus their improvement efforts through the development of a plan. The plan shall describe the specific goals and activities to be implemented by each school to achieve the goals established by the state-mandated accountability system.

The primary purposes of the CSIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

RESPONSIBILITY

- Each school council shall be responsible for completing an improvement plan.
- The school council shall organize a planning process.
- The school shall use the action plan developed as part of the school improvement planning process for state and federal categorical funds as the basis for its overall student improvement plan, to include all funding sources and needs under the oversight of the school council. By December 1st the school shall review its current plan and update portions, as necessary. Revisions shall be forwarded to the District-level planning committee to review for implications concerning the District plan as well as compliance with [KRS 158.649](#).
- Each school-based decision-making council, shall, with the involvement of parents, faculty, and staff, set the school's targets for eliminating any achievement gap and submit them to the Superintendent/designee.

RESPONSIBILITY (CONTINUED)**Comprehensive Improvement Planning**

The Superintendent and the School-Based Decision Making Council, shall agree on the targets before they are submitted to the Board for adoption.

- School principals shall convene a public meeting at their schools to share and discuss their school's plans to eliminate identified achievement gaps prior to submitting it to the Superintendent and Board.

PLAN INCLUDES

The CSIP structure shall include the components set out in [703 KAR 005:225](#), Every Student Succeeds Act of 2015 (ESSA), and the elements required by [KRS 158.649](#).

- The Comprehensive School Improvement Plan (CSIP) shall include, at a minimum, a mission statement, objectives, a needs assessment, an action plan to achieve the objectives, and a method of evaluating the accomplishment of the plan. In addition, the school council, shall review disaggregated student data and revise the CSIP, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.
- The school plan shall define specific goals and strategic actions to be implemented the following school year to achieve the established accountability goals.
- The plan shall include the reduction of physical and mental health barriers to learning, student equity, and needs identified by the schools, school safety and student discipline assessments.
- The plan shall include, but not limited to, an Equity component and a Parent Involvement component.

The CSIP shall serve as a resource for school/council decision-making and shall be posted to the school's website

SCHOOL REPORT CARDS

The District shall post the District report card on its website, as required by ESSA. District report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in [KRS 1604.463](#), a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall cause notification to be published in the newspaper with largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

Comprehensive Improvement Planning**SCHOOL REPORT CARDS (CONTINUED)**

Each school shall send to parents a school report card containing information about school performance as outlined in [KRS 158.6453](#) and [703 KAR 005:140](#), and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

REFERENCES:

¹[KRS 156.500](#)

²[KRS 158.649](#)

³[KRS 160.340](#); 160.345

[KRS 158.070](#); [KRS 158.6453](#); [KRS 160.290](#); [KRS 160.340](#); [KRS 160.345](#); [KRS 160.463](#)

[701 KAR 005:150](#); [703 KAR 005:140](#); [703 KAR 005:225](#); [703 KAR 005:280](#); [704 KAR 003:395](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

04.1; 09.21

Adopted/Amended: 7/19/2022

Order #: 9248

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.

1. 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: 6/18/2024

Order #: 83

Parents' Right to Know: Testing Transparency

Sections 1112(e)(2)(A)-(B) of the Every Student Succeeds Act (ESSA) requires each district receiving Title I, Part A funds notify the parents of each student attending a school receiving Title I, Part A funds of specific information regarding testing transparency. This document includes a summary of these requirements as well as sample language that can be customized by districts and then shared with parents. Please note there are two sections of requirements to demonstrate compliance.

Testing Transparency in General [See ESSA 1112(e)(2)(A)]

ESSA 1112(e)(2)(A) requires the district to notify parents that they may request, and the district will provide, information regarding any state or district policy regarding student participation in any assessment mandated by ESSA 1111(b)(2) and by the state or district, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.

This information can be shared with parents through a variety of means, including but not limited to a letter, posting on the district website, inclusion in a student handbook, etc. The following language can be customized and used by districts to meet this requirement:

Parents have the right to request information regarding any state and district policy regarding student participation in mandatory assessments and the district will provide this information in a timely fashion. Requests for state and Morgan County assessment policies can be submitted to:

Amanda Lee, Chief Academic Officer

155 University Drive, West Liberty, KY 41472

(606) 743-8002

Please note that districts in Kentucky are not permitted to honor a parent's request to opt-out of statewide testing. Additional information is available in the [Testing Opt-out Message](#).

Testing Transparency: Additional Information [See ESSA 1112(e)(2)(B)]

ESSA 1112(e)(2)(B) states that each district shall make widely available through public means (including by posting in a clear and easily accessible manner on the district's website and where practicable, on the website of each school served by the district) for each grade served by the district, information on each assessment required by the state to comply with Section 1111 of ESSA, other assessments required by the state, and where such information is available and feasible to report, assessments required districtwide by the district, including:

- The subject matter assessed;
- The purpose for which the assessment is designed and used;
- The source of the requirement for the assessment; and
- Where such information is available: The amount of time students will spend taking the assessment, the schedule for the assessment and the time and format for disseminating results.

ESSA requires this information be posted to the district website to demonstrate compliance. Districts may also consider sharing the information through other means to increase the likelihood it is seen by parents and guardians such as posting to the school websites, including in a handbook, sending a letter, etc. The following information regarding the required state assessments can be added to the district's website.

Beginning in 1990, Kentucky chose to have an all-inclusive assessment system by having all Kentucky public

school students participate in annual testing with the results of those assessments included in the state's accountability system for schools and districts. Kentucky tests students on various subjects beginning in grade 3. On average, administering Kentucky's state-level assessments takes less than one percent (1%) of the total instructional time in a given school year. The following assessments are required in Kentucky. Please refer to the Kentucky Department of Education's (KDE's) [Assessments webpage](#) and individual assessment webpages to obtain the appropriate information to share with parents. The test windows for the current school year are available on KDE's [Assessment Support webpage](#).

- [Kentucky Summative Assessment \(KSA\)](#) and [Alternate KSA](#)
- [The ACT](#)
- [ACCESS for ELLs](#)
- [Common Kindergarten Entry Screener \(K SCREEN\)](#)

Morgan County Schools requires the following assessments:

- I-Ready Diagnostic
 - Grades: Kindergarten-8th
 - Subjects: Reading and Math
 - Purpose: to identify a student's strengths and weaknesses in reading and math, allowing teachers to personalize instruction and track student progress
- MAP (Measure of Academic Progress) Growth
 - Grades: 9th-12th
 - Subjects: Reading, Math, Science, Social Studies
 - Purpose: used to measure student achievement and growth in subjects like reading, math, language usage, and science, primarily in K-12 education

Sincerely,

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

United in preparing strong, independent, and resilient learners equipped to lead a successful future.
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.

Beginning with the 2025-2026 school year, a kindergarten student who had a reading improvement plan in place for the school year may remain in kindergarten for an additional school year if the school makes a determination based on the criteria set forth in KRS 158.305.

A first-grade student who had a reading improvement plan in place for the school year shall remain in first grade for an additional year if the school makes a determination based on the criteria set forth in KRS 158.305.

A student who remains in kindergarten based on the criteria set forth in KRS 158.305 shall not subsequently be required to remain in first grade, and a student shall not be required to remain in first grade for more than one (1) additional year.

The school shall reevaluate and make necessary changes to the reading improvement plan of any student remaining in kindergarten or first grade and shall continue to provide all programs and services required by KRS 158.305 during the additional year of kindergarten or first grade.

A student provided an additional year of kindergarten or first grade may advance through the primary school

program when it is determined by the school to be in the best educational interest of the student.

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: 6/20/2025

Order #: 9882

Pledge of Allegiance**Pledge of Allegiance & Moment of Silence or Reflection****PLEDGE OF ALLEGIANCE**

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States.

No student shall be required to participate in the Pledge against the student's or the parents' wishes.

MOMENT OF SILENCE OR REFLECTION

The moment of silence or reflection shall occur at the commencement of the first class of each day and shall be implemented with the following guidelines:

- It shall be of at least one (1) minute but not to exceed two (2) minutes in duration;
- Students remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
- District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection; and
- Notification shall be sent to parents/guardians providing information on the policy and encouraging them to provide guidance to their pupils regarding the moment of silence or reflection.

REFERENCES:

KRS 158.175

OAG 80-456

Adopted/Amended: 6/20/2025

Order #: 9882

Notice of Moment of Silence or Reflection

Dear Parent/Guardian,

A moment of silence or reflection is required in all schools and notification of such is required by KRS 158.175.

The moment of silence or reflection shall occur at the commencement of the first class of each day with the following guidelines included in the statute and Policy 08.1351:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

Review/Revised:6/17/2025

Traceable Communications

The Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program.

A District employee or volunteer, unless authorized, shall not communicate electronically with a student:

1. Outside of the traceable communication system designated by the Board; or
2. Through an unauthorized electronic communication program or application.

This shall not restrict any electronic communications between a student and his or her family member who is a District employee or volunteer.

DEFINITIONS

Family

“Family member” means parent, brother, sister, son, daughter, aunt, uncle, or grandparent.

Parent

“Parent” means parent, legal guardian, or other person or agency responsible for a student.

District Employee or Volunteer

“District employee of volunteer” means a school administrator, classified or certified employee volunteer, nonfaculty coach or assistant coach, student teacher, or sponsor of an extracurricular program or activity.

Traceable Communication System

“Traceable communication system” means one (1) or more electronic school notification and communication programs or applications that:

- a. Are designated by a Board of Education;
- b. Trace all communications sent to or by a student; and
- c. Provide parents an opportunity to access and review those communications.

UNAUTHORIZED ELECTRONIC COMMUNICATION

“Unauthorized electronic communication” means an electronic communication with a student by a District employee or volunteer who is not the student's family member that occurs outside of a designated traceable communication system and without prior written parental consent; and includes any personal email account, text messaging, social media, or other electronic notification and communication programs outside of the traceable

Traceable Communications

CONSENT TO AUTHORIZE

A parent may submit written consent to authorize a designated District employee or volunteer who is not a family member to communicate electronically with his or her child outside of the traceable communication system.

REPORTING

A District employee or volunteer that receives a report alleging that another District employee or volunteer participated in unauthorized electronic communication shall immediately notify the Principal.

If the subject of the report is the Principal, the employee or volunteer shall immediately notify the Superintendent.

If the subject of the report is the Superintendent, the employee or volunteer shall immediately notify the Commissioner of Education and the Chair of the local Board.

Upon receipt of a report alleging that a District employee or volunteer participated in unauthorized electronic communication, the Commissioner of Education, a Principal, or the Superintendent shall immediately:

1. Notify the parent of each student that is an alleged party to the unauthorized electronic communications; and
2. If the individual that is the subject of the report is a certified employee:
 - a. Notify the Education Professional Standards Board, which shall promptly investigate all allegations received under this subsection and proceed with appropriate disciplinary actions in accordance with KRS 160.145; and
 - b. Investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.790;
3. If the individual that is the subject of the report is a classified employee, investigate the underlying allegations and proceed with appropriate disciplinary actions in accordance with KRS 161.011(7); and
4. If the individual that is the subject of the report is a District volunteer, the school or District shall investigate the underlying allegations and, if substantiated, the volunteer shall be prohibited from future school and District volunteer opportunities.

A Principal or Superintendent who violates shall be subject to disciplinary action in accordance with KRS 161.120 and KRS 156.132.

REFERENCES:

KRS 156.132
KRS 160.145
KRS 161.011; KRS 161.120; KRS 161.790

Traceable Communications

RELATED POLICIES:

03.1321; 3.13214; 03.1325; 03.162; 03.17
03.2321; 03.23214; 03.2325; 03.262; 03.2621; 03.27
03.6
08.13531; 08.2323

Adopted/Amended: 6/20/2025
Order #: 9882

Consent for Outside Traceable Communications

A parent may authorize a designated District employee or volunteer, who is not a family member, to communicate electronically with his or her child outside of the traceable communication system.

A completed form for each designated District employee or volunteer shall be filed in the administrative office of the student's school prior to any outside electronic communication being sent and may be revoked by a parent at any time.

Name of Student: _____

I hereby consent to authorize the following to communicate with my child outside of the traceable communication system.

Name of employee/volunteer: _____

Reason(s) for the communication: _____

Is Parent to be included on all communications? Yes No

Expiration Date for this form's consent: _____

My consent does not authorize a District employee or volunteer to engage in inappropriate or sexual electronic communication with my student or be used as a basis of a defense for a District employee or volunteer that engages in inappropriate or sexual electronic communication.

Signature of Parent

Date

Any electronic communication with a student outside of the traceable communication system shall comply with all terms of this written consent.

Signature of Employee or Volunteer

Date

For administrative office use only:

Received by

Date

Review/Revised:6/17/2025

Telecommunication Devices

DEFINITION OF PERSONAL TELECOMMUNICATIONS DEVICE

A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device or a cellular telephone.¹

Telecommunication device does not include any device a student is authorized to use pursuant to the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or the Rehabilitation Act of 1973.

POSSESSION AND USE

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess personal telecommunications devices and other related electronic devices. Students are prohibited from using a personal telecommunication device during instructional time, except during an emergency, if directed to do so by a teacher for an instructional purpose, or if authorized by a teacher.

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.

Students shall observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:
 - a. Poses a threat to academic integrity, such as cheating;
 - b. Accesses social media unless authorized to do so by a teacher for an instructional purpose;
 - c. Violates confidentiality or privacy rights of another individual. This includes, but is not limited to, taking photographs, video, or audio recordings of others without the permission of the Principal/designee and the affected individual(s). An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena;
 - d. Is profane, indecent, or obscene;
 - e. Constitutes or promotes illegal activity or activity in violation of school rules; or
 - f. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

Telecommunication Devices**POSSESSION AND USE (CONTINUED)**

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

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

NOTICE OF POLICY

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

REFERENCES:

KRS 158.165
 KRS 156.675
 KRS 525.080
 20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)
 42 U.S. C. § 12101 Americans with Disabilities Act
 29 U.S.C. § 701 Rehabilitation Act of 1973

RELATED POLICIES:

08.2323; 09.426; 09.436; 09.438

Adopted/Amended: 6/20/2025

Order #: 9882

Student Medication

Non-licensed school personnel, who provide medication administration, including emergency medications and administration or assisting with the self-administration of insulin subcutaneously to students in a school setting must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 1:160.

Over the counter medications such as acetaminophen, throat spray, cough drops and other products not containing aspirin may be provided by the school for the purpose of administering to pupils upon written permission of a parent or guardian and a medical practitioner's order. Antiseptic and appropriate other emergency medications may be available in the office of the school nurse.

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian is on file,¹ provided the conditions required by administrative procedures are met.

PRESCRIPTION MEDICATIONS

Parents/guardians and health care providers shall complete the required forms before any person administers prescription medication to a student or before a student self-medicates. Authorization forms are only valid for one school year or until treatment changes. A new authorization for medication administration must be completed if there is a change in medication, dosage, time and/or frequency, and a new prescription bottle (or medication label, if applicable) from the pharmacy indicating the prescription change should be provided.

Prescription medications shall be administered only as prescribed on the physician/health care provider's written authorization. If there is a discrepancy between the information on the parent/guardian authorization form and the prescription label, then, either, a new authorization form must be completed by the parent/guardian, or a new prescription bottle or label issued by the dispensing pharmacy. Prescription medications shall be sent to school in one (1) week increments unless otherwise approved by the Principal or designee. Prescription medications shall not be given beyond the date specified on the authorization form or beyond the expiration date on the label. Parent/guardian shall have the ultimate responsibility to provide the school with an adequate supply of medication to enable the orders to be followed.

All prescription medication, original or refill, should be sent to school in a pharmacy labeled container that includes the student's name, date dispensed, medication, dosage, strength, date of expiration, and directions for use including frequency, duration, and route of administration, prescriber's name, and pharmacy name, address, and phone number. Labels that have been altered in any way will not be accepted. Per KRS 218A.210, "A person to whom or for whose use any controlled substance has been prescribed, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Changes in the dosage and/or times of administration must be received in the form of a written order from the physician/health care provider OR a new prescription bottle from the pharmacy indicating the change and a note from the student's parent/guardian.

NONPRESCRIPTION MEDICATIONS

Over the counter (OTC) medications should not be administered in a school setting without a medical practitioner's order as well as signed parental consent. OTC medications are permitted to be administered when part of standing order or protocols signed by a medical practitioner.

Student Medication**SELF-ADMINISTRATION**

Student self-administration is allowed in certain situations with a written health care provider's authorization which permits a student to responsibly carry self-administered medication. The authorization form must be completed by the parent/guardian and health care provider and be on file in the student's school. The authorization must be renewed each school year and the health care provider shall include the following information:

- The student is capable of administering the prescribed medication;
- The name and purpose of the medication;
- The prescribed dosage of the medication;
- The times in which, or circumstances under which, the medication may be given; and
- The period of time for which the medication is prescribed.

The parent/guardian shall be notified if the student uses the medication inappropriately or more often than prescribed.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma, diabetes, or at risk of having anaphylaxis shall be permitted to self-administer medication.²

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an injectable epinephrine device in all school environments. The injectable epinephrine device shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.³

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

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

REFERENCES:OAG 73-768

KRS 158.834; KRS 158.838

KRS 158.836

KRS 156.502; KRS 158.832; KRS 218A.210

702 KAR 1:160

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Kentucky Board of Nursing Advisory Opinion Statement #16 Roles of Nurses in the Administration of Medication Via Various Routes (2023)

Kentucky Department of Education Medication Administration Training Manual for Non-Licensed School Personnel (2025)

OAG 77-530; OAG 83-115

RELATED POLICIES: 09.22;09.224

Adopted/Amended: 6/20/2025

Order#: 9882

Permission Form for Prescribed or Over-the-Counter Medication

TO BE COMPLETED BY SCHOOL PERSONNEL

School: _____ School Year: _____ Date form received: _____

I/we acknowledge receipt of this Physician's Statement and Parent Authorization: _____

Student Name: _____ Age: _____ Date of Birth: _____

Grade: _____ Homeroom/Classroom: _____

TO BE COMPLETED BY PHYSICIAN OR AUTHORIZED PROVIDER

Name of medication: _____

Reason for medication: _____

Form of medication/treatment: *(Check all that apply)*

Tablet/capsule Liquid Inhaler Nebulizer Other _____

Instructions (Schedule & dose to be given at school): _____

Start: Date form received Other, as specified _____

Stop: End of school year Other date/duration _____

For episodic/emergency events only

Restrictions and/or important side effects: No restrictions

Yes. Please describe: _____

Special storage requirements: None Refrigerate

Other: _____

Physician's Signature: _____ Physician's Name: _____

Date: _____ Phone: _____ Address: _____

*****For Self-Administration ONLY***For Self-Administration ONLY***For Self-Administration ONLY *****

Pursuant to KRS 158.832-KRS 158.836, Morgan County Schools permit a student to possess and self-administer asthma or anaphylaxis medication at school and at school-related functions upon completion of the following information by the parent/guardian and the student's physician and waiver of liability by the parent/guardian.

This student has been instructed on self-administration of this medication: to be completed for asthmatic, diabetic, or severe reaction (anaphylaxis) ONLY.

No Supervision required Supervision not required

This student may carry this medication: Yes No

Please indicate if you have provided additional information:

On the back of this form As an attachment

Signature: _____ Date: _____

(Physician or Authorized Provider)

TO BE COMPLETED BY PARENT/GUARDIAN

I give my permission for (name of child) _____ to receive the above medication* at school according to school policy. I release the Morgan County School System from claims or liability connected with its reliance on this permission.

*Parent/guardians to bring the medication in its original container.

Date: _____ Signature: _____ Relationship: _____

Home phone: _____ Work phone: _____ Emergency phone: _____

For student health services/procedures not involving medication only, please refer to 09.22 AP.22.

Review/Revised:6/17/2025

Sexual Extortion

DEFINITION

A person is guilty of sexual extortion when he or she communicates, through any means, a threat to:

(a) Injure the property or reputation of another person or commit violence against another person with the intent to coerce that person to:

1. Engage in sexual conduct; or
2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity; or

(b) Distribute any matter depicting another person engaged in sexual conduct or in a state of nudity or seminudity with the intent to coerce that person to:

1. Engage in sexual conduct;
2. Produce, provide, or distribute any matter depicting that person engaging in sexual conduct or in a state of nudity or seminudity;
3. Provide the payment of money, property, services, or any other thing of value to the perpetrator; or
4. Do any act or refrain from doing any act against his or her will.

Sexual extortion is a Class A misdemeanor unless:

(a) The victim, as a result of the commission of the offense:

1. Engages in sexual conduct;
2. Produces, provides, or distributes any matter depicting himself or herself engaging in sexual conduct or in a state of nudity or seminudity;
3. Provides the payment of money, property, services, or any other thing of value to the offender;
4. Does any act or refrains from doing any act against his or her will; or
5. Suffers serious physical injury;

In which case it is a Class D felony; or

(b) 1. The person:

- a. Was previously convicted of any sexual offense under KRS Chapter 510 or a sex crime as defined in KRS 17.500;
- b. Occupied a position of special trust or a position of authority as those terms are defined in KRS 532.045 in relation to the victim;
- c. Used or threatened the use of a deadly weapon or dangerous instrument against the victim during the commission of the offense; or

Sexual Extortion**DEFINITION (CONTINUED)**

- d. Is an adult and the victim is a minor, and there is greater than a four (4) year difference in age between them; or
2. The offense was committed during the course of a kidnapping as described in KRS 509.040;

In which case the person shall be charged one (1) level higher than the level otherwise specified in this subsection.

If the victim attempts suicide resulting in serious physical injury or dies by suicide within ninety (90) days of the commission of the offense as a proximate result of the trauma the victim experience during or following the commission of the offense, the person may be prosecuted for homicide under KRS Chapter 507 or assault under KRS Chapter 508.

This section does not apply to:

- (a) Images involving voluntary nudity or sexual conduct in public, commercial settings, or in a place where a person does not have a reasonable expectation of privacy;
- (b) Disclosures made in the public interest, including the reporting of unlawful conduct, or lawful and common practices of law enforcement, criminal reporting, corrections, legal proceedings, or medical treatment;
- (c) Disclosures of materials that constitute a matter of public concern; or
- (d) When acting in its capacity as a provider of those services, a:
 - 1. Broadband internet access service provider;
 - 2. Telecommunications service provider, an interconnected VoIP service provider, or a mobile service providers as defined in 47 U.S.C. sec. 153;
 - 3. Commercial mobile service providers as defined in 47 U.S.C. sec. 332; or
 - 4. Cable operator as defined in 47 U.S.C. sect. 522; or
- (e) An interactive computer service, as defined in 47 U.S.C. sec. 230, related to content provided by a user of the interactive computer service.¹

STUDENT AND PARENT NOTIFICATION

The Superintendent shall require the Principal of each school to provide written notice of the “Definition” section of this policy to students in grades four (4) and above in an age-appropriate manner and to parents or guardians of all students within ten (10) days of the first instructional day of each school year.²

SIGNAGE

By August 1, 2025, the Board shall require each school with instructional spaces for students in grades six (6) through twelve (12) to display, in a prominent location in each school building, a legible printed sign in English

Sexual Extortion**SIGNAGE (CONTINUED)**

and Spanish at least eight and one-half (8.5) inches by eleven (11) inches in size that shall contain:

- a) An age-appropriate description of sexual extortion consistent with the “Definition” section of this policy;
- b) Contact information for state or local law enforcement for reporting or seeking assistance relating to sexual extortion;
- c) Contact information for federal law enforcement for reporting or seeking assistance relating to sexual extortion;
- d) Contact information for a national suicide prevention hotline; and
- e) The Uniform Resource Locator (URL), a Quick Response (QR) code, or similar resource to identify the website address for informational and support resources regarding sexual extortion provided by the National Center for Missing and Exploited Children or any federally funded successor entity.³

The Kentucky Department of Education shall publish recommendations for information to be included consistent with district signage requirements.

REFERENCES:

KRS 531.125
KRS 158.157
KRS 158.158
KRS 17.500
KRS Chapter 507; KRS Chapter 508; KRS 509.040; KRS Chapter 510; KRS 532.045
47 U.S.C. sec. 153; 47 U.S.C. sec. 230; 47 U.S.C. sec. 332; 47 U.S.C. sec. 522

RELATED POLICIES:

08.2323
09.2211; 09.4; 09.42; 09.422; 09.425; 09.4261; 09.42811; 09.428111

Adopted/Amended: 6/20/2025
Order #: 9882

Morgan County Schools

2025-2026

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.

Sincerely,

Ralph W. Hamilton, *Ed.D.*

Morgan County Schools

Code of Acceptable Behavior and Discipline 2025-2026

Dear Parent/Guardian/Custodian:

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

Sincerely,

Ralph W. Hamilton, *Ed.D.*

I, the parent/guardian/custodian of _____, have received and read the **Morgan County Schools Code of Acceptable Behavior and Discipline 2025-2026**, including attendance and bus policies, and I have made my child aware of the expectations contained within this Code.

X _____
Parent/Guardian/Custodian Signature

Date: _____

**MORGAN COUNTY SCHOOLS
2025-26**

Student Enrollment Form

Student's Legal Name: _____
Last First

Middle Physical Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Birthdate: ____/____/____ 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

Name	Relationship	Work/Home Phone	Cell Phone

School-Aged Siblings of Student

Name	Age	School	Grade

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

MORGAN COUNTY SCHOOLS

2025-26

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:

- Special Reading IEP 504 Gifted/Talented
- Free/Reduced Lunch Speech/Language 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 or Guardian 1 *(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 _____

Please circle appropriate relationship to the student(s) below:

Parent/Guardian Legal Guardian (by court) Step-parent Foster Parent
Other (specify) _____

Please circle your appropriate race below:

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 _____

Please circle appropriate relationship to the student(s) below:

Parent/Guardian Legal Guardian (by court) Step-parent Foster Parent Other (specify) _____

Please circle your appropriate race below:

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: _____

MORGAN COUNTY SCHOOLS

2025-26

<u>Legal Issues</u>		
Please describe any legal issues that the school should be aware of such as court orders, guardianship, etc. (Legal Flags)		
District Services Survey <i>(The following will help determine if you are eligible for additional services.)</i>		
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 nursery/greenhouse	<input type="checkbox"/> Working in a plant	
<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 nighttime 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/Guardian 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 FIRST NAME _____ 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

____2025-26____ School Year

Morgan County Schools Network (MCSNET)

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

Access to e-Mail and the Internet will enable students to explore thousands of libraries, databases, and resources 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. 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 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.

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)
2025-26 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 _____

School _____ Grade _____

Internet account through MSCNET _____ 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.

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.

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.

Parent or Guardian’s Name _____

Signature _____ Date _____

Daytime phone number _____ Cell 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 ____/____/____

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, 2025

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

Name _____ Phone Number _____

Review/Revised:6/28/2016

Dear Parent or Guardian,

Publication and Consent Form

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 website 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 fundraising endeavor, affirmative authorization of the parent/guardian or eligible student must be obtained.



Morgan County Schools 2025-2026 Calendar

MCBOE Approved: 2/18/2025

KDE Approved: 4/28/2025

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6P	7P	8P	9
10	11P	12O	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
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	22K	23K	24K	25H	26K	27
28	29K	30K	31K			

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1K	2K	3K	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 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26X	27
28	29K	30				

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1H	2K	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19X	20	21	22	23	24
25	26	27	28	29	30	31

May 2026						
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	20C	21U	22U	23
24	25X	26U	27U	28U	29U	30
31						

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17K	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026						
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

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1U	2U	3U	4U	5U	6
7	8U	9U	10U	11U	12U	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2025						
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	24K	25K	26K	27H	28K	29
30						

March 2026						
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	30K	31K				

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 12

1 Closing Day for Teachers-May 20

4 Flexible Professional Learning Days (Aug 6, 7, 8, 11)

84 Instructional Days in Semester 1

175 Instructional Days/185 Total Calendar Days

Spring Break March 30-April 3, 2026

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 15th 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.

1st Day for Students-Aug 13

Last Day for Students-May 19

4 Holidays (September 1, November 27, December 25, January 1)

91 Instructional Days in Semester 2



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