

# Kentucky School for the Blind

[www.ksb.kyschools.us](http://www.ksb.kyschools.us)

## Student and Families Handbook



1867 Frankfort Ave., Louisville, KY 40206

Phone 502-897-1583, Fax 502-897-2850



## **OUR MISSION**

The mission of the Kentucky School for the Blind is to provide comprehensive educational services to all Kentucky students who are blind and visually impaired from birth to 21.

## **OUR VISION**

Empowering Students who are Blind and Visually Impaired to Command their Future

## **OUR BELIEFS**

We believe students who are blind and visually impaired:

- can become college and career-ready through world-class instruction and services
- have unique needs that must be met
- have the right to knowledge, tools, and relationships necessary to build successful lives
- deserve to be taught in a safe and caring environment by competent professionals
- are meaningful contributors to society

## **WELCOME**

The faculty and staff of Kentucky School for the Blind (KSB) wish to take this opportunity to welcome each of you back to what we anticipate will be an exciting, fulfilling, and beneficial year.

This student handbook will help you know what it takes to become an active part of KSB. We invite you to participate in extracurricular activities. Let's strive to make this a most memorable and worthwhile year.

Sincerely,

*KSB Faculty and Staff*

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**ADMINISTRATION**

Peggy Sinclair-Morris Principal  
 Michael Coffey Assistant Principal  
 Bruce Blanton Dean of Students  
 Cortnea Schuster Counselor  
 Shelley Badgett Director of Special Ed.

**SUPPORT STAFF**

Beth Baker School Office  
 Jessica Camic School Office  
 Anna Garland Safety Officer  
 Brian Gordon Fiscal Officer  
 Joy Mills Human Resources  
 Paul Wheatley Resource Officer

**DORM**

Bruce Blanton Dean of Students  
 Dollie McLendon Houseparent Coordinator  
 Destiny McDevitt Night Shift Supervisor  
 Larry Rhodes Recreation Leader  
 Shawn Hauder Day Houseparent  
 Annette Abingwa Day Houseparent  
 Catherine Lange Day Houseparent  
 Zanetta Brimm Day Houseparent  
 Katy Cano Day Houseparent  
 Angela Shultz Night Houseparent  
 Jeremy Randles Night Houseparent  
 Amanda Dehart Night Houseparent

**FOOD SERVICE**

Renee Brewer Food Service Worker  
 Tamika Hopkins Food Service Worker

**HEALTH SERVICES**

Julie Price Nurse  
 Lisa Falwell Nurse

**KIMRC**

Jonelle Carroll Program Coordinator  
 Linda Spigelmire Resource Specialist

**CLASSROOMS**

Erica Deal	Elementary Teacher
Missey Evers	Elementary Teacher
Carly Conrad	Elementary Teacher
Christy Stanley	Elementary MSD Teacher
Melissa Fischer	Middle School Teacher
Don Johnson	Middle School Teacher
Laura Parker	Middle School Teacher
Jessica Camic	Middle/High MSD Teacher
Roy Limpawuchara	Middle/High School Teacher
Bo Mullins	Middle/High School Teacher
Yayo Radder	Middle/High MSD Teacher
Stan Torzewski	Middle/High School Teacher
Sondra Miller	High School Teacher
Amy Pierce	High School Teacher
Becky Spies	High School Teacher
Matthew Farwell	PE/Health Teacher
Emily Campbell	Arts and Humanities Teacher
Adam Springer	School Librarian
Mikia Ward	Special Education Teacher
Pam Cox	Braille Teacher
Dawn Wilkinson	Assistive Technology Teacher
Kim Barrett	Para-Educator
Mercedes Holmes	Para-Educator
Crystal Sohl	Para-Educator
Jessica Turpin	Para-Educator

**RELATED SERVICES**

Jessica Belcher	Orientation & Mobility and Athletic Director
Whitley Combs-Clark	Social Worker
Connie Hill	Low Vision Consultant and Orientation & Mobility
Robert McLendon	Orientation & Mobility
Donna Meyer	Physical Therapy
Jennifer Stocker	Occupational Therapy
Katie West	Speech Therapist

**OUTREACH**

Martin Monson	Outreach Director
Teri Ritchie	Consultant OVEC and NKCES
Pamela Howard	Consultant KEDC
Gina Quaid	Consultant SESC
Toni Hardin	Consultant KVEC
Angela Powell	Consultant GRREC
Robbin Cox	Consultant WKEC
Kyle Sochia	Short Course
Kyrstin Price	Short Course
Kevin McCormack	Orientation & Mobility/Asst. Tech
Misty Epperson	Deaf/Blind Outreach Consultant

**TECHNOLOGY**

Leanne Edelen	Systems Technician IT
Jason Harmon	Systems Technician IT

**MAINTENANCE**

John Aaron	Facility Manager
Cathy Cross	Housekeeping Supervisor
Richie Woolums	Maintenance Supervisor
Earl Scroggham	Maintenance
Joey Schulz	Maintenance
Donna Thomas	Housekeeping
Chris Jones	Housekeeping

Kentucky School for the Blind  
2025 – 2026 Student School Calendar

**August 2025:**

11 First Day of School for Students

**September 2025:**

1 Labor Day Holiday-No School for Students

Sept. 29-Oct.3 Fall Break

**November 2025:**

3 No School for Students

24-28 Thanksgiving Break

**December 2025:**

22-January 5 Winter Break

**January 2026:**

19 Martin Luther King, Jr. Holiday- No School for Students

**February 2026:**

16 No School for Students

17 No School for Students

**April 2026:**

3-10 Spring Break

**May 2026:**

1 No School for Students

19 No School for Students

21 Last Day of School for Students

[Online Version](#)

# ATTENDANCE

Our primary goal is to keep students in school as much as possible to reap the maximum educational benefits. The entire education process requires a regular continuity of instruction, classroom participation, learning experiences, and study to reach this goal. We realize there are legitimate reasons for being absent; therefore, we have developed procedures to address attendance issues.

## **CHRONIC ABSENCES**

As part of Kentucky's compulsory attendance law, a *truant* is defined as any student who has three unexcused absences, and a *habitual truant* is defined as any student who has six or more unexcused absences. Additionally, KDE defines any student who misses 10% or more of instructional time as chronically absent. Chronic absenteeism differs from truancy in that it includes missing school days for any reason – excused, unexcused, and suspended days.

Intervention guidelines for addressing absences include, but are not limited to, the following:

6 days unexcused: 1<sup>st</sup> school referral; truancy notice mailed home  
9 days unexcused: 2<sup>nd</sup> school referral; pre-CPS notice/Final Notice mailed and personal contact with guardian, optional student conference  
12 days unexcused: 3<sup>rd</sup> school referral; face-to-face contact with guardian (home visit or conference), consultation with school staff, optional educational neglect referral made to CPS

## **TARDINESS TO SCHOOL**

Parents who transport their child and anticipate a delay in arriving after the start of school should notify the office at 502-897-1583. Upon arriving at school, parents will sign their child in. All children will then receive an admittance pass. No tardy student will be admitted directly into a classroom without an admittance pass.

## **PROCEDURE TO REPORT STUDENT ABSENCE**

A student's absence can only be reported to the KSB Office. A parent/guardian will call the KSB Office for each day before 7:45 AM. The number to call is **(502) 897-1583**. Upon returning to school after an absence, the student should bring a doctor's note or note from their guardian. Students are permitted **five (5) guardian notes within the school year**. All other excused notes must be a doctor's note or other previously stated exception. If a student is absent between 120-239 minutes, that is considered a **half-day** absence; if a student is absent 240 minutes or more, that's regarded as a whole-**day** absence.

### **EXCUSED ABSENCES:**

- Medical appointments which cannot be scheduled at non-school times
- Death in the family
- Student illness
- Unavoidable transportation issues
- Other just and legitimate causes, as determined by the Principal
- Students shall be counted in attendance when receiving home/hospital, institutional, or court-ordered instruction in another setting.
- Students are under quarantine or isolation due to COVID-19.
- Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
- Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
- Students with an individual education plan (IEP) requiring less than full-time instructional services shall not be required to be present for an entire school day.
- Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
- Students participating as part of a school-sponsored interscholastic athletic team who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.
- The student participates in standards-based, performance-based credit that falls within one (1) or more of the categories of standards-based course work. A student may be counted in attendance for performance-based credit for a class or block for

the year or semester in which the student initially enrolled in the class or block if the student demonstrates proficiency in accordance with local policies.

- Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.

### **UNEXCUSED ABSENCES:**

- Students extending their school breaks
- Going on vacation
- Oversleeping/missing the bus
- Other reasons for absences, which in the judgment of the Principal, are not legitimate or reasonable

Intervention guidelines for addressing absences include, but are not limited to, the following:

- 6 days unexcused: 1<sup>st</sup> school referral; truancy notice mailed home
- 9 days unexcused: 2<sup>nd</sup> school referral; pre-CPS notice/Final Notice mailed and personal contact with guardian, optional student conference
- 12 days unexcused: 3<sup>rd</sup> school referral; face-to-face contact with guardian (home visit or conference), consultation with school staff, optional educational neglect referral made to CPS

### **SIGNING IN AND OUT**

Any student arriving late **or** leaving early **must** be signed out in the school office by their parent/guardian.

### **MAKE-UP WORK**

Students with excused and unexcused absences must make up missed class work (assignments, quizzes, tests, etc.). Students are responsible for contacting their teachers concerning make-up work upon their return to school. Make-up work must be completed within three school days unless an extension has been granted due to extenuating circumstances. Class work that is not made up receives a grade of zero.

### **PART-TIME STUDENTS**

KSB and the LEA will consider a shortened school day only for kindergarten students and students with an individual education plan or 504 plan that supports a shortened day.

### **DISMISSAL FROM SCHOOL**

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

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

Any student who leaves the school grounds without proper authorization shall be subject to appropriate disciplinary action.

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

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

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

A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant or authorized by the Cabinet for Health and Family Services when the student is committed to the Cabinet by a court order. In such a case, the student's parent shall be notified immediately.

In addition, KSB authorizes the emergency release of students for illness or other bona fide reasons, as determined by the Principal.

### **RELEASE OF STUDENTS TO DIVORCED, SEPARATED, OR SINGLE PARENTS**

KSB shall release the student to either parent, guardian, or legal custodian unless the school has been informed and provided with evidence that a state law or court order governs such matters as divorce, separation, or custody or a legally binding document that provides instruction to the contrary.

# Non-Traditional Instruction (NTI)

## What Are NTI Days?

NTI Days are used when students are not able to attend school in person, such as during inclement weather or extended breaks. These days still count as school days, and students are expected to complete lessons and activities from home. These assignments will count towards grades.

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## What Will Learning Look Like?

- **Students will receive NTI lessons**—either digitally, printed, and/or braille packets.
  - **Digital learners** will receive devices before long breaks or when bad weather is expected.
  - **Printed materials** will be sent home by the first 30 days for students using hard copies.
  - Lessons may include a mix of:
    - Online assignments
    - Hands-on activities
    - Real-life skills (Expanded Core Curriculum)
    - Review of past content
- 

## Student Responsibilities

- **Be dressed in school-appropriate clothing**
  - **Check in with your case manager** or teacher each NTI day.
  - **Complete the day's assignments** as best you can.
  - **Stay connected** with your teacher during their office hours for questions or help.
  - **Submit your work** before or after you return to school. You will have one day to finish each NTI day's work. (Example: 3 NTI days = 3 school days to make up work.)
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## Teacher Availability

- Teachers will be **available from 8:00 a.m. to 3:00 p.m.** each NTI day.
  - They will hold **at least two hours of online office hours** to answer questions or check in.
  - You can also **schedule an appointment** with a teacher or staff member if needed.
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## How Will Attendance Be Taken?

- **Case managers will check in** with students and families each day.
- Participation in lessons and communication with staff counts as being present for NTI.

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### **How Is Student Work Collected?**

Students can show their learning in several ways:

- Completed worksheets or digital assignments
- Notes, journal entries, or self-assessments
- Screenshots or photos of participation or completed tasks
- Online quizzes or polls
- Reading or research logs
- Parent/guardian signatures or short notes confirming work was done

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### **Family Support Tips**

- Create a quiet, comfortable space for your students to work.
- Help your student check for assignments and connect with their teacher.
- Encourage breaks and keep a routine to support learning from home.
- Reach out to your child's teacher or case manager with any questions or concerns.

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### **Need Help?**

If you have any questions about NTI days, technology, or your student's learning, please contact your student's case manager or teacher. We're here to support you every step of the way.

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Thank you for partnering with us to ensure learning continues at home during NTI days. Your support makes a big difference!

# **TRANSFERS AND WITHDRAWALS**

When a student of compulsory school age withdraws from school, the student's teacher shall ascertain the reason.

The teacher shall immediately report the withdrawal and its reason to the Principal.

If the child has withdrawn because of residence, the following residence shall be ascertained and included in the report. KSB shall notify the Kentucky Department of Education when a new student enrolls. The District will convene an ARC with the receiving LEA to change the district of residence.

The Principal shall notify the Justice Cabinet of any request for the records of a student flagged as missing.

Before a student's withdrawal, the District will convene an ARC with the student's LEA.

Written permission for withdrawal shall be required from the parent, guardian, or other person residing in the state and having custody or charge of the student before the unmarried student may withdraw.

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

Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and regularly attend the schools they are assigned to and be subject to compulsory attendance.

Within three (3) months of the date of a student's withdrawal from school, KSB personnel designated by the Principal shall contact each student who has withdrawn from school to encourage re-enrollment. If the student does not re-enroll, personnel shall make at least one (1) more attempt toward re-enrolling the student before the beginning of the next school year.

## **STUDENT RECORDS**

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

The Principal shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family

Educational Rights and Privacy Act (FERPA) and ensure compliance with applicable state and federal student record requirements.

Student records shall be made available for inspection and review to the parent(s) of a student or an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 or older or those duly enrolled in a post-secondary school program. FERPA rights generally pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years or older if the student is dependent under federal tax laws.

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

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

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

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

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency, if such agency presents to KSB an official court order placed the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

- School officials (such as teachers, instructional aides, administrators, health or medical staff, and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by KSB to perform institutional services and functions) have a legitimate educational interest in the information.

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

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

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

Personally identifiable student information may be released to those other than employees who the Principal designates in connection with an audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify the information.

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

The Principal is authorized to release student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight, and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

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

Unless the parent/guardian or student has reached age 18 requests in writing that KSB does not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters' higher education institutions upon their request.

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

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

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

Parents/eligible students may inspect, upon written request and before administration or use, materials or instruments used for collecting, disclosing, or using protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act (IDEIA).

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

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records requested explicitly in writing and pertaining to that child to any agency listed as part of Kentucky's juvenile justice system if the purpose of the release is to provide the juvenile justice system with

the ability to serve effectively, before adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the parent's written consent. The request, certification, and release record shall be maintained in the student's file.

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

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

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

# **EQUAL EDUCATIONAL OPPORTUNITIES**

No student shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

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

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

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

KSB shall observe the rights of students to voluntarily engage in religious activities or express religious viewpoints while at school, as established by the United States Constitution and law, provided they do not:

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

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

## **PREGNANT AND MARRIED STUDENTS**

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

# **COUNSELING**

Guidance and counseling services shall be provided for students. Services provided by the guidance program shall consist of educational counseling, career and personal counseling, testing, and other services requested by students, parents, or staff. Guidance and counseling services shall be provided for students. Social worker role: The social worker at KSB provides emotional and mental health support at school, as well as connecting with community resources when necessary and acting as an advocate for our students and their families.

# **STUDENT ACTIVITIES**

Student activities of an educational nature shall be encouraged and maintained based on the needs and interests of students.

All school-sponsored student activities shall be under the school's principal and faculty direction, except that a non-faculty coach or non-faculty assistant may accompany students on athletic trips as provided in the statute.

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

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

NOTE: KSB may require a student's skill or ability to participate in a selective or competitive program or activity so long as the selection or competition criteria are not discriminatory.

## **STUDENT ORGANIZATIONS**

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

School groups' affiliation with state and national organizations must be approved by KSB.

All school-sponsored student organizations shall be under the direction of a faculty advisor.

### **STUDENT PUBLICATIONS**

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

Materials to be published shall be submitted to the Principal three (3) days before publication and/or distribution.

The Principal shall have the right to edit all materials for substantially disruptive items or cause harm to others.

A student or author may appeal to the State Supervisor the Principal's decision in writing.

### **SOCIAL EVENTS**

The Principal may approve student social events under the following conditions:

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

### **ATHLETICS AND SPORTS ACTIVITIES**

All interscholastic and intramural athletic and sport activity competitions shall comply with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA) and Title IX requirements. This vital piece to students' overall experience at KSB highlights campus life. The KSB Athletic Director (Ms. Belcher) will provide more detailed information for participating students.

# **STUDENT SAFETY**

## **EMERGENCY CLOSINGS**

When, in the Principal's judgment, an emergency exists, s/he shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the students. Parents/Guardians will be notified as soon as possible.

## **TRANSPORTATION**

KSB provides minimal transportation to and from field trips, O&M outings and special occasions. Inappropriate conduct will not be tolerated, and questions or clarification of these rules can be obtained from the driver during a trip. The supervisory staff is responsible for maintaining discipline, ensuring the students stay in their seats, not litter, and not putting anything outside the windows. If the driver sees any action that needs attention, staff will be informed and responsible for correcting the situation.

1. Students are expected to behave courteously and appropriately with each other and each staff member on the trip.
2. Windows or doors will not be opened or closed without permission from the supervisory staff.
3. All passengers will stay in their seats with seatbelts fastened until it has completely stopped and the driver has opened the door.
4. Upon the driver's recommendation, school authorities will investigate any situation and possibly deny the privilege.
5. Students and supervisory staff will clean and dispose of all litter properly at the end of the trip.
6. If there is a disruption, the driver will pull over and inform the supervisory staff of the situation. The supervisory staff member is to act before the driver can proceed. Should the vehicle be pulled over more than two times on one trip due to inappropriate behavior or disruptions, the trip will be ended, and the driver is to inform the supervisory staff that they are returning to KSB.
7. The driver's job is to drive, not handle disciplinary matters with students. Supervisory staff will work with the driver regarding the safety of the students.

8. Students are expected to follow the Local School District rules that provide their transportation to and from school.

### **CODE OF CONDUCT**

- Each student shall be seated immediately upon entering the vehicle.
- No students shall stand or move from place to place during the trip.
- Loud, boisterous, profane language or indecent conduct shall not be tolerated.
- Students cannot objectionably tease, scuffle, trip, hold, hit, or use their hands, feet, or body.
- The throwing of objects is strictly prohibited.
- The trip supervisor is responsible for ensuring that the vehicle is cleaned of all trash and litter.
- All passengers must wear seat belts if available. A \$50.00 fine per person would be the responsibility of the driver.

### **SUPERVISION OF STUDENTS**

Students will be under the supervision of a qualified adult.

Each teacher and administrator shall hold students strictly accountable for their conduct on school premises, from school to school, and on school-sponsored trips and activities.

A staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old.

As the statute provides, a non-faculty coach or assistant may accompany students on athletic trips.

Unless they are authorized visitors, only those enrolled in KSB and on the property for an official school purpose, such as receiving instruction or participating in a school-sponsored extracurricular activity, shall be permitted on the property during the school day. If an officially absent student or on home/hospital instruction wishes to come onto the property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check-in.

Permission may be granted for the student to be on school property if the purpose relates to the student's educational needs that cannot be accomplished outside school hours. The student remains on the property for the time needed to achieve that purpose. This requirement is

necessary to address the supervision and safety concerns of students on the property during the school day.

### **POLICE OFFICERS IN THE SCHOOL**

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

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

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

1. Parents/guardians shall be notified by school officials as soon as possible.
2. If the parent(s) come to the school or consent to permit the officer(s) to interview the student, a private place for the interview shall be provided.
3. If the parent(s) cannot come to the school and do not consent to the interview, the police should be advised to bring a warrant, court order, or juvenile petition or arrange to interview the student off the school grounds.
4. If the student is an alleged victim of abuse or neglect by a parent, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative regarding whether to contact a parent.

Except in emergencies involving threats to health and safety as determined by the State Supervisor, when KSB calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall try to notify their parent(s).

### **Senate Bill 181**

Senate Bill (SB) 181 requires school districts to designate a traceable communication system or systems to be the exclusive means for school district employees and volunteers to communicate electronically with students. KSB will use school issued email for communication between staff and students.

# ACADEMICS

## **ACADEMIC HONOR ROLL**

Students with A's for all their grades at the end of a semester will be on the KSB Principal's List.

Students with A's and B's for all their grades at the end of a semester will be on the KSB Honor Roll.

## **ACADEMIC PROBATION**

A student is considered to be on academic probation if they have a failing grade in any scheduled subject area at the end of the quarter. Students on academic probation at the midterm must attend a conference (phone or in-person) with their case manager, impacted teachers, parent/guardian, and administration. The team determines the next steps for the student to increase grade and learning, additional supports that might be needed, and follow-up communication to all involved on progress. This meeting is not intended to serve as an ARC.

## **ALTERNATIVE CREDIT OPTIONS**

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

### Online courses

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Kentucky Board of Education. Credit from an online course may be earned only in the following circumstances:

- The course is not offered at the high school;
- Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- With agreement from the student's teachers and parents/guardians, the Principal determines whether the student requires a differentiated or accelerated learning environment.

Unless otherwise approved by the Principal/designee, students taking such courses must be enrolled in KSB and take the courses during the regular school day at the school site.

KSB shall recognize only online courses that meet the international standards for online teachers, courses, and programs adopted by the Kentucky Department of Education.

As determined by school policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student's maturity level is needed to function effectively in an online learning environment. Online courses may be subject to review by the Principal/designee for conformance with Kentucky Academic Standards and KSB graduation requirements. In addition, the express approval of the Principal/designee shall be obtained before a student enrolls in an online course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided online courses are part of the student's regular school day coursework. Within budgetary parameters, the tuition fee and other costs for an online course shall be borne by the KSB for full-time students from funds allocated to the school. The Principal shall determine, within the budget, whether additional funding shall be granted based on supporting data provided by the Principal. The Kentucky Board of Education shall pay the fee for expelled students permitted to take online courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring students' taking online courses.

### **CANE USE**

Students who have received formal orientation and mobility training in cane usage must use their canes when traveling on and off-campus. This training intends to provide more independent travel. The routine use of the cane during travel will reinforce skills taught and promote independence in a safe and efficient manner. Staff members will encourage and promote the use of canes as appropriate.

### **CASE MANAGER**

All students have been assigned a Case Manager. The purpose of the Case Manager is to ensure that the individual needs of each student are being addressed, that progress is being monitored (academic, social, and behavioral), that assistance is given regarding the selection of

courses, that parent contact is made and that each student has an advocate. Each student will meet with their Case Manager weekly.

### **ENGLISH LANGUAGE LEARNERS**

KSB shall provide an English language program to assist limited English language proficient students, including immigrant children and youth, to attain English proficiency and achieve the same high standards in the core academic subjects that all students at KSB are expected to meet.

The Principal/designee shall direct the development of English language instruction educational program guidelines for KSB:

*Survey of Primary and Home Language* - At the time of initial enrollment, the parent/guardian of every student in the school (whether potential English language learners or not) shall be asked to complete a home language survey.

*Annual Assessment of Proficiency* – Students whose primary or home language is other than English shall be administered an initial assessment to determine whether they are limited English language proficient according to the federal definition in ESSA, Title III.

Students identified as limited English language proficient shall receive an annual English language proficiency assessment in reading, writing, speaking, and listening to measure progress and modify the individual Program Services Plan.

*Individual Program Services Plan* – Assessment, placement, and the design of an individual Program Services Plan for students with limited English language proficiency shall be made in compliance with appropriate state and federal education requirements.

Instructional and related services shall be designed to meet students' English language and academic needs while assisting them in participating in the general education curriculum and overcoming language barriers to grade promotion or high school graduation. Students with limited English language proficiency shall be allowed to participate in the school's English language instructional program.

*Parental Notification* – As required by law, the Principal shall send written notification to parents of limited English proficient students addressing the following:

- Student’s need for placement in the program;
- Student’s level of English proficiency;
- Methods of instruction used in the program;
- Student’s lack of progress in the program;
- How the program will meet the individual learning needs of the student;
- How the program will help the student learn English;
- How the program will help the student meet achievement standards necessary for grade promotion and high school graduation; and
- Specific exit requirements for students in the program.

This notification shall be sent as follows:

For students already participating in or identified for participation in a program for limited English proficiency, parents shall be notified no later than thirty (30) calendar days after the beginning of the school year;

For students already participating in or identified for participation in a program for limited English proficiency, parents shall be notified no later than thirty (30) days after it is determined that those students are not making progress in the program; and

For students identified after the beginning of the school year, parents shall be notified no later than fourteen (14) calendar days following the student’s placement in the program.

Parents shall also be informed how they can be involved, including how to help the student attain English proficiency, achieve high levels in core academic subjects, and meet the state’s academic achievement (content and performance) standards.

Parents shall receive annual notification of their child’s progress on the state’s English proficiency objectives and required state assessments.

*Parental and Community Participation* – Parents and community members of limited English proficient children shall be allowed to participate in and make recommendations for the KSB’s language instruction educational programs.

*Provision of Services* – Once their parent/guardian has received notification, limited English proficient students shall be provided services consistent with scientifically based research on teaching limited English proficient children, guidelines set out in the *Kentucky Academic Standards*, and national, state, and local standards for English language proficiency and academic performance.

Services necessary for the student to access and be involved in the general education curriculum shall be provided by certified general education teachers, English as a Second Language staff-trained bilingual instructional assistants, and/or volunteers.

*Evaluation of Progress* – English language instructional programs shall be evaluated regularly to determine whether progress is being made toward removing language barriers and identifying changes needed in KSB program services. Staff shall monitor student access to equal educational opportunities, both instructional and extracurricular.

*Program Exit Criteria* – The program guidelines shall include an evaluation process that includes the establishment of objective exit criteria to indicate when students:

Have developed the required proficiency in using English to speak, listen, read, and write with comprehension;

Can enter and successfully participate in classrooms not tailored for limited English proficient children and expect to graduate from high school.

## **EXTENDED SCHOOL SERVICES**

The Principal/designee shall develop a plan for diagnosing and addressing student academic deficiencies by providing extended school services (ESS) as state law requires.

KSB shall provide extended school services consistent with students' intervention plans and goals included in individual learning and local plans and procedures.

For students eligible to attend ESS, the KSB shall:

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

Determine a method for transporting students mandated to attend. KSB shall select students who need additional instructional time or differentiated opportunities to learn academic and enrichment content aligned with their student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

KSB may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained.

### **FAILURE NOTICES**

Teachers must report students in jeopardy of failing their courses to the Principals and Case Manager in writing as early as possible in the grading period. No report card or semester failing grade should be given without the Principal being notified and the Case Manager notifying the parents. Interim progress reports are scheduled to be mailed to parents at each mid-term.

### **GRADING SCALE GRADES 4-12**

- A= 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 or below

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Minimum high school graduation requirements ([www.education.ky.gov](http://www.education.ky.gov)) are:

- Four credits of English/language arts
- Three credits of social studies (must include U.S. Economics, History, Government, World Geography, and Civilization)
- Three credits of mathematics (including Algebra I and Geometry)
- Three credits of science (must include physical science, life science, and earth and space science)
- 0.5 credit each for health and physical education
- One credit of history and appreciation of visual and performing arts

- Seven credits of electives

**HOMEWORK GUIDELINES**

Homework shall be turned in on the day it is due unless previous arrangements have been made with the teachers. Suggestions for daily homework are:

Grades 1 – 2 30 minutes

Grades 3 – 4 45 minutes

Grades 5 – 6 1 hour

Grades 7 – 12 2 hours (time may vary depending on the type and number of subjects students are taking)

**REVIEW OF INSTRUCTIONAL MATERIALS**

A review of instructional materials based on citizen concerns shall be conducted in response to a properly filed written request under procedures developed by the Principal. These procedures for review shall include consideration of the written concerns regarding instructional materials. Instructional materials shall include textbooks, supplementary materials, and library books. Forms for such requests may be obtained from the KSB. The request shall include a written reason for the objection and a statement of the desired action regarding the material under consideration.

Employees receiving a written request for instructional materials review shall notify the Principal of the complaint, who shall notify the State Supervisor. The State Supervisor shall notify the Kentucky Board of Education of all complaints filed and the KSB's response.

**STUDENT ATTENDANCE DAY (SCHEDULE)**

1 <sup>st</sup> per.	7:30-8:25
2 <sup>nd</sup> per.	8:30-9:20
3 <sup>rd</sup> per.	9:25-10:15
4 <sup>th</sup> per.	10:20-11:10
5 <sup>th</sup> per.	11:15-12:35
Lunch	1 <sup>st</sup> lunch: 11:15-11:40 2 <sup>nd</sup> lunch: 12:10-12:35
6 <sup>th</sup> per.	12:40-1:30
7 <sup>th</sup> per.	1:35-2:30

***Friday Schedules***

7:35-8:15	1 <sup>st</sup> Period
8:20-9:05	2 <sup>nd</sup> Period
9:10-9:55	3 <sup>rd</sup> Period
10:00-10:45	4 <sup>th</sup> Period
10:50-11:15	Lunch-Elementary and Middle
11:30-11:55	Lunch-High School
10:50-11:55	5 <sup>th</sup> Period
12:00-12:40	6 <sup>th</sup> Period
12:45-1:30	7 <sup>th</sup> Period

### **WORLD OF WORK**

Students will complete a resume and ILP, complete several practice interviews, then complete three real interviews to obtain employment. Students will work off-campus to get hands-on work experience and learn critical soft skills. When students have mastered that job, they will then interview for another job and a new experience. This course is meant to be as close to the real world as possible. Mr. Mullins will provide more detailed information to those students enrolled in the program.

# HEALTH INFORMATION

## **COMMUNICABLE DISEASE POLICY**

It is the responsibility of the Kentucky School for the Blind to promote the physical, mental, and emotional health of students and employees. To accomplish these goals, the school shall cooperate with public health and social service agencies to maintain appropriate health standards for students and employees and provide education concerning disease prevention and good health practices. This policy will conform to guidelines prepared by the Kentucky Department of Health Services and the Kentucky Department of Education. This policy includes the "Guidelines for School Attendance for HIV-Positive Children" as released by the Kentucky Cabinet for Human Resources. Implementation guidelines were adapted from materials from the Iowa Braille and Sight Saving School, Vinton, IA. If your child has the following, they cannot stay at school. If your child has these symptoms at home, please do not send them to school:

- Fever of 100 degrees or more
- Vomiting with or without fever
- Diarrhea with or without fever
- Head Lice or Nits
- Suspected Pink-Eye (Conjunctivitis)
- Open sores that a Band-Aid cannot cover
- An undiagnosed/untreated rash

This helps us significantly reduce the passage of infectious illness to students and staff.

NOTE: View our website's Communicable Disease Reference Guidelines on Exclusion from School.

A student may not return to school until they are well (no fever, no vomiting, no diarrhea), without medication for a full day (24 hours), unless otherwise noted to be not contagious by a physician (such as with an ear infection).

Doctor's excuses must include the date seen and the date to return to school. They should also include any restrictions or instructions related to school. All suspected conjunctivitis (pinkeye) cases must be referred to a healthcare provider. All bacterial illnesses determined to be contagious must be treated with antibiotics for a minimum of 24 hours before a student may return to school.

## **MEDICATION GIVEN AT SCHOOL**

Medications must always have a written doctor's prescription (with the prescribing doctor's signature) on file in our health center for our nurses to administer. This includes over-the-counter medication.

### **MEDICATION CHANGES**

Please ensure your child's nurse is aware of any changes in their medication or treatment immediately through a letter or prescription signed by the doctor.

### **HEALTH CENTER EXPECTATIONS**

The primary purpose of KSB health services is student health maintenance. To accomplish this goal, the health services staff works very closely with parents and guardians, encouraging them to play an active role in decision-making.

1. Medications and treatments prescribed by a doctor will be given as ordered. Only registered nurses or unlicensed trained personnel will administer. Documentation of medication administration training for trained personnel will be attached in Infinite Campus under health documents.
2. Per KRS 158.836, students with a documented, life-threatening condition may be permitted to carry emergency medication on his/her person that a physician prescribed.
3. Students who become ill while staying at KSB can see the staff physician on Monday and Tuesday mornings at 7:15 AM each week.
4. Students will be admitted to the Health Center if needed. Parents will be consulted when the nursing staff feels the child needs to be at home or need emergency care.
5. Parents will be notified when immunization certificates need to be updated. Immunization certificates must be current.
6. Health care staff will keep your child's health records, needs, and concerns confidential. Health care plans for emergencies will be shared if needed, for example, in the case of asthma or seizures.
7. Please feel free to call the Health Center at 502-897-1583, extension 8201, with any health concerns related to your child.

### **PARENT HEALTH RESPONSIBILITIES:**

1. A child must be well when returning to school. (Children may be put back on the local school district's bus and returned home if they arrive at KSB with a fever or illness.) See Communicable Disease Policy.
2. Parents will inform Health Center staff of any illnesses a child may have had at home.
3. A working phone number to reach parents needs to be provided to the Health Center. The family physician's name shall be maintained at KSB for all students. Parents will be notified in the event of an accident or illness.

4. Parents will provide and keep routine medications at school and home. (To accomplish this, your druggist can give you two containers. Count or measure the medication to make sure there will be enough until the next home visit.)
5. Parents will meet with Health Center staff on registration day at the beginning of the school year to discuss medications, particular problems, and illnesses during the summer.
6. Parents will submit the required annual physical examination forms on registration day. A family physician must complete and sign sports physical forms to participate in KSB sports programs. The NCASB form is required annually from eye specialists. All entering Kindergarten students are required to have an initial entry physical and dental screening on the required Kentucky forms.
7. Immunization certificates will be kept up-to-date. Health department regulations and state law 702 KAR 001:160 KAR 001:160 state that students cannot stay in school if this certificate is not current and needs to be provided to the Health Center within two (2) weeks of the student's enrollment. Forms relating to exemptions from immunization requirements shall be available at KSB.
8. Parents will care for their child's eye glasses except in emergencies. An eye report form for children with visual impairments is required every year.
9. Parents will take their children home if they have any communicable disease (see Communicable Disease Policy).
10. Parents will supply the Health Center with a copy of their hospitalization (insurance) and or medical cards.
11. the parent or guardian must purchase all medications at home. Parents or guardians should always be responsible for knowing when their child needs their medication refilled. Please do not send a doctor's prescription for the Health Center staff to fill. This is the parent's responsibility, and the child cannot stay on campus without their prescribed medications. Any new medication the child has not taken before must be started at home before returning to school in case of allergic reactions.
12. Parents must provide a completed registration form, confidential nursing history, prescription forms for all medications, including over-the-counter medications, and a consent form for each school year.

# **FOOD/SCHOOL NUTRITION**

The Kentucky Board of Education shall provide a school nutrition program compliant with applicable state and federal statutes and regulations. The Kentucky Board of Education intends that school nutrition services be self-supporting.

Lunchrooms shall serve meals that meet or exceed the requirements specified by state and federal regulations.

KSB's Food Service/School Nutrition Director oversees and manages the school nutrition service program.

KSB does not discriminate based on race, color, national origin, sex, age, or disability in its school nutrition program.

In compliance with state and federal requirements, the Principal/designee shall develop a process to address complaints of alleged discrimination in the delivery of benefits or services in the KSB's school nutrition program, whether received in written or verbal form. KSB personnel shall assist parents/guardians and students wishing to file a complaint.

Students whose dietary needs qualify them for an adaptation under the law shall be provided accommodations in keeping with local procedures.

# VISITORS TO CAMPUS

The Kentucky Board of Education encourages parents, professional educators, and others with legitimate educational interests pertaining to the KSB public school program to visit the school. To ensure that school personnel is aware of visitors' presence, all visitors must report immediately to the Principal's office upon entering the school and identify themselves and declare their purposes for visiting.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender who has committed:
  - a. A sex crime; or
  - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under the law; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted until the diversionary period is completed.

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

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

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

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

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

For all other reasons and all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the State Supervisor before making a final determination.

Professional educators and citizens from other communities who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Principal

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

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

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

KSB shall notify the public of any requirements and/or deadlines for requesting such accommodation.

### **USE OF SCHOOL FACILITIES**

Non-curriculum-related secondary student groups may be provided meeting space on the application to and approval by the Principal. Space shall be provided only during non-instructional time, either before the beginning or after the conclusion of the school day.

All meetings of non-curriculum-related student groups shall be voluntary. No meeting shall be sponsored by KSB or any of its employees. All such meetings shall be student-initiated, directed, conducted, and controlled. Non-school personnel may not regularly attend such meetings nor attempt to direct,

control, or conduct the same. Agents or employees of KSB may attend religion-related meetings only in a non-participatory capacity.

Permission to use school facilities may be denied where reasonable cause exists to believe the meeting will materially and substantially interfere with the orderly conduct of the school's educational activities or pose a danger to the health, safety, or welfare of the students in attendance or school property.

**Food Delivery Policy**

To maintain campus safety, minimize disruptions to the academic environment, and support efficient campus operations, students are not permitted to order food delivery services (e.g., DoorDash, Uber Eats, Grubhub) to school grounds. Deliveries create unnecessary interruptions and may pose security concerns. Any food deliveries made to the school will be held at the front office and may not be delivered to students. Repeat violations may result in disciplinary action.

# **STUDENT CONDUCT**

## **STUDENT THEFT**

Students are discouraged from bringing large amounts of money to school; however, this cannot always be avoided due to student jobs and other activities. Students are encouraged to deposit extra money into their school accounts until needed. KSB cannot be responsible for items or monies left unattended and not safely locked away. If a theft does occur, students are to report it to the appropriate staff member as quickly as possible. For Residential students, this would be their Residential Leader. If those individuals are unavailable, students may report the theft to any KSB staff member. Day students should report thefts to their Case Manager. If the Case Manager is unavailable, they should report to the appropriate Principal or the Assistant Principal. The appropriate paperwork will be filled out, and the incident will be investigated as quickly as possible. Students' theft will be handled internally with the assistance of KSB security unless a determination is made to bring in an outside agency. Students involved in thefts will be subject to KSB's disciplinary policies, which could include but not be limited to suspension, expulsion, or arrest.

## **SCHOOL AND PERSONAL PROPERTY**

Students will be held responsible for damage to school property. Any student, organization, or group participating in activities who destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for restoring the property.

In addition, when they reasonably believe that a violation has occurred, the Principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. To determine when to make this report, damage to school property shall refer to instances involving:

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

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

Any student, organization, or group participating in activities who destroys, defaces, damages, or steals students' personal property shall

be subject to disciplinary action. Parents shall be liable for property damage caused by their minor children.

### **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, assaults, batters, or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.

School personnel

Any student who threatens, assaults, batters, or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action, 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 the LEA/KSB transportation system, pending any further disciplinary action that may occur.

Threatening or violent behavior shall include, but not be limited to:

- Students' verbal or written statements or gestures indicating intent to harm themselves, others, or property.
- Physical attack by students to intentionally inflict harm to themselves, others, or property.

KSB 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.

Report to law enforcement agency

When they have a reasonable belief that a violation has taken place, the Principal 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.

#### Notifications

As soon as the Principal/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 applicable law confidentiality requirements, including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any KSB 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 officials who know the student's behavior before the assignment or contact.

### **BULLYING/HAZING**

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

#### **ACTIONS NOT TOLERATED**

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

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

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

## **BULLYING DEFINED**

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

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

This definition shall not be interpreted to prohibit the civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution. The opinion expressed does not otherwise materially or substantially disrupt the education process.

## **REPORTS**

As provided in the KSB Code of Acceptable Behavior and Discipline, students who believe they are victims of bullying/hazing shall be provided with a process to report such incidents to KSB personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following KSB policy requirements for intervening and reporting to the Principal or their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include but are not limited to bullying or hazing of students and harassment/discrimination of staff, students, or visitors by any party.

Students who believe they have been a bullying victim or have observed other students being bullied shall report it as soon as reasonably practicable.

The KSB Code shall specify to whom reports of alleged bullying or hazing shall be made. In severe peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by KSB policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In some instances, employees must do the following:  
Report bullying and hazing to appropriate law enforcement  
Investigate and complete documentation as required

## **OTHER CLAIMS**

Administrators shall review other policies that may govern the allegations when a complaint is received that does not appear to be covered by this policy.

### **CELL PHONES**

Kentucky School for the Blind (KSB) recognizes the importance of minimizing distractions during school hours to promote academic success. In line with House Bill 208 and the school's commitment to communication, collaboration, and accessibility, this policy addresses appropriate use of cell phones and personal electronic devices, while ensuring full inclusion for students with disabilities.

General Device Policy:

- Students may bring personal mobile devices (cell phones, smartwatches, headphones, earbuds, etc.) to school.
- All personal devices must remain off or on silent and out of view from 7:30 a.m. to 2:35 p.m., except during:
  - Lunch periods.
  - Teacher-authorized academic activities.
  - IEP-designated or documented accessibility needs (see Exemption section below).

Students are encouraged to leave personal devices at home or keep them stored in backpacks during instructional hours.

Assistive Technology and Accessibility Exemptions:

In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and IDEA, students with documented disabilities may use mobile devices as adaptive tools when necessary for equal access to education.

Eligibility:

- Students must have a valid IEP, 504 Plan, or equivalent documentation specifying the need for assistive technology.
- Approved uses may include, but are not limited to:
  - Screen readers (e.g., Voiceover, Talkback)
  - Magnification or contrast apps
  - Braille display compatibility
  - Audio recording for note-taking
  - Text-to-speech or speech-to-text tools

Oversight:

- Usage must be approved and supervised by relevant staff (e.g., teachers, special education personnel).
- Technology must be used solely for educational and accessibility purposes during school hours.
- Teachers and staff will receive training to recognize and support appropriate use of assistive technology while maintaining a distraction-free environment.

Acceptable Use Exceptions:

Students may use personal devices:

- With teacher permission to engage in academic activities.
- When outlined in their IEP or 504 Plan.
- To use headphones or earbuds for educational content, with teacher approval.
- During lunch periods.

Violation Consequences:

Staff may issue a verbal warning and then confiscate personal devices if used inappropriately outside of the above exceptions. Confiscated devices will be logged and secured in the Assistant Principal's office.

- 1st Offense (per school year): Device held for the day. Student may retrieve it at dismissal (bus/dorm).
- 2nd Offense: Device held for two school days. Daily drop-off and pick-up required.
- 3rd and Subsequent Offenses: Device held for five school days with daily drop-off and pick-up.

Parents/guardians will be notified for each offense. If needed, they may contact the school at (502) 897-1583 to leave a message for their student.

Additional Notes:

- Students must comply with all rules in the KSB Acceptable Use Policy and Code of Acceptable Behavior and Discipline.
- This policy shall not be interpreted in a way that denies any student their legal right to reasonable accommodation and access to educational content via assistive technology.

### **CORPORAL PUNISHMENT**

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means.

### **DISRUPTING THE EDUCATIONAL PROCESS**

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

- Conduct which threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property, including the property of students or staff;
- 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
- 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 STANDARD GUIDELINES**

Kentucky School for the Blind expects all elementary, middle, and high school students to come to school dressed appropriately. Proper attire is essential to success on the job and in school. Students' dress should be conducive to a positive school environment, not disturbing others or attracting unnecessary attention.

Parents/guardians are responsible for ensuring their children are dressed appropriately and/or pack appropriate clothing conducive to a positive learning environment. Student Life (Dorm) staff ensure that residential students arrive in acceptable attire daily at school.

Some examples of unacceptable items that might interfere with the educational process include, but are not limited to:

- Halter, tank tops, muscle shirts.
- Net/see-through shirts (unless worn over another shirt)
- Low-cut tops
- Cut-off tops (which do not cover the navel)
- Sagging pants/shorts/skirts
- Shorts/skirts with the hem above mid-thigh
- Rips/tears/holes in pants/shorts above mid-thigh.
- Clothing items that have profane/vulgar words/emblems written or printed on them.
- Clothing items promoting drugs, tobacco, alcohol, weapons, violence, hate, sex, etc.

KSB may not have clothing to loan students who do not arrive at school dressed appropriately. Residential students arriving at school who violate the dress standards will not be allowed to return to the dorm to change unless a change of clothes is necessary. The school cannot provide any alternative. Parents/guardians will be contacted to bring appropriate attire for day students who arrive at school violate the dress standards, and the school cannot provide any alternative. KSB school administrators reserve the right to make final decisions based on dress standards violations and standards themselves.

### **DRUGS, ALCOHOL, AND OTHER PROHIBITED SUBSTANCES**

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

### **ALCOHOLIC BEVERAGES;**

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

In addition, students shall not possess prescription drugs for sale or distribution. Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

### **PENALTY**

Violation of this policy shall constitute a reason for disciplinary action, including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

### **REPORTING**

Employees of KSB shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event. In addition, when they reasonably believe that a violation has occurred, the Principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

### **PREVENTION PROGRAM**

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

The dangers of drug/alcohol/substance abuse in the schools; KSB's policies and related procedures on drug-free/alcohol-free schools; The requirement for mandatory compliance with KSB's established standards of conduct, including those that prohibit the use of alcohol, drugs, and other controlled and prohibited substances;

Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and Penalties may be imposed upon students for violations of this policy.

### **DUE PROCESS**

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

1. The student shall be given oral or written notice of the charge(s) against him.
2. If the student denies the charge(s), he shall explain the evidence against him.
3. The student shall be allowed to present his version of the facts concerning the charge(s).

### **EXPULSION**

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

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Kentucky Department of Education (KDE) shall present to the KBE for its approval options for providing educational services to expelled students.

Hearing and records required

Action to expel a student shall not be taken until the student's parent has had an opportunity for a hearing before the KBE. Special education and disciplinary records shall be sent to the KBE for review before the decision is made to expel.

KBE decision finalThe KBE's decision shall be final.

### **STUDENTS WITH DISABILITIES**

Procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities eligible for services under federal law may be expelled for behavior unrelated

to their disabilities as long as legally required procedural safeguards are followed. Educational services must continue for IDEA-eligible students who are expelled.)

### **TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense violating state law or school regulations governing weapons, alcohol, or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.

### **HARASSMENT/DISCRIMINATION**

Harassment/Discrimination is unlawful behavior based on race, color, national origin, age, religion, sex, or disability that is sufficiently severe, pervasive, or objectively offensive. 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.)

KSB 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 based on 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 are being subjected to harassment/discrimination shall report it as soon as reasonably practicable. In each school building, the Principal is responsible for receiving reports of harassment/discrimination at the building level. Otherwise, reports of harassment/discrimination may be made directly to the Kentucky Department of Education (KDE). Additionally, if sexual discrimination or harassment is alleged, reports may be made directly to the KSB Title IX Coordinator. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report. Without a report being made to the Principal, KDE, or Title IX/Equity Coordinator, KSB shall not be deemed to have received a complaint of harassment/ discrimination.

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

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, regardless of how the complaint is communicated to a KSB administrator. A written report of all investigation findings shall be completed within thirty (30) calendar days unless additional time is necessary due to the matter being investigated by law enforcement or governmental agency.

KDE may take interim measures to protect complainants during the investigation.

Within five (5) school days of submitting the written investigative report, a process to identify and implement methods to correct and prevent the reoccurrence of harassment/discrimination. If corrective action is not required, the report shall include an explanation.

A process to be developed and implemented to communicate the 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 Principal.

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

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

Development of alternate methods of filing complaints about individuals with disabilities and others needing accommodation. When sexual harassment is alleged, KSB's Title IX Coordinator, designated in the student handbook/code, shall be notified.

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

In the circumstances also involving suspected child abuse, additional notice 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 the law.

### **PROHIBITED CONDUCT**

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

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;

Unwanted touching, sexual advances, requests for sexual favors, and spreading of sexual rumors;

### **INSTANCES INVOLVING SEXUAL VIOLENCE:**

Causing a student to believe that they must submit to unwelcome sexual conduct to participate in a school program or activity or that an educated decision will be based on whether or not the student submits to unwelcome sexual conduct;

Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;

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 Destroying or damaging an individual's property based on any of the protected categories.

### **CONFIDENTIALITY**

KSB 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 completing the investigation and correcting the conditions leading to the harassment/discrimination, any party may appeal in writing any part of the findings and corrective actions to the KDE.

If a supervisor is an alleged party in the harassment/discrimination complaint, procedures shall also address 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 take corrective action shall cause 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 resolving allegations, the KDE shall protect employees and students against retaliation.

### **FALSE COMPLAINTS**

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

### **OTHER CLAIMS**

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

### **SEARCH AND SEIZURE**

No student's outer clothing, pockets, or 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 student has violated or is violating a school rule or the law.<sup>1</sup> Search of a student's person shall be conducted only with the express authority of the Principal/designee.

Searches of a student's personal or personal effects shall only be conducted by a certified person directly responsible for the student's conduct or the Principal/designee of the school. However, when an immediate threat to the health or safety of others occurs off-site with no certified employee reasonably available, a non-certified person (i.e., bus driver or coach/sponsor) responsible for the students is authorized to search for a student or their personal effects. Examples of immediate threats include reasonable suspicion of illegal drugs or a weapon.

#### **Witness/personal searches**

When a pat-down search of the student's person is conducted, the person searching shall be the same sex as the student, and a witness of the same sex as the student shall be present during the search. In addition, no search of a student shall be conducted in the presence of other students.

These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

No strip searches of students shall be permitted.

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

The school and the student jointly hold school property, such as lockers, desks, network systems, technology resources, and accounts owned or

supplied by KSB. School authorities have the right to conduct a general inspection of all such property and resources regularly. School property items, such as overdue library books, may be collected during these inspections. 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.

School officials may seize illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to threaten the student's or others' safety and security.

A staff member may temporarily remove items that may disrupt or interfere with the educational process from the student's possession. Such items may be returned to the student by the staff member or through the Principal's office.

All items seized shall be turned over to the proper authorities or returned to the actual owner.

### **STUDENT DISCIPLINARY PROCESSES**

The authority of KSB in student behavior is not limited to school buildings and grounds or when the student is on their way to or from school but extends to any school-related or school-sponsored activity.

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

No school, school administrator, teacher, or other school employees 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:

Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat. Supporting material shall be documented and kept with the student's juvenile court record.

The student and/or parent/guardian may appeal actions taken to the KDE or the Circuit Court with appropriate jurisdiction.

Serious problems

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

### **STUDENT SUSPENSIONS**

The Principal or Assistant Principal may suspend a student for up to five (5) days per incident.

The State Supervisor may suspend a student for up to ten (10) days per incident. Procedures mandated by federal and state law for students with disabilities shall be followed.

A student may not be suspended for more than ten (10) days per incident.

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

A student shall not be suspended until due process procedures have been provided unless the immediate suspension is essential to protect persons or property or avoid disruption of the educational process.

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

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

### **USE OF PHYSICAL RESTRAINT AND SECLUSION**

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

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 where the student is prevented from leaving but does not mean classroom timeouts, supervised in-school detentions, or out-of-school suspensions.

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 unavoidable emergencies. In such situations, staff without core team training may physically restrain students but shall summon core-trained school personnel as soon as possible.

In all situations involving the 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.

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:

- In non-emergency circumstances, when a student's behavior poses an imminent danger of physical harm to self or others;
- 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);
- 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);
- 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
- As provided in [KRS 503.110](#) (including when personnel believes physical restraint is necessary to maintain reasonable discipline in a school, class, or another group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Seclusion 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 is appropriately trained to use seclusion.

The Board has established this policy and related procedures addressing the use of physical restraint and seclusion designed to promote the safety of all students, school personnel, and visitors. As required by [704 KAR 007:160](#), school personnel and parents shall know how to access this policy and related procedures. The notification methods may include but are not limited to publication in the KSB Code of Acceptable Behavior and Discipline and KSB employee handbooks.

Personnel training on the use of physical restraint and seclusion shall be provided.:

All school personnel shall be trained annually to use various positive behavioral supports. A core team of selected school personnel designated to respond to dangerous behavior and implement physical restraint of students shall receive additional yearly training in the areas. Required. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

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

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

The school principal 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 student's parent 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, 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 the use of physical restraint or seclusion, the Principal/designee shall notify the Kentucky Department of Education and local law enforcement within twenty-four (24) hours.

Suppose the parent or emancipated student requests a debriefing session following use or parental notification of using physical restraint or seclusion. In that case, individuals 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 between 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.

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

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

A written record of each use shall document all incidents involving physical restraint or seclusion by the end of the next school day. The documentation shall be maintained in the student's education record. In addition, each entry shall be informed by an interview with the student.

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

At the end of each school year, the Principal/designee shall review data on KSB's physical restraint and seclusion to identify any recommendations to the Board for policy and procedure revisions.

# **POLICY NOTIFICATIONS**

## **PARENTS AND GUARDIANS**

### **USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS, 03.1327, 03.2327**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the KSB/KSD and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

### **BUS DRIVERS' USE OF TOBACCO AND OTHER SUBSTANCES, 06.221**

The use of any tobacco product, alternative nicotine product, or vapor product as defined in [KRS 438.305](#) is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the KSB/KSD and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.

### **FOOD/SCHOOL NUTRITION SERVICES, 07.1**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the school for students transferring in mid-year

For additional information related to dietary accommodations, please contact Brent Emrich at 502-897-1583

## **EQUAL EDUCATIONAL OPPORTUNITIES, 09.13**

### **DISCRIMINATION PROHIBITED**

As required by Title IX, the KSB/KSD does not discriminate on the basis of sex regarding admission to the KSB/KSD or in the educational programs or activities operated by the KSB/KSD. Inquiries regarding Title IX Sexual Harassment may be referred to the KSB/KSD Title IX Coordinator (TIXC), the Assistant Secretary for Civil Rights, or both.

No student shall be subject to unlawful discrimination because of age, color, disability, race, national origin, religion, sex (including sexual orientation or gender identity), or veteran status.

## **STUDENT RECORDS, 09.14**

### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.

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

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

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

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

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to KSB/KSD an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.
- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by KSB/KSD to perform institutional services and functions) having a legitimate educational interest in the information.

KSB/KSD and school officials/staff may only access student record information in which they have a legitimate educational interest. Contractors, consultants, volunteers, and other parties to whom KSB/KSD has outsourced services or functions may access student records provided they are:

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

### **SURVEYS OF PROTECTED INFORMATION**

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health

and safety of a student, except for any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Act (IDEA).

## **USE OF ALCOHOL, DRUGS AND OTHER PROHIBITED SUBSTANCES, 09.423**

### **DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

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

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

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

### **PREVENTION PROGRAM**

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

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

5. Penalties that may be imposed upon students for violations of this policy.

For additional information related to drug prevention, please contact Brent Emrich at 502-897-1583

## **TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS, 09.4232**

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 KSB/KSD property at all times, including any vehicle, owned, operated, leased, or contracted for use by the State and while attending or participating in any school-related student trip or 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 state, 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.

## **ASSAULT AND THREATS OF VIOLENCE, 09.425**

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

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](#).

### **KRS 508.078 Terroristic threatening in the second degree.**

- (1) A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
  - (a) With respect to any scheduled, publicly advertised event open to the public, any place of worship, or any school function, threatens to commit any act likely to result in death or serious physical injury to any person at a scheduled, publicly advertised event open to the public, any person at a place of worship, or 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 a school function. A threat directed at a person or persons at a scheduled, publicly advertised event open to the public, place of worship, or school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
  - (b) Makes false statements by any means, including by electronic communication, indicating that an act likely to result in death or serious physical injury is occurring or will occur 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 fear of death or serious physical injury among students, parents, or school personnel;
  - (c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
  - (d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
- (2) A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
- (3) A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public

agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

- (4) Except as provided in subsection (5) of this section, terroristic threatening in the second degree is a Class D felony.
- (5) Terroristic threatening in the second degree is a Class C felony when, in addition to violating subsection (1) of this section, the person intentionally engages in substantial conduct required to prepare for or carry out the threatened act, including but not limited to gathering weapons, ammunition, body armor, vehicles, or materials required to manufacture a weapon of mass destruction.

**Effective:** February 21, 2020

**History:** Amended 2020 Ky. Acts ch. 5, sec. 12, effective February 21, 2020. --

Amended 2019 Ky. Acts ch. 5, sec. 20, effective March 11, 2019.; and ch. 96, sec. 1, effective June 27, 2019. -- Amended 2019 Ky. Acts ch. 96, sec. 1, effective June 27, 2019 -- Created 2001 Ky. Acts ch. 113, sec. 2, effective June 21, 2001.

### **KRS 532.060 Sentence of imprisonment for felony -- Post incarceration supervision.**

- (1) A sentence of imprisonment for a felony shall be an indeterminate sentence, the maximum of which shall be fixed within the limits provided by subsection (2), and subject to modification by the trial judge pursuant to KRS 532.070.
- (2) Unless otherwise provided by law, the authorized maximum terms of imprisonment for felonies are:
  - (a) For a Class A felony, not less than twenty (20) years nor more than fifty (50) years, or life imprisonment;
  - (b) For a Class B felony, not less than ten (10) years nor more than twenty (20) years;
  - (c) For a Class C felony, not less than five (5) years nor more than ten (10) years; and
  - (d) For a Class D felony, not less than one (1) year nor more than five (5) years.
- (3) For any felony specified in KRS Chapter 510, KRS 530.020, 530.064(1)(a), or 531.310, the sentence shall include an additional five (5) year period of post incarceration supervision which shall be added to the maximum sentence rendered for the offense. During this period of post incarceration supervision, if a defendant violates the provisions of post incarceration supervision, the defendant may be reincarcerated for:
  - (a) The remaining period of his initial sentence, if any is remaining; and
  - (b) The entire period of post incarceration supervision, or if the initial sentence has been served, for the remaining period of post incarceration supervision.

- (4) In addition to the penalties provided in this section, for any person subject to a period of post incarceration supervision pursuant to KRS 532.400 his or her sentence shall include an additional one (1) year period of post incarceration supervision following release from incarceration upon expiration of sentence if the offender is not otherwise subject to another form of post incarceration supervision. During this period of post incarceration supervision, if an offender violates the provisions of supervision, the offender may be reincarcerated for the remaining period of his or her post incarceration supervision.
- (5) The actual time of release within the maximum established by subsection (1), or as modified pursuant to KRS 532.070, shall be determined under procedures established elsewhere by law.

**Effective:** June 8, 2011

**History:** Amended 2011 Ky. Acts ch. 2, sec. 38, effective June 8, 2011.

-- Amended

2006 Ky. Acts ch. 182, sec. 65, effective July 12, 2006. -- Amended 1998 Ky. Acts

ch. 606, sec. 70, effective July 15, 1998. -- Created 1974 Ky. Acts ch. 406, sec. 278,

effective January 1, 1975.

#### **KRS 534.030 Fines for felonies.**

- (1) Except as otherwise provided for an offense defined outside this code, a person who has been convicted of any felony shall, in addition to any other punishment imposed upon him, be sentenced to pay a fine in an amount not less than one thousand dollars (\$1,000) and not greater than ten thousand dollars (\$10,000) or double his gain from commission of the offense, whichever is the greater.
- (2) In determining the amount and method of paying a fine for commission of a felony, the court shall consider, among others, the following factors:
  - (a) The defendant's ability to pay the amount of the fine;
  - (b) The hardship likely to be imposed on the defendant's dependents by the amount of the fine and the time and method of paying it;
  - (c) The impact the amount of the fine will have on the defendant's ability to make reparation or restitution to the victim; and
  - (d) The amount of the defendant's gain, if any, derived from the commission of the offense.
- (3) When a defendant is convicted of two (2) or more felonies committed through a single act and is sentenced to fines pursuant to subsection (1), the aggregate amount of the fines shall not exceed ten thousand dollars (\$10,000) or double the amount of the defendant's gain from commission of the offenses, whichever is the greater.
- (4) Fines required by this section shall not be imposed upon any person determined by the court to be indigent pursuant to KRS Chapter 31.
- (5) This section shall not apply to a corporation.

**Effective:** July 15, 1994

**History:** Amended 1994 Ky. Acts ch. 403, sec. 1, effective July 15, 1994. -- Amended

1990 Ky. Acts ch. 497, sec. 6, effective July 13, 1990. -- Amended 1978 Ky. Acts ch. 101, sec. 7, effective June 17, 1978. -- Created 1974 Ky. Acts ch. 406, sec. 292, effective January 1, 1975.

## **TELECOMMUNICATION DEVICES, 09.4261**

### **POSSESSION AND USE**

While on school property or while attending school-sponsored or school-related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law<sup>1</sup> and other related electronic devices, provided they observe the following conditions:

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

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

2. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only before and after the regular school day.
3. 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.
4. Students are responsible for keeping up with devices they bring to school. KSB/KSD shall not be responsible for loss, theft, or destruction of devices brought onto school property.
5. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
6. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the KSB/KSD'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 KSB/KSD's Code of Acceptable Behavior and Discipline.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Kentucky School for the Blind or the Kentucky School for the Deaf (hereinafter KSB/KSD) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal KSB/D a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask KSB/D to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use

and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the KSB/D to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

5. Pursuant to KSB/D Policy No. 09.14, the Principal is authorized to release student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Principal in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

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

Unless the parent/guardian or student who has reached age 18 requests in writing that KSB/KSD not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF STUDENT RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one 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 student's parent; 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 hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
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 18 years old or an emancipated minor under State law.

The Kentucky School for the Blind and the Kentucky School for the Deaf (hereinafter "KSB/D") have Policy No. 09.14 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. KSB/D will notify parents of these policies at least annually at the start of each school year and after any substantive changes. KSB/D will also directly notify, such as through U.S. Mail or email, parents of 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. KSB/D will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. 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 direct notification requirement:

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

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**Serving Kentucky Students who are  
Blind and Visually Impaired Students  
Since 1842**

