POWELL COUNTY SCHOOLS

Code of Acceptable Behavior & Discipline and District Handbook

2025-2026

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POWELL COUNTY SCHOOLS

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"The Powell County Board of Education does not discriminate on the basis of sex in the educational program or activities that it operates, and is required by Title IX of the Educational Amendments of 1972 (PL.92-318), not to discriminate on the basis of handicap, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (PL.93-113) as amended, Section 504: nor does the Board of Education discriminate on the basis of race, color, national origin, religion, creed, or mental status, in the educational programs or activities it operates."

POWELL COUNTY SCHOOLS

PLAN FOR EVACUATION AT BLUEGRASS ARMY DEPOT

Plans have been made for student safety in the event of an incident at the Blue Grass Army Depot (BGAD). Should an emergency at the Depot affect the Protective Action Zone (PAZ) area of Powell County, students who live in that area will be held at their schools for pickup by their parents.

In order to assist the Powell County Emergency Operations Center to support evacuees, school buildings within the Powell County School system may be utilized as host schools, a reception center, and the Red Cross mass care shelters. The designated Reception Center is the High School. Schools used as mass care shelters will be the High School, Middle School, Bowen Elementary, Clay City Elementary, and Stanton Elementary Schools. The High School and Middle School are also designated as host schools for Madison and Estill Counties. All mass care shelters are operated by the American Red Cross and will provide food and lodging for those citizens who are required to evacuate their homes. If you have any questions regarding these emergency procedures instructions, please contact the District office.

PREFACE

Kentucky Law (KRS 160.290) provides, "Each Board of Education shall have general control and management of the Public School in its district and each Board shall exercise generally all powers in the administration of its Public School System; . . . each Board shall make and adopt and may amend or repeal rules, regulations, and by-laws for its meetings and proceedings for the government, regulation and management of the Public Schools and school property of the district, for transaction of its business and for the qualification and employment of teachers and conduct of pupils. . .."

In this document students will be considered the same as pupils as those terms are used in the Kentucky Revised Statues, and in Board of Education Policies.

As required by State Law, the Powell County Board of Education has adopted a written statement of Board Policies which is subject to amendment from time to time. The statement of Board Policies is available in the Central Office and on the district webpage.

To expand existing Board Policies and to clarify various matters of concern to all students, parents, teachers, principals/administrators, teachers, and interested citizens, the Powell County Board of Education has adopted this Code of Acceptable Behavior & Discipline and District Handbook effective for the 2025-2026 school year. The Code of Acceptable Behavior & Discipline does not create any rights which do not exist by constitution, statute, or regulation.

This Code of Acceptable Behavior & Discipline recognizes that everyone has a vital, necessary and well defined role in the educational process.

Many of the policies are not applicable to disabled students. Refer to Powell County Board of Education Policies & Procedures and User's Guide to Discipline for Students with Disabilities, which is available in each principal's office, and Technical Assistance Manual for Special Transportation.

PURPOSE AND SCOPE

The Powell County Board of Education recognizes and hereby acknowledges that students have various rights and responsibilities for their conduct, and parents, teachers and administrators also have a responsibility in ensuring that student conduct promotes learning. The purpose of this booklet is to advise all members of the school community of the board's policies relating to the conduct and discipline of pupils.

According to Kentucky Law, KRS 161.180, each teacher and administrator in the public schools shall, in accordance with the rules, regulations and by-laws of the board of education, hold pupils to a strict standard for their conduct on school premises, (whether school is in session or not), on the way to and from school, and on school-sponsored trips and activities. A student may also be disciplined for conduct off the school grounds which has a direct effect on the discipline or welfare of the school community, such as vandalizing a teacher's property or cyberbullying.

POLICY STATEMENT

It is the intent of the Powell County Board of Education to provide a positive and safe school climate for all participants (students, teachers, administrators, and parents/guardians) in the schooling process, where orderly learning is possible and encouraged. Therefore, this code of acceptable behavior & discipline has been developed to ensure consistent and fair treatment for all participants in an atmosphere which fosters open communication and fairness as outlined by constitutional due process. In addition, the Board of Education expects that sound, fair, and equitable judgment shall always be considered by students, teachers, administrators, and parents/guardians in applying the policies of this code.

Further, it is anticipated that this code of acceptable behavior & discipline will enable all students to develop their human potential to the fullest. Finally, students will be responsible for abiding by this code of acceptable behavior & discipline in school, at school-sponsored activities, and on school buses employed in the educational experience.

The Powell County Board of Education, in support of the aims of public education, believes that students' behavior shall reflect standards of good citizenship expected of members of a democratic society. This code sets forth the behavior expected from each student, the consequences of failure to obey the standards, and the importance of the standards to the maintenance of a safe learning environment.

The Board of Education pledges its full support to all school employees responsible for implementing this uniform code of acceptable behavior & discipline.

POWELL COUNTY CENTRAL OFFICE ADMINISTRATORS

The following personnel are available to assist teachers, administrators, and students of the Powell County School System. Contact any of the following personnel by calling 606-663-3300.

Sarah Wasson	Superintendent
Tiffany Anderson	Assistant Superintendent, Director of Federal Programs, SBDM, Evaluation
David Lyons	Human Resources
Tonya Roach	Chief Academic Officer, District Assessment Coordinator, Extended School Services
Crystal Kirk	Director of Special Education, Migrant, Preschool, EL, 504
Meredith Robinson	Director of Pupil Personnel, FRYSC, Homeless, Foster Care, Infinite Campus
Alicia Frazier	Chief Finance Officer
Laura Young	Food Services, Health Coordinator, Medicaid Coordinator
Doug Brewer	Chief Operations Officer, Athletics, Safe Schools Coordinator
Ashley Randall	Chief Information Officer
April Conley	Early Childhood Coordinator

PROCEDURES FOR
DEVELOPMENT/REVIEW/ORIENTATION
OF THE CODE OF ACCEPTABLE BEHAVIOR & DISCIPLINE AND DISTRICT HANDBOOK

A. DEVELOPMENT

The Code of Acceptable Behavior & Discipline and District Handbook for Powell County was written from our present Board Policies, State Statutes, Regulations and other districts' examples and reviewed by the administrators. The Code of Acceptable Behavior & Discipline and District Handbook was adopted by the Board of Education prior to the start of the 2025-2026 school year.

B. REVIEW

This Code of Acceptable Behavior & Discipline and District Handbook shall be reviewed annually by a district team and shall be updated by the Board at least every two (2) years as per board policy 09.438.

C. ORIENTATION

The principal of each school will set a time limit and date for annual orientation of the Code of Acceptable Behavior & Discipline and District Handbook for teachers and students to be held within the first week of the school term. A copy of the Code of Acceptable Behavior & Discipline will be placed on the district webpage for each family with students enrolled in the Powell County School System to access, and it will be made available in hard copy upon request.

D. ACKNOWLEDGMENT

Each parent/guardian will acknowledge the availability to access the Code of Acceptable Behavior & Discipline and District Handbook online or to receive a hard copy on the permissions page during online registration.

CONTACT PERSON

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606-663-3300
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Powell County Schools Committee for Development of the Code of Acceptable Behavior & Discipline and District Handbook

Name	Position	Location
Sarah Wasson	Superintendent	Central Office
Meredith Robinson	Director of Pupil Personnel	Central Office
Erica Price	Director of Special Education	Central Office
Tiffany Anderson	Director of Federal Programs	Central Office
Martina Skidmore	Principal	Powell County Middle School
Rick Skidmore	Dean of Students	Powell County Academy
Savannah Denniston	Assistant Principal	Powell County High School
James Crase	Principal	Stanton Elementary
Joshua Crowe	Dean of Students	Powell County High School

POWELL COUNTY SCHOOLS SAFE SCHOOL TIPLINE

Call: 866-393-6659
Web: https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx

The Safe School Tipline is now being ran by the Kentucky Office of Homeland Security. Use the Safe School Tipline to report threats of violence, depression and illegal activity that could harm children in our school. Your call is private, confidential, and anonymous. Types of information that should be reported are: Bullying, Drugs/Alcohol, Weapons, Violence, Theft, and Thoughts of Suicide.

You may call toll-free anytime, day or night– from a home or cell phone. Also, you may use the website listed above.

CHILD ABUSE

KRS 620.030 and 620.050 are child protective laws for persons under eighteen (18) years of age. They apply to any child whose health and welfare is harmed or threatened when any parent, guardian or other person inflicts physical or mental injury, commits sexual abuse, abandons or exploits, or does not provide the child with adequate care and supervision, such as food, clothing, shelter, education and medical care necessary for the child's well-being. A child who becomes emotionally disturbed because of constant friction in the home or is exposed to unwholesome and demoralizing circumstances is also to be considered abused.

Any school employee who has reasonable cause to believe any of the above has occurred must, by law, report suspicions to the local Cabinet for Families & Children or the police and shall also report to the principal. All reports for suspected child abuse must be reported by calling the child abuse intake hotline. **This number is 877-597-2331.** Reports can also be made online through the following link (non-emergency only) https://prd.webapps.chfs.ky.gov/reportabuse/home.aspx

HUMAN TRAFFICKING

Per KRS 158.041, all public schools shall prominently display the National Human Trafficking Reporting Hotline number. **This number is 888-373-7888.**

SAFE HAVEN BABY BOXES

Per KRS 158.041, all public schools shall prominently display the Safe Haven Baby Boxes Crisis Line number. **The number is 866-99BABY1 or 866-992-2291.**

DOMESTIC VIOLENCE

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer. School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

TRACEABLE COMMUNICATION

Senate Bill 181 requires the Board of Education to designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. A District employee or volunteer **SHALL** not communicate electronically with a student outside of the traceable communication system designated by the Board or through an unauthorized electronic communication program or application. This shall not restrict any electronic communications between a student and his/her family member, *defined as parent/guardian (or other person or agency responsible for student), brother, sister, son, daughter, aunt, uncle, or grandparent*.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right for:

- A meaningful public education, the maintenance of high educational standards, and a system of public education which meets the needs of individual students.
- Reasonable and timely notice of all rules, regulations, policies and penalties to which they may be subject.
- To be safe from physical harm and verbal abuse and harassment while at school and school-sponsored activities.
- Protection of personal property.
- Consultation with teachers, counselors, administrators and other school personnel.
- Free election of their peers in authorized student organizations.
- Examination of their own school records in accordance with applicable law.

- Involvement in all authorized school activities without being subject to discrimination on any basis.
- Respect from other students and school personnel
- Presentation of complaints or grievances to school authorities and receipt of authoritative replies from school officials.
- Receiving an education in an environment free from harassment.
- An orderly educational atmosphere conducive to learning.
- Due process procedures to be followed.

Students have the responsibility to:

- Be responsible for his own conduct and for showing consideration for the rights and property of others.
- Immediately report acts of bullying or student threats to harm others to a teacher, counselor or school administrator.
- Exhibit neatness and cleanliness of personal attire and hygiene.
- Refrain from fighting, creating disturbances, excessive noise, denying others the use of school facilities or building, using or carrying any weapon on school premises, intentionally injuring another person or exposing others to harm or using threats or intimidation against any other person.
- Refrain from using tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 or using, possessing, or transmitting any alcoholic beverage, synthetic or illegal substance.
- Refrain from gambling, extortion, theft, or any other unlawful activity.
- Show respect for the educational process by taking advantage of every opportunity to his/her education.
- Show respect for the educational environment by refraining from intentional or habitual tardiness or unexcused absences.
- Practice self-control and control of voice and limbs.
- Meet the requirements as set by the District and/or school policies in order to participate in extracurricular activities.
- Comply with district, school and classroom rules and follow directions given by teachers and other school personnel.
- Secure your personal belongings. Stolen property is not the responsibility of the Powell County School District.

PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES

Parents/Guardians have the right:

- To send their child to a school with an environment where learning is valued
- To expect classroom disruptions to be dealt with fairly, firmly and quickly.
- To enroll students in the Powell County School District where they shall attend classes regularly and promptly with minimal interruptions.
- To expect the school to maintain high academic standards.
- To review the child's academic progress and other pertinent information that may be contained in the student's personal record.
- To address grievances concerning their child and to receive a prompt reply for any alleged grievance.
- In accordance with the Family Education Rights and Privacy Act, written policies and procedures have been developed which describe the Powell County School District's requirements regarding the confidentiality of personally identifiable information.

Parents/Guardians have the responsibility:

- To instill in their children the values of an education.
- To instill in their children a sense of responsibility.
- To help children understand that disruptions in the school are detrimental to the educational program for all students.
- To become familiar with the educational program and the procedures.
- To inform children about the disciplinary procedures of the school and emphasize the importance of following same.
- To see that children attend school regularly and promptly and to assure that assignments are completed.
- To determine the facts of any situation before passing judgment.
- To recognize that school personnel must necessarily concern themselves with education.
- To support the efforts of the school personnel.
- To demonstrate respect for the teachers, administrators and school personnel at school and all school-related activities.
- To see that children exhibit neatness and cleanliness in their personal attire and hygiene.
- To respond promptly to all communications from school personnel.
- To notify the school of any change in guardianship immediately by providing court-authorized documentation.
- To notify the school or district immediately with any change in demographic information such as address or phone number.

TEACHER RIGHTS AND RESPONSIBILITIES

Teachers have the right:

- To the support of co-workers, administrators, and parents.
- To work in an educational environment with a minimum of disruptions.
- To expect all assignments, including homework, to be completed and turned in as assigned.

- To be safe from physical harm, verbal abuse, and harassment.
- To provide input to aid in the formulation of policies that relate to their relationships with students and school personnel.
- To take action necessary in emergencies to protect their own person or property and of those in their care.
- For due process procedures to be followed.

Teachers have the responsibility:

- To present subject matter and experiences to students and to inform students and parents or guardians of achievement and/or problems in accordance with Kentucky Department of Education learning goals.
- To aid in planning a flexible curriculum which meets the needs of all students and which maintains high standards of academic achievement.
- To assist in the administration of such discipline as is necessary to maintain order throughout the school without discrimination on any basis.
- To evaluate students' assignments and return as soon as possible.
- To exhibit exemplary behavior in action and speech.
- To exhibit neatness, personal hygiene and professional dress.
- To reward exemplary behavior or work of students.
- To maintain an atmosphere conducive to good behavior and to exhibit an attitude of respect for students.
- To discipline any student who is misbehaving.
- To recommend for retention in a class any student who fails to meet the basic standards in accordance with the Board of Education retention policy.
- To maintain the necessary records of student progress and attendance as accurately as possible.
- To follow and enforce rules and regulations of the Board of Education and/or school administration.
- To diligently protect and care for the equipment and physical facilities of the school system.
- To follow the Professional Code of Ethics for Kentucky School personnel 16 KAR 1:020.

ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

Administrators have the right:

- To the support of students, parents and teachers in carrying out the educational programs and policies established by the school system.
- To provide input for establishment of procedures and regulations that relate to the school.
- To be safe from physical harm, verbal abuse, and harassment.
- To take necessary action in emergencies to protect their own person or property or the persons or property of those in their care.
- To suspend or take disciplinary action for any student whose conduct disrupts the educational process.
- To administer the school environment necessary to provide the proper learning atmosphere.
- For due process procedures to be followed.

Administrators have the responsibility:

- To create and foster an atmosphere of mutual respect and consideration among pupils and staff members.
- To administer discipline fairly and equally, following the guidelines set forth herein, and in doing so use his/her own best judgment.
- To exhibit exemplary behavior in action, dress and speech.
- To implement and evaluate all aspects of the educational program to improve learning and comply with the policies, regulations, procedures, and laws of the district, state and nation.
- To direct a program of dissemination of information explaining the Code of Conduct and District Handbook to the school community annually.
- When the principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the principal shall immediately report the act to the appropriate local law enforcement agency in accordance with KRS 158.150
- Notice of adjudication to the school principal shall be released by the principal to employees of the school having responsibility for classroom instruction of the child and may be released to other school personnel, but the information shall otherwise be confidential and shall not be shared by school personnel with any other person or agency except as may otherwise be required by law. The notification in writing of the nature of the offense committed by the child and any probation requirements shall not become a part of the child's student record. This is in accordance with KRS 610.345.

ENROLLMENT

A child who is five (5) or who may become five (5) years of age by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030. If a parent of a child who is not going to be 5 by August 1 wishes their child be enrolled in the school system, he or she should apply for testing of the child no later than March 15th of the year before they wish the child to start school. The procedure for early entry testing is found on the district webpage.

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools with the exception of students with disabilities where procedures mandated by federal and state law shall be followed. Students under age twenty-one (21) who already have graduated from an accredited or four (4) year high school shall be considered to have completed high school and shall not be permitted to enroll in the District.

ATTENDANCE REQUIREMENTS

Kentucky Compulsory Attendance Laws KRS 159.010.
Parent or Custodian to Send Child to School
Age Limits for Compulsory Attendance

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

Both excused and unexcused absences have an impact on your child's education. Key instruction is missed with either absence type. We ask that you please try to schedule routine appointments so that as little instruction time is missed as possible. Try to schedule so your child can come to school and leave at the end of the day or early in the morning and then return to school when possible.

What Constitutes Truancy? KRS 159.150

Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. (Please note that 704 KAR 5:060 applies the truancy law to kindergarten children who remain in the primary program after 2 school calendar months even if they are not yet 6 years old.)

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

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

TRUANCY AND HABITUAL TRUANCY PROCEDURES

Principals and assistant principals shall follow these procedures regarding truancy and habitual truancy:

When a student is determined to be a truant for the first time, the principal shall notify in writing the parent(s) of any student accumulating three (3) unexcused absences in one (1) school year.

After a student accumulates six (6) unexcused absences, the student shall be referred to the Director of Pupil Personnel. The District may begin prosecution in District Court against the student's parent(s). In certain cases, juveniles age 12-17 may be charged in the juvenile system.

After a student accumulates 15 unexcused absences, the Director of Pupil Personnel shall report this to the county attorney for determination of appropriate court intervention. Per our district, the county attorney may be notified as early as 9 unexcused absences.

Charges that may be filed against a parent are:

- Truancy- This charge has the potential to cause a $100 fine for the first offense, $250 for the second offense, and subsequent offenses shall be classified as a Class B misdemeanor.
- Unlawful Transaction with a Minor in the 3rd Degree- This charge has the potential to cause a parent to have to serve jail time.
- Educational Neglect – This charge will go through family court and has the potential to involve DCBS.

Charges that may be filed against a student ages 12-17

- Truancy- This charge will be submitted to the Court Designated Worker and has the potential to cause the student

to be involved with the juvenile justice system and FAIR team.

Charges that may be filed against a student ages 18-20

- Truancy- This charge has the potential to cause a $100 fine for the first offense, $250 for the second offense, and subsequent offenses shall be classified as a Class B misdemeanor.

ABSENCES AND EXCUSES

A student's attendance record is cumulative during a school year and requires that when a student transfers to a new school, his/her attendance records from the previous school shall be used in the determination of the student's status as a truant.

An excused absence or tardiness is one such as:

1. Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by Principal or designee.
2. Illness of the pupil. (See Policy 09.123)
3. Religious holidays and practices.
4. One (1) day for attendance at the Kentucky State Fair.
5. Court appearances (with note from court officer).
6. Documented military leave.
7. One (1) day prior to departure of parent/guardian called to active military duty.
8. One (1) day upon the return of parent/guardian from active military duty.
9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave
10. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces,
11. Students participating in any of the page programs of the General Assembly, or
12. Other valid reasons as determined by an administrative decision. (See Policy 09.123)

Definitions

1. Definition of **excused absence:** a student who is absent for one of the reasons listed above for a part or all of the school day. Parents MUST send excuse documentation to school for one of the above reasons.
2. Definition of **unexcused absence:** a student who is absent for part or all of the school day for reasons other than those set forth above regarding excused absences or for whom personal excuses are exhausted.
3. Definition of **tardiness:** a student who is absent for less than 35% of the day.

A student who has a chronic medical condition that causes him/her to consistently miss school may submit what is considered a standing doctor's note. This type of note must come from a specialist in the field of medicine that relates to the condition causing the absences or tardies. Standing doctor's notes must be submitted annually and approved by the DPP.

Attendance Calculations

According to 702KAR 7:125, attendance shall be calculated in the following manner:
Section 3. The guidelines in this section shall be used to calculate student attendance for state funding purposes after June 30, 2010.
(1) A full day of attendance shall be recorded for a pupil who is in attendance at least sixty-five (65) percent of the regularly-scheduled school day for the pupil's grade level.
(2) A tardy shall be recorded for a pupil who is absent less than 35 percent of the regularly-scheduled school day for the pupil's grade level.
(3) A half day absence shall be recorded for a pupil who is absent 35 percent to 84 percent of the regularly-scheduled school day for the pupil's grade level.
(4) A full day absence shall be recorded for a pupil who is absent more than 84 percent of the regularly-scheduled school day for the pupil's grade level.

Chronic Absenteeism

A student is considered chronically absent when he/she misses 10% of their enrolled days whether absences are excused or unexcused. For the Powell County Schools, this equates to 17 school days missed. Powell County Schools are targeting chronic absenteeism, reducing absenteeism for each student to 5% or less, which equates to 9 or less school days missed.

Parent/Guardian Requested Absences and Tardies

A student shall be allowed up to six (6) absent events and six (6) tardy events per school year based on enrollment date for the purpose of any personal reason of the parents. The school work missed while the student is out of school will be allowed to be made up under this category. If a student enrolls in the district after the start of the school year, they will have the number of personal excuses equal to the number of grading terms remaining.

Parent notes or personal excuses used in prior schools are carried through to the Powell County Schools.

Personal excuses will be provided automatically by the school for the first 6 absences and first 6 tardies a student has in which

another excuse is not provided. If an excuse pertaining to such things as doctor's notes, court, funeral, etc. is not submitted the day a student is counted absent, a personal excuse will be entered for the student until 6 personal excuses have been used. All excuses such as doctor's notes, funeral notes, court appearance documentation, etc. are expected to be turned in upon the day the child returns to school. Students will have 10 school days from the date of the absence to bring the excuse in. (All excuses at the end of the school year must be submitted by the official closing day of school.) If an excuse is provided to the school within 10 school days of an absence for one of the reasons listed as excused absences and a personal excuse has already been entered, the personal excuse will be changed to reflect the provided excuse and the parent will retain the personal excuse for a later time. **After ten (10) school days from the date of an absence, if no excuse is received and if all personal excuses have been used, the absence is considered unexcused and will not be changed except in rare instances under the approval of the DPP. Once a Final Notice has been served, no excuses for previous unexcused absences will be accepted.**
Powell County Schools will accept up to ten (10) doctor/medical excuses. Any absence event due to medical reason more than ten (10) will require the presentation of the Powell County Schools' Medical Form before the absence will be excused. The form will be available at each school, central office, local doctor's offices, and on the Powell County Schools website under forms/links.

It is the responsibility of the parent to ensure all doctor's notes, funeral notes, etc. are submitted to the school to be recorded. Parents may check Infinite Campus to make sure absences were excused or may inquire with the attendance clerk at any time. All schools have a process for students to submit excuses. However, parents who send excuses in with their children should check with their child to make sure the excuse was submitted including, but not limited to, looking through younger children's folders and backpacks and talking to older children to make sure excuses were submitted. Parents should not rely upon a doctor's office to fax an excuse without checking with the school to make sure it was received. Parents are also welcome to bring excuses to the school themselves or mail them to the school as long as the excuse is received by the school no later than 10 school days after the absence.

A call will be made by the automated calling system when the final personal excuse is entered so that the parent will know any further absences MUST be followed up with a written excuse from a physician, court, funeral etc. or the absence will remain unexcused.

ACCEPTANCE OF EXCUSE NOTES

We ask that parents help their children make routine and follow up appointments at local offices, CDWs, court, etc. so as little time missed of school as possible can be achieved. If a local health professional or other valid excuse provider indicates that a student could return to school on the same day as seen by the provider and the student fails to return in a timely manner, the excuse will not be recorded and a personal excuse will be recorded if student still has any or the absence will remain unexcused. Additionally, students with appointments late in the school day should attend school until travel time to the appointment unless the student is too ill to attend. If a health care provider indicates a student was seen but was not medically necessary the absence will be considered unexcused. See board policy 09.123 for more information.

MAKE-UP WORK

As per board policy, students shall be allowed to make up work missed for all absences. It is the student's responsibility to contact the teacher for make-up work. Students must complete make-up work within 5 school days upon return unless approved for extended time by the Principal. Note: Please refer to the User's Guide to Discipline for Students with Disabilities or the Principal's Information Handbook for IDEA and 504 students.

EDUCATIONAL ENHANCEMENT OPPORTUNITIES (EHO)

As per KRS 159.035, … a public school principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the principal to be of significant educational value, including but not limited to participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320 under the Support Education Excellence in Kentucky program.

Parents must apply for an Educational Enhancement Opportunity a minimum of 5 days prior to the first day of the event requested. Board Policy form 09.123 AP2 is to be used to request an EHO. This form can be picked up from the school office or printed from the Powell County Schools web site. EHOs cannot be approved for dates during required state testing

MILITARY LEAVE

If a student's parent, de facto custodian, or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student:

1. An excused absence for one (1) day when the member is deployed;
2. An additional excused absence for one (1) day when the service member returns from deployment; and
3. Excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted rest and recuperation leave.

A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by KRS 157.320 under the Support Education Excellence in Kentucky program.

PERFECT ATTENDANCE DEFINITION

A student shall be recognized by the school and the district as having perfect attendance for the school year if he/she has 0 absences and no more than 4 tardies with an accumulated total of no more than 3 hours time. All tardies must be excused. Students who receive an Educational Enhancement Opportunity are considered absent exempt but shall not be considered for recognition for perfect attendance as they are not physically in the building during their absent exemptions. Students who are not enrolled the entire year in the Powell County School system shall be considered for perfect attendance if they had perfect attendance at their previous school and did not have any school days separating one enrollment from the other.

OUTSTANDING ATTENDANCE DEFINITION

A student shall be recognized by the school and the district as having outstanding attendance for the school year if he/she has 0 absences. A student may have multiple tardies but all tardies must be excused. A student who receives an Educational Enhancement Opportunity is considered absent exempt and shall be considered for recognition for outstanding attendance. Students must be enrolled in the Powell County School system the entire year or have enrolled in a previous district upon the first instructional day of the former district and have 0 absences in the former district as well as not have any school days separating one enrollment from the other.

NO PASS/NO DRIVE KRS 159.051

The "No Pass/No Drive" statute results in the denial or revocation of a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency is defined as a student who does not have passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. **Because the Powell County High School has 7 classes in a day, a student must pass a minimum of 5 of the classes to be able to keep their driver's license.** A student who has nine or more unexcused absences in the preceding semester shall also lose his/her license or permit. Any absences due to suspension shall be unexcused absences. Reports for revocation can be made earlier than a complete semester for accumulated absences.

EARLY GRADUATION

Early graduation is defined as a planned decision made prior to the beginning of grade nine (9) or as soon thereafter as the intent is known to complete all graduation requirements in three years. Students wishing to follow an Early Graduation path must express in writing their intent to graduate early no later than the first 30 days of the academic year in which they intend to graduate. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate. **See policy 08.11311 See procedure 08.113 AP.1**.

HARDSHIP GRADUATION

A hardship graduation is designed for students who experience extreme health or economic hardship and may need to graduate early or with fewer than the required credits of the Powell County High School. Students who feel as though they have a hardship should review board policy 08.1132 and follow procedure **08.1132 AP.21**. Students must maintain good attendance to have enough seat time to graduate. Deadline for application is September 1 of the student's senior year.

POWELL COUNTY ACADEMY GRADUATION TRACK PROGRAM

The Powell County Academy was established as an alternative education placement in 1996 through a vision to provide a learning environment where those students who could not function well in the regular school program could learn, grow,

graduate, and become successful members of society. In 2013, the Kentucky Legislature created law 704 KAR 19:002 establishing minimum requirements for the operation of alternative education programs in school districts. At that time, alternative education sites that were off of regular school campuses were forced to become individual schools and not just alternative placement centers. The Powell County alternative center was renamed to the Powell County Academy in an effort to demonstrate a commitment to making the school a learning environment in which students of all backgrounds with various needs could flourish and meet the Kentucky minimum requirements for graduation as outlined in 704 KAR 3:305 a reachable goal. It is the intent of the Powell County School District administration and Board of Education that the Powell County Academy offer both a temporary instructional setting for students who get slightly off of their regular graduation path as well as a graduation track in which students can enroll and complete all curriculum required for graduation in an effort to make each student in the Powell County schools a successful graduate.

The Powell County Academy (PCA) will offer a Graduation Track Program for students who are high risk for drop out or failure. Students who choose to follow this program are making a commitment to the PCA and will remain in until they have graduated. Students may be recommended to the graduation track by the Powell County High School administration team or may choose to apply to enroll in the PCA on their own. Graduation Track application packets may be picked up at the Powell County High School guidance office. Students who qualify and enter the Graduation Track Program are subject to the same expectations in regard to counseling services, parent/guardian expectations, and discipline/consequences as listed above in the Temporary Instruction Setting Placement at the PCA.

SELECTION PROCESS

No student will be considered for selection into the Graduation Track Program until after they have completed their freshman year in high school unless they are at least 16 years of age and do not have enough credits to be considered a sophomore. Under only rare circumstances will a student be allowed to enter the graduation track prior to completing their sophomore year in high school.

Students should complete their application to the Graduation Track Program prior to the end of their current year in high school. Applications will be reviewed by PCHS administration, PCA dean of students, or Director of Pupil Personnel in June or July.

Students whose needs have changed after the start of a school year may apply to the Graduation Track Program during an active school year. However, only those applications received by November 30th of that year will be considered unless exceptional circumstances determined by PCHS administration exist. Students must have a minimum of one (1) complete semester in the Graduation Track Program and space is limited.

After reviewing applications and interviewing students, the PCHS administration, PCA dean of students, Director of Pupil Personnel, Director of Special Education, and Migrant Coordinator shall make a decision on which students will be allowed to enter the Graduation Track Program. If there are more students applying than there are spaces for, the committee may rank order the students and create a waiting list in the event a student who is selected cannot fulfill the requirements of the program and is dismissed or withdraws from the district. The decisions of the committee shall be considered final, and if a student is not accepted for the program the first time he/she applies he or she may submit another application for the following year.

Other Provision

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

POWELL COUNTY VIRTUAL LEARNING ACADEMY

The Powell County School District recognizes that a traditional school environment is not the most conducive learning environment for all children. Therefore, we offer a Virtual Learning Academy for students in grades six through twelve. Elementary students will be considered on a case-by-case basis. Students enrolled in the Powell County Virtual Learning Academy (PCVLA) must take courses on a District offered digital platform, family paid digital learning platform approved by District staff as meeting state academic standards, dual credit courses through an accredited university or community college, or a combination of digital learning and on campus courses. Students in the PCVLA also have access to take courses at the Area Technology Center in Estill County. All students enrolled must have all immunizations up to date and present all other required documentation to the District. Students must follow all testing requirements and abide by all rules of the District and School. For more information you may contact the Director of Pupil Personnel or the Dean of Students of the PCVLA and see Board Policy 08.1131 and procedure 08.1131 AP.22.

BEHAVIOR MANAGEMENT PHILOSOPHY

School safety and academic success are created and strengthened when students effectively and actively are engaged in learning, when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes.

Powell County Schools is committed to providing quality education for all students by promoting the use of Positive Behavioral Interventions and Supports (PBIS). We believe it is important to create a community within our schools where students' needs are met, expectations are understood, guidance is given, and a safe and orderly environment is maintained.

PBIS is the behavior component of a Multi-Tiered System of Supports (MTSS) designed to achieve both social and academic success for all students. The framework for MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to provide all students with the level of instruction and support to match their needs.

The MTSS/PBIS framework includes three tiers of intervention:

- Tier 1 interventions refer to services all students receive in the form of academic and behavioral instruction. Tier 1 provides school-wide and class-wide supports and interventions available to all students to prevent problem behaviors, encourage pro-social behaviors and address the unique academic, behavioral and social-emotional needs of students in a particular school.
- Tier 2 interventions are provided for students who need more student-specific instruction and support. These services may be provided in small groups both in and out of the classroom. The purpose of Tier 2 instruction and supports is to improve student performance and prevent further negative impacts on learning and social development.
- Tier 3 interventions provide intensive supports that are matched to the specific needs of an individual student. These services may be provided individually or in small groups. The purpose of Tier 3 instruction is to help students overcome significant barriers to learning academic and/or behavior skills required for school success.

SCHOOL DISCIPLINE

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and the rights of others. An important part of the educational process is helping young people become aware of their rights and responsibilities that accompany those rights. Ideal discipline is self-directed and self-controlled. Parents must be the first to foster self-discipline with the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others. For those students who seem unable or unwilling to adjust self-discipline to the common good and who continually disrupt the orderly operation of the school, procedures must be established to prevent and correct abuses. These rules and procedures are basically the same from preschool through grade twelve. Parents, teachers and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.

Board policy determines acceptable behavior and discipline for all students for the purpose of maintaining a safe learning environment where orderly learning is possible and encouraged. The superintendent, or designee, shall be responsible for overall implementation and supervision and each school principal shall be responsible for administration and implementation within each school. Each school council shall select and implement the appropriate discipline and classroom management techniques necessary to carry out the code. The board shall establish a process for a two-way communication system for teachers and other employees to notify a principal, supervisor, or other administrator of an existing emergency.

TRAUMA INFORMED APPROACH

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

Pursuant to KRS 158.4416, each local board of education must develop a plan for implementing a trauma-informed approach in its schools by July 1, 2021. At a minimum, the plan shall include strategies for:

- Enhancing trauma awareness throughout the school community;
- Conducting an assessment of the school climate, including, but not limited to, inclusiveness and respect for diversity;
- Developing trauma-informed discipline policies;
- Collaborating with the Kentucky State Police, the local sheriff and the local chief of police to create procedures for notification of trauma-exposed students; and
- Providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.

Please refer to the User's Guide to Discipline for Students with Disabilities for IDEA and 504.

RESTRAINT AND SECLUSION

According to state law 704:KAR 7:160 use of restraint and seclusion in the Powell County Schools is defined in board policy 09.2212. This policy can be accessed on the Powell County District Webpage from the Board of Education Link

CORPORAL PUNISHMENT

"Corporal punishment" is defined as the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior. The Powell County Board of Education prohibits corporal punishment.

STUDENT SEARCHES

School officials have the right to search students or their property if the officials have reasonable suspicion that the student may be in possession of something that violates school rules or endangers others. The purpose of searching students, their belongings, lockers, desks, or automobiles is to protect the property and safety of others and/or to maintain the ongoing educational process of the school. Students have the protection, as do all citizens, against unreasonable search and seizure of their property. Search will be done privately, when possible.

CONDUCT WARRANTING DISCIPLINARY ACTION

Following is a list of violations and their definitions. School based policy at each school determines the appropriate procedure to deal with each case, which shall be carried out by principal and staff. This list does not include all offenses that may be punishable. **School personnel may immediately remove threatening or violent students from a classroom or school facility or school bus pending any further disciplinary action.**

Any middle or high school student who habitually violates the discipline code may be assigned to the Powell County Academy at the discretion of the principal.

Students may be excluded from participation in extracurricular or co-curricular activities for violating district conduct standards or the school policy. The principal may suspend a student's eligibility to participate in such programs pending investigation of any allegation that the student has violated either the District conduct standards or the school council's criteria for participation.

Telecommunication Devices(i.e cell phones, smartwatches)

Telecommunication devices (cell phones, watches, etc) will not be permitted during the instructional school day, from 8:10-3:20. Please refer to board policy 09.4261 for full statement.

Dress and Appearance

The wearing of any item that materially or significantly disrupts the educational process, or threatens the health or safety of other students or staff members is prohibited. If a School Base Decision Making Council chooses to develop a dress code it shall be consistent with this statement.

Disruptive Behavior

Disruptive behavior is conduct and/or behavior such as profanity, obscenity, horseplay, name-calling, harassment, loud noises, etc, which disturbs the orderly educational procedure of the school. A student who is removed from the same classroom three (3) times within a 30 day period shall be considered "chronically disruptive".

Bullying/ Hazing (09.422)

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools. Bullying/hazing is prohibited. Students that believe they are victims of bullying/hazing shall inform their teachers and/or school principal to report such incidents and may call the DPP at the district office if they feel action to resolve the bullying is not being taken care of at the school. Bullying may also be reported via the Safe Schools tip line.

Per KRS 508.180 hazing is defined as an action which endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization (see board policy 09.422 for definition of an organization), including by not limited to actions which cause, coerce, or force a minor or a student to:

1. Violate federal or state criminal law
2. Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury
3. Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements
4. Endure brutality of a sexual nature; or
5. Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

Per KRS 158.148, bullying is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

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

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

Actions not Tolerated in Relation to Bullying

The use of lewd, profane or vulgar language is prohibited. In addition students shall not engage in behavior 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 on school premises, on school sponsored transportation (per policies 06.34 and 09.2261), or at school sponsored events including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students of take advantage to the educational opportunities offered.

Defiance of School Personnel's Authority

Defiance is a student's refusal to comply with reasonable requests of school personnel.

Fighting

Fighting means students who engage in physical contact for the purpose of inflicting harm on the other person. Words can constitute provocation as well as physical contact.

Theft

Theft means a student possessing another person's belongings without permission from the owner or knowingly possessing stolen property.

Forgery

Forgery is the act of falsely using the name of another person, or falsifying documents or correspondence from, to, or within the school affecting official school activities.

Plagiarism

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Destruction or Defacement of School Property/School Personnel Property

Destruction or defacement of school property or school personnel property is the willful marking upon, defacing, damaging, or destroying school property or property of school personnel. The student and/or parent will be liable for cost of repair or restitution.

Extortion

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

Possession of Pornography

Possession of pornography is pornography on school property or at school sponsored activities of pictures, writings, or electronic media of a sexual nature.

Inappropriate use of School Technology

Inappropriate use of school technology means communication, retrieving, and sending data, use of Internet not linked to educational purposes, including pornography, whether supervised or unsupervised, using school computers. Please read the acceptable use policy for a full description of what is considered inappropriate.

Use/Possession of Tobacco/Vaping Prohibited

Students shall not be permitted to use/or have possession of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on property owned, leased or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline and in the school handbooks, consistent with Board Policy 09.4232.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of

each school year, and students shall have access to the material throughout the school year.

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and the school counselor or other school-based mental health services provider shall provide to the parent/guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment. Individual schools will have additional consequences. (See Board Policy 09.4232)

Additionally, tobacco use, by students, staff, and public, including alternative nicotine products and vapor products as defined by KRS 438.305, is prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property owned or operated by the board, and during school-related student trips.

Harassment/Discrimination
Intimidation by threats of, or actual, physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual, due to an individual's race, color, national origin, age, religion, marital status, political beliefs, sex, genetics, or disability is prohibited.

According to Board Policy 09.42811, the following constitute harassment:

1. Conduct and/or actions including, but not limited to:
2. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion, or disability;
3. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
4. Members of one gender being subjected to sexual remarks of the other gender in the context of the classroom.
5. Impeding the progress of a student in class by questioning the student's ability to do the required class work based on the gender, race, color, religion, national origin, or disability of the student.
6. Limiting student access to educational tools, such as computers, based on the student's gender, race, color, religion, national origin, or disability; and
7. Teasing a student's subject choice or assignment based on the gender, race, color, religion, national origin, or disability of the student.

Deadly Weapons
Possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, or using any firearm, deadly weapon, or look-alike deadly weapon as outlined in Board Policy 05.48 including but not limited to 1. a weapon of mass destruction 2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged 3. any knife other than an ordinary pocket knife or hunting knife, etc. in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.

Deadly Weapons; Look-Alike
Any toy or facsimiles of a deadly weapon as defined by state statutes. This includes any items represented as such weapons (e.g. a concealed object shaped like a gun or referred to as a gun or any object such a stick or finger concealed under clothing and is being portrayed as a firearm.

The penalty for students in possession of a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap devise to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee. Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system. Except for authorized law enforcement officials, the Board specifically prohibits the carrying of concealed weapons on school property. *See KRS 237.110, 500.080 and KRS 527.070 for definitions.

Violation of this policy by students shall require that the principal immediately make a report to the superintendent, who shall determine if charges for expulsion from the district schools should be filed under policy 09.435. An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070 (3). Law enforcement officials are authorized to bring weapons onto school property in performance of their duties.
UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR ($10,000.00) FINE - KRS 527.070.

Other Weapons
Students are prohibited from carrying or having in their possession on school grounds or at school sponsored events unless authorized by the superintendent: knives of any kind, pellet guns, bb guns, or other devices which could cause physical harm.

Abuse of Teacher
Whenever a teacher or school administrator is functioning in his capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school (KRS 161.190). Any person who violates any of the provisions of KRS 161.190 shall be guilty of a class A misdemeanor.

Aggressive Behavior Toward Any School Employee
Whenever any officer, employee, or agent of the school district has been threatened with bodily harm or assaulted or attacked by an individual or group, or has suffered bodily harm, he or she shall notify the principal immediately, who shall call the police and the student or students shall be suspended at once with a recommendation for expulsion. A report of the case shall be sent to the superintendent for possible further action. It is the responsibility of the person who suffers the assault or injury to file any charges for legal prosecution by the courts.

Assault and Threats of Violence- Notice of Penalties and Provisions 09.425 AP.22

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations.) In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of these Class D felony include a term of imprisonment of not less than one thousand ($1,000) and not greater than ten thousand ($10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, 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 a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur.
    b. Makes false statements by any means, including by electronic communication, for the purpose of:
        1. Causing evacuation of a school building, school property, or school sanctioned activity;
        2. Causing cancellation of school classes or school sanctioned activity; or
        3. Creating fear of serious bodily harm 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. Terroristic threatening in the second degree is a Class D felony.

In addition to legal consequences, there will be school consequences. School Consequence: If a high school or middle school student submits a written or verbal threat that constitutes terroristic threatening and or bomb threat, the student shall receive a 5-10 day suspension from school and may be removed from the school to an alternate placement for a minimum of the remainder of one school year. Depending on time of year and behavior at alternate placement, the Superintendent may assign alternate

placement into the next school year. Elementary students may receive a suspension as determined by the principal and superintendent on a case by case basis and other consequences may be applied. Students who submit a written or verbal threat of terroristic threatening and or bomb threat may be required to have a threat/risk assessment completed by a licensed mental health agency or private licensed psychiatrist or psychologist. Expenses incurred for evaluation/treatment will not be the responsibility of the Powell County Board of Education.
(Please refer to Users Guide to Discipline for Students with Disabilities or the Principal's Information Handbook for IDEA and 504 students.)

DRUG TESTING AT HIGH SCHOOL

All students in grades 9-12 in the following categories will be placed in the Testing Pool and be subject to random drug testing:

1. Students participating in any extracurricular activity, including athletics
2. Students who drive to school or park on school property, and
3. Additional students who, with parental consent, volunteer to participate

Consequences of testing positive for drug use during a random drug screening are as follows:

First Offense

1. Notify parent/guardian
2. Due process meeting at school (offered by principal) with student, parent, and administrator.
3. Three (3) week suspension from all team activities, school driving privileges, and all other extra-curricular activities student is involved or until negative drug test is administered the following month, whichever length of time is longer.
4. Early intervention planning meeting with the student and parent as arranged by Counselors
5. Reinstatement requires a negative test result in accordance with the same procedures utilized for random drug testing. A negative result will allow the student's reinstatement; however, a positive result will be treated as a second violation.

Second Offense

Same as first offense with 9-week suspension before reinstatement possible.

Third Offense

Same as first offense with 36– week suspension before reinstatement possible.

Additional Violations

Shall disqualify student from participation in extracurricular activities, athletics, and from driving/parking on school property the remainder of his or her enrollment in the district.

MEDICATIONS– PRESCRIPTION AND OVER THE COUNTER

No medications of any kind, over the counter or prescribed by a physician, are to be carried by a student at any time unless specified by a physician in writing. All medications must be kept in the office of the school, unless specified by a physician in writing, with a medication form signed by a parent or doctor for prescriptions. (*See board procedural form 09.2241 AP.21.)* Any student caught carrying any of these medications will receive disciplinary action. Per board policy 09.2242, the distribution or use of medicinal cannabis is prohibited.

USE/POSSESSION OF ALCOHOL, DRUGS 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.

USE/POSSESSION OF DAB PENS/THC

Elementary Schools

School administration discretion.

Middle/High Schools

No student shall purchase, possess, use, be under the influence of, sell, or transfer dab pens or THC.

Any time a student has violated this offense, the following will occur each school year:

1. Parent/Guardian will be notified.
2. SRO will be notified.
3. Student will participate in an online cessation class.

The subsequent disciplinary action will also be taken:

1st Offense
1. 2 days suspension and Saturday School
2. Three (3) weeks loss of all school/extracurricular activities and field trips

2nd Offense
1. 4 days suspension and Saturday School
2. Nine (9) weeks loss of all school/extracurricular activities and field trips

3rd Offense
1. 2 days suspension
2. Placement at the Powell County Academy for twenty (20) days
3. Loss of all school/extracurricular activities and field trips for the remainder of the year or eighteen (18) weeks, whichever is longest

4th Offense
Recommend by the principal to the superintendent for expulsion for up to one calendar year from the date of offense. The student shall be suspended pending a board hearing.

(Please refer to Users Guide to Discipline for Students with Disabilities or the Principal's Information Handbook for IDEA and 504 students.)

TRAFFICKING IN DRUGS OR ALCOHOLIC BEVERAGES

"Traffic" means to manufacture, distribute, dispense, sell, transfer, or possess with intent to manufacture, distribute, dispense, or sell a substance. KRS 218A.010.

DEFINITIONS
Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute, or purchase under Federal or Kentucky laws.

Prohibited substances include:
1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

CONSEQUENCES FOR USE, POSSESSION, OR TRAFFICKING

First Offense: Any student found in violation for use, possession, or trafficking for the first time during his/her enrollment in the

Powell County School System will be disciplined according to the following procedures:

1. The student is informed of the charges against him/her and given an opportunity to address those charges in writing. Parents or legal guardians are called and informed of the violation and will be present or provide consent for discussion with police.
2. SRO or other law enforcement agency with jurisdiction shall be notified. Confiscated substances may be given to the police.
3. Superintendent shall be notified.
4. The student will receive an out-of-school suspension for a period of 3 to 5 days. (A student who is a first time offender for trafficking in a controlled substance may be expelled for up to one calendar year from the date of the offense.) If the student is sent to a detention facility or treatment center, the suspension time will begin as soon as the student leaves the building and the days spent in the facility will be in lieu of the suspension..
5. A letter documenting the charges of suspension must be mailed or given to the parents or legal guardian. A copy of this letter must be delivered to the superintendent.
6. During, or at the end of, the out-of-school suspension and/or time in detention facility or treatment center, the student and his/her parents or legal guardian must have a conference with the principal, counselor and alternate education administrator. At the end of this conference the student, parents and above-named school personnel will sign a "First Time Offender Policy Contract" which among other things, requires passing grades, regular school attendance, and will include referral for participation in an evidence based drug education program.
7. The student will receive up to 20 days in alternate placement. The 20 days in an alternate setting shall include all suspension days, days spent in treatment centers, and days spent in detention centers. The total days in alternate placement may exceed 20 if behavior or grades are not satisfactory while in alternate placement. The school personnel will help the student set goals for him/herself which will ensure that the contract is fulfilled.
8. The "First Time Offender Policy Contract" will be in effect for the remainder of the student's enrollment in the Powell County Schools. Violations of any part of the contract may result in further suspension and possibly additional time spent in the Alternative Education Program.

Second and Succeeding Offenses:
For a second or succeeding offense of any nature of the drug/alcohol policy, all first offense procedures still apply. Extended time in the Powell County Academy alternative learning school may be assigned and will lose all school/extracurricular activities and field trips for the remainder of the year. The student may also be recommended by the principal to the superintendent for expulsion for up to one calendar year from the date of the offense. The student will be entitled to a due process hearing and procedures that are outlined in the first time offenders consequences. If expulsion is being recommended, the student shall remain suspended pending a board hearing.

INTERROGATIONS AND SEARCHES CODE

Interrogations

1. A student in school may not be interrogated by any non-school authority without the knowledge of school principal or his/her designee and consent of parent as per board policy 09.4361.
2. Any interrogation of the student while on school property must be done in private with school principal or his/her designee.
3. A student may not be released to the custody of persons other than parent, legal guardian or legal authorities.
4. If a child is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.

SUSPENSION AND EXPULSION (See Policies 09.434 and 09.435)

KRS 158.150 guides the Board's suspension and expulsion procedure. Suspensions may be imposed by the principal or assistant principal for a period of up to five (5) school days and by the superintendent for up to ten (10) school days per occurrence. Expulsions are imposed only by the Board of Education by a majority vote upon recommendation by the superintendent.

Any student suspended is prohibited from entering any school or school grounds (except for a pre-arranged conference with an administrator) during the suspension. He/she shall not attend any day, night, or weekend functions of the Powell County Schools or ride a school bus during the term of suspension. Violation of this is cause for expulsion.

Any student who is assigned to the Powell County Academy for discipline reasons is prohibited from attending/participating in any day, night, or weekend functions of the Powell County Schools unless determined otherwise by a committee of school and district leadership.

Any student who has been expelled for posing a safety threat to other students or school staff is prohibited from entering any school or school grounds during the expulsion. He/she shall not attend any day, night, or weekend functions of the Powell County Schools.

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;

2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48,

The Board may expel a student for longer than twelve (12) months.
Note: Please refer to the User's Guide to Discipline for Students with Disabilities or the Principal's Information Handbook for IDEA and 504 students.

SUSPENSION AND EXPULSION PROCEDURES

Suspension Procedures

1. A student is entitled to the following due process procedures:
    a. Oral or written notice of the charges against him or her that constitute cause for suspension.
    b. An explanation of the evidence of the charges, if the student denies them; and
    c. An opportunity to present his or her own version of the facts related to the charges.
2. The superintendent, principal, or assistant principal may suspend a pupil but shall report such action in writing to the superintendent and to the parent/guardian or other person having legal custody or control of the pupil.
3. Primary school students shall be suspended only where there are safety issues involved.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

Expulsion Procedures

1. When a student is suspended pending recommendation for expulsion, the building principal shall notify the superintendent who shall meet with the principal or designee to investigate and review the alleged misconduct and all relevant matters. The building principal shall hold a conference with the parent(s) or guardian(s) and the student to discuss the reasons for the suspension and proposed recommendation for expulsion.
2. If, after investigation and review, it is determined that expulsion should be recommended to the board of education, the building principal or designee shall prepare appropriate documents. The superintendent shall arrange a time for a hearing. The notice of hearing on the recommended expulsion shall state the reasons for the recommendation for expulsion and shall have attached thereto documents that describe the alleged incidents that have precipitated the recommendation for expulsion. There shall be included a direct citation of the section of the Discipline Policy, Board Policy, and/or state statute that has been violated. The notice shall state the time and place of hearing.
3. Notice shall be sent to parent(s) or guardian(s) by certified mail or hand delivered. The parent(s) or guardian(s) and the student, if notice is served upon the student, shall sign an acknowledgment that they have personally received the documents. If the student has attained age eighteen (18), the notice shall be given to the student as well as to the student's parent(s) or guardian(s) unless the student has shown that he or she is not a dependent as defined in the Family Educational Rights and Privacy Act of 1974 and the regulations thereunder.
4. At the same time the notice and supporting documents are delivered to the student and his/her parents(s) or guardian(s), copies shall be forwarded to the members of the school board.

The Hearing

1. The hearing shall be held on a date not later than ten (10) school days from the first date of suspension, unless waived by the parent or guardian.
2. Per policy 09.435. If applicable, a bus driver shall have the opportunity to be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.
3. The student may be accompanied by:
    a. Parent(s) or guardians(s).
    b. Legal counsel or any other advisor of his/her choice.
4. The school district may also be advised by its legal counsel.
5. The board, in its discretion, may postpone the hearing upon request when it deems such a postponement necessary or appropriate.
6. The student, if 18 years of age or his/her parent(s) or guardian(s) may waive the hearing by furnishing a signed statement that they will waive the hearing. Nothing in this policy shall be construed to prohibit settlement by the parent(s) or guardian(s) by agreement, or waiver of hearing, or both.
7. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he/she believes relevant or appropriate.
8. Each party to the hearing, directly or through his/her legal counsel or advisor, may introduce evidence, witnesses to testify, or statements in writing, and may testify in his/her own behalf. To the extent that either party may rely on

written statements as evidence, he/she shall clearly indicate how and from what source the evidence has been obtained. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the board should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative and not be conducted as an adversary proceeding.

9. If the student shall fail to appear at the hearing, or if, having appeared, shall make no response to the complaint, the board shall nevertheless invite the school administration to submit evidence in support of the complaint. The hearing shall be in closed session so as not to disclose confidential student records, unless an open session is requested by the student, or the parent(s) or guardian(s) of the student if the student is a minor.
10. If a party to the hearing should deliberately conduct himself/herself in a manner disruptive of the hearing, the board shall be authorized to exclude him/her and to proceed with the hearing as if he/she had not personally appeared. A hearing shall be attended only by the board, the superintendent, administrative personnel familiar with the case, the student, the student's parents(s) or guardian(s), the student's legal counsel or other advisor, and the school board's legal counsel. Witnesses other than the foregoing should be excluded except when presenting information to the board, unless the student and his/her parent(s) or guardian(s) waive this exclusion. The board may order all witnesses to be excluded on its own motion.
11. Provisions shall be made either for a transcript or for a verbatim record in the form of a tape recording of the hearing. The complaint, the student's responses, the transcript or record, and all other papers in the proceeding except the final disposition of the case, shall be for use only in the proceedings and in the internal processes of the school district related thereto; and no such transcript, record or papers shall be voluntarily disclosed to any person outside the school district, except with the student's or parent's consent.
12. The Decision
    The board in executive session shall consider all relevant evidence introduced at the hearing, make findings of fact and conclusions as to the disciplinary action as it deems appropriate. The board determination shall be by majority vote. The board may consider the student's prior record as submitted by the school administration at the hearing. The entire record, as submitted, shall be open to the student or his/her parent(s) or guardian(s) if the student is a minor. The school board shall promptly notify the parent(s) or guardian(s) and the student, as well as the superintendent or the person designated by him/her concerning the board's findings of fact and determination.
13. Upon expulsion from the regular school setting, provision of educational services will be required unless the Board determines on the record and supported by clear and convincing evidence that the expelled student poses a threat to the safety of other students or school staff and cannot be placed in a state-funded agency program.
14. Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

ALTERNATIVE EDUCATION IN LIEU OF EXPULSION

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

The Superintendent shall form an appeals committee consisting of the DPP and such other administrators as determined appropriate to provide the hearing required by KRS 158.150 before making an alternative placement in lieu of expulsion.

The alternative program or setting may be provided virtually. Students placed in an alternative program or setting shall be subject to compulsory attendance requirements under KRS Chapter 159 and applicable Board policy.

Action to expel, extend the expulsion, or place in an alternative program or setting a student, shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board. Following the initial alternative placement of a student, the Board shall review the alternative program or setting placement at least one per year and determine if the placement should be continued.

SCHOOL BUS SAFETY REGULATIONS

Help us protect your children as they travel to and from school. Certain types of children's clothing can create a hazard as your child gets on and off the bus. Especially dangerous are the following: long jackets, sweatshirt drawstrings, untied shoe strings, long backpack straps, scarves, or any loose clothing that could be caught in the bus handrail, door, or other parts of the bus as your child is getting on and off the bus.

Please take the time to check your children's clothing, backpacks, and other items brought to school to help us ensure they arrive

safely.

Riding the school bus is a privilege extended to all students who qualify under the policies of the Powell County Board of Education.

School bus transportation is a service provided that is not required by law. If school transportation is desired, students must behave.

Students found to be in violation of bus riding rules may be subject to disciplinary actions, including suspension of bus riding privileges.

AT THE BUS STOP

- Arrive at the bus stop five (5) minutes before time for the bus to arrive. The bus driver is not permitted to wait for students.
- Keep all articles off the roadway and remain well clear of traffic.
- Unauthorized conduct, such as fighting , or damaging property may be subject to action by local police as well as the school.
- Wait until the bus stops and then walk to the bus in an orderly manner.
- If a hoodie or other head gear which blocks the driver from being able to identify a student is worn at the bus stop, the hoodie or head gear must be removed before entering the bus and while riding the bus.
- Students living on the opposite side of the road from a bus stop must wait on their side of the road until the bus is stopped and the driver signals them to cross.
- Students may use only the stop nearest their residence, unless written permission is obtained from their principal and provided to the bus driver.

RIDING THE BUS

- The bus driver may assign seats.
- Riders will share seats as assigned by the driver.
- No one may use any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on the bus.
- Weapons, dangerous articles, or anything that would be considered dangerous are absolutely prohibited.
- There is to be no eating or drinking on the bus.
- Students shall not use cell phones for talking to others while on the bus.
- If ear buds are used for listening to electronic devices, one ear must be left exposed without an ear bud at all times to allow the passenger the ability to hear the driver.
- Profanity, obscene gestures, and excessive noise (as determined by the driver) are prohibited.
- Blankets are prohibited on the school bus.
- Keep voice volume to a whisper.
- Riders must not extend any body part out bus windows or in the aisles.
- Riders shall face forward at all times.
- Rear and left-side emergency exits will be used only under the direction of the driver or other person in authority.
- Harassment of other bus riders may be grounds for permanent suspension of bus riding privileges.
- Items carried on the bus must be of a size to sit in a student's lap and not block aisles or the vision of the driver from seeing other passengers. Backpacks on wheels or suitcases are prohibited.
- Students may not use any electronic devices that prevent them from hearing the bus driver if the driver needs to communicate with them. This is a safety measure.

A driver shall not knowingly permit any of the following to be transported on the bus:

- Firearms or weapons, either operative or ceremonial:
- Fireworks or any other explosive materials of any type:
- Animals, fowls, or reptiles: (with the exception of service animals as per Board Policy 06.342)
- Preserved specimens that would likely frighten any pupil or cause a commotion on the bus: or
- Glass objects or helium balloons.

UNSAFE CONDITIONS

Any condition which could result in injury to a bus rider is considered unsafe. These actions may occur while at, en route to, or from the bus stop. Parents will be notified in writing of each such occurrence. **This behavior may prohibit the student from riding the bus.** Some examples are: **Throwing items inside, or at, the bus. **Failure to remain properly seated. **Improperly exiting the bus. **Fighting, yelling, and excessive noise. **Extending body parts out windows. **Intimidating or harassing other riders. **Failure to follow driver's instructions.

BUS EVACUATIONS

Evacuation drills are conducted to familiarize students with the proper procedure to be followed in cases of emergency.

STUDENTS WHO MISS THE BUS

If a student misses the bus he/she should **NEVER** be brought to the bus at another stop and let out of a vehicle to walk up beside the bus to board. This is in the DANGER ZONE of the bus and puts the child in an extremely dangerous situation. The child should be taken to their school.

DESIGNATED STOP

Parents must designate one address as the student's designated stop. Students are allowed to exit the bus ONLY at their designated stop. Any request to leave the bus at another stop must be in writing and signed by the school principal/designee.

REMOVAL FROM BUS

Anytime the bus driver determines an unsafe condition exists on the bus, the bus must be stopped until the condition is corrected. Assistance may be requested from the Transportation Division. Students causing an unsafe condition may be removed from the bus. The student will be transported in another vehicle to school or the home. If student is transported to school, parents will be required to pick up the student at school.

FIGHTING ON THE BUS

Any student involved in a fight on the bus will receive the disciplinary consequences as set forth in the District Student Code of Conduct.

PRESCHOOL TRANSPORTATION

Preschool students who are transported home and do not have a person on the pick-up list present when the bus arrives will be transported back to their school.
As per board procedure 06.32 AP.1, upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

CONSEQUENCES FOR VIOLATIONS

The bus driver will do everything he/she can do before writing a child up. If a driver must write a student up, the driver will specify the actions that the student did which broke a bus rule. If the driver writes a student up the principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days for habitual or serious conduct violations. The principal shall contact the superintendent for approval of removing a student for more than 10 school days. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.
The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to one (1) calendar year.

Disciplinary action is determined by the level of the offense. Offenses are broken down into four (4) classes:

1. **A minor, or Class I offense:** Defined as any inappropriate conduct or disruption on a school bus. This includes, but is not limited to, any kind of misbehavior from eating, drinking, littering, failure to sit in an assigned seat or stay in seat while bus is moving, getting on or off the bus incorrectly, refusing to share seats with other pupils, horseplay, not waiting at the bus stop causing unnecessary delay, riding a bus other than one assigned or approved, making excessive noise, or insisting on taking items on the bus that are against the rules.

   The first bus driver write-up in a school semester constitutes a conference with the student at the school, and the student's parents shall be notified. The second offense in a school semester constitutes the loss of bus privileges for a minimum of

one (1) day. The third offense in a school semester constitutes the loss of bus privileges for two (2) days. The fourth offense automatically becomes a Class II offense with the loss of bus privileges for a minimum of three (3) days. Any Class I type of offense that occurs after the fourth offense will retroactively be changed to a Class II offense going forward. After 3 more Class I (Class II) offenses are recorded, the student will be considered to lose bus privileges for the remainder of the school year.

2. **An intermediate, or Class II offense:** Defined as failure to follow directions related to safety and order on the school bus or habitually committing Class I offenses. Principals shall review bus write up records to determine habitual nature of offenses. This includes refusing to obey the bus driver, making inappropriate gestures to people outside the bus, putting a body part outside the bus window, throwing objects inside or outside the bus, disrespecting the driver/monitor, using abusive or vulgar language to the driver or other passengers, or any other behavior relating to safety.
   Disciplinary action for a Class II offense shall result in a loss of bus privileges for a minimum of three (3) days. A second intermediate offense constitutes up to five (5) days suspension of bus privileges. A third offense constitutes up to ten (10) days suspension of bus privileges and may result in a minimum of 5 days at the Powell County Academy for middle and high school students. All students assigned a 10 day bus suspension shall have a meeting with the Superintendent prior to transportation privileges being reinstated. The fourth offense automatically becomes a Class III offense with the possibility of losing bus privileges for the remainder of the year.

3. **A major, or Class III offense:** Defined as a violation of safety procedures on a school bus that may lead to injuries or the bus being damaged or habitually committing Class II offenses. The measure also refers to any unjustified activation of a bus emergency system, including emergency doors, and windows, unless directed by the bus driver. This offense also includes, but is not limited to, fighting, pushing, tripping, the use or possession of tobacco products, alternative nicotine products, or vapor products, use or possession of a lighter, damaging the bus seats or other bus parts, and submitting a false statement against a transportation employee.

   Disciplinary action for a Class III offense constitutes the loss of bus privileges for a minimum of five (5) school days. A second violation shall result in a suspension of bus privileges for up to ten (10) school days and may result in a minimum of 5 days at the Powell County Academy for middle and high school students. All students assigned a 10 day bus suspension shall have a meeting with the Superintendent prior to transportation privileges being reinstated.. If a student repeatedly displays inappropriate behavior on a bus (including repeated Class I and Class II offenses), the student shall be referred to the superintendent and may lose bus privileges for up to one calendar year.

4. **Zero Tolerance offense, or Class IV offense:** Defined as the most severe class of violations. This class could include, but is not limited to, possession or use of a controlled substance, trafficking in a controlled substance or inappropriate sexual behavior. A student who breaks rules at this level shall receive consequences by the superintendent or designee who may withhold privileges up to one calendar year.

BUS DRIVER RESPONSIBILITIES

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.

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

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

BUS DRIVER RIGHTS

Per KRS 158.110, a driver:

1. May refuse to provide further transportation upon written report to Superintendent/designee.
2. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student:
   a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
   b. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
3. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent/guardian and the

impact upon a student's transportation privileges.

STUDENT AND PARENT GRIEVANCE PROCEDURE

The Powell County School System, to be effective, must be attentive to the individual needs and concerns of the students and parents who are served by it. It is the belief of this school system that students and parents have a right to be heard concerning individual grievances and complaints. Therefore, the Powell County Board of Education adopts the following grievance procedure to provide students and parents with an appropriate means to resolve problems, which may occasionally arise in the operation of the public schools.

Purpose

The grievance procedure is to provide for orderly, equitable resolutions to problems, which may arise affecting students, parents, and the school system, at the lowest possible level of administration.

The school board requests that all parents and students attempt to resolve any grievance or complaint with the school system through the following procedure prior to bringing the matter to the attention of the board of education.

Definition of Grievance

Whenever a student and/or parent who believes that he or she has been adversely affected because a school official (teacher, principal, or any other school system employee) has misinterpreted, violated, or failed to enforce a state or federal law, including Title IX education and amendments dealing with sex discrimination, school board policy, administrative regulation, or local school rule or regulation, a grievance may be brought in accordance with the following procedures.

Grievance Procedures

Students wishing to initiate a harassment/discrimination complaint should use Procedure 09.42811 AP.2.

CONDITIONS

1. All grievances are individual in nature and must be brought by the individual grievant.
2. All grievance proceedings shall be conducted outside the regular school day and at a time and place mutually agreed upon.
3. The grievant shall be permitted to have not more than two (2) representatives.
4. All attendant records shall be filed in the office of the Principal and/or Superintendent and shall be considered private information and separate from the student's educational records. All records will be kept for a minimum of three (3) years.
5. No reprisal shall be taken against any aggrieved student because of the filing of a grievance.

TIME LIMITS

1. Students or their parents must file their grievance within fifteen (15) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within ten (10) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Principal, thus bypassing the teacher or other employee. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Principal.
2. The Principal reserves the right to redirect the communicator to the appropriate level and/or consult with the council, as appropriate.

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

1. When appropriate, the grievant shall give his/her communication directly to the Superintendent, thus bypassing the Principal. This action shall be taken only in those instances where the matter communicated is of such a personal and private nature that it cannot be effectively communicated at a lower level or in those instances where the nature of the grievance would require the initial response of the Superintendent.

2. The Superintendent reserves the right to redirect the communicator to the appropriate level.

BOARD OF EDUCATION'S INVOLVEMENT

1. If the student, after reviewing the Superintendent's response, desires direct communication with the Board of Education, the student may present his/her written communication to the Superintendent for transmittal to the Board of Education or notify the Superintendent ten (10) school days prior to the meeting of the Board at which the student wishes the grievance presented. Students contacting Board members individually about a grievance shall be advised to communicate with the entire Board.
2. If the Board decides to review the grievance, the student will then be afforded an opportunity to appear before the Board at the next regular meeting for relevant discussion of the student's communication. If the student does not wish to make a verbal presentation, the student's right to refrain from such activity will be respected.
3. The Superintendent or the grievant shall present the communication to the Board of Education at its next regularly scheduled meeting.
4. The Board of Education will consider the grievance and will provide the student a written response within ten (10) school days after the next regularly scheduled meeting of the Board, following the meeting of the Board at which the grievance was initially presented. The decision of the Board of Education shall be final.

Notification of FERPA Rights Board Policy 09.14.AP.111

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

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

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

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

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

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

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him\her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

Exceptions that permit disclosure without consent include:

a. Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer, or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions. It may also include online educational services and software utilized by the District to support student evaluation, assessment, and instruction.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

a. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

Designated Kentucky State agencies may be permitted access to student record information, which will depend in the authority granted to their particular agency.

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

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

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

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

7) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

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

Notification of PPRA Rights Board Policy 09.14 AP.112

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students (students 18 years of age or older or who are emancipated minors) certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

Consent before minor students are required to submit to a survey, analysis, or evaluation that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

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, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE**: If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.

Inspect, upon request and before administration or use:

1. Protected information surveys to be used with students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The District shall annually provide parents and eligible students notice of these rights under law in the Student Handbook, the District *Code of Acceptable Behavior and Discipline*, or other avenue designated by the Superintendent/designee.

The District shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the activities listed above. A new or supplemental notice shall be given as necessary to provide the opportunity to consent or opt out under the standards set forth above. Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Notice of Moment of Silence or Reflection

Dear Parent/Guardian,

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

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

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

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

CURRICULUM AND INSTRUCTION 08.2323

Access to Electronic Media

(Acceptable /Responsible Use Policy)

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

SAFETY PROCEDURES AND GUIDELINES

The superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and authorized communication system(s). Guidelines shall address teacher supervision of student computer use, ethical use of

electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Guidelines and procedures should encourage details on how the District implements and facilitates digital learning tools and portable/mobile technologies to foster ubiquitous access for staff and students, emphasizing always-on, everywhere digital opportunity and empowering Districts and schools to fully understand digital access beyond the campus. With such District implemented resources, the guidelines for acceptable and responsible use shall still apply, regardless of the time, place, and means of utilization.

The District shall support teacher efforts in taking ownership of digital citizenship skills and educating their students in the same skills to foster a responsible, safe, secure, and empowered digital learning environment. Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all District-owned devices with Internet access, District-managed systems and accounts, and personal devices that are permitted to access the District's network, shall be implemented that effectively address the following, regardless of the time, place, and means of utilization:

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

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

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

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

PERMISSION/AGREEMENT FORM

All applicable procedures and guidelines resulting from this AUP/RUP shall be readily available and for use by students, parents/guardians, faculty, staff and other to whom access is granted. A written parental or legal guardian request shall be required to opt-out of or rescind access to electronic media involving District technological resources. Or if applicable procedures require, a written parental request may be required to prior to the student being granted independent access to electronic media involving District technological resources. This document shall be kept on file as a legal, binding document.

The required permission/agreement materials, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be acknowledged by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. In order to opt-out, modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPOLYEE USE

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

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

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

In accordance with KRS 160.145, the Board shall designate a traceable communication system to be the exclusive means for District employees and volunteers to communicate electronically with students. The Principal of each school shall provide parents written or electronic notification within the first ten (10) days of the school year of each electronic school notification and communication program designated within the traceable communication system. The notification shall include instructions for parents to access and review communications sent through each electronic school notification and communication program. See policy 08.2324 for complete details and guidelines.

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

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

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

Networking, communication systems, and other options offering the ability to communicate directly with students may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities in accordance with Policy 08.2324.

Students may only be invited or granted access to Board approved traceable electronic communications systems, including social media platforms and other digital communication sites, if the District has verified that the system meets acceptable data privacy standards and includes appropriate protections for student information. Furthermore, the students must meet the platform's minimum age requirements before being granted access or invited to access.

Staff members shall not use or create personal social networking accounts to which they communicate directly with or invite students to be friends.

EMPLOYEE CONDUCT AND REPORTING REQUIREMENTS FOR TECHNOLOGY USE

All employees and volunteers are subject to disciplinary action if their conduct relating to the use of technology or online resources violates this policy or any other applicable statutory, regulatory or policy provisions governing employee conduct. This includes, but is not limited to, unauthorized electronic communications.

The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and the confidentiality of student information. Any conduct in violation of the Code – particularly involving technology or online resources – must be reported to the Education Professional Standards Board (EPSB) as required by law and may result in disciplinary action up to and including termination.

REPORTING PROCEDURES – POLICY 08.2324

A District employee or volunteer who receives a report alleging that another District employee or volunteer has engaged in unauthorized electronic communication must immediately notify the appropriate authority:

1. If the subject of the report is a staff member, notify the Principal.
2. If the subject is the Principal, notify the Superintendent.
3. If the subject is the Superintendent, notify the Commissioner of Education and the Chair of the local Board.

COMMUNITY USE

On recommendation of the Superintendent/designee, the Board shall determine when and which District technology resources (including internet access, computer equipment, software, and information access systems) may be available to the community.

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

DIGITAL CITIZENSHIP AND RESPONSIBLE USE

All District technology users shall demonstrate safe, savvy, and social digital citizenship skills by practicing respectful, responsible, and ethical use of technology. The District will ensure comprehensive instruction on digital citizenship, focusing on the nine (9) elements of digital citizenship; Digital Access; Digital Commerce; Digital Communication & Collaboration; Digital Fluency; Digital Etiquette; Digital Law; Digital Rights and Responsibilities; Digital Health and Welfare; and Digital Security &

Privacy, as well as cyberbullying awareness and response strategies, are provided. All digital citizenship instruction shall align with the Kentucky Academic Standards for Technology and be reviewed regularly to reflect current best practices and emerging technologies. The District shall support efforts to instill digital citizenship skills in students to foster a responsible, safe, and empowered digital learning environment. District-provided technology resources shall be used in a manner that upholds the integrity, security, and privacy of district systems and supports educational goals regardless of the time, place, and means of utilization.

DISREGARD OF RULES

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

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

RESPONSIBILITY FOR DAMAGES

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

RESPONDING TO CONCERNS

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

EMERGING TECHNOLOGIES

The District shall establish and maintain procedures that address the safe, secure and responsible uses of emerging technologies, including, but not limited to, artificial intelligence (AI) and AI-enhanced or generative AI features. These procedures shall be reviewed and updated regularly to ensure alignment with current technological advancements, fostering a proactive approach while emphasizing safeguards for student safety, data privacy, and ethical practices. Such procedures will support innovative strategies while addressing potential risks and maintaining the confidence of district stakeholders. Additionally, procedures will address the responsible use of these emerging technologies, including appropriate and inappropriate uses of AI (e.g., for inspiration vs. cheating, plagiarism).

AUDIT OF USE

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

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

1. Utilizing technology that meets the requirements of Kentucky Administrative Regulations and that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors. For instructional purposes, age/grade-level appropriateness and meets traceable/inspectable guidelines set forth in this and related policies;
2. Utilizing the latest available filtering technology to ensure that social media is not made available to students, unless authorized by a teacher for instructional purposes;
3. Maintaining and securing a usage log; and
4. Monitoring online activities of both minors and adults using District-owned or managed systems, regardless of the time, place, and means of utilization.

RETENTION OF RECORDS FOR E-RATE PARTICIPANTS

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

Student Access to Electronic Media

Electronic access including Internet, social networking tools, and e-mail shall be in support of education and research. Limited personal use of technology is permitted as long as the use does not interfere with the employee's job duties or performance and must comply with acceptable use guidelines.

PROCEDURES AND GUIDELINES FOR GAINING ACCESS TO DISTRICT RESOURCES

All District classrooms are wired and provided access to the District network. Staff members shall have user/e-mail accounts on the network upon signing the Acceptable Use Policy User Agreement. Staff members are responsible for all activities associated with their account and for the security of their password. Staff members using the Infinite Campus Internet Portal shall follow all rules of acceptable use as specified in this policy.

All students may access the District network upon signing the Acceptable Use Policy User Agreement. The agreement must also be signed by the parent or guardian. Students (grades K-12) shall have individual user/e-mail accounts on the network. Students are responsible for all activities associated with their account and for the security of their password. Students are not allowed to use network resources or Internet access without reasonable teacher or instructional assistant supervision. The Powell County School District manages student information electronically and students in grades 4-12 will be able to view their educational record via a secure connection over an Internet Portal. Students using the Infinite Campus Internet Portal shall follow all rules of acceptable use.

Consultants, legal counsel, independent contractors and other persons having business with the District may be granted user privileges for educational purposes at the discretion of the Superintendent or designee.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access: and
- Provide alternative activities for their child(ren) that do not require Internet access.

Any staff member or student who wishes to use personally owned devices on the District network, property owned or leased by the Board, or during school-sponsored trips and activities shall adhere to all guidelines in the District Acceptable Use Policy and accompanying procedure(s).

Additional guidelines for the use of personally owned devices are:

- Use of the devices during school hours will be for educational purposes and at the discretion of the individual schools and classroom instructor.
- Students shall not use devices to take and/or distribute photos or videos except for educational purposes and with the permission of a teacher.
- Powell County Schools will not be held responsible for any physical damage, loss or theft of the device: A student or staff member who brings their personally owned device to school is responsible for the device as well as all security, maintenance, and repair. Electrical access will not be provided for charging these devices while on school property.

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

INTERNET SAFETY

The Powell County School System takes annual measures to ensure that the staff and students are safe from potential threats while using the resources of the Internet for teaching and learning. These annual measures are:

- A public hearing or meeting to address and communicate District Internet safety measures.
- Staff training on the Acceptable Use Policy and accompanying procedure(s) which includes parental consent, teacher supervision, and auditing procedures.
- Managing and monitoring the proxy server as required in KRS 156.675
- Updating/reviewing the list of allowed blocked websites on the proxy server.
- Educating staff about The Children's Internet Protection Act (CIPA), The Children's Online Privacy Protection Act (COPPA), The Protection of Pupil Rights Amendment (PPRA), The Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).

- Safety Instruction to All Students– Schools shall complete the Powell County Schools Internet Safety/Digital Citizenship Form. This form shall document the age appropriate instruction provided by the schools with regard to Internet Safety, appropriate, responsible behavior while online, on social networking sites, and in chat rooms, and cyberbullying awareness and response. All original documentation shall be kept at the school and a copy submitted to the Powell County District Chief Information Officer.

The District network, electronic resources provided by the District, social media accounts, online classrooms, and the District website may be used for the purpose of supplementing classroom instruction with social networking tools to promote communications with students and parents concerning school-related activities. District employees shall comply with the following procedure:

- Set up the site following District guidelines as specified in the training.
- The Chief Information officer/designee shall retain access to the site/account after granting account permissions/rights to staff members.
- Monitoring, managing, updating the site/account regularly, and observing confidentiality restrictions concerning release of student information under state and federal law.
- No external personal webpages may be linked from the District website.

Staff may use online educational services under the following conditions:

- Staff shall not utilize online educational services which require social security or driver's license numbers from minors without permission from the Principal and express written permission from the parent/guardian.
- Any online service must be for educational purposes and comply with local, state, and federal laws..
- Prior to the purchase of an online educational service or software, administrators must receive approval from the Chief Information Officer.
- Prior to the use of an online education service or software, including District social media accounts, staff must receive approval from their supervisor.
- Photos of students and school events may be posted to the school website, without personally identifiable information, upon written consent from the parent/guardian.

NO PRIVACY GUARANTEE

A network administrator, the CIO or designee has the right to access information in any user directory, on the current user screen or in electronic mail. Users are advised not to place confidential or objectionable documents in their user directory. The CIO/designee monitors Internet usage via the Proxy servers and in accordance with SB230. The CIO/designee may periodically examine Internet activity to detect access to sexually explicit or other objectionable material. The CIO may also periodically monitor electronic MAIL to ensure that staff or students are using KETS approved mail systems. The CIO/designee may also monitor drives and storage devices (Google, flash and jump drives, CDs, etc) connected to and used on district resources/computers.

COPYRIGHTED MATERIALS

The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. All employees shall use electronic materials only in accordance with the license agreement under which the electronic materials were purchased or otherwise procured. Electronic materials are defined as computer software, databases, videotapes, compact and laser disks, electronic textbooks or any other copyrighted material distributed in electronic form. Any duplication of copyrighted electronic materials, except for backup and archival purposes, is a violation of the law, unless the license agreement explicitly grants duplication rights. The archival copy is not to be used on a second computer at the same time the original is in use. In addition, illegal copies of copyrighted software shall not be used on District equipment. The Superintendent/designee shall sign all District software license agreements. The CIO shall have on file a copy of all executed software licenses or original documentation of software purchased by the District. Employees shall have on file a copy of all executed software licenses, the original disk or the original documentation of software purchased for their individual workstations. Employees shall not install any software on individual workstations without permission from the CIO.

NETWORK, E-MAIL AND INTERNET REGULATIONS

The use of network and/or Internet accounts must be in support of education and research and be consistent with the educational objectives of the District. Staff members shall reasonably supervise student use of network resources (including, but not limited to, web based interactive tools). Parents/Legal guardians should accept responsibility for guiding their child in the appropriate use of Internet/e-mail.

All District users shall access District resources by logging on and logging off each time they use a computer.

As a user of this network you may not:

- violate any US or State legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information..
- share your password or acquire/use someone else's password.
- Access, send, or post objectionable or threatening material, offensive messages or pictures including those that involve profanity or obscenity.
- alter network accounts or break in to the school's network, or attempt to bypass security measures to gain access to restricted programs.
- access a chat room on the Internet without authorization from the school.
- create or share computer viruses.
- destroy another person's files or trespass in another person's folders, work or files.
- Use or connect to District resources any storage devices (flash drives, floppies, CDs, external hard drives, etc.) containing inappropriate or objectionable material.
- monopolize the resources of the network by such things as running large programs and applications, sending massive amounts of mail, accessing unauthorized chat rooms or playing games (unless considered educational by your teacher).
- violate any copyright laws or plagiarize (including software copyright laws and digital works).
- damage computers, computer systems, computer networks, or school/District websites.
- use the network for illegal activities, private business, profit, political lobbying, or religious statements.
- use offensive language, threaten or harass, or intimidate others.
- reveal any personal information such as your name, address or telephone number without permission from the teacher or parent/guardian.
- create or forward chain letters.
- bypass the proxy server or access any website/program that bypasses the proxy server.
- Accessing social media by a student unless authorized to do so by a teacher for an instructional purpose.
- use technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals. ~~including, but not limited to MySpace.com, Facebook.com or Xanga.com~~

Note: Your e-mail account should not be considered private. The CIO shall periodically scan e-mail accounts for objectionable materials and non-compliance.

Additional rules and regulations concerning use of District technology are available on request from the Chief Information Officer.

Review/Revised: 6/11/18

Parents/Guardians of students in the Powell County Schools may request access to the Infinite Campus Parent Portal from the DPP. Parents who desire access agree to the following Infinite Campus user agreement:

Powell County Schools
Infinite Campus Portal for Parents/Legal Guardians
Acceptable Use Policy

User Expectations

The Powell County School District manages student information electronically and will make the student's educational records available for viewing only to authorized parent/legal guardians and students with a secure connection over an Internet Portal via Infinite Campus. All parents/legal guardians and students must comply with the Internet use regulations and technology regulations/procedures, as well as all other District policies that may apply.

The Parent Portal is a service offered to all parents/legal guardians and students in grades K-12 of the Powell County School District to access online, timely and secure information. After a family has enrolled their child(ren) in the Powell County School District, the parent/legal guardian may contact the DPP or designee for a parent portal account. This ~~agreement and~~ account will remain in effect until a student withdraws/graduates from the Powell County School District or a court action denies the parent/guardian access to the student's information. Students in grades K-12 wishing to access their educational records via the portal must sign the District Acceptable Use Policy. Once a student turns eighteen years old, they will need to sign a records release form granting parents/legal guardians access to their records via the Parent Portal.

Use of the System

By activating an account, parents/legal guardians are agreeing to abide by and support the terms of use set forth in this document to insure the safety and privacy of each student. The District reserves the right to limit or terminate the Internet Portal site, to change user passwords and deny access at any time.

As a user of the Portal, parents/legal guardians are expected to practice proper and ethical use, adhering to the following

guidelines.

Parents/legal guardians:

- Will act in a responsible, ethical, and legal manner.
- Will not attempt to harm/destroy the school or the district's data or networks.
- Will not attempt to access information or any account assigned to another user.
- Will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy Laws.
- Will notify the school system immediately upon identifying a security problem with the Portal.
- Will not share their password with anyone, including their own child(ren).
- Will not set their computer to automatically login to the Internet site.
- Will properly protect or destroy any printed/electronic documentation generated from this site.

Security Features
The Parent Portal is secure. Among the safety measures included in the system is the automatic disabling of a user's account that will occur if five unsuccessful login attempts are made on the account. Until District administration has verified the assigned user to the locked account, the account will remain locked. To have the account reset, email ICsupport@powell.kyschools.us Please provide your full name, home address, phone number and student(s) names along with the username and password you are trying to use.

Limitation of School District Liability
The Powell County School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/legal guardian or student that would cause compromise of their student information. All parents/legal guardians with an active Portal account consent to electronic monitoring and understand that this is a private network used as an educational tool by the Powell County School District. Account activity is electronically recorded.

FOOD SERVICE

Powell County schools participate in the Community Eligibility Provision (CEP) and all children eat free under this program. Children may purchase additional approved food items during lunch at a la carte pricing. Students shall not be permitted to charge a la carte items.

If a student has a need for special meal accommodations they can contact the school nutrition office or complete the Special Dietary Needs form found on the Food Service page of the Powell County Board of Education website.

TITLE I STATEMENTS

ESSA Qualification Notifications: Because our District receives federal funds for Title I Programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable. If you would like to request this information please contact the Title I Coordinator.

Because our District receives federal funds for Title I programs as part of the Every Student Succeeds Act (ESSA), you may request information addressing any State or District policy regarding student participation in any assessments mandated by ESSA, by the State, or District. If you would like to request this information, please contact the district Title I coordinator.

Phone Listing

Powell County Board of Education:	Phone: 606-663-3300
Sarah Wasson, Tonya Roach, Meredith Robinson, Alicia Frazier, Tiffany Anderson, David Lyons	Fax: 606-663-3303
Powell County Board Annex	Phone: 606-663-3300
Doug Brewer, Laura Young, Crystal Kirk, April Conley, Ashley Randall, Technical Staff	Fax: 606-663-3403
Powell County High School	Phone: 606-663-3320
Principal Jennifer Kincaid, Assistant Principal Savannah Denniston, Dean of Students Josh Crowe	Fax: 606-663-3406
Powell County Middle School	Phone: 606-663-3308
Principal Martina Skidmore and Assistant Principal Whitney Merriman	Fax: 606-663-3683
Powell County Academy	Phone: 606-663-3505
Dean of Students Rick Skidmore	
Bowen Elementary	Phone: 606-663-3313
Principal Julie Foster	Fax: 606-663-3314
Clay City Elementary	Phone: 606-663-3315
Principal Suzanne Meadows and Assistant Principal Kim Hearne	Fax: 606-663-3404
Stanton Elementary	Phone: 606-663-3311
Principal James Crase	Fax: 606-663-3305
Bus Garage	Phone: 606-663-3310
Candace Elkins, Julie Clark, Nathan Foster	Fax: 606-663-6001
Curriculum Specialist	Phone: 606-663-3515
Aubrey Crawford	
Gifted and Talented and District Resource	Phone: 606-663-3319
Mary Bennett	
Maintenance Department	Phone: 606-663-3335
Jamie Craft	
Powell County Head Start	Phone: 606-663-2937
Adult Education	Phone: 606-663-1948