WARREN COUNTY PUBLIC SCHOOLS
ESTABLISHED 1908

STUDENT DISTRICT HANDBOOK

2026-2027

WARREN COUNTY BOARD OF EDUCATION
P.O. Box 51810 - 303 Lovers Lane
Bowling Green, KY 42102-6810
(270) 781-5150

Mr. Rob Clayton, Superintendent

Board Approved July 20, 2026

Dear Parents/Guardians:

Welcome to the 2026–2027 school year! On behalf of the Warren County Public Schools Board of Education, our leadership team, teachers, and support staff, it is my privilege to welcome your family back for another exciting year of learning and growth.

At Warren County Public Schools, our work is guided by three priorities: **Safety, Achievement, and Opportunities**. Creating and maintaining safe schools is the foundation of everything we do. Because it's all about the student experience, our Board of Education and dedicated employees remain steadfast in their commitment to ensuring our schools are welcoming, secure, and supportive places where students can learn, teachers can teach effectively, and everyone is treated with dignity and respect. You can expect us to maintain high expectations, foster a culture of accountability, and continuously seek ways to improve the student experience for every one of our scholars.

This school year, we have further strengthened our comprehensive approach to school safety through enhanced staff training, expanded emergency preparedness, and the districtwide implementation of the **CENTEGIX CrisisAlert™** safety platform. This advanced system provides our staff with wearable safety badges that enable rapid communication, precise location identification, and emergency response. While no single program or technology can replace the importance of strong relationships and vigilance, these investments reflect our unwavering commitment to providing the safest possible learning environment for every child.

The 2026–2027 District Student Handbook provides families with important information regarding district policies, procedures, expectations, and student conduct. As noted in the Preface, certain provisions of the handbook may be modified during the school year, if necessary, to address changes in operations or further enhance the safety and well-being of our students and staff.

As we begin this new school year, we are excited about the opportunities that lie ahead and remain committed to helping every student learn, grow and succeed. Together, we will continue building schools where every child is safe, every child feels they belong, every child is challenged to excel, and every child has the opportunity to reach their full potential.

Thank you for the trust and confidence you place in Warren County Public Schools. We look forward to another memorable school year together!

Sincerely,

Rob Clayton
Superintendent
Warren County Public Schools

Dear Parent or Guardian:

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

Our district receives federal funds as a part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's teacher(s). If you request this information, the district will provide you the following information about whether the teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to request this information, please contact Jeanie Hopkins by phone at 270-781-5150 or by email at jeanie.hopkins@warren.kyschools.us. Please include your child's name, the name of the school your child attends, the names of your child's teacher(s) and an address or email address where the information may be sent. Thank you for your interest and involvement in your child's education.

Sincerely,

Rob Clayton
Superintendent

July 21, 2026

Dear Parents and Guardians,

As part of recent changes to Kentucky attendance laws, school districts are continuing to place emphasis on student attendance and reducing chronic absenteeism. Kentucky defines chronic absenteeism as missing 10% or more of the school year for any reason, including both excused and unexcused absences. For Warren County students, 17 days excused/unexcused is considered chronically absent. Additionally, state law now requires school districts to notify the County Attorney when a student accumulates 15 or more unexcused absences during the school year.

Research consistently shows that regular attendance is one of the strongest predictors of student success. Students who are chronically absent are likely to struggle with reading proficiency in the early grades, fall behind academically, experience lower achievement in middle and high school, and face increased risk of dropping out before graduation. Even missing just two days per month can significantly impact learning and social development. Kentucky's focus on attendance reflects a growing body of evidence demonstrating that students learn best when they are present, engaged, and connected to their school community. By working together to ensure students attend school consistently, we can provide every child with the greatest opportunity for academic success, future career readiness, and lifelong achievement.

A truancy law was passed by the Kentucky legislature in 2024, and we want to remind you of the details of this law as it impacts how our district is required to respond in instances of chronic absenteeism and/or tardiness. The law states that if your child(ren) has 15 unexcused absences and/or events (events can be tardies, early check-outs, late check-ins, etc.), the Warren County Public Schools district has a legal obligation to refer you to the Warren County Attorney's Office, where parents/guardians and children risk being referred to court. You may read the law here. As a reminder, for a tardy or absence to be excused, a student is required to submit a parent or doctor's note.

Excused Absences:

- Five (5) parent notes are permitted each academic year:
    - Every day absent with a parent note is one (1) parent note per day
        - Example: Three (3) days with a parent note = three (3) parent notes total
- Seven (7) doctor's notes are permitted each academic year:
    - If a child goes to the doctor and the note states the child is excused for three (3) days, this is considered as one (1) doctor's note for all three (3) days
- All notes are required to be turned in within five (5) school days of the absence

In circumstances where you know your child will be absent for extended periods of time (e.g., extensive surgery, extended hospitalization, etc.), please contact your school's principal. If you have any questions or concerns, please feel free to reach out to Jeff Moore, Director of Pupil Personnel, at jeff.moore@warren.kyschools.us or by calling (270) 781-5150.

Respectfully,

Rob Clayton, Superintendent - Warren County Public Schools

Bus Behavior Expectations

Dear Parents and Guardians,

Warren County Public Schools wants to make sure that our school buses are safe and respectful places for all students. Under legislation passed by our State lawmakers, there is now a set of clear rules for how students should conduct themselves while riding the bus. You can find the details regarding those rules in the new Transportation Services Policy Acknowledgement Form accompanying this letter. Below, we have summarized the expectations and processes:

Behavior Expectations:
Bullying, harassment and disruptive behavior are not allowed. Students need to follow the bus rules to ensure everyone has a safe ride.

Consequences for Violations:
If a student breaks the rules, they may receive a warning, lose their bus privileges, or be referred to school administrators for further action.

Support Services:
Students who need assistance with their behavior will have access to counseling and other support options from school building administrators and transportation officials.

Due Process:
We have a fair process for handling misconduct, which includes hearings and appeals. Bus drivers also have the right to due process in serious situations where a student's behavior puts them or others at risk. The due process allows for a thorough investigation over five days, and the outcome will be reported by the Superintendent or their designee.

Collaboration & Communication:
Our Transportation Services Policy Acknowledgement Form will help improve communication between parents, transportation staff, and school administrators. This will ensure that everyone is on the same page when addressing behavior concerns. Please review this form, sign the form and return it to school.

Your support is very important in helping us maintain these expectations. Thank you for working with us to create a safe and respectful transportation experience for all students.

Sincerely,

Chip Jenkins
Director of Transportation
Warren County Public Schools

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination (Handbooks)

Warren County Public Schools (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator
Kyle Cassady
303 Lovers Lane
Bowling Green, KY 42103
kyle.cassady@warren.kyschools.us
270-781-5150

Assistant Secretary for Civil Rights U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100
1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (Fax)
202-453-6012 (Fax)

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the

Education Amendments of 1972

- Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.
- Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)
- The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

- Who is the Title IX Coordinator? The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator
Kyle Cassady
303 Lovers Lane
Bowling Green, KY 42103
kyle.cassady@warren.kyschools.us
270-781-5150

Who can contact the Title IX Coordinator?

- Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

- Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?

- Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:
    - • A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
    - • Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
    - • Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

- All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.
- The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

- Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.
- To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

- Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

Title IX Policies and Procedures (Website Information)

- District Policy 03.113 (Equal Employment Opportunity – Certified Personnel)
- District Policy 03.212 (Equal Employment Opportunity – Classified Personnel)
- District Policy 09.13 (Equal Educational Opportunities – Students)
- District Policy 03.1621 (Title IX Sexual Harassment – Classified Personnel)
- District Policy 03.2621 (Title IX Sexual Harassment – Certified Personnel)
- District Policy 09.428111 (Title IX Sexual Harassment – Students)
- District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
- District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures)
- District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)

Copies of these policies and procedures can be accessed online at https://www.warrencountyschools.org/safety-resources/title-ix or be requested from the Title IX Coordinator.

PRESCHOOL

Early Learning Academy
Principal: Stephanie Paynter
Dean: Holly Shuffett
1846 Loop Street
Bowling Green, KY 42101
Phone: (270) 904-8800
Fax: (270)-341-1022
stephanie.paynter@warren.kyschools.us

ELEMENTARY SCHOOLS

Alvaton Elementary
Principal: Pauletha Butts
Assistant: Jeremy Byrn
6350 Old Scottsville Rd.
Alvaton, KY 42122
Phone: (270) 843-8067
Fax: (270) 842-1668
pauletha.butts@warren.kyschools.us

Briarwood Elementary
Principal: Scott Jones
Assistant: Leslie Smothers
Dean: Beth Parsons
265 Lovers Lane
Bowling Green, KY 42103
Phone: (270) 782-5554
Fax: (270) 746-9264
william.jones@warren.kyschools.us

Bristow Elementary
Principal: Sarah Baker
Assistant: Micheal Timmer
6151 Louisville Rd.
Bowling Green, KY 42101
Phone: (270) 842-1960
Fax: (270) 782-6543
sarah.baker@warren.kyschools.us

Cumberland Trace Elementary
Principal: Lori Darnell
Assistant: Amanda Willis
2464 Cumberland Trace Rd.
Bowling Green, KY 42104
Phone: (270) 781-1356
Fax: (270) 781-7036
lori.darnell@warren.kyschools.us

Jennings Creek Elementary
Principal: Nick Lowe
Assistant: Daletha Butts
Assistant: Sara Rather
2617 Russellville Rd.
Bowling Green, KY 42101
Phone: (270) 904-9200
Fax: (270) 904-0805
nick.lowe@.kyschools.us

Jody Richards Elementary
Principal: Leslie Shultz
Assistant: Catie Embry
Dean: Tamara O'Nan
2100 Elrod Rd.
Bowling Green, KY 42104
Phone: (270) 904-1901
Fax: (270) 904-6469
leslie.shultz@warren.kyschools.us

Lost River Elementary
Principal: Beth Croslin
Assistant: Clay Goodman
450 Modern Way
Bowling Green, KY 42101
Phone: 270) 746-0334
Fax: (270) 796-2849
beth.croslin@warren.kyschools.us

Natcher Elementary
Principal: Matt Thornhill
Assistant: Neesa Richardson
Dean: Alecia Eastridge
1434 Cave Mill
Bowling Green, KY 42104
Phone: (270) 842-1364
Fax: (270) 796-2849
matt.thornhill@warren.kyschools.us

North Warren Elementary
Principal: Nadina Alexander
Dean: Matt McGuire
420 College St.
Smiths Grove, KY 42171
Phone: (270) 563-2041
Fax: (207) 563-3971
nadina.alexander@warren.kyschool.us

Oakland Elementary
Principal: Shaun Stice
Student Service Coordinator: Julie Gardner
2494 Church St.
Oakland, KY 42159
Phone: (270) 563-4719
Fax: (270) 563-2210
shaun.stice@warren.kyschools.us

Plano Elementary
Principal: Ben Frasier
Assistant: Jeremy McGinty
2650 Plano Rd.
Bowling Green, KY 42104
Phone: (270) 467-0411
Fax: (270) 467-0526
ben.frasier@warren.kyschools.us

Rich Pond Elementary
Principal: Derick Marr
Assistant: Eric Smiley
Dean: Lori Tabor
530 Rich Pond Rd.
Bowling Green, KY 42104
Phone: (270) 781-9627
Fax: (270) 846-3041
derick.marr@warren.kyschools.us

Richardsville Elementary
Principal: Lacey Hickey
Dean: Braden Proffitt
1775 Richardsville Rd.
Bowling Green, KY 42101
Phone: (270) 777-3232
Fax: (270) 777-3463
lacey.hickey@warren.kyschools.us

Rockfield Elementary
Principal: Brooke Knight
Assistant: William Downing
Dean: Ceann Cassady
7597 Russellville Rd.
Bowling Green, KY 42101
Phone: (270) 843-8437
Fax: (270) 843-8708
brooke.knight@warren.kyschools.us

Warren Elementary
Principal: Josh Porter
Assistant: Michelle Elkins-Burckhard
Dean: Shawn Yarbrough
1140 Charolais Ave.
Bowling Green, KY 42101
Phone: (270) 781-2385
Fax: (270) 793-0414
josh.porter@warren.kyschools.us

MIDDLE SCHOOLS

Drakes Creek Middle
Principal: Bonnie Spears
Assistant: Ben Jones
Dean: Jackie McCorkle
704 Cypress Wood Way
Bowling Green, KY 42104
Phone: (270) 843-0165
Fax: (270) 782-6138
bonnie.spears@warren.kyschools.us

Henry Moss Middle
Principal: Daryl Woods
Assistant: Ruthie Baker
Dean: Michelle Rojas
2565 Russellville Rd.
Bowling Green, KY 42101
Phone: (270) 843-0166
Fax: (270) 843-8512
daryl.woods@warren.kyschools.us

South Warren Middle
Principal: David Cloyd
Assistant: Adam Reed
Dean: Alicia McKinney
295 Rich Pond Rd.
Bowling Green, KY 4214
Phone: (270) 467-7510
Fax: (270) 467-7516
david.cloyd@warren.kyschools.us

Warren East Middle
Principal: Jonathan Vaughn
Assistant: Mike Hoots
Dean: Carla Scott
7031 Louisville Rd.
Bowling Green KY, 42101
Phone: (270) 843-0181
Fax: (270) 781-8565
jonathan.vaughn@warren.kyschools.us

HIGH SCHOOLS

Greenwood High School
Principal: Adam Hatcher
Assistant: Kirby Weaver
Assistant: Dan Dillingham
Assistant: Marlow Hazard
5065 Scottsville Rd.
Bowling Green, KY 42104
Phone: (270) 842-3627
Fax: (270) 842-2037
adam.hatcher@warren.kyschools.us

South Warren High School
Principal: Matt Deaton
Assistant: Jeff Ashby
Assistant: Kyle Yates
Dean: Jennifer Cooper
8140 Nashville Rd.
Bowling Green, KY 42104
Phone: (270) 467-7500
Fax: (270) 467-7506
matt.deaton@warren.kyschools.us

Warren Central High School
Principal: Colton Isaacs
Assistant: Sarah Gentry
Assistant: Heather Rickman
Dean: Patrick White
559 Morgantown Rd.
Bowling Green, KY 42101
Phone: (270) 842-7302
Fax: (270) 781-5115
colton.isaacs@warren.kyschools.us

Warren East High School
Principal: Jonathan Vincent
Assistant: Caley Ruth
Assistant: Leigh Ellen Malone
Dean: Patrick Hittson
6867 Louisville Rd.
Bowling Green, KY 42101
Phone: 270) 781-1277
Fax: (270) 843-2610
jonathan.vincent@warren.kyschools.us

Impact Center
Principal: Cody Rich
Assistant: Amanday Krutza
Assistant: Aleecia Gary
830 Cumberland Trace Road
Bowling Green, KY 42104
Phone: (270) 781-5150
cody.rich@warren.kyschools.us

Area Technology Center
Principal: Tyler Ghee
365 Technology Way 42101
Bowling Green, KY
Phone: (270) 746-7205
tyler.ghee@warren.kyschool.us

ALTERNATIVE SCHOOLS

Beacon Academy
Principal: Jenny Hester
Assistant Director: Charlie Graves
1022 W. Main St.
Bowling Green, KY 42101
Phone: (270) 842-0702
jenny.hester@warren.kyschools.us

Day Treatment Center
Principal:: Anthony Young
877 Jackson St.
Bowling Green, KY 42101
Phone: (270) 467-0293
anthony.young@warren.kyschools.us

Lighthouse Academy/Jackson Academy/Alternative Schools
Principal: Jenny Hester
Assistant Director: Charlie Graves
877 Jackson St.
Bowling Green, KY 42101
Phone: (270) 782-5410
Fax: (270) 782-3240
jenny.hester@warren.kyschools.us

Rivendell
Principal: Jenny Hester
Dean: John Carter
1035 Porter Pike
Bowling Green, KY 42103
(270) 843-1199
jenny.hester@warren.kyschools.us

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Warren County Public Schools consistently reviews and revises district policies. Please check with school personnel for any updates or revisions that have been completed since the publication of this document.

WARREN COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK

PREFACE

The Student District Handbook has been adopted by the Warren County Board of Education in an effort to inform students, parents, school faculty, staff, and the school community of the policies relating to students of the Warren County Public Schools District.

Under the Kentucky guidelines for School Based Decision Making Councils, schools have authority to establish additional policies within the framework of Board-established rules and regulations. Please check with your child's school for specific rules and regulations.

FUTURE POLICY CHANGES

Although every effort will be made to update the handbook on a timely basis, the District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

LEGAL AUTHORITY OF THE WARREN COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION

The constitution of the Commonwealth of Kentucky gives the Kentucky General Assembly the power by appropriate legislation to provide for an efficient system of common schools throughout the state. The Warren County Board of Education, a body politic and corporate, is empowered by authority of Kentucky Revised Statute 160.160 to do all things necessary to accomplish the purposes for which it was created.

The Warren County Board of Education discharges all duties and obligations specified by Kentucky Revised Statutes and by administrative regulations adopted by the State Board of Education. Matters not covered by these statutes and regulations are administered in accordance with the intent of the law and within the context of the highest possible ethical and professional standards.

MISSION STATEMENT

To provide an engaging, inspiring, and challenging learning environment, which prioritizes safety, achievement and opportunity.

VISION STATEMENT

Students will graduate with the determination to succeed personally, intellectually and professionally.

RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities
Students have a right to a quality education, within the resources available to the district, which meet their individual needs.

Students have a responsibility to complete assignments, participate in classroom instruction and respect the rights of others. For more information, please see policy 09.428

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES FOR SECONDARY SCHOOLS

STUDENTS HAVE THE RIGHT TO:

1. A system of public education, within the resources available to the district, which meets the needs of the individual student.
2. Receive upon enrollment a written copy of regulations and policies which pertain to their public school experiences.
3. Physical safety and protection of their personal property.
4. Consultation with teachers, counselors, administrators, and other school personnel.
5. Free student elections which comply with Board of Education and individual school policy.
6. Candidacy for and to hold office in approved student organizations within the school or within state or national student organizations.
7. Examination of their own personal school records (if 18 or over) or examination of their records by their parents or guardians or other authorized representatives. Students under the age of eighteen **(18)** are required to obtain parent approval for such examination.
8. Involvement in school activities without being subject to any form of discrimination (e.g. race, creed, or religion).
9. Respect from other students and school personnel.
10. Presentation of complaints and grievances to proper school authorities and receipt of replies from school officials regarding such matters.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Complete homework, classwork, and missed work which results from excused absences in accordance with the instructions of the teachers.
2. Display consideration for the rights and property of others.
3. Dress in a manner that is not disruptive to the educational process or orderly operation of the school and maintain proper hygiene.
4. Be in attendance at all regularly scheduled classes.
5. Display appropriate conduct at all times.
6. Abstain from gambling, extortion, theft or any other unlawful activity.
7. Abstain from the possession, transmission, and/or use of an alcoholic beverage or controlled substance or any other substance that resembles or simulates a controlled substance.
8. Maintain appropriate personal hygiene at all times.
9. Practice self-control at all times.
10. Obey school rules, regulations, and policies.

11. Care for and appropriately use school equipment and facilities.
12. Practice proper safety procedures while on school grounds or property.
13. Take advantage of the opportunities to develop educational skills.
14. Abstain from the possession, transmission and/or use of weapons, dangerous instruments, fireworks, or other incendiary devices.
15. Abstain from physical or verbal intimidation, threat, or harm of any student or school employee.
16. Abstain from the hindrance or the denial of use of school facilities to others.
17. Abstain from acts of truancy such as being absent without permission from school and/or class.
18. Abstain from acts of defiance of school authority.
19. Abstain from the possession or use of tobacco products.
20. Abstain from cheating in all academic and/or athletic activities.
21. Abstain from habitual tardiness.
22. Abstain from disruptive classroom behavior.
23. Abstain from engaging in criminal violations.

Teacher Rights and Responsibilities
Teachers have a right to receive respect and support from their co-workers, administrators, pupils, and parents/guardians of pupils.

Teachers have a responsibility to present educational materials and the experiences appropriate to the student's abilities in their respective classrooms.

Parent/Guardian Rights and Responsibilities
Parents/guardians have a responsibility to instill in their child a sense of responsibility and respect and a personal need for an education.

Title I Parent Engagement
Federal guidelines require school districts receiving Federal monies to develop a written procedure for the receipt and resolution of complaints. Any parent of a child in a **Warren County Public Schools** or a **private** school who receives Title I funding may file a complaint.

All complaints must:
- Be in written form
- Contain information/evidence supporting the complaint
- Provide the name of the complainant and contact information
- Be signed by the person or representative filing the complaint

Upon receipt of the complaint, the District Title I coordinator will respond to the complaint within thirty (30) working days. All complaints and responses will be kept on file in the district office.

After the complainant has received a response from Warren County Public Schools, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education.

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

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

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

Building Capacity for Engagement
In order to ensure effective parent engagement for building capacity, the District must:

- Assist parents in understanding Kentucky's assessment and their child's performance.
- Provide training and materials to help parents work with their children to improve their achievement (i.e. literacy and technology training).
- Train staff with the assistance of parents on how to reach out to, communicate and work with parents as equal partners in their children's education.
- Implement and coordinate parent programs.
- Inform parents about school activities and meetings in a language they can understand.
- Coordinate and integrate parent engagement programs with Head Start, the Home Instruction Program, and public preschool to support parents in helping in their children's education.

The District may:

- Involve parents in the development of training for staff to improve the effectiveness of the training.
- Provide transportation and childcare to enable parents to participate in school related meetings and training.
- Offer meetings at a variety of times and conduct in-home conferences to encourage parent engagement.
- Adopt and implement model approaches to improve parent engagement and provide support for parent engagement as requested by parents.
- Establish a District wide parent advisory council and involve community organizations and businesses in parent engagement activities.
- Train parents to help promote the engagement of other parents.
- Provide literacy training, if no other funds are available for training.

Support for Program
If the District's Title I allocation is $500,000 or more, the District shall reserve not less than one per cent (1%) of its allocation for the purpose of promoting parent involvement and shall distribute to Title I schools not less than ninety-five percent (95%) of the reserved funds. Parents of participating students shall be provided the opportunity to help decide how this portion of the Title I funds will be allotted for parental engagement activities.

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

1. Designation of resources to assist in communicating with parents, transporting them to meeting sites and/or implementing home visits, providing child-care for meetings, encouraging them to use available parent resource centers, and working with them to improve parenting skills, particularly those that will assist them in working with their child to improve his/her educational achievements. Resources may include individuals, agencies, materials, and services.
2. Sharing options for coordinating and integrating Title I program strategies with services of other community programs, businesses, and agencies.
3. Identification of ways in which parents can be involved in staff training activities to demonstrate the value of parent engagement and various techniques designed to successfully engage parents as equal partners in their child's education.
4. Making a good faith effort to convene an annual meeting at a convenient time to which all parents of participating children shall be invited and encouraged to attend for informing parents of their school's participation in and requirements for Title I programs and of their rights to be involved.
5. Designing and conducting an effective annual evaluation process hereby parents can share their ideas about the content and effectiveness of this policy in improving the academic quality of schools receiving Title I funds, and the plan designed to implement it. The process shall focus on the following questions:
   Has the academic quality of the school improved? Does this policy increase parent participation?
   What barriers to parent participation still exist, and how can they be reduced or removed?
   The findings produced by the annual evaluation shall be utilized to design strategies for school improvement and for revising this policy, if necessary.
6. In the design of activities and materials for parents, particular attention shall be given to reaching and involving those who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

School Policy
Title I schools must provide parents with timely information about Title I programs; a description and explanation of the curriculum, the forms of academic assessment including a definition of proficiency; opportunities for regular meetings and to participate in decisions relating to the education of their children and the opportunity to respond to any suggestions. Each Title I school shall submit to the Superintendent and Board, for review and comment, its Title I school parent involvement policy, which must meet all legal requirements,

including a school-parent compact developed in keeping with legal requirements. This policy shall be developed jointly with, and distributed by the school to, parents of participating students. A copy of each school's parent involvement policy and accompanying checklist shall be kept on file in the Central Office.

ADMINISTRATIVE REGULATIONS

Authority Over Students
Pupils of the district are under the authority of the respective administrators and teachers therein while in school and while in school buildings, on school grounds, participating in co-curricular and extracurricular activities, and while going to and returning from school or until properly released. (KRS161.180)

Race Relations and Cultural Diversity
The Warren County Board of Education will not tolerate acts of bullying, harassment or discrimination. It will not tolerate a climate of hostility created by use of language, conduct or symbols which are commonly understood to convey hatred, contempt or prejudice due to race, color, national origin, age, religion, culture, marital status, sex, or disability.

The Warren County Board of Education shall, in its policies and actions, deal swiftly and with determination to discipline any offenders under its supervision. The Warren County Board of Education is committed to promoting racial harmony among its students, staff, and community in a manner that demonstrates the value of multicultural experience.

The Warren County Board of Education and staff shall continue to provide curricular and extracurricular programs and opportunities for all students to acquire positive attitudes toward racial, cultural, and religious diversity. The Warren County Board of Education is dedicated to equal access to all programs and opportunities for all students to reach their full potential.

Assessment of Student Progress (WCBE 02.441)

The Warren County Public Schools shall administer performance assessment as directed by Kentucky statutes and regulations. In addition, the Warren County Public Schools may administer additional assessments prior to the state mandated assessment.

Review of Assessment Data
By January 1 of each year and in keeping with the school improvement planning process and timeline, the school council shall review student assessment data provided annually by the Kentucky Department of Education. After reviewing the data, the council shall adopt, modify, or revise the school's plan to assist each student in making progress toward statutory goals. This process shall address achievement gaps between various groups of students as required by law. In addition, the plan shall be submitted to the Superintendent and Board for review. In a school without a council, the Principal shall complete the review and planning process with the involvement of parents, faculty, and staff.

Profile Reports
By October 1, each school Principal shall complete the school profile report, have it signed

by members of the school council, or Principal if no council exists, and Superintendent, and submit it to the Kentucky Department of Education. The report shall be transmitted electronically with the original maintained on file at the Board office and available to the public upon request.

Individual Reports
Each year, an individual student report shall be provided to parents of students in grades three through eight (3-8) in accordance with statutory requirements. Teachers and parents/guardians of each primary student shall be informed of results from reading and mathematics diagnostic assessments and prompts.

Volunteers (WCBE 03.6)

Definition
Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution and who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

Supervision
All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.

Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Records Check
The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide clear CA/N check. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the

required records check.

The form requesting a CA/N check is available on the Cabinet for Health and Family Services website.

Work-Based Site Supervisors
Work-based learning site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

Orientation
The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

Conduct on Bus (WCBE 6.34) - PENDING BOARD APPROVAL

Principal Authority
Consistent with the District Code of Acceptable Behavior and Discipline, the Principal/designee has authority to discipline pupils who ride school buses.

Reporting of Violations
Bus drivers shall promptly report written or electronically through BusConduct any violation of District policy or school rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

Discharge of Pupils from Bus
The driver is in charge of his bus, and his first responsibility shall be to the safe transportation of his passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus according to guidelines established in procedures developed by the Superintendent and if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian. Drivers shall only discharge students in compliance with Policy 9.2261.

Withholding of Riding Privileges
The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10)

school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

The Superintendent or his designee may withhold bus-riding privileges up to the remainder of the school year.

Restitution of Damages
The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

Students With Special Needs
Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.

Preschool Education (WCBE 08.1114)

The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations.

Plans for the preschool program shall include supervision guidelines consistent with the mental and physical characteristics of preschool. Maximum group size for eligible children shall be twenty (20) children. The staff ratio in the classroom shall consist of one (1) adult for a maximum of ten (10) children pursuant to staff qualifications established in Section 7 of 704 KAR 3:410. Consideration shall be given to increasing the number of staff or decreasing the group size depending upon the needs of the children, including the needs of children with disabilities. An adult shall not be left alone with more than ten (10) preschool children. The District shall have a written policy for assistance from another adult if one (1) adult is responsible for a group of children.

Graduation Requirements (WCBE 08.113)

Graduation Requirements

In a Warren County School operating under a variety of schedules, and in support of the student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must complete a minimum of twenty-two (22) credits and all other state and local requirements in order to graduate from high school in the District.

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR Chapter 8. Additional standards-based learning experiences shall align to the student's individual learning plan and shall consist of standards-based content.

Curriculum	Credit	Academic Diploma		Scholastic Diploma	
English	4	English I English II English III English IV	**Advanced, Dual Credit, and AP Options Available*	English I English II English III English IV	**Advanced, Dual Credit, and AP Options Available*
Math	4	Algebra I Geometry Algebra II Math Credit	**Advanced, Dual Credit, and AP Options Available*	Algebra I Geometry Algebra II Math Credit	**Advanced, Dual Credit, and AP Options Available*
Social Studies	3	Geography US History World History	**Advanced, Dual Credit, and AP Options Available*	Geography US History World History	**Advanced, Dual Credit, and AP Options Available*
Science	3	Biology Chemistry Physics	**Advanced, Dual Credit, and AP Options Available*	Biology Science Credit (1) Science - Lab-Based Credit (1)	**Advanced, Dual Credit, and AP Options Available*

Arts & Humanities	1	Visual/Performing Arts Course- This course shall be selected from the program of studies	Visual/Performing Arts Course- This course shall be selected from the program of studies
Foreign Language	2 (AD Only)	Students will be required to earn two credits in the same foreign language	No Foreign Language Requirement
Health/PE	1	.5 Credit of PE .5 Credit of Health	.5 Credit of PE .5 Credit of Health
Financial Literacy	1	Class of 2029 and after	Class of 2029 and after
Electives*	8 (AD) 9 (SD)	8 credits - These courses shall be selected from the program of studies and be consistent with interest and/or career goals ***7 credits for the class of 2029 and after***	9 credits - These courses shall be selected from the program of studies and be consistent with interest and/or career goals ***8 credits for the class of 2029 and after***
Total	26		

***All students shall successfully demonstrate performance-based competency in technology that includes the KAS of Technology. By removing the requirement for the Technology Credit, students will have additional opportunities for elective credits, Work-Based Learning, and CTE based certifications.*

ADVANCED COURSEWORK

Students that successfully complete high school advanced coursework shall receive credit toward graduation in accordance with state law.

Civics Requirement

Beginning with the entering ninth grade class of the 2025-2026 school year, and each year thereafter, graduation requirements for each student in every public high school in Kentucky graduating with a regular diploma shall include successful completion of either:

a) A one-half (1/2) credit course in civic literacy meeting statutory curriculum and standards requirements; or

b) A civics test composed of one hundred (100) questions drawn from those that are set forth within the civics test administered by the United States Citizenship and Immigration Services to persons seeking to become naturalized citizens.

The Board shall determine which option shall be required for graduates of the District.

If the Board requires completion of the civics test, the Board shall prepare or approve the test as described. The Board shall disseminate the test and it be administered by each high school in the District. By September 1, 2026, and each year thereafter, the District requiring a civics test for graduation shall submit annual testing data to the Kentucky Department of Education.

A minimum score of seventy percent (70%) is required to pass the test and students may take the test as many times as needed to pass without the use of instructional aids during testing including but not limited to textbooks and internet browser searching. A student shall not

receive a regular high school diploma until the student successfully completes the test. Students that have passed a similar test within the previous five (5) years may provide the Board with evidence of successful completion and shall not be required to take the test. The test requirement shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.

FINANCIAL LITERACY REQUIREMENT

For students entering grade nine (9) on or after July 1, 2025, successful completion of one (1) credit course in financial literacy. The course shall align to the student's individual learning plan and comply with KRS 158.1411.

The Superintendent, after consultation with the Board, the school-based decision-making council, and the Principal of each high school, shall determine curricula for course offerings that are aligned with the financial literacy academic standards.

The financial literacy course requirement shall be accepted as an elective course requirement for high school graduation.

Individual Learning Plan (ILP)

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall focus on career exploration and related postsecondary education and training needs.

Additional Requirements of the Board

In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 003:305, the Board may impose other requirements for graduation from high school.

The District Student Handbook and each high school student handbook shall include complete details concerning specific graduation requirements.

Grade Placement

Grade placement for students in Warren County Public Schools shall be determined by the number of credits earned. For students enrolled in A1 and A2 high schools, as well as Beacon Academy, a minimum of six (6) earned credits shall be required for sophomore standing, twelve (12) earned credits for junior standing, and eighteen (18) earned credits for senior standing. For students enrolled in Lighthouse Academy and Warren County Day Treatment, a minimum of six (6) earned credits shall be required for sophomore standing, twelve (12) earned credits for junior standing, and sixteen (16) earned credits for senior standing.

Students who do not meet established college readiness benchmarks in English/Language Arts and/or Mathematics shall be enrolled in a transitional course or provided appropriate intervention prior to exiting high school.

The Superintendent or designee may establish administrative procedures to ensure consistent application of grade placement and promotion requirements.

Credit Requirements Per School

All students at an A1 or A2 school within Warren County Public Schools shall accumulate 26 credit hours for graduation.

Students in an A-5, A-6, or A-8 District alternative school (Beacon Academy, Lighthouse Academy High School, and Warren County Day Treatment) must complete the number of credits required by the sending school or the minimum of twenty-two (22) required by the Kentucky Department of Education. Students who enroll at an A-5 or an A-6 school must earn a credit or credits from that A-5, A-6, or A-8 school in order to graduate from the A-5, A-6, or A-8 school unless there is an extreme or special circumstance approved by the Superintendent or his/her designee.

Other Provisions

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.[2]

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.[3]

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.

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

Diplomas for Veterans

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.[1]

Students Transferring Without an Accredited Transcript

When a student enrolls in Warren County Public Schools without a properly certified transcript from an accredited secondary school, and when a properly certified transcript cannot reasonably be obtained, the district shall assign the student to courses and grade levels commensurate with the student's age and educational needs.

In accordance with 704 KAR 3:307, prior coursework may be recognized through successful performance in sequential courses. If the student earns a grade of C or higher by the twelfth (12th) week of enrollment in a higher-level course, the district shall award credit for the prerequisite course(s) as applicable. Credits awarded through this process shall count toward the district's minimum graduation requirements.

Alternative Credit Options (WCBE 08.1131)

Alternative Credit Options

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

Credit Recovery Courses

High school students enrolled in an A1 school may earn, through credit recovery courses, academic credit to be applied toward graduation requirements in accordance with the following guidelines:

1. Each unit requires approval of the Principal to be applied toward graduation requirements
2. Credit may be earned only to make up failed subjects in order to complete high school graduation requirements. The Principal/designee may consider other special circumstances;
3. Only approved courses and curricular programs offered by the high school will be accepted; and
4. An official record of the final grade must be recorded on the student transcript.

Unless otherwise recommended by the Superintendent and approved by the Board, student or their parents/guardians shall be responsible for all related expenses including tuition and textbooks.

Online/Digital Courses

Students may earn units of academic credit to be applied toward graduation requirements by completing online courses offered through agencies approved by the Board. Credit from online courses may be earned under one of the following circumstances:

1. The course is offered at the high school, but the student will not be able to take it due to an unavoidable scheduling conflict that would keep the student from meeting graduation requirements; or student is a recent immigrant with specific educational and scheduling needs.
2. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment pursuant to the following guidelines:

    a. The express approval of the Principal/designee shall be obtained before a student enrolls in a virtual course;

b. The school must receive an official record of the final grade before credit toward graduation will be recognized; and

c,. Students taking such courses must be enrolled in the District.

The District shall recognize only those online/digital courses from approved, accredited agencies.

As determined by school/council policy, students applying for permission to take an online course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment. Online courses may be subject to review by the Superintendent/designee for conformance with Kentucky Academic Standards and District graduation requirements.

College Credit/Dual Credit

To differentiate/accelerate the curriculum to meet the needs of students, the District shall recognize courses from postsecondary education institutions. Students will receive one (1) high school credit for every three (3) semester hours of college work. Grades will be calculated in non-weighted form for class rank and GPA and included in the student's transcript. Failure to complete the course shall be recorded. Credit may be earned in accordance with the following requirements:

1. The student must present documentation supporting enrollment in the postsecondary institution;
2. The course is not offered at the high school;
3. The course is offered at the high school, but the student will not be able to take it due to an unavoidable scheduling conflict;
4. The high school must receive an official record of the final grade before credit toward graduation will be recognized; and
5. Students taking such courses must be enrolled in the District.
6. All college courses taken will be listed on the student transcript at the high school level for dual credit purposes.
7. The building Principal may make exceptions to these requirements as extenuating circumstances arise: the exceptions shall be made only with prior approval from the Principal.

Students shall be responsible for all related costs and transportation.

Dual-Credit Scholarship Program

The District may offer the opportunity for students to earn dual-credits through the Kentucky Dual-Credit Scholarship Program and follows the guidelines outlined in the "*Kentucky Council on Postsecondary Education and Kentucky Department of Education Dual Credit Policy for Kentucky Public and Participating Postsecondary Institutions and Secondary Schools*," located on the Kentucky Department of Education website.

Performance-Based Credits

Students may earn credit toward high school graduation through the District's

performance-based credit system. The system shall include:

1. Procedures for developing and amending a performance-based credit system;
2. Conditions under which each high school may grant performance-based credits and the related performance descriptors and assessments;
3. Objective grading and reporting procedures;
4. Alignment to content standards established in 704 KAR Chapter 8;
5. The extent to which state-provided assessments will be used;
6. The ability for students to demonstrate proficiency and earn credit for learning acquired outside of school or in prior learning; and
7. Criteria to ensure that internships, cooperative learning experiences, and other learning in the school and community are:
    a. Designed to further student progress towards the Individual Learning Plan;
    b. Supervised by qualified instructors; and
    c. Aligned with State and District content and performance standards.

Students may receive credit toward graduation requirements by successfully completing performance-based credits in accordance with the following guidelines:

1. Students may earn performance-based credit:
    a. as credit recovery;
    b. if the student is taking a performance-based course for acceleration purposes; or
    c. if the student is taking a course designated as "performance-based".

In addition to 1 (a), (b), or (c) above, students taking performance-based courses must be enrolled in the District's Lighthouse Academy High School, Greenwood High School, South Warren High School, Warren Central High School, Warren East High School, Beacon Academy, Warren County Day Treatment, or any of their respective feeder schools.

Any District school choosing to participate in a performance-based credit system will develop performance descriptors and assessments for measuring student progress. Participating schools will determine in which content areas students may earn credits.

Ability Grouping (WCBE 08.122)

Hardship Graduation (WCBE 08.1132)

Plan

The grouping of students for instruction should coincide with sound judgment and educational practice and shall be free from discrimination on the basis of sex, race, religion, or national origin. Grouping should be done to enhance the quality and appropriateness of instruction. Grouping should be flexible to meet student needs. Data on which to base grouping shall be drawn from at least two of the following:

a. Teacher judgment,
b. Performance on standardized tests,
c. Performance on a skills continuum,
d. Student achievement data.

Students With Disabilities (WCBE 08.131)

Legal Obligations
The Board shall operate programs for students with disabilities in accordance with the legal obligations contained in the special education and section 504 procedures relating to such programs.

In situations involving students with disabilities, the Board shall determine whether to file for due process hearings, or appeals therefrom, on behalf of the District, except in the following situations:

The Superintendent/designee is authorized to request due process hearings and to file for extensions and appeals therefrom, and to request injunctive relief, due to substantial likelihood of harm/danger/likelihood of injury by or of a student. The Superintendent or designee is authorized to file for mediation on behalf of the Board and to file appeals from the Kentucky Department of Education Special Education Complaint decisions on behalf of the Board.

Assessment
District special education programs and related services shall meet all requirements established by governance authorities.

Home/Hospital Instruction (WCBE 08.1312)

Purpose

Home/hospital instruction provides educational services to students who cannot attend school for extended periods due to temporary or recurring conditions, including fractures, surgical recuperation, or other physical, health, or mental conditions. An "extended period" refers to an absence for more than five (5) consecutive school days. For a student admitted to an inpatient facility, the student may receive home/hospital instruction effective on the date of admittance.

For purposes of KRS 157.360, a student who receives home/hospital instruction for a minimum of two (2) instructional sessions per week, with a minimum of one (1) hour of instruction per session, by a certified teacher provided by the Board, shall equal the student attending five (5) days in school. An instructional session may be delivered in person, electronically, or through other means established in regulation. A parent/guardian or responsible adult must be present in the home/hospital room during the time the home/hospital teacher is present or is otherwise delivering instruction.

Eligibility
Determination of a student's eligibility and provision of services for home/hospital instruction shall be made in compliance with applicable statutes and regulations. In accordance with KRS 159.030(2), the Board shall require evidence for students exempted

from school attendance more than six (6) months. An exemption shall be reviewed annually.

At any time based on changes in the student's condition, the home/hospital review committee may schedule a review of the student's continued eligibility for home/hospital instruction.

Eligibility for home/hospital instruction shall cease for students placed by review committee if the student works, plays sports, or participates in extracurricular activities. For students with a 504 plan, eligibility for home/hospital instruction shall not cease if the student works, plays sports, or participates in extracurricular activities if participation is consistent with the student's 504 plan.

The Admissions and Release Committee (ARC) shall determine placement in home/hospital instruction for a student with disabilities. The 504 Team for a student may facilitate submission of an application to the review committee.

Secondary Students

A high school student placed on home/hospital instruction for extended periods may carry all appropriate credits during the first semester of placement. Except for students with an Individual Education Plan (IEP) or a 504 plan, the number of credits to be carried during all subsequent semesters of placement shall be determined on a case-by-case basis by the review committee, based on the following criteria:

1. The student's ability to work independently during extended periods without direct assistance.
2. The student's capacity to complete assignments within a reasonable time frame.
3. The likelihood that the student will be able to complete course criteria required for graduation, as required by the Kentucky Academic Standards.
4. When considering the student's condition, should s/he take a full or reduced course load? (If a reduced course load is appropriate, the committee shall determine the number of courses the student may take.

Students with Disabilities

Based on documentation of student need, including medical or mental health evaluation information, a student with disabilities may be placed in the home/hospital instructional program if his/her individual education plan (IEP) specifies such placement is the least restrictive environment for providing services. The ARC Chair shall provide written notice of eligibility and documentation to the District Director of Pupil Personnel for purposes of program enrollment.

The Admissions and Release Committee (ARC) or 504 Team shall determine on a case-by-case basis the type and extent of home/hospital services for a student, including the number of credits a student at the secondary level will be permitted to ear while on home/hospital instruction.

Gifted & Talented Education (WCBE 08.132)

District Provides

The District shall formally identify students in grades four through twelve (4-12) for participation in the District's Gifted and Talented program. Students in the primary program (Kindergarten – 3rd Grade) who display gifted or talented characteristics shall be selected through an informal process, be placed in a talent pool and receive services that allow continuous progress.

In compliance with applicable statutes and administrative regulations, the District shall provide appropriate multiple service options in an environment that addresses the abilities, interests and needs of students eligible for services in one (1) or more of the following categories: general intellectual aptitude; specific academic aptitude; creative or divergent thinking; psychosocial or leadership skills; and visual or performing arts. The definitions specified in 704 KAR 003:285 shall be used in the operation of the District's programs for gifted and talented students.

Identification/Diagnosis and Eligibility

In compliance with 704 KAR 003:285, the Superintendent/designee shall develop strategies to address identification and diagnosis of the strengths, behaviors and talents of these students. Determination of eligibility for gifted and talented services shall be based on the student's individual needs, interests and abilities. Consideration shall be given to contributing factors such as environmental and cultural factors, economic disadvantage or underachievement, racial or ethnic minority, underachievement, membership or identified disability as defined in KRS 157.200.

The District's plan for identifying gifted and talented students shall:

1. Employ a multi-faceted approach and utilize on-going and long-term assessment;
2. Be based on a variety of valid and reliable measures to include both informal and formal techniques and other data specific to each category of giftedness, consistent with standards established by Kentucky Administrative Regulation; and outlined in the District S.U.M.M.I.T. Handbook.
3. Screen students for all areas of giftedness as defined by KRS 157.200.

Based on data gathered by the Gifted/Talented Coordinator or gifted education teacher, a District selection/placement committee shall determine those students who are eligible for gifted education services and the level of services to be provided. This committee shall consist of at least the Gifted/Talented Coordinator, a school-based administrator, and a teacher.

Prior to selection or formal identification and placement of a student, the District shall obtain parental or guardian permission before administering an individual test to the student given as a follow-up to a test routinely administered to all students and used in formal identification. If it is determined that their child is eligible for gifted education services, parents/guardians also shall be notified, at least once annually, of the services included in the gifted and talented student services plan and shall receive a copy of the procedures to be followed should they wish to appeal the appropriateness of services. Gifted and talented students shall be provided with a student services plan that meets requirements set out in administrative regulation.

Each school shall adjust its curriculum to meet the needs of gifted and talented students.

Gifted and talented students shall be served in a manner that:

1. Extends learning beyond the standard curriculum;
2. Provides flexible curricular experiences commensurate with the student's identified interests, needs and abilities; and
3. Helps the student to attain, to a high degree, the goals established by statute and the Board.

Procedures and strategies to implement this policy shall identify the following:

- Multiple service options reflecting continuous progress through a logical sequence of learning,
- Means of obtaining parental input for use in determining appropriate services,
- A gifted and talented student services plan format that provides for matching a formally identified gifted student's interests, needs, and abilities to differentiated service options, and
- A plan for reporting to parents, at least once each semester, regarding their child's progress in services included in the student's services plan.
- Students in the Gifted Program shall not be required to make up missing classroom work while being provided services through the District Gifted Program.

There shall be multiple service delivery options with no single service option existing alone, district wide at any grade level.

Academic Acceleration

In accordance with the belief that all students are entitled to a quality education appropriate to their particular needs, students (who advance beyond grade level through the state and local curriculum) shall be given the opportunity to accelerate.
All students, including advanced learners, should be challenged and encouraged to attain their full capabilities, which may be accomplished by providing access to curriculum learning environments and instructional interventions normally delivered to older peers.

The process that shall be used for evaluating and identifying students for accelerated placement, either by grade or one (1) or more subject areas shall be set out in administrative procedure.

Personnel

The Superintendent shall appoint a Gifted/Talented Coordinator who shall oversee the operation of the District's Gifted and Talented program and assist schools in implementing the provisions of this policy. The Gifted/Talented Coordinator shall oversee the expenditure of funds for gifted education to ensure they are used to provide direct services to identified students.

Teachers of gifted and talented students shall meet requirements for certificate endorsement as established in Kentucky Administrative Regulation. Through professional development activities, all teachers shall be provided opportunities to receive training on identifying and working with gifted and talented students.

Program Evaluation

The Gifted/Talented Coordinator shall coordinate the annual, on-going process of evaluating all aspects of the gifted education program as directed by administrative regulation for

annual submission to the Kentucky Department of Education and make recommendations for upgrading those areas found to be deficient. Each year, the Gifted/Talented Coordinator shall be responsible for collecting data required for the annual report and submitting it to the Superintendent/designee for his/her information prior to forwarding it to the Kentucky Department of Education. This data will assist in making recommendations for the comprehensive improvement planning process at both the district and school levels.

Grievances

Students or parents who wish to file a grievance concerning or appeal the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

This policy and the procedures to implement it shall be made available for public inspection.

Extended School/Direct Student Services (WCBE 08.133)

Plan for Diagnosing

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

Extended School Services

The Board shall provide extended school services consistent with students' intervention plans and goals included as part of individual learning plans, requirements of 704 KAR 003:390, and local plans and procedures.

For students eligible to attend ESS, the District shall:

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

The District shall select pupils who need additional instructional time or differentiated opportunity to learn academic and enrichment content aligned with their individual student needs to improve their present level of performance in one (1) or more content areas. Priority for ESS services shall be placed on designing and delivering services to students at risk academically.

The District may provide extended school services during the regular school day when a waiver for alternative service delivery has been obtained. Extended school services offered during the summer shall be available to all eligible students residing in the District regardless of whether they attend District schools.

Direct Student Services

The District may apply for Title I funding for Direct Student Services if eligible as provided in Every Student Succeeds Act and the state plan required under federal law. Required notices, funding, and provision of Direct Student Services shall be consistent with federal and state requirements.

Pledge of Allegiance (WCBE 08.1351)

PLEDGE OF ALLEGIANCE

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

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

MOMENT OF SILENCE OR REFLECTION

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

It shall be of at least one (1) minute but not to exceed two (2) minutes in duration;

Students remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;

District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection; and

Notification shall be sent to parents/guardians providing information on the policy and encouraging them to provide guidance to their pupils regarding the moment of silence or reflection.

Guidance and Mental Health Service Providers (WCBE 08.14)

Guidance and counseling services shall be provided for students. Counselor may perform mental health services and provide implementation and training on trauma-informed practices as addressed in law. Warren County Public Schools offer additional social/emotional/mental health support to our students. Student Support Staff consists of the District Mental Health Counselors, Social Workers, Mental Health Case Managers, and certified therapy dogs. These supports may occur face-to face or through virtual platforms. District Mental Health Support is voluntary and is not on-going therapy, diagnosis, or treatment for mental health concerns.

Services

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by the Principal or Superintendent. Administrators may also request the services of district Mental Health counselors for students.

Individual Learning Plans
In keeping with Kentucky Administrative Regulation, the District shall implement an advising and guidance process to support development and implementation of an Individual Learning Plan for each student that includes career development and awareness.

Confidential Material
All records and counseling information shall be kept in confidence as provided by applicable law.

Superintendent to Report
No later than November 1, 2022 and each subsequent year, the Superintendent shall report to the Kentucky Department of Education the number of school-based mental health licensure held, the source of funding for each position, a summary of the job duties and work undertaken by each school-based mental health service provider, and the approximate percent of time devoted to each duty over the course of the year.

Homework (WCBE 08.211)

Standards for Assignments
Each school's SBDM Council shall establish standards for out-of-school assignments. These standards shall encompass amounts and types of reasonable homework assignments by grade level and shall be published in a format accessible to parents/guardians.

Purpose of Assignments
Homework shall be assigned for the improvement of learning and must be related to the state-adopted standards. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time.

Promotion and Retention (WCBE 08.22)

Certificate and Transfers
When a pupil in any public school completes the prescribed program of studies of the eighth grade, he is entitled to a certificate of completion signed by the teacher. The certificate shall entitle the pupil to admission into any public high school. Any promotions or credits earned in attendance in any approved public school are valid in any other public school. In case a pupil transfers from the school of one district to the school of another district, he may not be assigned to a lower grade or course until the pupil has demonstrated that he is not suited for the work in the grade or course to which he has been promoted. Pupils who transfer from a non-accredited school may be required to take tests from the previous grade to determine grade placement or course credit.

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

Diplomas

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

Promotion/Retention

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

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

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

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

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

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

A student provided an additional year of kindergarten or first grade may advance through the primary school program when it is determined by the school to be in the best educational interest of the student.

Promotions, in elementary school, shall be made by the Principal on recommendation of the teacher. Promotions in the middle grades shall be made under the direction of the Principal. Promotions in high school shall be made under the direction of the Principal.

Students With Disabilities

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

Review

Students not meeting the standard for promotion shall be subject to a Retention Review. The Retention Review shall be conducted by the Principal and shall include, but not be limited to: a conference with the student's parents, and a review of teacher's recommendations, pertinent data from the student's cumulative folder, records of in-class interventions, and results of remediation. At the conclusion of the review, the Principal shall make a determination of promotion of retention. Such determination may be subject to further review by the Superintendent.

Grading (WCBE 08.221)

Achievement

Teachers shall maintain detailed, systematic records of the achievement of each student in the state-mandated student management system on a schedule determined by the school Principal.

Grade Reports

Grade reports shall be issued every nine (9) weeks for elementary, middle and high school students. Mid-term reports will be sent to parent's midway through the grading period for grades four through high school (4-12).

Primary Assessment

Each primary teacher shall provide parents with a standards-based progress report. The following continuum to reflect the continuous progress of each child shall be used for primary school students:

Excellent (E) – Satisfactory (S) – Progressing (P) – Not on Grade Level (N) – Not taught (T)

Grading Scale

The following standards shall be adhered to for grades four through twelve (4-12):

A	90-100	F	Below 60
B	80-89	I	Incomplete
C	70-79	E	Effort (For LEP students proficiency Level 1
D	60-69		and Level 2 only)

Grades earned on end-of-course exams required for high school courses designated by Kentucky Administration Regulation shall count as ten percent (10%) of a student's final grade in a course. An incomplete (I) grade must be changed to a passing or failing grade within the first ten (10) days of the next grading period. Make-up work is the complete responsibility of the student. A percentage grade shall be included in the student's grade report in addition to the letter grade.

Optional grades of E for excellent, S for satisfactory, and U for unsatisfactory may be used in P.E., art, music, etc. at the middle school level. In grades K-3, a separate progress report will be sent home to parents at the end of each nine-week grading period.

A middle school student may be considered for retention if s/he fails three (3) subjects with

at least two (2) of said subjects being from required course areas. A student may be required to repeat a subject without being retained for the complete grade.

Disciplinary Action
A student's grade shall not be lowered as a disciplinary action. However, it may be possible for a student to receive a zero (0) on an assessment or assignment if the student is caught cheating.

Parent Conferences
Parent/teacher conferences may be scheduled when requested by the parent or teacher.

Instructional Materials (WCBE 08.232)

Survey
Schools not having SBDM school councils shall survey teachers to determine their needs for instructional materials. The results of the survey shall be used to establish priorities for purchase.

Allocation Method
Within budgetary limits, schools or school councils shall establish an equitable method of allocating funds to purchase instructional materials.

Financial Report
A financial report on allocations to and expenditures for instructional materials shall be prepared annually by the Board and shall be a public record.

Each school may carry forward to the next fiscal year any part of the instructional material allocation distributed to the school that has not been spent or committed in the current fiscal year.

Instructional Material Fund

Schools with any grade from P-8 may purchase instructional material using State funds in accordance with 704 KAR 003:455.

Each school allocated instructional material funds shall complete an annual plan to identify purchases following guidelines of the Kentucky Board of Education.

The annual plan shall be approved by the Board and by the School Council in SBDM schools. All plans shall be approved by the local Board as to sufficiency of funding to support the requested purchases. Any purchase exceeding the funds allocated shall be paid from other Council funds in SBDM schools.

Fees
If the Board authorizes charging rental fees for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Instructional materials shall be made available to all students. No student shall be denied full

participation in any educational program due to an inability to pay for, or rent, all necessary instructional materials. Fee waivers shall be provided as required by applicable statutes and regulations.

Responsibility
Students or parents shall compensate the District for instructional materials that are lost, damaged, or destroyed while in the student's possession.

Sectarian Texts
No book or other publication (written or digital) of a sectarian, infidel, or immoral character or one that reflects on any religious denomination shall be used or distributed in any school.

This does not prevent a teacher, consistent with his or her assigned duties, from using or distributing books or other publications that reflect any religious denomination to teach the secular study of religion as permitted by the Constitutions of the United States of America or the Commonwealth of Kentucky.

Copyrighted Materials (WCBE 08.2321)

Copyrighted Materials
The use of copyrighted material for educational purposes, by school personnel, shall be within the generally accepted uses delineated by applicable law. The Superintendent shall develop procedures for informing appropriate personnel of the fair use of copyrighted material for educational purposes.

Electronic Materials
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, video tapes, compact and laser disks, electronic textbooks, Internet based resources 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 Board equipment. Through appropriate activities, the Director of Technology shall inform all employees of their compliance responsibilities with electronic materials licensing agreements and of the penalties for violating these agreements. Employees shall be required to sign an agreement signifying that they have read and will abide by the Acceptable Use Policy (Section 08.2323).

The Superintendent or designee shall sign all District software license agreements. Each school using licensed software shall have on file a copy of the executed agreement.

Review of Instructional Materials (WCBE 08.2322)

Request
The review of instructional materials, including textbooks, supplementary materials, electronic resources and library books, on the basis of citizen concerns will be conducted in response to a properly filed written request under procedures developed by the Superintendent. These procedures for review shall include consideration of the written concerns regarding instructional materials. Forms for such requests may be obtained from the school and will be made available to any resident of the District at the Superintendent's office. The request shall include a written statement of reason for objection and a statement of the desired action regarding the material under consideration. Upon submission of the completed request to the Superintendent's office, a school committee shall be appointed.

Employees receiving a written request for review of instructional materials shall notify the Principal of the complaint, who shall then notify the Superintendent. The Superintendent shall notify the Board of all complaints filed.

Principal's Committee
The Principal shall appoint a review committee which shall consist of the following people: the Principal, media librarian, one (1) teacher who teaches the subject area or grade level in which the instructional material is used, and the supervisor of librarians.

Within ten (10) calendar days of the receipt of the prescribed form by the Superintendent's office, the committee shall review the instructional material and prepare a written response to the person who signed the request.

Unless the citizen files a written appeal to the Superintendent within ten (10) calendar days of the receipt of the committee's response, the recommendations of the Principal's Committee shall be followed.

Superintendent's Committee
In the event of the citizen's written appeal the Superintendent shall appoint a review committee which shall consist of the following people: one (1) administrator, one (1) supervisor at the appropriate grade level, and (1) one media librarian. No person shall serve as a member on both the Principal's and Superintendent's committee relating to the same review request.
The Superintendent's Committee shall review the citizen's request, the report of the Principal's Committee, and the instructional material in question; ask for further information, if necessary, and prepare a written report of its findings and recommendations to the Superintendent within thirty (30) calendar days after receipt of the citizen's appeal.

Unless the citizen files a written appeal to the Board within ten (10) calendar days of the receipt of the Superintendent's Committee's response, the recommendations of the Committee shall be followed.

Appeal to the Board
In the event of the citizen's written appeal, the Board shall review the instructional material in question and both the Principal's and Superintendent's Committees' reports.

The Board shall issue a written decision within sixty (60) calendar days after receipt of the citizen's appeal. The Board's decision shall be considered final. Challenged books and/or materials shall be withdrawn from the school only at the direction of the Board upon the conclusion of the above steps.

Access to Electronic Media (WCBE 08.2323)

(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 and 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 appliable 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 students parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

EMPLOYEE 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 to 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 for District employees and qualified school volunteers to communicate electronically with students enrolled in the district.

A District employee or qualified school volunteer shall not engage in unauthorized electronic communication.

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.

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.

See policy 08.2324 for complete details and guidelines regarding Traceable Communications.

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 this 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.

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

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

RESPONDING TO CONCERNS

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

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.

Emergency Closings (WCBE 08.33)

When, in the judgment of the Superintendent, an emergency exists, he shall close the schools or reduce the hours of the school day as appropriate in the interest of the health and safety of the pupils. Superintendent shall notify media using mass notification system.

Transfers and Withdrawals (WCBE 09.111)

Teacher to Ascertain Reason
When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.

Report to DPP
The teacher shall immediately report the withdrawal and the reason for it through the Principal to the Superintendent's office (Director of Pupil Personnel).

Change of Residence
If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.

Missing Children
The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.

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

Students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.

Follow-Up By District Personnel
Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student who has withdrawn from school to encourage re enrollment in a regular, alternative, or High School Equivalency Diploma program. If the student does not re enroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.

In-District Transfers
Upon proper application, students who reside in one elementary, middle or high school attendance district within the District may be permitted to transfer to another District elementary, middle, or high school, provided such approval does not result in employment of additional staff, an imbalance in class size, class cap or overcrowding in the receiving school.

Each middle and high school Principal may accept additional students in a number not to exceed an established percentage of the student population living within a school's specific attendance area. This percentage shall be recommended by the Superintendent to the Board of Education. The allocation of funding for the school will not be affected by this percentage and no staff will be added. The percentage and method for calculation shall be approved by the Board on an annual basis. The Board may allow students from another attendance district within the District to continue in a feeder school system provided they have been enrolled in that feeder system a minimum of two (2) years and it will not count toward the percentage calculation.

1. Requests for Child Care Transfers
   - Requests for child-care transfers must state clearly the reason the students cannot attend their assigned school.
2. Requests for Hardship Transfers
   - Requests for family hardship transfers must show clearly an unusual hardship different from that of other families in the District.
3. Requests for Medical Transfers
   - Parents/guardians of children with medical documentation from a medical doctor, psychologist or psychiatrist may make an application for transfer according to Board policy. The transfer may be approved by the building Principal following consultation with the Director of Pupil Personnel and the District Health Coordinator. Parents/guardians shall be responsible for transportation, however if an IEP or 504 plan directs the transfer, the District may be required to provide the transportation.
4. Requests for Children of Full-Time Employee Transfers
   - Warren County Public Schools' employees may apply for a transfer for their children. Application shall be made according to Board policy and the student must meet the criteria set by the Board policy. Approval by the building Principal may be granted provided such approval does not result in employment of additional staff, an imbalance in class size, class cap, or overcrowding in the receiving school. Parents/guardians shall be responsible for transportation.
5. All Requests are from year-to-year, however subject to KRS 158.072.

Parents/guardians are responsible for the transportation of their children when granted a transfer to another in-District school. No additional bus routes will be added. Questions regarding transportation must be addressed to the Director of Transportation.

Parents/guardians who wish to request a transfer of their child to another in-District school should file a properly completed application with the office of Director of Pupil Personnel, between the first Monday of March and June 1 for consideration of transfer for the following school year. Applications received after June 1 will be considered, but only after all applications submitted prior to June 1 have been considered. Applications may be obtained

from Warren County Public Schools' district website (www.warrencountyschools.org); go to the"New & Existing Student Enrollment Transfers" tab which is located on the website's home page. This form is an electronic form and should be completed and submitted electronically.

In extenuating circumstances, requests for transfers after school begins, may be considered at the sole discretion of the District.

KRS 158.072 to the contrary, students granted a transfer to an in-District school, shall be required to reapply annually with preference given to those who received authorization to transfer to an in-District school the previous year, and so long as the application is received on or before June 1.

Once transferred, a student can return only to his/her school of residence at the beginning of the next grading period/term, and cannot be granted additional transfers during a school year. Requests for transfer prior to the end of the grading period/term will be considered only in extreme circumstances.

Students granted a transfer must be in regular attendance (maximum of three (3) unexcused absences or three (3) unexcused tardies), be in good standing in regard to discipline and must be making minimum academic progress (maintains a "C" grade, cumulative through the student's previous semester). Non-compliance with academic, attendance, or discipline requirements may result in forfeiture of future transfers or a return of the student to his/her school of residence. The return to school of residence should be should be at the beginning of the next grading period/term.Once school has begun, a transfer student may be compelled to return to his/her school of residence if the class the transferred student is attending is at "cap" and a student in residence enrolls, making the class over "cap." Students may be required to return to school of residence immediately if this should occur.

Students with disabilities may transfer within the guidelines of this policy as long as there is programming available at the transfer school that meets the specifications of the student's IEP.

Transfers involving student participation in high school athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) bylaws.

The Superintendent/designee is charged with resolving disputes regarding transfer cases.

Resident Student Reassignment

Should classes in a particular school exceed the allowable size limit specified by law or regulation, the Superintendent/designee is permitted to move pupils from their respective attendance areas to balance student/teacher assignments. Any such reassignment would be at the cost or service of the Board.

When A Family Moves

If a family moves from one attendance area to another within the school system during the school year, the pupil may be permitted to finish the school year in the school in which he/she was last enrolled (at no cost or service by the Board). An In-District Transfer application must be completed by the parent/guardian and submitted to the Principal for

approval. The following criteria apply:

1. The Principal gives approval;
2. Class size limits are not exceeded;
3. The student maintains a "C" grade (cumulative through the student's previous semester);
4. Must be in regular attendance (maximum of three (3) unexcused absences or three (3) unexcused tardies);
5. The student/parent provides transportation;
6. The student has an acceptable discipline record as determined by the Principal; and
7. There is no service provided or cost incurred by the Board.
8. Approval shall be granted with the understanding the student may be required to enroll at the school serving his/her attendance zone if the above criteria are not met. The student may be asked to return to their school or residence at the beginning of the next grading period/term.

Non-Residents
Nonresident pupils upon application and timelines may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent. The number of nonresident pupils admitted to a school shall not exceed the number of in-district transfers granted for that school.

Admissions and Attendance (WCBE 09.12)

Residence Defined
Pupils whose parents or guardians are legal residents of the school District and have custody of the student, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.[1]

Homeless Children and Unaccompanied Youth
The District shall provide educational and related services to homeless children and youth, including preschool-aged homeless children, and homeless children or youth not in the physical custody of a parent or guardian (unaccompanied youth) in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Be immediately enrolled in the District:
2. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
3. Have access to preschool programs as provided to other children in the District;
4. Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;
5. Attend regular public school with non-homeless students; and

6. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learner).

The District shall provide transportation to the school of origin for homeless children at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) if the child continues to live within the area served by the District in which the school of origin is located. If the child locates to a District other than that of his/her school of origin, the districts shall work together to apportion transportation to and from the school of origin and associated costs. If the districts are unable to reach agreement, responsibility and costs for transportation shall be shared equally.

Homeless Children and Unaccompanied Youth

The District shall designate an appropriate staff person to serve as liaison to homeless children and unaccompanied youth. In addition to coordination of McKinney-Vento implementation in the District, the liaison is responsible for:

- "Outreach" to other entities and agencies so that homeless students are identified;
- Providing public notice of the educational rights of homeless children in locations frequented by parents/guardians and unaccompanied youths. This notice is to be in a manner and form that is understandable;
- Seeing that school personnel who provide McKinney-Vento Services receive professional development and other support; and
- Ensuring that unaccompanied youths are enrolled in school and receive support to accrue credits and access to higher education.

The District shall inform school personnel, service providers, advocates working with homeless families, parents, guardians and homeless children and unaccompanied youths of the duties of the liaison.

All concerns regarding the education of homeless children and unaccompanied youth shall be referred to the District liaison. If a complaint arises regarding services or placement of homeless children and unaccompanied youth, the dispute resolution procedures as set forth in 704 KAR 007:090 shall apply.

Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at the link below:

https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf

The liaison shall provide a copy of the referenced form to the complainant.

The District shall provide services for homeless children and unaccompanied youths with disabilities as required by law.

Children in Foster Care

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

Foster children are to be immediately enrolled in a new school. The District shall

collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student's previous school for relevant records. The previous school shall provide the new school records within the student information system maintained by the Kentucky Department of Education by the end of the working day on the day of receipt of a request. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request. Remaining records shall be provided within ten (10) working days of the request.

The Superintendent shall appoint a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care Foster Care Liaison for the District. The Superintendent may appoint the District Foster Care Liaison prior to such notice from the Cabinet.

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest. Such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child's placement.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

Best Interest of the Child
Determining the best interest of the child takes into consideration the following factors, including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

Upon the determination that changing a child's school of enrollment is in the best interest of the child, the Cabinet, any applicable child-caring facility, child-placing agency, school, districts, and the child's state agency caseworker shall collaborate to ensure the immediate and appropriate enrollment of the child;

1. The child's state agency caseworker shall immediately contact the receiving district to inform the district of the pending enrollment changes.
2. The child's state agency caseworker or child-caring facility or child placing agency case manager shall either accompany the child and the foster parent to the new school to enroll the child or contact applicable staff at the new school via telephone during the day of enrollment, to assist with the enrollment, to share information relating to the child's unique needs and prior experiences that may impact their education, and to

identify and prevent disruptions in any instructional or support services that the child may have been receiving prior to that time, including but not limited to medical and behavioral health history and individual service plans.[7]

Immigrants

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

Nonresidents

Nonresident pupils may be enrolled in the District's schools in accordance with Board policies 09.1222, 09.124, and upon approval of the Superintendent.

Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without the applicable due process.

Nonresident students designated as homeless or foster children may be required to be enrolled consistent with the "best interest of the child" or "school of origin" requirements under the "Every Student Succeeds Act" (ESSA) and the McKinney-Vento Act as amended by ESSA.

Foreign Exchange Students

The District shall regulate the admission and participation of foreign exchange students in the District's educational programs. Foreign exchange students shall register with and be approved by the Director of Pupil Personnel and the Principal of the school in which the foreign exchange student seeks to enroll.

Foreign exchange students shall attend for only one (1) school year for the purpose of gaining language and cultural experiences. Grade level placement shall be decided by the Principal based on years in school, courses in which the student will be placed, number of credits earned at their home school, and recommendation of foreign exchange agency/company through which the student is applying. Students who have graduated from high school will not be accepted.

Foreign exchange students will be permitted to enroll only during the first five (5) school days of each semester. The student must submit to the receiving school a minimum of thirty (30) calendar days before enrolling the required paperwork and a videotape of the student using conversational English to show the English-speaking skills of the student. The school will determine if the student's English-speaking skills meet enrollment requirements. These conditions and requirements may be modified in exceptional circumstances as determined by the Principal of the receiving school.

Non-Immigrant Foreign Students

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels
3. As required by law, these students shall pay a tuition fee equal to the full,

unsubsidized per capita cost to the District for providing education to the student for the period of attendance.

4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

Expelled/Convicted Students

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.[6]

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

Entrance Age (WCBE 09.121)

Preschool

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. Children at risk of educational failure who are four (4) by August 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available.

Primary School

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.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program.3 A student who is at least five (5) years of age, but less than six (6) years of age, may be

enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

Petition Process
Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. The process shall be established in accordance with the following:

1. The District shall establish guidelines to determine a student's readiness for entry, including the date by which petitions must be submitted to the Central Office.
2. Developmentally appropriate measures, which may include state-approved screening instruments, shall be used to determine a student's level of developmental, academic and social readiness.
3. Based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request.
4. Considerations may include availability of space and funding.

Any tuition amounts charged to students permitted early entry under this Policy shall be the same as that charged to other tuition paying students who meet statutory age requirements.

Proof of Age
Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.

Attendance Requirements (WCBE 09.122)

Compulsory Attendance

All children in the District who have entered kindergarten or who are between the ages of six (6), as of August 1, and eighteen (18), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.[1]

Per 704 KAR 005:060, any five (5) year old child not otherwise subject to compulsory attendance laws, but who voluntarily enrolls in the primary school program at the beginning of the school year, may upon parental or guardian's written request be withdrawn from the program at any time within the first two (2) school calendar months. At the end of such trial period a child shall be considered irrevocably entered into the primary school program for purposes of KRS 159.010 and KRS 159.020.

Exemptions from Compulsory Attendance

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school;

2. A pupil who is enrolled in a private or parochial school;
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school;
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study;
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children;
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children;[2] or
7. A student enrolled in a District-operated alternative education program who attains a High School Equivalency Diploma.[8]

Statement Required

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.[2]

Exceptions to Presence at School

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,[2] or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.[3]
3. Students may participate in co-curricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.[4]
4. Students enrolled and participating in a full-time, online, virtual and remote learning program, or participating in an off-site virtual high school class or block may be counted in attendance in keeping with statute and regulation.[4 & 9]
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.[4]
6. Students who attend moral instruction offering at the time specified and for the period fixed shall be:

   (a) credited with the time of attendance as if he or she had been in actual attendance in school, and the time shall be calculated as part of the actual school work required KKS 158.060. Students shall not be penalized for any school work missed during the specified time; and

   (b) included in calculating the average daily attendance as if the pupil was in actual attendance in the school.

7. Students participating as part of a school-sponsored interscholastic athletic team,

who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled student attendance day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.[6]

8. The pupil is participating in standards-based, performance-based credit that is awarded in accordance with 704 KAR 003:305, and that falls within one (1) or more of the categories of standards-based course work. A pupil may be counted in attendance for performance-based credit for a class or block for the year or semester in which the pupil initially enrolled in the class or block if the pupil demonstrates proficiency in accordance with local policies.[4 & 7]
9. Students attending basic training required by a branch of the United States Armed Forces shall be considered present for all purposes for up to ten (10) days.[3]
10. Students participating in any of the page programs of the General Assembly.[3]

Part-Time Students (WCBE 09.1221)

Emancipated high school students or those over sixteen (16) years of age enrolled in three (3) units or less of academic credit shall be classified as part-time. Enrollment of part-time students shall be subject to the approval of the Principal and the Warren County Board of Education.

Persons Over Compulsory Attendance Age (WCBE 09.1223)

Prohibitions

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools. The exception to this policy is that if a student turns twenty- one (21) years of age prior to graduation from high school but has (on his/her twenty-first birthday substantially completed graduation requirements so that it is reasonable that the student will graduate at the conclusion of the current academic semester, or at the latest, at the end of the following semester, the student may, within the Board's discretion and upon recommendation of the Principal, or Superintendent, remain enrolled in the high school so long as the student would otherwise be permitted to attend. Factors which could lead to a decision not to recommend continued attendance or a Board decision to reject a recommendation for continued attendance include, but are not limited to, the following: discipline issues, attendance and/or academic performance.

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. Students who have earned a High School Equivalency Diploma shall be permitted to enroll to work toward completion of graduation requirements.

Exceptions

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first. The District may provide a

virtual high school completion program for persons twenty-one (21) years of age or older as permitted by KRS 158.100.

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

Absences and Excuses (WCBE 09.123)

Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1

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

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

Any student who has been reported as a truant two (2) or more times is a habitual truant. For the purposes of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year.

Excused Absence or Tardiness
An excused absence or tardiness is one for which work may be made up and which has been verified by the Principal or designee.

Unexcused Absences
All other absences other than those defined in this policy as excused shall be considered unexcused.
Excused Absences/Grades K-8
Excused absences shall include:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Appearance in court of the student pursuant to a warrant, subpoena, or citation;
4. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty,
8. 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,

9. Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. This opportunity may include, but not be limited to, participation in an educational foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted.

The Principal's determination may be appealed to the Superintendent/designee whose decision may then be appealed to the Board under its grievance policy and procedures. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Excused Absences Grades 9-12

Excused absences shall include:

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Testing for driver's license if accompanied by parent or guardian and upon approval of Principal or designee;
5. Religious holidays and practices;
6. Participation in school-related activities approved by the Principal or designee;
7. Documented military leave;
8. One (1) day prior to departure of parent/guardian called to active military duty;
9. One (1) day upon the return of parent/guardian from active military duty,
10. 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,
11. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
12. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities.

Dismissal from School (WCBE 09.1231)

Release of Students

At any time, students are dismissed from school, they shall be released according to the written instructions provided by the custodial parent/guardian. The instructions, which shall be requested at the time the student registers/enrolls for the school year, shall include the student's regular mode of transportation at the end of the day and a list of persons, in

addition to the custodial parent/guardian, who are authorized to pick up the child from school. Any deviation from the authorized release process must be approved by the Principal/designee prior to the student departing school in another manner.

It shall be the responsibility of the custodial parent/guardian to notify the school in writing if release instructions are to be revised. If written instructions are not provided to the school, the student shall only be released to ride home on the assigned bus or with the custodial parent/guardian. Any student who leaves the school grounds at any time without proper authorization shall be subject to appropriate disciplinary action.

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

Each school shall maintain a daily entry and exit log of students signing in late or signing out early and shall require proof of identification from individuals (driver's license, picture identification, etc.) to assure that they are authorized to pick up the student. Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

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

When custody of a student is granted to the Cabinet by a court order as a result of dependency, neglect, or abuse, the Cabinet shall notify the Principal, Assistant Principal, or Guidance Counselor of the names of persons authorized to contact the child at school or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
b) By written document within ten (10) calendar days following a change of custody or change in contact or removal authority.

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

Fee to be Charged

The Board may charge a fee, according to a schedule adopted by the Board, for each student attending its schools whose parent is not a bona fide resident of the district.

Refunds Tuition

Refunds of tuition shall be made on a pro rata basis of time in membership.

Students with Military Families (WCBE 09.126)

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

Enrollment

A child of a military family may pre-enroll or participate in pre-admission in the District if the parent or guardian of the child:

a) Is transferred to or is pending transfer to a military installation or to a reserve component within the state while on active military duty pursuant to an official military order.
b) Is returning to the state after within one (1) year of being separated from the military with an honorable discharge, discharge under honorable conditions, or a general discharge under honorable conditions.

The District shall accept an application for enrollment and course registration by electronic means for the child, including enrollment in a specific school or program within the District.

The District shall not require the parent or guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the District, when the parent/guardian is prevented from doing so due to official military duties.

The parent or guardian of a child of a military family shall provide proof of residence to the District within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, military orders, or the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment;
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture; or
4. A home under contract to be built.

Until actual attendance or enrollment in the District, the child of a military family shall not:

1. Count for the purposes of average daily attendance; or
2. Be included in the state assessment and system.

To accommodate for temporary housing, if a child utilizes this section to enroll in the District, but the residence identified above has not yet become available, then the District shall allow the child to enroll and begin attending the District regardless of the child's

temporary residence and subsequently be included in the District's calculation of average daily attendance under KRS 157.320, for a period of up to one (1) year from the parent's or guardian's reporting for duty date or separation date before being considered a resident of another District.[1]

Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

Tuition
Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

Immunization Requirements
Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

Placement
Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

Special Education Services
The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

Deployment-Related Absences

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

Extracurricular Participation

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

Graduation Requirements

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district. Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

Children of Civilian Military Employees

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

Equal Educational Opportunities (WCBE 09.13)

Discrimination Prohibited

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

Students With Disabilities

The District shall provide a free, appropriate public education to each qualified student with a disability, as defined by law, within its jurisdiction. The District shall operate its programs in accordance with the procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

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

Student Religious Activities or Political Expression

The District shall observe the rights of students to voluntarily engage in religious activities. Students may express religious or political viewpoints while at school to the same extent and under the same circumstances as other permitted activities or expression. Consistent with the Constitutions of the United States and the Commonwealth of Kentucky and law, students shall be permitted to engage in these activities and express these viewpoints, provided they do not:

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

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

Student Records (WCBE 09.14)

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

Procedure to Be Established
The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

Disclosure of Records
Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.

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

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

In addition, considering the totality of the circumstances, the District may disclose

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

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

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

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

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

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

Disclosure to Representatives for Federal or State Program Purposes
Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

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

Student Directory Information
The Principal or Superintendent is authorized to release Board approved directory

information. Approved "directory information" shall be: student names and addresses, telephone numbers, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended by student.

Any eligible student, parent, or guardian who does not wish to have directory information released shall notify the Superintendent in writing within thirty (30) calendar days after receiving notification of FERPA rights.

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

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification. Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

Surveys of Protected Information

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

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

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

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

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

Students With Disabilities

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

Records Release to Juvenile Justice System
Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

Juvenile Court Records
Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the District to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. The Principal shall then release the information as permitted by law. Only the Superintendent/designee and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student is assigned to come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record. If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the District or the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed. The District or school may request a statement of facts from the county attorney in a juvenile case.

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

Court Order/Subpoena
Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the District receives such orders, the

matter(s) may be referred to local counsel for advice.

Notification of FERPA Rights (WCBE 09.14)

The Family Educational Rights and Privacy Act (FERPA) affords parents and "eligible students" (students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student's educational 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 a written consent prior to disclosure 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 of 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 to the District.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institutions in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosures 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.
d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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, and the Kentucky Army National Guard.**

   Unless the parent or secondary school student requests in writing that the District not release Information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

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

Student Fees (WCBE 09.15)

Board Approval Required

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution. Fees to be charged for items of personal attire, musical instruments or materials, other than materials which become the property of the student, shall have prior approval of the Superintendent.

Fees may be charged for admission and transportation for cultural enrichment programs, field trips, or co-curricular activities provided the following conditions have been met:

1. The activity has received approval of the Superintendent as a qualifying activity.
2. Participation is voluntary and not a requirement of any course of study.

3. The program or trip is not an athletic activity.
4. The school has arranged to pay charges for those students who could not otherwise participate.

Fees collected for a specific purpose shall be used for that purpose only. Fees sponsored under the auspices of the school by student clubs or student organizations shall be accounted for in the school activity fund bank account.

Inability to Pay
No child shall be denied full participation in any educational program due to an inability to pay for necessary instructional resources.[1]

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

Student Welfare and Wellness (WCBE 09.2)

District Wellness Policy Per 7 CFR 201.31

The Board shall develop and implement a district-wide "local school wellness policy" for all schools under its jurisdiction that participate in the National School Lunch Program and/or School Breakfast Program in compliance with 7 C.F.R. 210.31.

SCHOOL WELLNESS POLICY PER KRS 160.345

An individual school policy is also required by state regulations; however, it must align with District policy required by federal regulations and contained in Board Policy 09.2, if participating in a federal nutrition program.

The Board is committed to providing school environments that promote and protect student health, well-being, and ability to learn by supporting healthy eating and physical activity.

To this end, the Board supports school efforts to implement the following:

- To the maximum extent practicable, schools will participate in available federal school meal programs.

- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.

- Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement an individual school wellness policy that includes moderate to vigorous physical activity each day

and encourages healthy choices among students consistent with KRS 160.345 and Board Policy 02.4241.

- The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, 702 KAR 7:140 and Board Policy 08.1346.

Health Requirements and Services (WCBE 09.21)

Health and Safety
The Superintendent shall develop procedures to ensure District compliance with all health and safety governance requirements.

The protocols and guidelines for health procedures performed by health professionals and school personnel shall be accessible to school personnel. Policies and related procedures for these policies in the 09.2 section of this Manual, as referenced in the Health Services Reference Guide, are incorporated herein.

Required
All pupils shall undergo preventative health care examinations as required by Kentucky Administrative Regulation. The Board shall adopt a program for continuous health supervision for all pupils, including screening tests related to growth and development, vision, and hearing.

Referral
Referral and appropriate follow-up of an abnormality noted by screening teacher observation shall be recorded on school health records.

Emergency Care
School officials have emergency care procedures, a copy of which shall be on file in the Central Office.

Health Record
Each school shall initiate a cumulative health record for each pupil entering school. Such record shall be maintained throughout the pupil's attendance on forms prescribed by the Kentucky Administrative Regulation or maintained electronically in the student information system.

Health Care Examination (WCBE 09.211)

All pupils shall undergo preventive student health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms or an electronic medical record that includes all of the data equivalent to that on the appropriate forms required by state regulation.[1&4]

Immunizations
The immunization certificate form required by 702 KAR 001:160 shall be on file within two (2) weeks of a student's enrollment in school. A current immunization certificate shall be

required for home-schooled students prior to attending one (1) or more in-school classes or participating in sports or other school-sponsored extracurricular activities.

Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept current.

The parent/guardian shall provide a current immunization certificate at enrollment in a day care center, kindergarten, seventh grade, eleventh grade, and for the 2021-2022 school year for twelfth grade; new enrollment at any grade; upon legal name change; and at a school required examination pursuant to 702 KAR 001:160.

Contagious Diseases and Parasites (WCBE 09.213)

Notification
A parent, legal guardian, or other person or agency responsible for a student shall notify the student's Principal if the student has any medical condition which is defined by the Cabinet for Health and Family Services in administrative regulation as threatening the safety of the student or others in the school. The notification shall be given as soon as the medical condition becomes known and upon each subsequent enrollment by the student in a school.

The Principal or designee shall notify the student's teachers in writing of the nature of the medical condition.

Infection Control
If any student is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in a school setting, the Superintendent may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally accepted medical standards which the Superintendent shall obtain from consultation with the student's physician, the local health officer, or the Kentucky Department for Public Health.

Epidemics
In the event of an epidemic, the Board may close the schools.

School to Report
Local school authorities shall report immediately all known or suspected cases of communicable disease to the local health department. Diseases to be reported shall not include those considered confidential, such as HIV/AIDS, as set forth in Kentucky Administrative Regulation.

Medical Confidentiality
Unless otherwise required by law, signed parental consent designating District personnel to be informed of a student's medical condition shall be on file prior to informing identified District personnel. Medical records shall be accessible only to persons designated by the parents.

Cleanup Procedures
The Superintendent shall develop procedures to ensure adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious

diseases.

Use of Physical Restraint and Seclusion (WCBE 09.2212)

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

Definitions

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

Physical Restraint

All School Personnel

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

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

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

Core Trained Personnel

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

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in KRS 503.050 (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in KRS 503.070 (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and

5. As provided in KRS 503.110 (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Seclusion

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

Parameters

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

Training

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

- All school personnel shall be trained annually to use an array of positive behavioral supports and interventions and as further required by 704 KAR007:160.
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by 704 KAR007:160. (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

Required Procedures

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

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

Notification Requirements

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

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

If death, substantial risk of death, extreme physical pain, protracted and obvious

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

Debriefing Session

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

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

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

Parent Complaints

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

Statements From Physician

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

Documentation

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

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

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

Student Health and Safety (WCBE 09.22)

Priority

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

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

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

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

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

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

Safety Procedures
All pupils shall receive annual instruction in school bus safety.

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

Anonymous Reporting Tool

The District shall provide an anonymous reporting tool that allows students, parents, and community members to anonymously supply information concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

The District may use the Kentucky Office of Homeland Security's anonymous reporting tool or provide an alternative anonymous reporting tool that meets the same requirements and shall develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool.

Student Identification Badges

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

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

Suicide Prevention Student Lessons

Each public school shall provide two (2) high-quality evidence-based suicide prevention awareness lessons each school year, the first by September 15 and the second by January 15, either in person, by live streaming, or via a video recording to students in grades six (6) through twelve (12). The school shall provide an opportunity for any student absent on the

day the high-quality evidence-based suicide prevention awareness lesson was initially presented to receive the lesson at a later time. The information may be obtained from the Cabinet for Health and Family Services or from a commercially developed suicide prevention training program.[2]

Therapy Dogs

The Board understands that therapy dogs trained to provide emotional support can positively impact emotional functioning and communication skills, decrease anxiety and improve self-esteem and increase overall academic achievement in students. The Board recognized that use of therapy dogs in schools can be beneficial if implemented appropriately and safely.

For purposes of this policy, a "therapy dog" is a dog that has been individually trained and certified to work with its owner or handler to provide companionship, affection, security, a calming influence, or otherwise function as part of a regiment of emotional support and well-being to District students. A therapy dog is not a service animal as defined by or under the jurisdiction of the American with Disabilities Act (ADA).

Bicycle Use (WCBE 09.222)

School to Develop Rules
Pupils shall be permitted to ride bicycles onto school grounds under rules developed by the Principal of each individual school.

Motor Vehicle Use (WCBE 09.223)

Conditions for Use
With parental request and under conditions prescribed by the school Principal, high school pupils may be permitted to drive motor vehicles onto the school grounds. Vehicles shall be parked in designated areas on the school campus and are not to be visited or moved during the school day unless permission is given by the Principal.

Privilege May be Revoked
Driving on the school grounds is a privilege, which may be revoked if conditions are violated.

Middle School Students
Middle school students shall not drive motor vehicles to school.

Emergency Medical Treatment (09.224)

First Aid to be Provided

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a healthcare professional become available.

First-aid Room

A first-aid area with appropriate equipment, supplies and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school, at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications.

When enrolled students, for whom documentation under KRS 158.838, including seizure action plans, has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms approved by the FDA and administered pursuant to a student's seizure action plan, shall be present.

Automated External Defibrillators (AEDs)

The District shall maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions. A minimum of three (3) employees in the school and all interscholastic athletic coaches shall be trained on the use of a portable AED.[2]

Information Needed

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.[1] Parents will be notified in the event of an accident.

Emergency Care Procedures

Schools shall have emergency care procedures comporting with regulation[1] and may utilize the Kentucky Department of Education's Health Services Reference Guide (HSRG) as a resource.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility.

Student Medication (WCBE 09.2241)

Non-licenced school personnel who provide medication administration, including emergency medications and administration or assisting with the self administration of insulin subcutaneously to students in a school setting must be trained in accordance with KRS 158.838, KRS 156.502 and 702 KAR 001:160.

Pupils may take medicine which is brought to school by the parent/guardian from home once a completed authorization form from the parent/guardian is on file.

Medications dispensed to students by authorized school personnel who have completed

training required by law shall be kept in the school following the guidelines set forth in procedure.

All medications given must be administered and documented according to procedures developed by the Superintendent.

PRESCRIPTION MEDICATIONS

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

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

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

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

NONPRESCRIPTION MEDICATIONS

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

Self-Administration

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

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

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

Students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments with written statement from health care provider that the student may self- carry. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.
Students with serious allergies or other serious health conditions may be permitted to self-administer medication as provided in an individualized education program, Section 504 Plan or Health Plan.

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law, a student under treatment for asthma shall be permitted to self-administer medication with written statement from health care provider that the student may self-carry.

Student Insurance (WCBE 09.23)

Authorization

The Board may approve a group accident insurance program and make it available to students. Other than distributing applications and receiving premiums to be forwarded to the insurance agent, teachers shall not solicit for the insurance program.

Student Activities (WCBE 09.3)

To be Encouraged

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

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

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

Students with Disabilities

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

NOTE: The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

Expulsion

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled.

Athletics and Sports Activities (WCBE 09.31)

Governance
All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), all local regulations applied by the Principal or the Board, and Title IX requirements. As a condition to KHSAA high school membership, each member high school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

Restrictions
Practice sessions for elementary school athletic teams shall not exceed one-hundred and twenty (120) minutes.

Age Restriction/Required Record Checks
All coaches, including volunteer and non-faculty coaches and assistant coaches, shall be at least twenty-one (21) years of age and submit to a criminal record check as required by KRS 160.380 and KRS 161.185.

Middle School Rules and Limitations
Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport

activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of school based scrimmages and regular season, school based contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any post season activities.

NOTE: Limitations set relative to items three (3) through five (5) shall not exceed the limits in the following areas established for a sport or sport activity at the high school level:

- Limits on practice time;
- Number of contests; or
- Length of the playing season.

Safety (Athletics) (WCBE 09.311)

District policy and procedures shall be developed to conform with statutory and regulatory requirements designed to protect the safety of the students in all athletic practices and events.

Supervision

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board.

Training

All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. Training shall include how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion.

In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.[1]

Any middle or high school coach (head or assistant, paid or unpaid) shall successfully complete training as required by the District, the Kentucky Board of Education, the Kentucky High School Athletic Association, and state law and regulation. This shall include safety and first aid training and providing the school documentation of successful completion of a cardiopulmonary resuscitation (CPR) course that includes the use of an automated external defibrillator (AED) and first aid training, conducted by an instructor or program approved by a college or university, the American Red Cross, American Heart Association, or other bona fide accrediting agency. Initial certification shall use in-person instruction with certification updated as required by the approving agency.[4] All interscholastic athletic coaches shall maintain a CPR certification recognized by a national accrediting body on heart health.[5]

Non Faculty coaches and non faculty assistants shall complete District training that includes information on the physical and emotional development of students of the age with which they will be working, the District's and school's discipline policies, procedures for dealing

with discipline problems, and safety and first aid training. Follow-up training shall be provided annually.[3]

Emergency Action Plan

In keeping with rules established by Kentucky Board of Education (KBE) or the Kentucky High School Athletic Association (KHSAA), each school participating in interscholastic athletics shall develop and implement a venue-specific, written emergency action plan and submit annual written verification of the plan to the designated agency. The school plan shall be reviewed, distributed, posted, and rehearsed annually as provided in statute.[1]

Cardiac Emergency Response Plan

A written cardiac emergency response plan that clearly identifies the location of each AED shall be rehearsed by simulation prior to the beginning of each athletic season by all: licensed athletic trainers, school nurses, and athletic directors; and interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Concussions

When an interscholastic coach, school athletic personnel, or contest official suspect that a student athlete has sustained a concussion during an athletic practice or competition, the student shall be removed from play and evaluated by a physician or licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. Upon the completion of the required evaluation, the coach may return the student to play if it is determined that no concussion has occurred. If no physician or licensed health care provider is present to perform the required evaluation, the coach shall not return the student to play or participate in subsequent practices or athletic competitions until written clearance is provided.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day.

Medical Examination

Each student seeking eligibility to participate in any school athletic activity or sport must pass an annual medical examination performed and signed by a medical practitioner as required by law.[2]

The required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury.[1]

Insurance (Athletics) (WCBE 09.312)

All students participating in interscholastic athletics must present evidence of accident insurance.

Eligibility (Athletics) (WCBE 09.313)

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements for both middle and high schools.2

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than varsity soccer, football, and boys or coed lacrosse, but are not limited to, considerations related to safety, physical readiness, use of school space after the school day, transportation, funding, the student's disciplinary status and record, any substance testing restrictions, equitable opportunities for participation, and harmonizing any conflicting school-based decision making (SBDM) requirements. SBDM Council policies apply to the selection of sports activities, and student participation based on academic qualifications and attendance requirements, program evaluation, and supervision.[1&2]

To be eligible to try out and participate at the high school level, middle school students must meet all applicable KHSAA, District, and SBDM requirements. The Superintendent/Designee in cooperation with principals, SBDM councils, coaches, and athletic directors, as deemed appropriate, may develop guidelines for Board approval addressing playing up standards.

Charter School Students

A student enrolled in a public charter school that offers any interscholastic athletic activity shall be ineligible to participate in interscholastic activities at any other school. Subject to applicable law, regulations, and bylaws (e.g. KHSAA, Title IX) and the terms of the charter contract, students who are enrolled in a charter school that does not offer any interscholastic athletic activities shall be eligible to participate in such activities at the District school of that student's residence.

Student Organizations (WCBE 09.32)

The Board does not support or sponsor the establishment or operation of any secret or socially exclusive societies, fraternities, or sororities under District auspices. School groups' affiliation with state and national organizations must be approved by the Board. All school-sponsored student organizations shall be under the direction of a faculty advisor.

Student Organizations (Clubs) (WCBE 09.321)

Groups such as honor clubs, athletic clubs or other groups where membership is determined by scholarship, special curricular-related interests, or other such qualifications, may restrict membership to pupils who qualify according to bylaws of the organization approved by the Principal.

Selection of Students (WCBE 09.323)

Membership
Membership in student organizations conducted on school premises or organized under the name of the school shall be open to all students. Membership and election of officers shall conform to accepted democratic processes.

Fund-Raising Activities (WCBE 09.33)

Approval Required
All school wide fund-raising activities, including the proposed use of the funds, must be approved by the Board4 Requests must be channeled through the Principal and Superintendent. All crowdfunding and internet-based fund-raising must be approved by the Board regardless of whether such fund-raising activities are schoolwide or otherwise. Requests must be channeled through the Principal and Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee. All funds raised for a specific purpose shall be used for that purpose.

The Board will not approve charitable gaming activities, as defined in law and Accounting Procedures for Kentucky School Activity Funds, conducted directly by a school. Requests by external support/booster organizations (i.e. PTA, PTO, booster organizations) for approval of charitable gaming activities will be considered on a case-by-case basis. Any external support- booster organizations approved by the Board for charitable gaming activities shall obtain and display the appropriate license and otherwise comply with the laws and regulations established by the Kentucky Department of Charitable Gaming.

Pupil not Compelled
No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.[1] Students choosing not to participate in a fund-raiser shall not be excluded from benefiting from the fund-raiser or otherwise penalized in any way.[4]

Conduct of Activities

- All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Student Publications (WCBE 09.34)

Sponsor Provided
A designated faculty sponsor shall be provided for all student print/online publications.

Prior Submission

Materials to be published shall be submitted to the Principal before publication and/or distribution.

The Principal shall have the right to edit all materials for legitimate educational reasons including, but not limited to, items which could be reasonably expected to create a material and substantial disruption of school activities or operations or which may cause harm to others.

Appeal
A student or author may appeal in writing to the Superintendent the Principal's decision. During the appeal process, the material may not be published.

Student Speakers
Selection of students to speak at official events shall be made in a viewpoint-neutral manner. If the prepared remarks of the student are reviewed by school personnel, the prepared remarks of the student shall not be altered prior to delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is, for example, obscene, vulgar, offensively lewd, or indecent. If the content of the student's speech is such that a reasonable observer may perceive affirmative institutional sponsorship or endorsement of the student speaker's religious or political viewpoint, the institution shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the institution.

Social Events (WCBE 09.35)

Student social events may be approved by the Principal under the following conditions:

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

School-Related Student Trips (WCBE 09.36)

Superintendent to Approve
The Superintendent shall have the authority to approve school-related trips, which fall into the following categories:

1. All regularly scheduled athletic events;
2. All athletic trips which are part of a tournament or play-off in which the school is a participant; and
3. All school-related trips made within a 150 mile radius of the school.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Prior Approval
Prior approval of the Principal is required for each of the above trips. All overnight trips shall have the prior approval of the Superintendent or his designee.

Prohibition
Board owned vehicles shall not be used for recreational trips at any time.

Board Regularly Informed
The Board shall be regularly informed of any trip falling within these guidelines.

Prior Approval by the Board
Any school-related trips not falling within the guidelines above and all out of state trips shall require prior Board approval. Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.

Post Approval by the Board
In cases involving extenuating circumstances, which prevent obtaining prior Board approval, the Superintendent is authorized to give approval, provided full details are made available to the Board at the regular Board meeting immediately following such trips.

Medication
Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education. When students will be traveling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be traveling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

Parents' Approval
Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

Vehicles and Supervision
All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall comply with requirements specified in applicable statutes and administrative regulations.

A certified or classified staff member must accompany students on all school-sponsored or

school-endorsed trips. For athletic trips, a non-faculty coach or a non-faculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.

District students, their teachers, coaches, directors or leaders, and those serving as supervisors or chaperones may be transported by Board owned vehicles. Spectators, rooters, parents, and others not associated with the activity shall not be transported by Board owned vehicles.

Insurance

Only Board insured vehicles or appropriately certified common carriers shall be used for transporting students.

Reimbursement

The Superintendent shall establish a schedule of reimbursements for school groups using school buses for special trips.

Student Behavior (WCBE 09.4)

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.

Elementary Primary (Grades K-3) Behavior Matrix

Major Behavior	1st Offense Documentation for parent contact is encouraged in IC under the "Parent Contact Tab"	2nd Offense Documentation for parent contact is encouraged in IC under the "Parent Contact Tab"	3rd Offense	4th Offense	5th Offense
Academic Dishonesty	Teacher Handled: Parent/Guardian Contact	Teacher Handled: Think Sheet Teacher-Parent/GuardianContact	Think Sheet- in office Admin-Parent/Guardian Contact Recorded in IC- ODR	Working Lunch Detention (CD) Recorded in IC- ODR	After School Work Completion at least 30 minutes after dismissal Recorded in IC- ODR
Alcohol	Administrative discretion Notify SRO & DPP				
Assault / Violence	Admin- Parent Contact Recorded in IC- ODR In School Suspension (ISS) *Metal Health Referral (AD) Notify SRO	Admin- In-Person Parent Meeting Recorded in IC- ODR Out- of- School Suspension (OSS) Notify SRO, Consult DPP	**Notify SRO & DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP) Recorded in IC- ODR		
Aggression / Fighting -Student to Student -Student to Staff -Student to Other	Admin Parent/Guardian Contact Recorded in IC- ODR Loss of Privilege	Admin In-Person Parent/Guardian Meeting Recorded in IC- ODR Extended Loss of Privilege	In School Suspension (ISS) Recorded in IC- ODR	Out of School Suspension (1 day) Recorded in IC- ODR	Extended Out of School Suspension (more than 1 day) Recorded in IC- ODR

Physical Aggression (non-fighting) **Horseplay**	Teacher Handled: Parent/Guardian Contact Loss of Privilege in the Classroom	Teacher Handled: In person Parent/Guardian Contact Loss of Privilege	Admin Parent Contact Recorded in IC- ODR	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR
Bus Violation	Verbal warning	2nd warning AD Reteach Bus Expectations Parent/Guardian Contact	Loss of Riding Privilege for 3 Days Recorded in IC- ODR	Loss of Riding Privilege for 5 Days Recorded in IC- ODR	Loss of Riding Privilege for 10 Days In Person Parent/Guardian Meeting with Director of Transportation Recorded in IC- ODR
Disruptive Behavior **Disruption to self or small group of students**	Teacher Handled Verbal warning	Teacher Handled Parent/Guardian Contact	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR	Out of School Suspension Recorded in IC- ODR
Disruptive Behavior **disrupts the whole group of students, impeding the learning of other students**	Teacher Handled Parent/Guardian Contact Loss of Privilege	Teacher Handled In Person Parent/Guardian Contact Extended Loss of Privilege Recorded in IC- ODR	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR	Out of School Suspension Recorded in IC- ODR
Defiance	Teacher Handled Loss of Privilege	Teacher Handled Loss of Privilege Parent/Guardian Contact	Teacher Handled Loss of Privilege In Person Parent/Guardian Contact	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR
Disorderly Conduct	Administrative discretion - Notify SRO & DPP Recorded in IC- ODR				

Disrespectful Behavior	Teacher Handled: Parent/Guardian Contact Loss of Privilege in the Classroom	Teacher Handled: In person Parent/Guardian Contact Loss of Privilege	Admin Parent Contact Recorded in IC- ODR	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR
Drugs	Administrative discretion - Notify SRO & DPP				
False Activation of a Fire Alarm	Administration discretion - Refer to WCPS Policy 09.425 Notify SRO, Notify DPP and District Safety Personnel				
Harassment	Admin Parent Contact Recorded in IC- ODR Loss of Privilege	Admin In-Person Parent Meeting Recorded in IC- ODR Extended Loss of Privilege	In School Suspension (ISS) Recorded in IC- ODR	Out of School Suspension (1 day) Recorded in IC- ODR	Extended Out of School Suspension (more than 1 day) Recorded in IC- ODR
Inappropriate Language **-Profanity, Vulgarity, Gesture**	Teacher Handled: Parent/Guardian Contact Loss of Privilege in the Classroom	Teacher Handled: In person Parent/Guardian Contact Loss of Privilege	Admin Parent Contact Recorded in IC- ODR	Parent/Guardian In Person Meeting with Teacher & Admin Recorded in IC- ODR	In School Suspension (ISS) Recorded in IC- ODR
Out of Area	Teacher Handled: Parent Contact/ Loss of Privilege	Teacher Handled: Parent Contact/ Loss of Privilege	Parent Contact/ 1 day ISS Recorded in IC- ODR	Parent in person meeting/ 3 days ISS Recorded in IC- ODR	Parent in person meeting/ 3 days ISS Recorded in IC- ODR
Sexual Offenses	Refer to WCPS Policy 09.422 Notify SRO & DPP				
Technology	Parent Contact/ Loss of Privilege/ Loss of Technology (1day)	Parent Contact/ Loss of Privilege/ Loss of Technology (3 days)	Parent Contact/ Loss of Privilege/ Loss of Technology (1 week)	Parent Contact/ 1 day ISS	Parent in person meeting/ 3 days ISS

Theft	Parent Contact/ Loss of Privilege	Parent Contact/Loss of Privilege Recorded in IC- ODR	Parent Contact/ 1 day ISS Recorded in IC- ODR	Parent in person meeting/ 3 days ISS Recorded in IC- ODR	Parent in person meeting/ 3 days ISS Recorded in IC- ODR
Threats	Notify SRO & Notify DPP				
Tobacco	Administrative discretion - Notify SRO & DPP				
Vandalism	Restitution/AD	Restitution/AD	Restitution/AD	Restitution/AD	Restitution/AD
Weapons	Administrative discretion - Notify SRO & DPP				
	EXP= Expulsion Per Board Approval	**AD= Administrators Discretion**	**CD**= Cafeteria Detention	**AEP**= Alternative to Suspension Elementary Program	**ODR**- Office Discipline Referral, logged in IC on behavior tab

Elementary Intermediate (Grades 4-6) Behavior Matrix

Major Behavior	1st Offense Documentation for parent contact is encouraged in IC under the "Parent Contact Tab"	2nd Offense Documentation for parent contact is encouraged in IC under the "Parent Contact Tab"	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Academic Dishonesty	AD	AD	AD	AD			
Bus Rule Violation	Verbal warning/ Conference with student	2nd warning AD Reteach Bus Expectations Parent/ Guardian Contact	Loss of Riding Privilege for 3 Days Recorded in IC-ODR	Loss of Riding Privilege for 5 Days Recorded in IC-ODR	Loss of Riding Privilege for 10 Days In Person Parent/ Guardian Meeting with Director of Transportation Recorded in IC-ODR		
Defiance	AD	AD	AD	AD	AD/ISS	AD/ISS	AD/AEP
Disrespect	AD	AD	AD	AD	AD/ISS	AD/ISS	AD/AEP
Disruption	No less than 1 day ISS	No less than 2 days ISS	No less than 3 days ISS	AD/AEP			

Dress Code Violation	Warning/ cover up	Cover up/ Lunch Isolation	Cover up/ Lunch Isolation	Cover up/ Lunch Isolation	AD		
Harassment/ Bullying	No less than 2 days ISS	No less than 3 days ISS	AEP	AEP/ AD	AEP/ AD		
Horseplay	AD/ No less than 2 days Lunch Isolation	AD/ No less than 3 days Lunch Isolation	AD/ 1 Day of ISS	AD			
Inappropriate Language	AD	AD	AD	AD	AD		
Out of Area	AD	AD	AD	AD			
Property Damage/ Vandalism	Restitution/AD	Restitution/AD	Restitution/AD				
Technology Violation (Cell Phone/ listening devices/etc.)	Warning/parent or guardian contacted by administrator	2 days Lunch Isolation/ parent or guardian contacted by administrator	5 Days of Lunch Isolation/parent or guardian contacted by administrator	No less than 1 day ISS/parent or guardian contacted by administrator	AD		
Inappropriate Use of Technology (ex. Chromebooks- gaming, inappropriate website)	Warning/parent or guardian contacted by teacher	2 days Lunch Isolation/ Restricted technology privileges/ parent or guardian contacted by administrator	5 Days of Lunch Isolation/parent or guardian contacted by administrator/ Lose technology privilege for 1 week with restrictions after 1 week up to admin	AD			
		EXP= Expulsion Per Board Recommendation	**AD= Administrators Discretion**	**AEP= Alternative Elementary Program**			

Elementary Intermediate (Grades 4-6) District Offenses

Major Behavior	1st Offense	2nd Offense	3rd Offense		Major Behavior	1st Offense	2nd Offense	3rd Offense
***Abusive language towards a teacher**	3 Day ISS	5 days AEP	10 days AEP		**Threats *Bomb Threat ***	**Notify SRO and Notify DPP** to determine next steps	**Notify SRO and Notify DPP** to determine next steps	**Notify SRO and Notify DPP** to determine next steps
Physical Aggression (non-fighting)	Administrative discretion	Administrative discretion (minimum of 3 days ISS)	Administrative discretion (a minimum of 5 days ISS or AEP)	--->	Physical Aggression (non-fighting) (N37): May include but not limited to pushing, shoving, wrestling, etc. Does not result in injury (punches are not thrown).			
***Possession, transferring, and/or accessing pornography**	**Notify DPP** No less than 3 Days ISS	**Notify DPP** No less than 5 days AEP	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)		**Fighting ***	5 days ISS or AEP	Minimum of 5 days AEP	**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)
***Possession, transferring, and/or accessing CHILD pornography**	**Notify SRO;** follow pornography guidance (above) if appropriate				**Assault ***	**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)

***Bullying, Cyberbullying, Hazing**	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Pulling the Fire Alarm * Arson ***	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**
Inappropriate Sexual Behavior	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Weapons ***	Pre-Board Hearing **Notify SRO, Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing **Notify SRO , Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board Hearing **Notify SRO, Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless authorized by DPP)
Sexual Harassment *	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Theft of item over $20 ***	AD/3 days ISS	5 days AEP	10 days AEP

Always contact parents. Collaborate with the special education department for students with IEP's. Pre-Board/Board committees may alter consequences based on specific circumstances.

Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)

*Consult law enforcement.

<table>
<tr><th>Materials or Substance</th><th>1st Offense</th><th>2nd Offense</th><th>3rd Offense</th><th>4th Offense</th><th>Give to someone else Receive/Transfer</th><th>Purchase or Sell</th><th>Assessment Recommendation</th></tr>
<tr><td rowspan="2">Tobacco or tobacco products (includes vape, cigarettes, dip, etc)</td><td>3 Days ISS</td><td>5 Days ISS</td><td>5 Days AEP</td><td>Notify DPP. Suspension /AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)</td><td></td><td></td><td></td></tr>
<tr><td colspan="2">1st Offense: Provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment</td><td colspan="2">3rd Offense: Provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during in-school suspension and/or ASP</td><td></td><td></td><td></td></tr>
<tr><td>Alcohol *</td><td>5 days in AEP</td><td>AEP pending pre-board hearing</td><td>Notify SRO & Notify DPP. Board Hearing Suspend out (not to exceed 10 days unless authorized by DPP)</td><td></td><td></td><td>10 days in AEP</td><td>Must refer for outside drug/alcohol assessment. Notify DPP</td></tr>
</table>

Over the counter medicines	Not properly contained or not turned into the office. Confiscation and contact parent.	1 Day ISS. Principal's discretion.	3 Days ISS. Principal's discretion.		Confiscation and contact parent(s). Principal discretion.	5 Days AEP	Principal's discretion. **Notify DPP**
Prescription medication	Not properly contained, not following the prescription, or not turned into the office. Confiscation and contact parent. Principal's discretion	1 Day ISS. Principal's discretion.	3 Days ISS. Principal's discretion.		**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment. **Notify DPP**
Prescription medicine that is a controlled substance	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)		**Notify SRO & Notify DPP.** Pre-Board/Board hearing. Suspend out (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Pre-Board/Board hearing. Suspend out (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment. **Notify DPP**

***Possession of a substance causing an altered state of mind (e.g.,marijuana, inhalants, some vapor products, drug paraphernalia, etc.)**	**Notify SRO & DPP.** Suspension pending pre-Board hearing 15 Successful days in Jackson Academy	**Notify SRO & DPP.** Suspension pending pre-Board hearing 30 Successful days in Jackson Academy	**Notify SRO & DPP.** Suspension pending pre-Board hearing			Must refer for outside drug/alcohol assessment. **Notify DPP**
****Under the influence* of any substance causing altered state of mind (e.g., alcohol, marijuana, etc.)**	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing 15 Successful days in Jackson Academy	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing 30 Successful days in Jackson Academy	**Notify SRO & DPP.** Suspension/AEP pending pre-Board hearing			Must refer for outside drug/alcohol assessment. **Notify DPP**
Always contact parents. Collaborate with the special education department for students with IEP's Pre-Board/Board committees may alter consequences based on specific circumstances.						
Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.).						
*Consult SRO						

Behavior Appendix
Academic Dishonesty
Academic Cheating/Plagiarism (N01): When a student attempts to get academic credit by using work that is not their own, misrepresenting their knowledge and abilities.
Alcohol
Distribution (A01): Liquor, brew, or mixture containing alcohol
Possession (A02); Possession of alcohol as defined as liquor, brew or mixture containing alcohol
Use (Under the influence) (A03): Under the influence of or use of alcohol as defined as liquor, brew or mixture containing alcohol
Assault/Violence
Abuse of a teacher (V05): Intentional verbal, mental or physical abuse of a teacher or administrator
Assault: Intentionally causes serious physical injury (reference KRS 500.080 for a complete definition of "serious physical injury," particularly for children ages 12 and under) to another person by means of a deadly weapon or a dangerous instrument or wantonly engages in conduct which creates a grave risk of death to another and thereby causes serious physical injury to another person
Aggression/Fighting
Horseplay (N38): rough and/or boisterous play or pranks (ex. pushing, shoving, grabbing, goofing off, touching, kicking, etc.)
Physical Aggression (non-fighting) (N37): pushing and shoving that does not result in injury (punches are not thrown)
Fighting student to student (N15). (K-3) Physical aggression with peers, may result in harm to self or others. (ex: pinching, biting, punching, kicking, spitting, hair pulling, and throwing furniture)

Fighting student to student (N15). (4-6) Physical aggression with peers may result in harm to self or others. (ex: pinching, biting, punching, kicking, spitting, hair pulling, and throwing furniture)
Fighting student to staff (N14). (K-3) Physical aggression with an adult, which may result in harm to self or others. (ex: pinching, biting, punching, kicking, spitting, hair pulling, and throwing furniture)
Fighting student to staff. (N14). (4-6) Physical aggression with an adult, which may result in harm to self or others. (ex: pinching, biting, punching, kicking, spitting, hair pulling, and throwing furniture)
Fighting student to other (N13) (K-3) Physical aggression with another person who is not enrolled or employed by the school/school district.
Fighting student to other (N13) (4-6) Physical aggression with another person who is not enrolled or employed by the school/school district.
Bus Violation (N04)
Infractions occurring/reported on the bus should be handled by the administrator at the school in which they are enrolled. The administrator will evaluate each reported incident and determine if it meets the criteria to be considered an “offense”. Bus behaviors should be addressed using the continuum of responses below.
1st Offense: 1st warning, level response, consider contacting parent/guardian
2nd Offense: 2nd warning, level response, contact parent/guardian
3rd Offense: Loss of riding privileges for 3 days
4th Offense: Loss of riding privileges for 5 days (student and parents must meet with the Principal and Director of Transportation prior to riding privileges being restored.
5th Offense: Loss of riding privileges for 10 days (student and parents must meet with the Principal and Director of Transportation prior to riding privileges being restored.
6th Offense: Loss of riding privileges for the remainder of the school year
Disruptive Behavior (N09)
Talking out in class, talking out of turn, picking on or teasing other students, or other behavior that distracts from student learning that only disrupts the individual student(s) and/or a small number or group of students.
Serious classroom disruption that directly affects the safety of self and others or that disrupts the whole group of students. (throwing harmful items, turning over tables, disrupting a safety drill, disrupting testing)
Defiance/Insubordination
Failure to follow directions
Failure to respond to school staff questions or requests

Insubordination *(N19) (inappropriate verbal response: telling an adult no, I don't have to, you can't make me)*
Disorderly Conduct (N07)
A person is guilty of disorderly conduct in the first degree when he or she: (a) In a public place and with intent to cause public inconvenience, annoyance, or alarm, or wantonly creating a risk thereof: 1. Engages in fighting or in violent, tumultuous, or threatening behavior; 2. Makes unreasonable noise; or 3) Refusing to obey an official order to disperse issued to maintain public safety in dangerous proximity to an emergency, or 4) Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose
Disrespectful Behavior (N08)
Making inappropriate gestures, symbols, or comments, or using profane or offensive language.
Using verbal insults or put-downs or lying to, misleading, or giving false information to school staff.
Dress Code Violation (N10)
This violation means dressing in a manner that 1) Creates a distraction; 2) Creates a disruption; or 3) Otherwise violates the school dress code.
Drugs
Distribution (D01): Distribution of a controlled substance such as amphetamines, barbiturates, cocaine, hallucinations, heroine, (opioids), inhalants, marijuana/hashish (including vaping thc), tetrahydrocannabinol (oil), methamphetamine, prescription drugs, steroids, (anabolic), a synthetic drug, over the counter drug or look-alike drugs.
Possession (D02): Possession of a controlled substance such as amphetamines, barbiturates, cocaine, hallucinations, heroine, (opioids), inhalant, marijuana/hashish (including vaping thc) tetrahydrocannabinol (oil), methamphetamine, prescription drugs, steroids, (anabolic), synthetic drug, over the counter drug or look-alike drug
Use (D03): Under the influence of or use of a controlled substance such as amphetamines, barbiturates, cocaine, hallucinations, heroine, (opioids), inhalant, marijuana/hashish (including vaping thc) tetrahydrocannabinol (oil), methamphetamine, prescription drugs, steroids, (anabolic), synthetic drug, over the counter drug or look-alike drugs.
False Activation of Fire Alarm
K-3
4-6
Harassment (H03)
Requires a Harassment Type selection on participant details in IC: Color, Disability, National Origin, Race, Religion, Sex, Sexual Orientation, other

Bullying: unwanted, aggressive behavior that involves power imbalance toward other persons; the behavior is repeated or has the potential to be repeated (complete definition found in KRS 158.148)
Harassing Communications: intent to intimidate, harass, and/or alarm another person through a communication or social media mechanism (complete definition found in KRS 525.080)
Harassment (Non-Sexual): intent to intimidate, harass, and/or alarm another person (complete definition found in KRS 525.070)
Harassment (Sexual): This violation means any non-mutual, non-consensual conduct involving gender or sex that is perceived by the recipient, a third party or a reasonable disinterested person to be severe and/or pervasive, unwelcome, unsolicited, undesirable, abusive, sexually discriminatory or offensive.
Inappropriate Language (N25)
Profanity/Vulgarity (K-3) (general use of a bad word or gesture not directed at anyone) This violation means using profanity, not directed at a person, which includes swearing or the use of vulgar or inappropriate words, objects or gestures in a way that causes disruption or alarm.
Profanity/Vulgarity (4-6) (general use of a bad word or gesture not directed at anyone) This violation means using profanity, not directed at a person, which includes swearing or the use of vulgar or inappropriate words, objects or gestures in a way that causes disruption or alarm.
Profanity/Vulgarity toward students or staff.
In School Suspension (ISS)
Removal from the classroom either to an individual or small group learning environment (ABC room, administrative office, etc)
Office Discipline Referral
These records follow the student throughout their academic career and may be referenced for future educational decisions, interventions, and other educational opportunities
Out of Area
Elopement (N23): leaving the area/classroom without permission
Elopement: leaving the school building without permission
Elopement (N20): leaving school property without permission
Skipping class (N27): Failure to attend a scheduled class or not returning when permission was granted to leave for a brief time (ask to go to restroom, office, nurse, etc)

***Property Damage/Vandalism (N33)**, Including Graffiti This violation means a person [KRS 512.020 to 512.040]: 1) Intentionally or wantonly defaces, destroys, or damages any property without having the right to do so or any reasonable ground to believe that he or she has such right; or 2) Tampers with property so as to knowingly endanger the person or property of another.*
Minor accidental damage
Intentional damage to another person's or school property (N33)
Sexual Offenses
Inappropriate Sexual Offense (N36): This violation means engaging in any mutual, consensual sexual activity.
Sexual Offense (non-touch) (V14): All non touch sexual offenses, not limited to lewd behavior, obscene behavior and indecent exposure (KRS chapter 510)
Sexual Assault (V13): unwanted touching in a sexual manner (KRS chapter 510)
Tobacco / Nicotine (including nicotine vapes) 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
Possession (T02): possession of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products
Distribution (T01): distribution of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products.
Use (T03): under the influence of or use of a nicotine or tobacco product, including but not limited to smoking, chewing, vapor products or other alternative nicotine products
Use of electronic devices, electronic game devices, and other similar items, at unauthorized times (802.1)
Inappropriate use of any electronic device (802.1)
Using electronic devices to take, share, film, and/or publish inappropriate pictures, videos, or recordings, including fights or other disturbances (407.3)
Theft / Stealing (N30)
Theft of classroom supplies (ie pencils, paper, crayons)
Theft of staff/school belongings (i.e. wallet, electronics, etc), removal of items from a teacher's desk without permission, theft of item(s) from another student's backpack, cubby or desk. (It is recommended that police not be contacted for students in grades pre-k through 3) (N30)
Threats

Contact DPP for all incidents involving threats.
Verbal abuse (H07): using abusive or demeaning language to attack an individual, this could include but not limited to name calling, creating socially rude interactions
Threatening another student (H05): to cause reasonable apprehension or threat of physical harm to another student through statement, communication, conduct or gesture
Threatening Staff (H06): to cause reasonable apprehension or threat of physical harm to a staff person or school representative through statement, communication conduct or gesture
Terroristic Threat (V16): Threatening to commit an act of violence that would endanger others/group
Weapons
Contact DPP and law enforcement for all incidents involving the possession of guns or other deadly weapons on school property. All incidents of this type on school property or at school functions must be reported as a behavior incident in the IC.
Drawings that depict weaponry
Making gestures related to weaponry
Possession of a toy gun or water gun that is not used in the commission of an aggressive act toward another person (302.2, 893.6)
Possession of a look-alike gun that is not used in the commission of an aggressive act toward another person (302.2, 893.6)
Use of a toy gun, water gun, or look-alike gun in the commission of an aggressive act toward another person (302.3, 893.7)
Possession of any weapon (W01) or use of any other weapon (W03) in an aggressive act toward another person (303.2,893.5)
Firearms (W01) (301.1, 893.2) (possession of a firearm as defined in 18 USC 921 of the federal code — e.g., handguns, rifles, shotguns, and bombs)
Explosives (V15)(503.1, 893.1) (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares or any combustible or explosive substances or combination of substances or articles, other than a firearm)

WCPS Middle and High Behavior Matrix

Materials or Substance	1st Offense	2nd Offense	3rd Offense	4th Offense	Give to someone else Receive/Transfer	Purchase or Sell	Assessment Recommendation
Tobacco or tobacco products (includes vape, cigarettes, dip, etc)	3 Days ISS	5 Days ISS	5 Days ASP	**Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)			
	1st Offense: Provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment		**3rd Offense**: Provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during in-school suspension and/or ASP				
Alcohol *	5 days in ASP	ASP pending pre-board hearing	**Notify SRO & Notify DPP.** Board Hearing Suspend out (not to exceed 10 days unless authorized by DPP)			10 days in ASP	Must refer for outside drug/alcohol assessment.
Over the counter medicines	Not properly contained or not turned into the office. Confiscation and contact parent.	1 Day ISS. Principal's discretion.	3 Days ISS. Principal's discretion.		Confiscation and contact parent(s). Principal discretion.	3 Days ASP	Principal's discretion.

Prescription medication	Not properly contained, not following the prescription, or not turned into the office. Confiscation and contact parent. Principal's discretion	1 Day ISS. Principal's discretion.	3 Days ISS. Principal's discretion.		**Notify SRO & Notify DPP.** ASP/Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	Notify SRO & Notify DPP. ASP/Spension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment.
Prescription medicine that is a controlled substance	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)		Pre-Board/Board hearing Notify SRO; Notify DPP. ASP/Suspend out (not to exceed 10 days unless authorized by DPP)	Pre-Board/Board hearing **Notify SRO & Notify DPP.** ASP/Suspend out (not to exceed 10 days unless authorized by DPP)	Must refer for outside drug/alcohol assessment.
***Possession/Distribution of a substance causing an altered state of mind (e.g.,marijuana, inhalants, some vapor products, drug paraphernalia, etc.)**	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing 20 Successful Days in Jackson Academy	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing 45 Successful Days in Jackson Academy	**Notify SRO & DPP.** Suspension pending pre-Board hearing	**Notify SRO & DPP.** Suspension pending pre-Board hearing			Must refer for outside drug/alcohol assessment.
***Under the influence* of any substance causing altered state of mind (e.g., alcohol, marijuana, etc.)**	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing 20 Successful Days in Jackson Academy	**Notify SRO & DPP.** ASP/Suspension pending pre-Board hearing 45 Successful Days in Jackson Academy	**Notify SRO & DPP.** Suspension pending pre-Board hearing	**Notify SRO & DPP.** Suspension pending pre-Board hearing			Must refer for outside drug/alcohol assessment.

Always contact parents. Collaborate with the special education department for students with IEP's Pre-Board/Board committees may alter consequences based on specific circumstances.

Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.).

*Consult SRO

Major Behavior	1st Offense	2nd Offense	3rd Offense		Major Behavior	1st Offense	2nd Offense	3rd Offense
***Abusive language towards a teacher**	3 days ASP	5 days ASP	10 days ASP		**Threats ***	**Notify SRO, Notify DPP** to determine next steps. Refer for Mental Health Evaluation	**Notify SRO, Notify DPP** to determine next steps. Refer for Mental Health Evaluation.	**Notify SRO, & Notify DPP** to determine next steps
Physical Aggression (non-fighting)	Administrative discretion	Administrative discretion (minimum of 3 days ISS)	Administrative discretion (a minimum of 5 days ISS or ASP)	--->	Physical Aggression (non-fighting) (N37): May include but not limited to pushing, shoving, wrestling, etc. Does not result in injury (punches are not thrown).			
***Possession, transferring, and/or accessing pornography**	Restricted technology use. 3 Days ISS	5 days ASP	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)		**Fighting ***	10 days ISS and/or ASP	10 days ASP	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)
***Possession, transferring, and/or accessing CHILD pornography**	**Notify SRO;** follow pornography guidance (above) if appropriate				**Assault ***	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)	**Notify SRO & Notify DPP.** Suspension pending pre-Board hearing (not to exceed 10 days unless authorized by DPP)
***Bullying, Cyberbullying, Hazing**	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Pulling the Fire Alarm * Arson * Bomb Threat ***	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**	Refer to WCPS Policy 09.425 **Notify SRO, Notify DPP and District Safety Personnel**
Inappropriate Sexual Behavior	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Weapons ***	Pre-Board Hearing **Notify SRO, Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless	Pre-Board Hearing **Notify SRO , Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless	Pre-Board Hearing **Notify SRO, Notify DPP & Notify Director of Student Services** Suspend out (not to exceed 10 days unless

						authorized by DPP)	authorized by DPP)	authorized by DPP)
Sexual Harassment *	Refer to WCPS Policy 09.422 **Notify SRO & DPP**				**Theft of item over $20 ***	3 days ASP	5 days ASP	10 days ASP
Always contact parents. Collaborate with the special education department for students with IEP's. Pre-Board/Board committees may alter consequences based on specific circumstances.								
Look-alikes will be treated as the actual substance. Offenses are for a career lifetime (not just per year). Principal may adjust consequences based on additional circumstances (i.e., intent, quantity, impact on others, etc.)								
*Consult law enforcement.								

Interventions and Consequences	ISS and OSS Guidance
• Verbal warning • Apology letter • Parent contact • Preferential seating • Loss of access to items • Parent meeting(s) • 1, 2, 3 Magic • Build, maintain, and restore relationships with students • Logical consequence (i.e., student access inappropriate website - lose access to computer) • Loss of privilege in classroom (choice of activity, choice of seat during class or lunch, going to the restroom with the class, etc.) • Problem solving • Counseling • Teach tools for self-regulation • Mini-courses or skill lessons • Restitution • Restorative practices • Parent Trainings • Time out • Behavioral contract • Sensory room for prevention and de-escalation • Community service as restitution • Lunch Suspension • In school suspension during special areas • Refer to guidance counselor • Refer to student assistance counselor • Refer to Tier 2/3 PBIS Team • Request district behavioral consultation • Simple or Complex FBA • Behavior Support Plans • Primary Project - preventative approach (3 schools have received training) • First Steps Next (First Steps to Success) • Trauma Screener • Consider mental health evaluation • Referral to district Social Worker for case management • Level System - one example • Alternatives to Suspension ideas • More Alternatives to Suspension ideas • In school suspension (ISS) • Build a transition plan for students after ISS or OSS	**Behaviors that may warrant ISS** • Severe behavior that infringes upon the rights of another student • Fighting • Bullying • Major behaviors • Aggression towards staff • Students who have 3-5 office referrals **Reflect on effectiveness of interventions and consequences. Refer to PBIS Tier 2/3 Team** **Behaviors that may warrant OSS** • *Severe* behaviors in which ISS and other interventions have been ineffective • Behaviors that threaten safety to others - consult District Student Assistance Team **Reflect on effectiveness of interventions and consequences. Refer to PBIS Tier 2/3 Team** **Contact DPP or Director of Student Services for guidance on when to involve law enforcement**

• Build a safety plan for the student - incorporate trauma informed practices • District Disciplinary Meeting - Parent meeting with Central Office staff • ASP (6th graders) • PASS (Positive Approach to Student Success) • After school detention • Saturday school detention • Out of school suspension (OSS) • Pre-board/Expulsion Hearing • File Educational Neglect (truancy can often be a first avenue)	

Pregnant and Married Students (WCBE 09.41)

Married and/or pregnant pupils shall be permitted the same rights and privileges as other pupils. Pregnant students may not

participate in activities, which will endanger the student or fetus.

Care of School and Personal Property (WCBE 09.421)

Pupils Responsible

Pupils shall be held responsible for damage to school property.

School Property

Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Personal Property of School Personnel

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

Students' Property
Any pupil, organization, or group of pupils participating in activities who destroys, defaces, damages or steals the personal property of students shall be subject to disciplinary action.

Parents Liable
Parents shall be liable for property damage caused by their minor children.

Pupils in Building

No pupil shall be permitted in the school building except when under the direct supervision of the Principal, a faculty member, or a certified district employee designated by the Principal.

The Superintendent/designee shall be responsible for overall implementation and supervision of the Board's Code of Acceptable Behavior and Discipline, and each Principal shall be responsible for administration and implementation of the Code within each school. The Principal shall apply the Code uniformly and fairly to each student without partiality or discrimination.

The Principal of each school, or school council in schools with SBDM shall set school policy concerning the selection and implementation of appropriate discipline and classroom management techniques necessary to carry out the Code.

Bullying/Hazing (WCBE 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.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.[1] This policy extends to any/all student language or behavior, on school premises, on school-sponsored transportation (per policies 6.34 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 to take advantage of the educational opportunities offered.

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

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

Bullying Defined

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.

Hazing Defined

Per KRS 508.180, "hazing" is defined as a direct action which substantially 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, including but not limited to actions which coerce or force a minor or a student to:

a) Violate federal or state criminal laws;
b) 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;
c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
d) Endure brutality of a sexual nature; or
e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

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

Reports

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

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

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

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

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

Other Claims

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

Use, Receipt, Sale, Transfer, Possession or Being Under the Influence of Alcohol, Drugs and Other Prohibited Substances (WCBE 09.423)

Drugs, Alcohol and Other Prohibited Substances
No pupil shall purchase, receive, possess, attempt to possess, use, be under the influence of, sell, or transfer alcoholic beverages, narcotics, drugs, controlled substances, mood altering substances (such as inhalants), prohibited drugs and substances, or drug paraphernalia and/or assist another pupil in the receipt, sale or transfer of them on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event.

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

Definitions
Controlled substance means any drug, narcotic, or controlled 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 law.

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.

Simulated Substances

No pupil shall purchase, receive, use, sell, possess, attempt to possess or transfer any counterfeit look-alike or simulated drug, narcotic, or controlled substance and/or assist another pupil in the receipt, sale, or transfer of any counterfeit, look-alike or simulated drug, narcotic, or controlled substance on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or en route to or from school property or a school-sponsored or sanctioned activity or event, with the representation or the creation of an impression that the substance which is received, used, possessed, sold or transferred is a drug, narcotic, or controlled substance.

Authorized Medication

Use of a drug, narcotic, or controlled substance authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy. Student medications must be taken to school by a parent or guardian and logged with the office. Students are not allowed to bring medications to school.

Penalties

Violation of this policy shall constitute reason for disciplinary action including but not limited to suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

Penalty For Sale or Transmission

For sale or transmission of alcoholic beverages, narcotics, drugs, controlled substances, counterfeit or look-alike narcotics, drugs or controlled substances and/or the assistance in the receipt, sale, or transfer of alcoholic beverages, drugs, narcotics, or controlled substances, drug paraphernalia, counterfeit, look-alike or simulated alcoholic beverages, narcotics, drugs, or controlled substances, the student may be suspended or placed in alternative suspension pending Pre Board Hearing which could lead to a recommendation for expulsion. The student must complete drug/alcohol assessment from a qualified chemical dependency counselor acceptable to the District and complete any and all counseling or other treatment recommended in the evaluation (See behavior matrix).

Penalty for Possession

For a first offense for purchase, possession, attempts to possess, use, or being under the influence of alcoholic beverages, narcotics, drugs, controlled substances or counterfeit, look-alike or simulated narcotics, drugs or other controlled substances, and or possession or use of drug paraphernalia, (where the violations does not result from the sale, receipt or transfer on school property, in any school vehicle, at any school-sponsored or sanctioned activity or event, or in route to or from school property or a school-sponsored or sanctioned activity or event) the student may be suspended or placed in alternative suspension pending Pre Board Hearing which could lead to a recommendation for expulsion. The student must complete drug/alcohol assessment from a qualified chemical dependency counselor acceptable to the District and complete any and all counseling or other treatment recommended in the evaluation (See behavior matrix).

A second violation at any time during the student's enrollment in a District school will result in an immediate suspension, pending Pre Board Hearing which could lead to a recommendation for expulsion (See behavior matrix).

Reporting

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either local law enforcement agency or the Kentucky State Police.

Drug Testing Program/Plan

The Board has established a mandatory random drug and alcohol testing program for student athletes. As a condition to participating in athletics, students shall provide a form signed by their parent/guardian and by the student to indicate their understanding of program requirements.

A plan to implement the drug testing program shall be developed by District personnel in cooperation with the testing laboratory and kept on file in the Central Office. As reflected in the plan, the Superintendent/designee shall do the following:

1. Establish a process to randomly test participating students for substances designated by the Board;
2. Take measures to reasonably ensure student privacy during the taking of samples;
3. Address security for samples once obtained; and
4. Designate laboratory services that are accurate and reliable.

Appropriate measures shall be taken to protect student confidentiality throughout the testing process and in the handling of test results. Access to drug testing results shall be restricted on a need-to-know basis to those persons in positions designated by the Superintendent.

Prevention Program

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

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

Tobacco, Alternative Nicotine or Vapor Products (WCBE 09.4232)

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

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.

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

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

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline.

Penalties
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 at a minimum:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;

2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and

3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

Reporting
No later than August 1 of each year, the Board shall submit a report to the Kentucky Department of Education that includes:

a. The number of behavior incidents for each alternative nicotine product, tobacco product, and vapor product, listed by school and grade; and
b. The number of incidents for which medical intervention was provided, listed by school, grade and product.

Weapons (WCBE 09.424)

Application
This policy applies to students.

Firearms, Other Dangerous or Deadly Weapons, Dangerous Instruments, Destructive

Devices, and Booby Traps
The carrying, bringing, using or possessing of any firearm, other dangerous or deadly weapon, dangerous instrument, destructive device or booby trap, or facsimile thereof (example: toy handgun) in any school building, on school property, in any school vehicle or at any school-sponsored activity or event is prohibited.

Definitions
Firearm
Any instrument which will expel a projectile by the action of an explosive, including but not limited to any pistol, handgun, revolver, rifle or shotgun.

Other Dangerous or Deadly Weapon
Any instrument, article or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury, including but not limited to any knife, a knife regardless of the blade length which can be opened by pressing a button and/or pressure on the handle and/or rapid wrist motion, air gun, spring gun, slingshot, bludgeon, billy club, nightstick, blackjack, artificial knuckles, box cutter or any device with a razor-type blade.

Dangerous instrument, destructive device or booby trap: Any instrument, article, or substance which under circumstances in which it is used, attempted to be used, threatened to be used or could be used is capable of causing death or bodily injury.

Exceptions
An exception may be made for students participating in an authorized event or curricular activity involving the use of prohibited items and for law enforcement officials.

Enforcement
When there is cause to believe that there are firearms, other dangerous or deadly weapons, dangerous instruments, destructive devices or booby trap devices in possession of students, searches and/or stationary or mobile metal detectors may be utilized.

Penalties
Violation of this policy shall require that the student be immediately suspended and a recommendation for expulsion made, with the exception of simple possession of an unopened ordinary small pocket knife with a blade of less than 2.5 inches. Simple possession of an unopened ordinary small pocket knife with a blade of less than 2.5 inches shall be dealt with as a Level I Offense as defined in the District Student Handbook.

Assault and Threats of Violence (WCBE 09.425)

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

Students
Any student who threatens, physically assaults, batters or abuses school personnel or another student on school property, at a bus stop, or at a school function shall be subject to appropriate disciplinary action, including suspension or expulsion.[1]

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

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

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

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

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

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

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

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

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

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

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

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

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

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

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

Report to Law Enforcement Agency
Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the District's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

a. Intentional physical injury, or intentional attempt to cause physical injury, as defined in KRS 500.080, to any school employee;
b. Intentional assault resulting in serious physical injury, as defined in KRS 500.080;
c. A sexual offense;
d. Kidnapping;
e. Assault with the use of a weapon;
f. Possession of a fireman or deadly weapon in violation of the law;
g. The use, possession, or sale of a controlled substance in violation of the law; or
h. Intentional or wanton damage to property causing a pecuniary loss of five hundred dollars ($500) or more.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the District's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police, unless the school employee has cause to believe a student's disability interfered with his or her ability to conform to the Student Code of Conduct.

A District that has created their own law enforcement agency shall designate a local law enforcement agency not created by the District to receive reporting information from the District's law enforcement agency. The District's law enforcement agency shall file a weekly report for the preceding week identifying all reports received under KRS 158.155.

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

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

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

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

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

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

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

Disrupting the Educational Process (WCBE 09.426)

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

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

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

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

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

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

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

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

Other Claims
When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 09.422 and/or 09.42811, which address harassment/discrimination allegations.

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

Telecommunications & Computing Devices (09.4261)

DEFINITION OF PERSONAL TELECOMMUNICATIONS DEVICE

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

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

Possession and Use

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

Students shall observe the following conditions:

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

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

2. When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.

3. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.

4. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

5. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or its Code of Acceptable Behavior and Discipline.

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

Student Dress and Appearance (WCBE Policy 09.427)

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited. The school shall develop a student dress code for Board approval, to be included in the school's student handbook.

Harassment/Discrimination (WCBE 09.42811)

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

The provisions in this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the educational process, as defined by policy 09.426, or where it does not violate provisions of policy 09.422. Sexual harassment of employees and students is defined as any unwanted, personally offensive sexual attention, requests for sexual favors, or other illegal conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Acts of harassment/discrimination based on sex may be committed by persons of the same or the opposite sex.

Prohibition
Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students.

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

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

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

Employees who believe prohibited behavior is occurring or has occurred shall notify the victim's Principal, who shall immediately forward the information to the Superintendent. The Superintendent shall develop procedures providing for reporting any suspected harassment/discrimination, investigating allegations of harassment/discrimination and resolving any substantiated violation.

Notifications
Within twenty-four (24) hours of receiving a serious allegation of harassment/discrimination, District personnel shall attempt to notify parents of both student victims and students who have been accused of harassment/discrimination. In circumstances also involving suspected child abuse, additional notification shall be required by law. (See Policy 09.227.) In applicable cases, employees must report harassment/discrimination to appropriate law enforcement authorities in accordance with law.

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

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

Retaliation Prohibited
No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

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

Appeal
Upon the completion of the investigation and correction of the conditions leading to the harassment or discrimination any party may appeal in writing any part of the findings and corrective action to the Superintendent. Failure by employees to report, notify, and/or initiate an investigation of alleged harassment/discrimination as required by this policy, or to take corrective actions shall be cause for disciplinary action.

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

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

Driver's License Revocation (WCBE 09.4294)

The Principal/designee shall notify the Superintendent of students who are fifteen (15) years

of age but less than eighteen(18(year of age who become academically deficient or drop out of school as defined in KRS 159.051. The Superintendent/designee shall report, within ten (10) days after receiving notification, send the required student information to the Transportation Cabinet for driver's license, permit or driving privilege revocation.

Academic and Attendance Deficiencies

Academic and attendance deficiencies for students fifteen (15) years of age but less than eighteen (18) years of age enrolled in regular, alternative, part-time, and special education programs shall be defined as follows:

1. They shall be deemed academically deficient if they have not received passing grades in at least four (4) courses, or the equivalent of four (4) courses, taken in the preceding semester.

2. They shall be deemed deficient in attendance when they drop out of school or accumulate nine (9) unexcused absences for the preceding semester. Suspensions shall be considered unexcused absences.

Reinstatement of Driving Privilege

Students whose driving permits are revoked, but later meet the statutory standards for reinstatement, must then apply to the Director of Pupil Personnel to have their standing confirmed. The District shall make the required report to the appropriate agency.

Student Disciplinary Processes (WCBE 09.43)

School-Related Activities

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

Trauma-Informed Approach Plan

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

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

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

The trauma-informed approach plan shall be reviewed and updated annually and submitted to the KDE.

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

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

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

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

Council Responsibility
Each school council shall select and implement discipline and classroom management techniques for the school. In non-SBDM schools, the Principal shall make these decisions in compliance with Board policy.

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

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

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

Due Process (WCBE 09.431)

Right to Due Process

Before being punished at the school level with suspension for violation of school regulations, a student shall have the right of the following due process procedures.[1]

1. The student shall be given oral or written notice of the charge(s) against him or her;
2. If the student denies the charge(s), the student shall be given an explanation of the evidence of the charge(s) against him or her; and
3. The student shall be given an opportunity to present his or her own version of the facts relating to the charge(s).

Students With Disabilities
In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.[2]

Detention (WCBE 09.432)

Principal to Establish
The Principal or his designee may establish a detention hall as an alternative disciplinary method.

Notice to Parents
A pupil's parent/guardian shall be notified prior to the detention so that transportation may be arranged by the parent.

Suspension (WCBE 09.434)

Who May Suspend
In accordance with KRS 158.150, the Principal or Assistant Principal/Dean may suspend a student up to a maximum of ten (10) days per incident.

The Superintendent may suspend a student up to a maximum of ten (10) days per incident.

Length of Suspension
A student may not be suspended for more than a total of ten (10) days per incident.

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

Prior Due Process Required
A student shall not be suspended until due process procedures have been provided as described in KRS (09.431), unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process. If the Superintendent lengthens the period of suspension imposed by the Principal, additional due process shall be provided.

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.

Imminent Danger

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

Written Report Required
The Principal or Assistant Principal/Dean shall report any suspension in writing immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement. One such condition shall be that one or both parents/guardians will accompany the student for a conference with school officials prior to the student's reentry.

Students with Disabilities
In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.[2]

Alternative Education (WCBE 09.4341)

Definition
Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.[1]

Purpose
The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

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 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 once per year and determine if the placement should be continued.[4]

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation the District shall ensure:

- That each Alternative Education Program is not limited in scope or design and is aligned to the academic program of the District.
- A student enrolled in an Alternative Education Program may be eligible to participate in one (1) or more types of programs to address student learning needs that may include an alternative digital learning environment, credit recovery, or an innovative path to graduation.

The Board shall review this policy and accompanying procedure(s) annually.[2]

Eligibility Criteria
Alternative education placements may be utilized for students at all grade levels.

Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 704 KAR 019:002.

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

Notification
The Principal or other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

Attainment of a High School Equivalency Diploma

Students enrolled in a District-operated alternative education program shall be eligible to seek attainment of a High School Equivalency Diploma if the student:

- Is not on track to graduate*; and
- Has previously attained a passing score on an official readiness test for a High School Equivalency Diploma.

*Not on track to graduate – At the fourth (4th) school year, cumulative grade point average of less than 2.5 and/or not at the 75% mark to obtain the minimum twenty-two (22) credits to graduate.

A student who has attained a High School Equivalency Diploma shall be exempt from compulsory attendance.[3]

ILPA Team
The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students with long term placements in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the guardians, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

Exceptions:

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through

the team process as required under federal law and corresponding District policies and procedures.

Extracurricular Participation
Students assigned to alternative schools or programs shall not be eligible to access extracurricular activities including, but not limited to sports activities.

Continuing Support
Opportunities shall be provided for students to continue regular school work as appropriate under the supervision of Alternative Education Program staff. Students participating in an alternative program shall continue to be able to access tutoring, transportation, library and media services, specialty course work, intervention, counseling, and other resources and services already available in the District as determined through the development of the ILPA.

Transition
Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.

   For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.

2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

Collaboration with Outside Agencies
The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

NOTE: This policy does not apply to a temporary/short-term intervention.

Expulsion (WCBE 09.435)

Board May Expel
The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law or for violation of rules, regulations and policies of the District and Board. 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 posed a threat to the safety of other students or school staff and could not be placed

in an appropriate alternative program or setting.

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 on school property under its jurisdiction or a bus stop per Board Policy 05.48; or
3. Is in grade six (6) to twelve (12) and is determined by the Board to have recklessly, with a deadly weapon or dangerous instrument, or intentionally caused or attempted to cause physical injury to a District employee on school property or at a school function under the Board's jurisdiction. In considering the actions of a student a Board shall use the definitions of "dangerous instrument," "deadly weapon," and "physical injury" in KRS 500.080 and "intentionally" and "recklessly" in KRS 501.020.

School personnel does not include a student who is employed by the school or enrolled in any school-based apprenticeship program.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of school personnel or other students on or off school property, including bus stops and school functions (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students. Educational services provided shall not include transportation from the student's residence to, or returning from, an appropriate alternative program setting.

An expelled student shall not participate in any school-sponsored extracurricular or interscholastic activity while the student is expelled.

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.

Hearing and Records Required

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.[1] The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel. 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.

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.

Students With Disabilities
In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)[1&3]

Other Programs
If a student who is currently under expulsion from a public school is considered for admission to either the Day Treatment Program or the educational program at Rivendell, the Superintendent or designee shall review the circumstances of the expulsion and may approve enrollment on an individual basis.

Board Decision Final
The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.

Within five (5) days of a student being expelled the District shall enter the expulsion in the student's record within the student information system.

Return to School

An expelled student shall be allowed to return to school in accordance with KRS 158.150.

Content of Records
If any student who has been expelled for homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol, or drugs requests a transfer of the student's records, those records shall reflect the charges and the final disposition of the expulsion proceedings.

Transfer of Records
If a student who is subject to an expulsion proceeding for homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol or drugs requests a transfer of student records, the records shall not be transferred until the expulsion proceedings have been terminated and shall reflect the charges and final disposition of the expulsion proceedings.[2]

Reporting of Expulsion by Parent, Guardian, or Other Person Responsible for Student
If a student has been adjudicated guilty, convicted outside of Kentucky of homicide, assault, or an offense in violation of Kentucky law or school regulations relating to weapons, alcohol

or drugs, or has been expelled from school in or outside of Kentucky for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs, prior to the student's admission to school, the parent, guardian, or other person or agency responsible for the student shall provide the school a sworn statement or affirmation that the student has been adjudicated guilty of or expelled from attendance at a school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol or drugs.

Expulsion by Board
A student carrying, bringing, using, or possessing any firearm or other deadly weapon or booby trap device, as defined in the Gun-Free Schools Act of 1994, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity will be reported to the criminal justice or juvenile authorities, and shall be expelled for not less than one (1) calendar year.

To comply with existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Board will modify the expulsion requirements on a case-by-case basis for IDEA-eligible students.

The Board's decision shall be final.

Search and Seizure (WCBE 09.436)

Reasonable Suspicion
No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there is reasonable suspicion to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.1 Search of a pupil's person shall be conducted only with the express authority of the Principal/designee. However, nothing herein may preclude a student from being subjected to a fixed or handheld, electronic, screening detector. An affirmative signal or response from a detector will serve as reasonable suspicion for a more intrusive search.

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

Witness/Personal Searches
When a pat-down search of pupil's person is conducted, the person conducting the search shall be the same sex as the pupil, and a witness of the same sex as the pupil shall be present during the search. In addition, no search of a pupil shall be conducted in the presence of other students. These restrictions shall not apply to situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety.

Strip Searches
No strip searches of students shall be permitted. The term "strip search" means requiring a student to remove any article of clothing or requiring a student to lift or lower an article of clothing, thereby causing exposure of undergarments to allow for a visual inspection. The required removal of shoes, socks or hat or the removal or arrangement of outerwear does not constitute a strip search.

Use of Video Cameras
Video cameras may be installed in areas used in the instruction and transportation programs to record student behavior. Evidence of student misbehavior recorded on video may be used to discipline students. Video evidence may also serve as reasonable suspicion for a search. Video evidence may not be shared with parents if other students are in the video.

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

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

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

Use of Metal Detectors
School administrators or designees trained in the equipment's use are authorized to use stationary or mobile (handheld) metal detectors as provided for above. Metal detectors may be used in the following circumstances:

1. To search an individual student or his/her personal belongings when there is reasonable suspicion to believe the specific student is concealing a weapon.
2. To search all students or their personal belongings upon entering the premises.
3. To search students or their personal belongings on a random basis, provided adequate procedures are adopted and followed to ensure a random selection process.

Procedures setting guidelines for the use of metal detectors shall be developed and presented to the Board for review. All procedures for the use of metal detectors shall confirm to applicable legal standards. Students shall be notified that metal detectors may be used and the circumstances and procedures for their use.

Other Disruptive Items

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

Disposition Of Items

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

Use of Trained Dogs

Subject to the following conditions, the Principal, with prior approval of the Superintendent, may authorize the use of trained dogs to locate contraband (prohibited items) on property owned or controlled (i.e. used, leased, rented) by the Board of Education:

1. The Principal or Principal's designee shall be present.
2. The dogs shall not be used to search persons or items in their immediate possession.
3. Searches involving dogs shall be conducted only when students are not in the immediate area being searched; no student or other unauthorized individuals shall be in the vicinity of lockers or other areas of school property being searched.
4. All dogs shall be in the immediate control of a handler and shall not be allowed to come in close proximity to any student or unauthorized individual.
5. The alert of trained dogs to an item or area shall qualify as reasonable suspicion on which to base a more intrusive search.

Police Officers in the School (WCBE 09.4361)

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

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

Crimes Off School Property

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

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

Crimes On School Property
Except in cases of emergencies involving threats to health and safety as determined by the Superintendent, when the District calls law enforcement officials to question students concerning crimes committed on school property, the Principal shall make an effort to notify their parent(s).

Code of Acceptable Behavior and Discipline (WCBE 09.438)

Development
In accordance with KRS 158.148 the Board shall adopt a student Code of Acceptable Behavior and Discipline, based on statewide student discipline guidelines provided by the Kentucky Department of Education (KDE), that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, and legal guardians. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The Code shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The Code also shall include a process addressing how students can report Code violations and incidents of bullying to District personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, 158.156, or 158.444.

Review
The Board shall update the Code at least every two (2) years.

Reporting of Data
As directed by the (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

No later than August 1 of each year, the Board shall submit a report to the KDE that includes the number of:

a) Behavior incidents for each tobacco product, alternative nicotine product, or vapor product, listed by school and grade; and
b) Incidents for which medical intervention was provided, listed by school, grade and product.

Visitor Policy (WCBE 10.5)

The Board encourages parents, professional educators, and others who have legitimate educational interests pertaining to the District's public school program to visit the schools. To ensure that school personnel are aware of visitors' presence, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the Principal's office upon entering the school and identify themselves, as well as declare their purposes for visiting.

Classroom Visitation

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.
4. For the safety and confidentiality of all students, parents/guardians, and Private Service Providers are not allowed access to the classroom during classroom instruction.

Lunch with Family Member

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise except for authorized District personnel, each school shall observe a closed campus at lunch.

Special Invitation

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

Registrants

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on, loiter within one thousand (1,000) feet of, or work in or operate any mobile business within one thousand (1,000) feet of the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:

- A sex crime; or
- A criminal offense against a victim who is a minor; or

2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed

Per KRS 17.545, "loiter" is defined as remaining in or about the clearly defined grounds of a District school, while not having any reason or relationship involving custody of or responsibility for a minor or any other specific legitimate reason for being there.

Per KRS 17.545, "mobile business" is defined as any business that operates from a motor vehicle or wheeled cart that can be operated, pushed, or pulled on a sidewalk, street, or highway where food, goods, or services are prepared, processed, or sold or dispensed to the public.

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

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

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

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

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

For all other reasons and for all individuals making a request other than parent/legal

guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

Private Service Providers

No state or federal statute or regulation requires a public school to provide Private Service Providers in-school time and/or office space to treat or test their private patients. However, at the sole discretion of the school Principal, a Private Service Provider may be granted limited access to their private patients during the school day.

If allowed the Private Service Provider must agree to the following terms and conditions:

1. The Private Service Provider must make a written request to the school Principal five (5) days prior to visitation with student. The request must include an explanation of the services that will be provided, and why access to the student during the school day is necessary.
2. The Private Service Provider must provide the appropriate credentials to the school Principal, including but not limited to, proof of professional licensure in the service area being provided.
3. At the Private Service Provider's expense, the Private Service Provider, or any of its employees requesting access to school facilities, shall undergo Kentucky and FBI background checks. A copy of the background check must be provided to the Director of Students Services prior to accessing any school in the district.
4. The Private Service Provider must provide the Principal a signed release form from its client allowing communication between the Private Service Provider and school personnel regarding the treatment/services being provided. The school shall obtain a signed release form from the parent of the student to allow school personnel to communicate with the Private Service Provider.
5. The Private Service Provider must complete a Non-School District Employee Agency/Therapist Affidavit of Nondisclosure.
6. If access is approved, services must be provided at a time that is convenient for the school and does not interfere with educational programming or services as determined by the school Principal.
7. The Private Service Provider's access is limited solely to the specific student receiving services. Private Service Providers shall not be granted access to, or interact with, any other students.
8. Private Service Providers shall not be permitted access to the classroom setting for observations.
9. Private Service Providers are not permitted to take a student off school grounds during the school day.
10. Private Service Provider shall maintain liability and malpractice insurance policies and must provide the school with evidence of such policies prior to accessing any school facilities.
11. Prior to being granted access to any school facilities, the Private Service Provider must sign a Private Provider Agreement.

12. The school/district has the right to terminate access to school facilities at any time without notice.

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

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

Conduct/Prohibition on Recording

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Accommodation

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

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

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

Website Accessibility

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

Use of Tobacco, Alternative Nicotine, or Vapor Products Prohibited

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305, is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.[1]

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

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

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law[2], are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.[3]

Asbestos Containing Materials

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, WCPS maintains copies of updated asbestos management plans in the front office of all affected school buildings.

The asbestos containing materials that remain in these buildings are in good condition and pose no threat to the building occupants. To ensure this, the materials are inspected every six months by a third-party environmental consultant with all inspection records maintained within the Asbestos Management Plan.

Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Dave Upright at david.upright@warren.kyschools.us.