


# Lyon County High School
# 2026 – 2027
# Student Handbook

**Zach Thomas - Principal**
**Katrina Price - School Counselor**
**Jeremy Tackett - Athletic Director**

209 West Fairview Avenue
Eddyville, Kentucky 42038
Phone (270) 388-9715 Office ext. 100
Fax (270) 388-2296

Dear Parent/Guardian,

Welcome to the new school year at Lyon County High School! My name is Zach Thomas, and I am honored to serve as the principal at LCHS. It is with great enthusiasm that I welcome you all back to school! I hope all of your families had a fun summer full of great experiences and lasting memories.

Over the summer, our dedicated school staff have been working hard preparing for your students. We will strive to engage our new and returning students in meaningful learning experiences as we continue to move toward reaching our goal of becoming a school where every student succeeds at the highest level of which they are capable. Their commitment and diligence ensure that Lyon County High School continues to be a place of high-quality instruction and a nurturing environment for all learners.

At Lyon County High School, we take pride in our community and our achievements. Our school motto, "Our Pride, Our Success," reflects our collective commitment to excellence. Our school will only grow stronger with your support. We invite you to take advantage of the many opportunities to support our students' learning and experiences. We encourage you to stay engaged and involved in your child's education. Regular updates will be shared through our school website and social media channels, ensuring that you are informed and connected. Together, we can make this school year a remarkable journey of growth, achievement, and pride.

Thank you for your continued support and partnership. I look forward to working with each of you to make this an outstanding year for all of our students.

Sincerely

Zach Thomas
Principal

## LYON COUNTY BOARD OF EDUCATION MEMBERS

- Denny Gray – Board Chairperson
- Jared Choate
- Chad Kemper
- Michelle Austin
- Aimee Hidalgo-Brown
- Marvin Lee Wilson – Board Attorney

- Miranda Reed – Superintendent
- TBD – Asst. Superintendent

## SCHOOL BASED DECISION MAKING COUNCIL

The council is composed of the principal, four teacher representatives, and three parent representatives. Elections for representatives are held in May. Parents of incoming 9-12 grade students are eligible to run for SBDM Council. All parents of incoming 9-12 grade students are eligible to vote for parent representatives. Currently employed certified educators are eligible to vote for teacher representatives. The list of Council members for the 2025-2026 school year are listed below.

- Zach Thomas – Principal
- Jessi Baker - Teacher
- Cara Hunt – Teacher
- Charles Price – Teacher
- Ramey Payne – Teacher
- Chrissy Elliott – Parent
- Natalie Armstrong – Parent
- Zenaida Viloria - Parent

## LCHS MISSION STATEMENT

Lyon County High School, partnering with parents and the community, will provide a safe learning environment, with high quality instruction, where students prepare for success in the 21st Century.

# INTRODUCTION

The Lyon County High School Handbook, including the Code of Conduct, provides information about rules, policies, academic requirements, student privileges and responsibilities, and school events. Each student and parent are expected to become familiar with the information in this book.

The Lyon County Board of Education does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the education amendments of 1972 P.L. 92-318, not to discriminate in such a manner. Further, the board of education does not discriminate on the basis of disability, in treatment, admission or access to, or employment in, its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504, nor does the board of education discriminate on the basis of race, color, national origin, as required by Title VI, of the Civil Rights Act of 1964, nor does the board of education discriminate on the basis of age, religion, or marital status, in the educational programs or activities it operates.

# STATEMENT OF BOARD POLICY

The Lyon County Board of Education believes that improvement of student achievement is the most significant task of the school district. We affirm our intent and commitment to the improvement of student learning by: Openly evaluating data on student achievement indicators;

Discussing processes that affect the instructional program; Examining the impact of the district's course of study on learning; Reviewing & revising district goals to focus on student progress; and Striving to find methods to remove barriers to learning.

Furthermore, this board commits to informing district staff, students, parents, and the community about student achievement in our schools and how our local data compares to common measurements in Kentucky, nationally, and with relation to other comparable school districts.

Therefore, the Lyon County Board of Education resolves that:

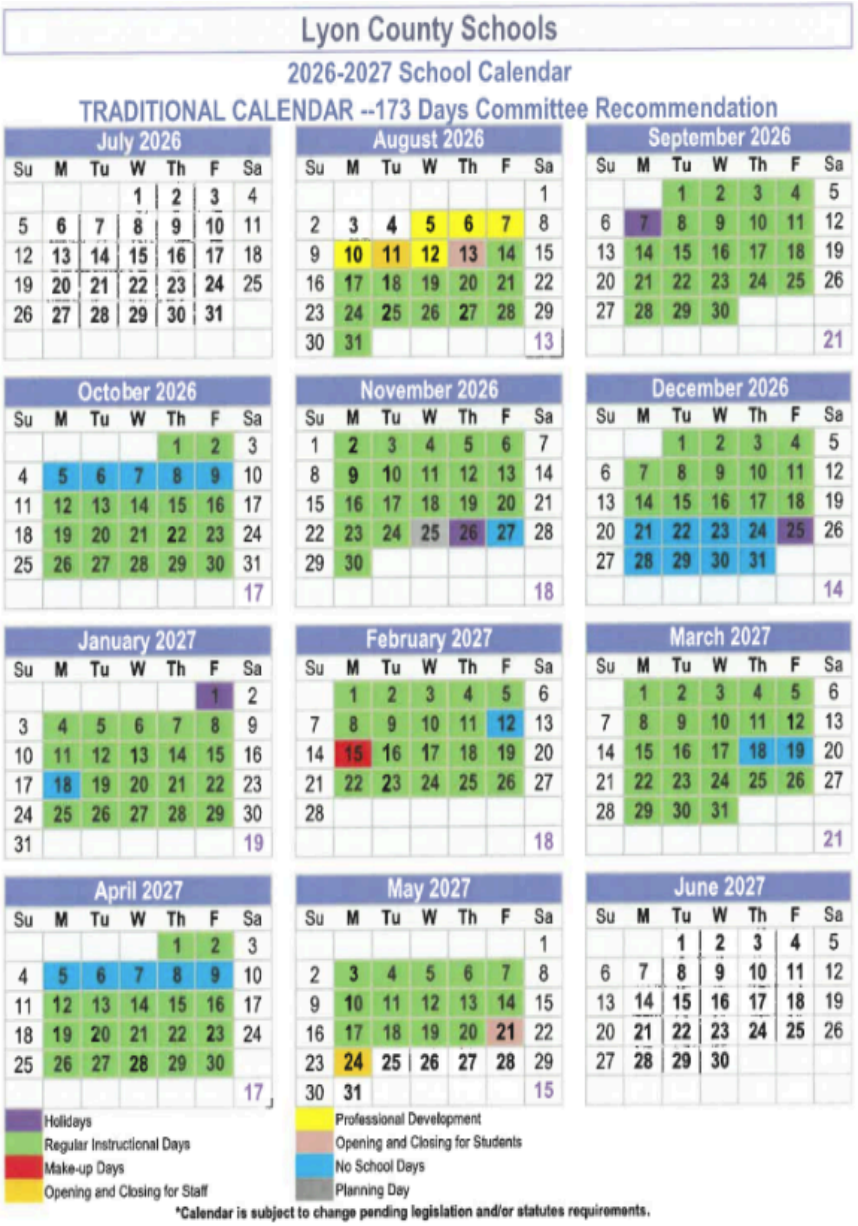
- Each student in our district is expected to participate in school for the ultimate purpose of academic scholarship;
- Every employee of our public school shall devote his/her work toward ensuring and enhancing students' learning success;
- The superintendent will recommend and implement initiatives and expenditures that clearly support and advance student learning and success.
- The board will devote meeting time to topics that directly support and enhance student learning success and the interests of our community.

# 2026-2027 FACULTY AND STAFF

Faculty welcome communication from parents and students. Email is the best way to contact teachers using the following format: FirstName.LastName@lyon.kyschools.us. You may also call the front office and leave a message.

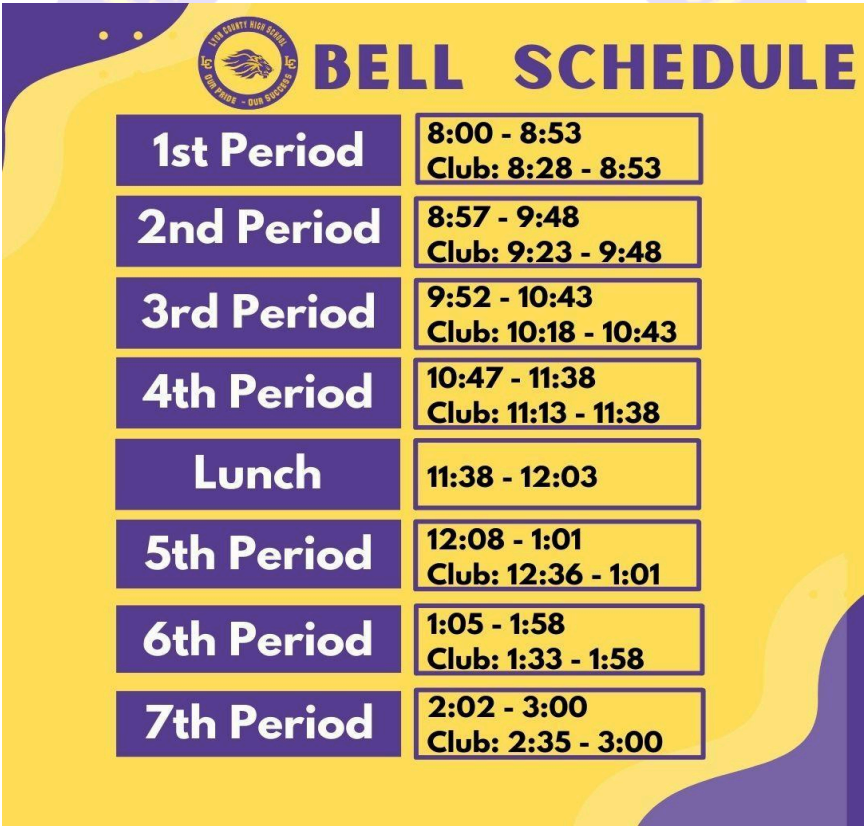
| | |
|---|---|
| Zach Thomas | Principal |
| Katrina Price | School Counselor |
| Jeremy Tackett | Alt. Ed. Coordinator / AD |
| Shellie McDaniels | Attendance Clerk |
| Tracy Modaff | Finance & Guidance Asst. |
| Gracie Crabtree | Specially Designed Instruction |
| Holly White | Specially Designed Instruction |
| Amber Braden | English Language Arts |
| Ramey Payne | English Language Arts |
| Justin Ro | Science |
| Jessi Baker | Science |
| Kippling Spencer | Math |
| David Linton | Math |
| Ken Argo | Social Studies |
| Heather Simmons | Social Studies |
| Cara Hunt | Health / PE |
| Alicia Brewer | Business |
| Amanda Guzik | Family & Consumer Sciences |
| Hannah Smith | Agriculture |
| Derrick Fuqua | Engineering Technology |
| Charles Price | Band |
| Bailey Joyce | Art |
| Heather McDowell | Library Media Specialist |

# 2026-2027 School Calendar



| | |
|---|---|
| August 13 | First Day for Students |
| September 7 | Labor Day (Observed) |
| October 5 - 9 | Fall Break (School Closed) |
| November 25 - 27 | Thanksgiving Break (School Closed) |
| Dec 21 - Jan 1 | Christmas Break (School Closed) |
| January 4 | First Day of The Spring Semester |
| January 18 | Martin Luther King Jr. Day (School Closed) |
| February 12 | Tentative Make Up Day (School Closed) |
| February 15 | Presidents Day (Observed) |
| March 18 - 19 | Tentative Make Up Day (School Closed) |
| April 5 - 9 | Spring Break (School Closed) |
| May 21 | Last Day for Students |

## LCHS Bell Schedule



# High School Graduation Requirements

It is the policy of Lyon County Public Schools that in addition to meeting all graduation requirements set forth by the State of Kentucky, all district high school students will meet district requirements in order to graduate. The board will establish minimum graduation requirements which satisfy those established by the State Board of Education and will establish any additional graduation requirements as recommended by the Lyon County Schools Superintendent.

A student shall be issued a diploma after completing the district's requirements for graduation (see below). A student shall also be advised that he/she may receive a final transcript if requested following graduation. The transcript that is used to determine graduation status for a student becomes the final transcript and will not be altered after the student receives his/her diploma. However, a student's diploma may be withheld until the student pays for any outstanding monies owed or fines for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalent through voluntary work, the diploma will be issued to the student. The superintendent is authorized to develop and implement the necessary regulations for the administration of this policy.

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, students must be enrolled in high school a minimum of eight (8) semesters and complete a minimum of twenty-five (25) credits and all other state and local requirements in order to graduate from high school in the District. (For an exception, see Policy 08.11311 Early Graduation Program.)

Note: ILP = Individualized Learning Plan & IEP = Individual Education Plan

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.

Each student shall be required to earn the following ten (10) foundational credits:

- English/language arts – two (2) credits (English I and II);
- Social studies – two (2) credits;
- Mathematics – two (2) credits (Algebra I and Geometry);
- Science – two (2) credits that shall incorporate lab-based scientific investigation experiences;
- Health – one-half (1/2) credit;
- Physical education – one-half (1/2) credit; and
- Visual and performing arts – one (1) credit.

Each student shall be required to earn the following twelve (12) personalized credits:

- Two (2) additional English/language arts credits;
- Two (2) additional mathematics credits;
- One (1) additional science credit;
- One (1) additional social studies credit; and
- Academic and career interest standards-based learning experiences – six (6) credits including four (4) standards-based learning experiences.

Each student shall complete the following additional requirements:

- Successfully demonstrate performance-based technology;
- Successfully meet the civics requirement; and
- Successfully complete one (1) or more courses or programs that meet the financial literacy requirements.

## 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 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. A minimum score of 60 is required to pass.

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

## 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 3:305, the Board may impose other requirements for graduation from high school. However, the Board shall not adopt any graduation requirements that include achieving a minimum score on a statewide assessment. High school students will be required to complete the number of courses (credits) in each subject area as specified in student handbooks and/or in course selection materials.

## Credits Required to Advance to the Following Grade-Level

The following are the minimum number of earned credits required to progress to the next grade, as established by the Lyon County High School Assignment of Students Policy:

Grade 10-minimum 5 credits required

Grade 11-minimum 11 credits required

Grade 12-minimum 18 credits required

25 minimum credits will be required for graduation

## Performance-Based Credits

Students may earn credit toward high school graduation through the District's performance-based credit system. The system shall include:

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

## High School Credit for Middle School Students

Middle school students may earn academic credits to be applied toward graduation requirements. Only courses offered by Lyon County High School will be accepted for credit. The express approval of the principal/designee shall be obtained before any course is taken.

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 a grade of "B" or better in a high school equivalent.

## Standard Diploma Defined

The Lyon County Board of Education requires successful satisfaction of all items outlined in the High School Graduation Requirements section above and student attainment of twenty-five (25) credits for the issuance of the standard diploma.

## Comprehensive Diploma Defined

The comprehensive diploma will be awarded to students following the pre-college curriculum and four (4) additional content classes as noted below:

- Two (2) classes must be dual credit core content classes. At least one (1) must be taken during the senior year.
- Two (2) classes must be chosen from Math and/or Science (examples are: Pre-Calculus, College Math, Medical Math, Anatomy, Forensics). Note: If you drop your college math course as a senior and do not meet the requirements, you shall forfeit the comprehensive diploma track.
- Two (2) classes must be chosen from Language and/or History: (examples are: Honors English III, College English, or College History).

Beginning with the graduating class of 2029, students must score at or above grade level on the spring benchmark assessments on both math and reading each year of high school.

## Participation in Formal Graduation Ceremonies

Each student must meet all credit and non-credit graduation requirements in order to participate in formal graduation ceremonies. A diploma is awarded only after all state and district graduation requirements have been fulfilled.

Any student who (1) has completed four years of high school attendance; (2) is receiving special education or related services under an individualized education program pursuant to state and federal law; and (3) who will continue to receive such services between the ages of eighteen and twenty-one; may participate in formal graduation ceremonies and related activities with his or her peers. Participation in formal graduation ceremonies under this section shall not: (1) preclude a student from continuing to receive special education and related services under an individualized education program beyond the graduation ceremony.

## Valedictorian and Salutatorian

Only students who have earned a Comprehensive Diploma shall be eligible to be considered for Valedictorian or Salutatorian. The total number of points earned toward graduation will be added no earlier than fifteen (15) school days prior to the scheduled graduation date. The total number of points earned will be divided by the total number of courses taken. The GPA will be carried out to the nearest rounding of the hundredth place. The student(s) with the highest GPA will be declared Valedictorian(s). The student(s) with the second highest GPA will be declared Salutatorian(s).

In the event of three or more Valedictorians identified by the same GPA, the Salutatorian(s) will be recognized by cord and identification in the program, but will not speak at the ceremony. If fewer than three Valedictorians are identified, Salutatorian(s) may speak at the ceremony.

Beginning with the class of 2028, students must also take 4 dual credit courses and meet the state of Kentucky Council on Postsecondary Education benchmarks to be eligible for valedictorian or salutatorian honors.

## GRADING SCALE

- A 90-100 (4 pts. GPA)
- B 80-89 (3 pts. GPA)
- C 70-79 (2 pts. GPA)
- D 60-69 (1 pts. GPA)
- F 59 or below
- I Incomplete

## WORK ETHICS SEAL

- Complete Work Ethics Seal Application/Resume
- 96% Attendance during senior year of high school
- 2.5 cumulative GPA

- Good behavioral standing with no major disciplinary referrals
- Complete Soft Skills Training Program
- Complete Community Service Project/Volunteer Hours (Minimum-10) (Not Court Ordered)
- Involved in 2 or more extra-curricular activities or employed 10 hours/week or more during the year or 20 hours a week during the summer months or Completion of a nationally recognized industry certificate

## INFINITE CAMPUS INSTRUCTIONS

To access your child's school information including grades, attendance and behavior, go to:
**https://central.infinitecampus.kyschools.us/campus/portal/lyon.jsp**

**Upon accessing the website:**

Enter student id number and password. If you have any questions on how to access your account, please contact the school at 270-388-9715.

## KSA & FINAL EXAMS

End of Course (finals) exams will be administered in May. Kentucky Summative Assessments include: science, social studies, reading, math and writing.

Final exams for all other classes will be administered in May but will be teacher-created exams. This will also include constructed responses in the state tested areas.

## TESTING INFORMATION

School code number for College Entrance Exams ----- 181-315
Anyone who plans to attend college must take a college entrance exam (ACT or SAT). The SAT is a free, state-mandated test for all juniors. The test will be given to Lyon County HS juniors once during the school year. A free PSAT will be offered to all Lyon County HS sophomores.

## 2026-2027 SAT Test Dates and Registrations

| SAT TEST DATE | REGISTRATION DEADLINE | SCORES RELEASE DATE | SUGGESTED PREP DATES |
|---|---|---|---|
| March 14, 2026 | February 27, 2026 | March 27, 2026 | Start December 2025 |
| May 2, 2026 | April 17, 2026 | May 15, 2026 | Start February 2026 |
| June 6, 2026 | May 22, 2026 | June 19, 2026 | Start February 2026 |
| August 22, 2026 | TBD | TBD | Start June 2026 |
| September 12, 2026 | TBD | TBD | Start June 2026 |
| October 3, 2026 | TBD | TBD | Start July 2026 |
| November 7, 2026 | TBD | TBD | Start September 2026 |
| December 5, 2026 | TBD | TBD | Start October 2026 |
| March 6, 2027 | TBD | TBD | Start December 2026 |
| May 1, 2027 | TBD | TBD | Start February 2027 |
| June 5, 2027 | TBD | TBD | Start February 2027 |

## SCHOLARSHIP INFORMATION—Seniors

Applications for scholarships are available in the guidance office and online at the HS webpage. To find scholarships, choose guidance, then click on the orange “apply for scholarships” tab. Each scholarship has a different deadline date; therefore, students should check on these and apply early. Many other scholarships are available by applying directly to the college or university, through parents' place of employment, membership in civic organizations, and state agencies.

## KEES (Kentucky Educational Excellence Scholarship)

KEES is Kentucky’s merit-based scholarship which is available to all eligible students based on their yearly high school grades and highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship and a 15 or higher ACT (or equivalent SAT) score for a bonus award. Students do not need to apply for the scholarship. Lyon County High School will provide information about eligible students to the Kentucky Department of Education. The Department will forward the student data to the Kentucky Higher Education Assistance Authority (KHEAA), and KHEAA will send award notifications to students after the end of each school year.

*General information on KEES program eligibility and requirements may be addressed to KHEAA at (800) 928-8926 or (502) 696-7397. Information is also easily accessible through the KHEAA website at www.kheaa.com.

## ACADEMIC DISHONESTY / CHEATING

Cheating involves one or more of the following actions:

- To use the work of another person as your own.
- To copy information from another student's homework, test, examination, theme, book report, term paper or class work.
- To plagiarize--plagiarism means using another person's expression or words without giving the original author credit.
- To prepare for cheating in advance. (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
- To fail to follow test procedures or instructions announced by a teacher.

The penalty for cheating at Lyon County High School will be a zero on the work. Additionally, there may be behavioral consequences.

## STUDENT FEES

Each high school student is expected to pay a general fee of $25.00. This fee pays a small portion of the cost of materials and supplies used in all classes. Students in some courses may be required to pay project/course fees for take home items and consumable supplies. The course instructors will determine the cost to the student for the individual projects.

## STUDENT SCHEDULES

A student may change his/her schedule only after a conference with the guidance counselor or principal, advisor, and teacher(s) involved. A student cannot change his/her schedule after the second (2nd) day of class. All students shall take a minimum of six academic classes per year.

## STUDENT LOCKERS

Each student will be issued a locker in which he/she can keep his/her books and clothing. The school assumes no responsibility for loss of student property. Students must request permission from the school secretary to change his or her locker assignment. Locks may be used on lockers, but the office must have a spare key or combination. The school reserves the right to search any locker. The sharing of lockers is prohibited.

## STUDENT VEHICLES

Students who possess a valid Kentucky driver's license may drive to school. Driving to school is a privilege and drivers must take responsibility by knowing and obeying the following rules:

- Students must always park in designated area
- Obey all rules regarding safety and safe driving
- Student vehicles must display a LCHS parking tag
- Parking lot speed limit is 5 m.p.h.
- Students who drive must reach school on time
- Students who need to go to their vehicles must receive administrator approval and be accompanied. Upon arrival at school, students must enter school immediately and are not to return to vehicles for any reason until they are leaving school that afternoon unless they receive permission from office administration.
- Any vehicle parked in unauthorized areas will be towed away and subject to loss of driving privileges
- All drivers will leave via a designated route.
- Student vehicles may not exhibit vulgar, inappropriate language, stickers, or pictures.
- Student vehicles may be searched in accordance with the search and seizure policy.
- Vocational students must ride the bus to the vocational school unless special permission is granted to drive.

A $5.00 fee will be required to receive a lost parking tag. The privilege of driving motor vehicles on school property will be denied or suspended if it becomes detrimental to the health, safety, or welfare of the school/community on school grounds or streets bordering the school. Failure on the part of the student to accept his/her responsibilities will/may result in the loss of driving privileges for an extended period of time, and/or other disciplinary action. If a student drives to school after parking privileges have been revoked, the car may be towed at the owner's expense.

## NO PASS/NO DRIVE

In compliance with KRS 159.051, at the initial application for an original

Kentucky learner's permit, a 15-year-old should submit to the local Circuit Court Clerk's Office, one of the following documents: (1) proof of graduation from HS, or (2) proof of GED completion, or (3) a signed and sealed School Compliance Verification: KRS 159.051 (obtained from the student's school district of residence). Forms must be obtained from the high school guidance counselor.

## CLASSROOM TELEPHONE PRIVILEGES

Students may not use the telephone in the office or classrooms without staff permission. In the event a student receives a call, he/she will be called out of class only in the case of emergency. Students are not to receive personal phone calls at school. Normally, phone calls for students will be handled during lunchtime, or passing time.

## OPEN/CLOSE OF SCHOOL BUILDING

The school building will be open each day at 7:30 a.m. Students shall enter the building after that time. The building will close at 3:10 p.m. each day. Students are not allowed in the building after 3:10, unless supervised by school staff. After 3:10 p.m., students are expected to vacate the premises.

## SNOW WATCH

During inclement weather, pupils should listen to the local radio or television stations and monitor school social media outlets to see if school is in session or if buses will run regular or abbreviated schedules. Pupils should be prepared to meet the bus at another location if the driver should call and advise students and/or parents of such action. When school is dismissed early due to inclement weather, pupils should go directly to the bus upon dismissal from class. School news may be heard on radio WAVJ 104.9 FM, WKYQ 93.3 FM, WDDJ, WKDZ, and television station WPSD--Channel 6. Notice of school cancellation will also be made via all social media platforms (Twitter, Instagram, Facebook).

## VISITORS TO SCHOOL

All visitors to the school must stop by the main office to obtain a visitor's pass before going to a classroom. Since our classes are crowded and a minimum of interruptions desired, students from other schools will not be permitted to visit classes during the school day. Additionally, individuals who would like to appear in the classroom are required to make an appointment with the teacher, prior to arrival at the school.

## PHOTOGRAPHS/VIDEOS

Pictures of students will be made throughout the school year. They will be used for the yearbook, school and local newspaper, etc. From time to time, class activities will be digitally recorded to help teachers examine their teaching. If you do not want your child digitally recorded or photographed, please send the principal your request in writing. Security taping will occur throughout the year.

## PROCEDURE FOR DISPENSING MEDICATION

Parents or guardians are required to sign a release form, granting permission for Lyon County School personnel to administer ALL student medications. The parent/guardian will fill in medication names, dosages, and time of dispensation. The parent/guardian must pick up any prescriptions when therapy is discontinued or changed. This release form will be signed and witnessed by school personnel.

Medicine must be in an unopened labeled bottle. Medication will be brought to the main office where it will be stored unless it is a prescription in which time it will be retrieved by the school nurse. The medication will remain stored in a locked cabinet in the office or nurse's office. In order to ensure all medications leaving home arrive at school, a copy of the nurse's daily log will be mailed to the parents periodically.

The nurse & LCHS office keep a daily log for medication administration. The log includes: the student's name, name of medication, dosage, and time of medication given. Administration time is noted and initialed for each medication given. The nurse will keep in a separate location a hard copy of the amount and type of medication so if medication is stolen it can be identified and reported.

*Failure to follow the above procedure for prescription & over the counter medication will result in disciplinary action by school personnel and/or law enforcement.

## STUDENT ACADEMIC ORGANIZATIONS

Certain standards must be met for forming student organizations at Lyon County High School.

- The purpose of a proposed organization must be compatible with Lyon County Board of Education policy.
- The new organization must serve an area of student activity and interest not served by an existing club or organization. Control of the activities must rest with the SBDM Council.

- A qualified member of the faculty must indicate willingness to serve as advisor and attend all its meetings.
- Membership selection should be on the basis of personal merit or interest, and not on the basis of race, color, religion, creed, national origin, ancestry, or sex.

## FOOD & DRINK

Food and drink may be consumed in the hallways as long as no safety hazard is created and trash is disposed of properly. Additionally, food and drink containers are not to be left on top of lockers.

## CAFETERIA RULES

- Students are not allowed to have any outside food or drink delivered to campus, per local board policy. Students may bring a packed lunch from home.
- Fast food restaurant lunches are not permitted on campus due to federal regulations.
- All students shall go to the cafeteria unless given special permission from the principal or teacher.
- No students shall leave the campus during lunch (11:38-12:03). No student will be dismissed until parent/parent designee arrives.
- Students are required to remove all plates, trays, and garbage from the table and place them in the designated areas.
- No students will be allowed to leave the cafeteria until dismissed by a staff member (students may not return to the school building early, unless permission is granted by supervising adults).
- Closed campus for lunch. Due to cafeteria restrictions and safety issues, parents/guardians of students may not eat with students.

## LYON COUNTY BOARD OF EDUCATION CODE OF CONDUCT POLICY STATEMENT

It is the concern of the Lyon County Board of Education that the school environment in the Lyon County School System be conducive to the learning process. To preserve this environment, a Student Code of Conduct has been developed. The Student Code of Conduct reflects the belief that responsibility is inherent in all rights. No student or other person involved in the public school can realize his/her rights unless he/she also exercises self-discipline and does not allow his or her actions to infringe upon the rights of others.

The Student Code of Conduct provides for consistent treatment for all students. It does not discriminate on the basis of sex, race, religion, disability, or national origin. The code ensures fairness, as required by constitutional due process and appeal and an atmosphere of open communication with clearly understood rules.

The Student Code of Conduct applies to all students enrolled in the Lyon County School System. Students will be responsible for this code in school, at school-sponsored or related activities, and on school buses.

## SUPERVISION OF PUPIL CONDUCT (KRS 161.180)

(1) Each teacher and administrator in the public schools shall in accordance with the rules, regulations, and bylaws of the board of education made and adopted pursuant to KRS 160.290 for the conduct of pupils, hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.

(2) The various boards of education of the Commonwealth of Kentucky and the principals of the public schools may use teacher aides in supervisory capacities, such as playground supervision, hallway supervision, lunchroom and cafeteria supervision, and other like duties, including, but not limited to, recreational activities and athletic events, relating to the supervision and control of the conduct of pupils; and while so engaged, such teacher aides shall have the same authority and responsibility as is granted to and imposed by law upon teachers in the performance of the same or similar duties.

## STUDENT ACCIDENT INSURANCE

Student accident insurance is provided to students of Lyon County Schools while at school and during extracurricular activities. This insurance is supplemental if the student has other primary coverage. Full day, 24-hour accidental coverage is also available from the carrier and information regarding these rates is given to each student during the first week of school.

If your child is injured at school or during an extracurricular activity, please contact the LCHS office for a claim form. The claim form must be completed in its entirety and signed by the parents/guardians and a school official.

If the child is covered by other insurance, a questionnaire regarding that coverage is also required. Claim forms should be submitted within sixty (60) days of the injury with copies of itemized invoices indicating diagnostic and procedure codes.

## DEADLY WEAPONS PROHIBITED ON SCHOOL PROPERTY

It is against the law to possess a firearm or deadly weapon on school property. A firearm is defined as "any weapon which will expel a projectile by the action of an explosive." (KRS 527.010) A deadly weapon means "any weapon from which a shot, readily capable of producing death or other serious physical injury including but not limited to a pocket knife; nightstick or club; blackjack or slapjack, karate stick; shuriken or death star or artificial knuckles made from metal, plastic, or other similar hard material." (KRS 500.080)

**Unlawful possession of a deadly weapon on school property is a Class D felony, punishable by 1 to 5 years imprisonment and a fine of up to $10,000.** It is the policy of the Lyon County School System to report any student who is determined to have brought a weapon or firearm to a school or school grounds under the jurisdiction of this system to the criminal justice or juvenile delinquency system. To comply with the existing requirements of the Individuals with Disabilities Education Act (IDEA) regarding discipline of students with disabilities, the Lyon County Board of Education will modify the expulsion requirements, on a case-by-case basis, for IDEA-eligible students. IDEA-eligible students may be expelled for behavior unrelated to their disabilities, as long as the procedural safeguard required by IDEA and KRS 158.150 is followed. Non-IDEA eligible students will be expelled for not less than one calendar year from their regular school setting in our school system. This also includes weapons in school or staff vehicles.

## BUS DISCIPLINE

Lyon County Transportation Department is available to students who reside within the county. You may indicate that a student is a bus rider during Online Registration (OLR) or by contacting the Transportation Department at 270-388-9715 ext. 420.

Students are expected to follow the Student Code of Conduct when riding the bus. Additional rules include:

1. No food or drinks
2. Keep hands/feet to yourself and inside the bus.
3. Voices at level 1 (inside voices)
4. Stay in your assigned seat, unless the bus arrives at your stop
5. No foul language.
6. No glass objects or helium balloons

**Expenses for damages or vandalism to buses or school property will be billed to the parent/guardian.

School buses are school property. When permissible, if students are to ride a bus other than their regularly assigned bus, or to get off at a place different from where they normally get off, a note from parent/guardian must be presented to the front office prior to 1:00 PM on the day of the change. Students will be provided with a note and student summary, which must be presented to the driver prior to being allowed on the bus. If you must cross the street, do so only when the bus driver motions that it is safe to do so. If at any time a student is suspended from the bus, a discipline report will be filed in Infinite Campus. A bus suspension means the student is suspended from all buses.

## DRESS CODE

Reasonable care and neatness regarding dress and appearance are required of all students. The following regulations are based on common sense and decency. All dress code violations are to report to the LCHS from office. Repeated violations may result in disciplinary action.

1. All students are to always wear shoes.
2. Skirts/dresses/skorts/shorts must be no shorter than 6 inches above the top of the knee cap. Slits should not be above the 6 inch above the knee threshold.
3. Pants will be worn at the waist and underclothing, including shorts/boxers, must be covered. Any slits, tears, holes, or cuts (that reveal skin or undergarments) must be no higher than 5 inches above the knee.
4. No head apparel (hats, curlers, bandannas (even as headbands), picks, combs, rakes, and so on) unless approved by the principal during special events or circumstances. Hoods from hooded clothing are not to be worn inside. All headwear will be taken to the office and require pickup from a parent/guardian.
5. Tank tops, strapless shirts, spaghetti straps, midriff shirts, off-the-shoulder shirts, or other clothing that reveals any cleavage or the stomach/back are not allowed. This includes sheer tops. All shirts or tops must be long enough to cover the midsection when both hands are raised above the head.
6. All undergarments, including tank tops, boxers, bra straps, etc., must be covered at all times.

7. No pajamas, sleep attire, or house shoes/slippers unless approved by the principal during special events or circumstances.

8. Students are not to wear any type of clothing that displays any kind of liquor or illicit drug advertisement, sexual suggestion, vulgar language, violence, racism, tobacco, or anything that can be construed as vulgar, obscene, crude, or inappropriate.

9. Due to safety and health concerns, blankets will not be carried in the school.

10. Should any student be required to wear an ankle monitoring device, that student must take every measure possible to ensure the device is covered completely. Preferably, the student should place a pant leg over the monitor. Failure to comply shall result in suspension from school.

LCHS administration reserves the right to decide what is acceptable and appropriate at any time. High school office personnel reserve the right to take corrective action (the provision of alternate clothing items), should a student find him/herself in violation of the above dress code. A second dress code violation will result in parent/guardian contact to bring clothes from home as well as a discipline referral. Subsequent offenses will result in more severe consequences.

## CELLULAR PHONES AND TECHNOLOGY POLICY

Students will be restricted to the use of the provided Chromebook device, rather than personal laptops and smartphones, to access online and other digital instructional materials. Student use of cell phones and all personal electronic devices is only allowed during the time prior to the start of the instructional day, during lunch, and the time after the instructional day ends. During instructional time all personal devices, including, but not limited to, smartwatches and gaming devices, should be in the device storage location specified within each classroom by the teacher. No student is allowed to possess their personal device during instructional time. In the event of an emergency (where parent or other communication is essential), students should convey this information to the teacher, and concessions will be made at the professional discretion of the instructor.

For the first violation of the LCHS cell phone policy, the phone will be confiscated by the teacher and brought to the front office for safe keeping. All devices will be returned to students at the end of the school day. Additional offenses may result in a behavior referral and detention. If the violations are chronic, the student will be referred to ISR. Any refusal to give up the electronic device, when in violation and requested by a staff member, will result in additional disciplinary action for defiance.

If a student chooses to bring personal technology, including telecommunication devices onto campus, each user is responsible for his/her device and is expected to use it appropriately. Responsibility to keep personal technology secure rests with the individual owner. Lyon County High School is not liable for any device stolen or damaged on campus. Lyon County High School will not provide financial restitution for any stolen or damaged personal electronic device.

## DEVICE PROTECTION PLAN

Lyon County Schools is providing and administering an insurance program for students and parents as part of our 1:1 Chromebook Learning Initiative. Enrollment in this program is mandatory for a student to be issued a device. Enrollment in the program is achieved by completing the required form and submitting it to Lyon County Schools. This plan covers "accidental damage" to the device and is designed to limit a family's financial responsibility for any damages as described in the section below. In addition, each device is covered under a manufacturer warranty that covers the normal operation of the device to ensure that it functions properly. A $25 non-refundable fee is required.

**Exclusions**

- Lyon County Schools will NOT discount repairs if damage occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act.
- Lyon County Schools will NOT discount lost/stolen devices or device chargers.
- Lyon County Schools is NOT liable for any loss or damages (including incidental, consequential or punitive damages) caused directly or indirectly by the equipment.
- Lost and/or stolen devices/device chargers are NOT subject to reduced price and will be replaced at current market cost.

## CHROMEBOOK CARE

- No food or drink should be next to Chromebooks.
- Heavy objects should never be placed on top of student devices.
- Chromebooks should never be loaned to another student or individual.
- Chromebooks should NOT be lifted or carried by the screen.

- Students should take care to check that there is nothing on the keyboard before closing. Failure to do so may result in a cracked screen.

## USE OF PHYSICAL RESTRAINT AND SECLUSION

The Lyon County Board of Education has established 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 7:160, school personnel and parents may access this policy and related procedures by contacting the school office or visit

www.lyon.kyschools.us > Parent Resources > Documents.

## CONDUCT VIOLATIONS

1. **DEFAMATION -** Defamation includes harming another person's character or reputation by saying things which are not true and which are intended to bring harm.
2. **MISREPRESENTING FACTS -** Misrepresenting facts includes knowingly deceiving or attempting to deceive teachers and/or school administrators.
3. **DISORDERLY CONDUCT/CLASSROOM DISTURBANCE -** Includes profanity, vulgarity, pornography, and obscene behavior. This misconduct includes conduct and/or behavior which are disruptive to the orderly educational procedure of the school.
4. **BULLYING/HARASSMENT** - Any intentional act by a student or groups of students directed against another student to ridicule, humiliate, or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are repeated against the same student over time. Bullying/Harassment is not allowed in classrooms or anywhere on campus, including on buses or at any school-related activity.
5. **FORGERY -** Falsely using the name of another person or falsifying documents or correspondence such as absences, excuses, or schoolwork.
6. **MALICIOUS REMARKS** - Remarks which intimidate, insult, or in other manner abuse verbally or in writing, any member of the school staff or student body.
7. **TOBACCO** - KRS 438.050 prohibits the use or possession of tobacco, in any form on school property or school functions. This

includes electronic and vapor cigarettes, paraphernalia, “look alike” or other related items.

8. **PUBLIC DISPLAY OF AFFECTION** - Student contact is limited to holding hands.

9. **INTIMIDATION OF WITNESS -** Intimidation of witness includes any physical or verbal intimidation of any witness to any school violation.

10. **SKIPPING SCHOOL/TRUANCY** - Purposely missing day(s) or a portion of a school day when school is in session. It also includes invalid absences.

11. **DEFIANCE OF AUTHORITY** - The refusal to comply with the reasonable requests of school personnel or refusal to comply with the school rules.

12. **THEFT & RELATED OFFENSES** - Include the taking of property of others, and/or possession of the property of others.

13. **VANDALISM -** Unprovoked or willful destruction, defacing, or marring of school property. Students will also repay all costs of damage.

14. **FIGHTING** - When a person or persons instigate an altercation, verbally or physically. Any physical altercation will result in notification of authorities.

15. **POSSESSION AND/OR USE OF WEAPONS OR DANGEROUS INSTRUMENTS** - *Law Officials Notified* This misconduct includes the possession/use of any instrument, such as explosives and guns that can be used to inflict bodily injury to another person(s).

16. **POSSESSION OF KNIVES –**Any knives (including pocket knives) will be confiscated and can only be retrieved by a parent/guardian.

17. **CRIMINAL USE OF NOXIOUS OR VOLATILE SUBSTANCE -** A person is guilty of using a noxious or volatile substance when he/she unlawfully deposits such on the land or in a building of another; for example, a stink bomb, bullets, shotgun shells, or other obnoxious odor.

18. **FALSE FIRE ALARM** - Falsely alerting the fire department or school to a non-existent fire.

19. **ARSON OR ATTEMPTED ARSON** - Starting or the attempt to start a fire within the school or on the school grounds for any purpose that results in either destruction or disruption.

20. **SEXUAL ABUSE** - Subjecting another person to sexual contact without the consent of the other person.

21. **SEXUAL CONTACT WITH CONSENT** – Subjecting another person to sexual contact, even with the consent of the other person.

22. **AGGRESSIVE MISBEHAVIOR TOWARD ANY SCHOOL EMPLOYEE -** Any physical contact or threat of physical contact toward a school employee(s).

23. **BOMB THREAT/TERRORISTIC THREATENING -** Any threat that a bomb has been placed or is about to explode in a school, or threat to harm school employees, students and/or visitors.

24. **USE OF, POSSESSION OF, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES (OR "LOOK ALIKE" BEVERAGES) OR ILLEGAL DRUGS OR HARMFUL SUBSTANCES OR DRUG PARAPHERNALIA** – The use, possession, or state of being under the influence of any beverage (or "look alike" beverage) with alcohol content. This violation also includes illegal drugs and harmful substances such as: narcotics, marijuana, barbiturates, amphetamines, or any other material having a harmful or unnatural effect upon the person using them.

25. **SELLING OF ALCOHOLIC OR "LOOK ALIKE" BEVERAGES, ILLEGAL DRUGS, OR HARMFUL SUBSTANCES** - The selling of any beverage with alcohol content (or "look alike" beverage) or any illegal drug or harmful substance as listed in 24.

26. **USE OF, SELLING OF, POSSESSION OF, OR UNDER THE INFLUENCE OF NON-PRESCRIBED "LOOK ALIKE" SUBSTANCES, OR POSSESSION OF DRUG PARAPHERNALIA -** These substances include "look alike" drugs which the student may claim to be a controlled substance. They may also include prescription medications which are prescribed for someone else or over-the-counter drugs which are being used or sold for the purpose of creating an unnatural effect or which are being sold for profit.

27. **STUDENTS IN THE PARKING LOT OR GYM -** Students shall not be in the parking lots or gym during lunch, between classes, or any time without proper permission.

28. **OUT OF CLASS WITHOUT PERMISSION** - Students are not allowed out of class without permission and a hall pass which must always remain in his/her possession.

a. **HALL WANDERERS LIST** - Students who frequently abuse the school's bathroom pass policy can be placed on the Hall Wanderers list and be required an escort to the bathroom for the remainder of the year.

29. **DRIVING/RIDING TO ATC SCHOOL WITHOUT PERMISSION -** If a student must drive to vocational school, he/she must have a written permission form signed by parents, the principal of the area technical center.

30. **VIDEO/PHOTOGRAPHY** - Unauthorized videotaping or photography of students or school staff is not permitted on school property.

31. **CELL PHONE VIOLATIONS -** See Cellular Phones and Electronic Device Policy.

32. **DRESS CODE VIOLATIONS** - See Dress Code Policy.

33. **REPEATED VIOLATIONS** - This includes repeatedly failing to comply with the Student Code of Conduct, directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel (includes those in KRS 158.150).

There are certainly other acts of misbehavior or violation of criminal laws or school regulations that are not included in this list. In such instances, disciplinary action will be at the discretion of the teacher, principal, and/or the superintendent.

## TERRORISTIC THREATS (DEFINED)

508.78 Terroristic threatening in the second degree.

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally

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

a specific person or persons or school in order for a violation of this section to occur;

b. Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or

c. Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.

3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony. Effective: June 21, 2001

## EXCEPTIONS

There is always the possibility that an exception could be made, which may affect the procedure outlined in the above behavior matrix. An exception may be necessary when the student's record of past behavior, recommendation of others, and/or the situation surrounding the offense or the results of the offense or punishment may lead to extenuating circumstances, which may require a departure from the matrix.

## DETENTION

Detention will be instituted on Tuesdays from 3:05-3:45. Students will be assigned to detention by the principal. Students are required to report by 3:05 p.m. for detention. Students must furnish their own transportation. A list of students assigned to detention will be kept by the principal. Detention will be rescheduled only one time and must be rescheduled by the principal prior to the start of detention. Students missing detention will make-up missed detention in ISR.

## IN SCHOOL REMOVAL (ISR)

- For disciplinary action, students may be assigned to ISR.

- Students assigned to ISR will not be allowed to participate in extracurricular activities or practices, until total time has been served. This includes weekend activities. Any student found attending such activities will have additional days assigned to ISR.
- No student assigned to ISR may be found loitering on school property.
- Students who have served seven or more days in ISR will not be allowed to participate in extracurricular activities or field trips.

## IN SCHOOL SUSPENSION (New Beginnings)

- Any student achieving a cumulative placement in ISR for 30 or more days will be automatically assigned In School Suspension.
- This assignment changes a student's schedule. His/her placement will change the enrollment status of the student and will appear on the student's permanent academic record.
- Minimum assignment is 30 (30) days or a cumulative assignment of 30 days or more.

## SUSPENSION

A student shall not be suspended from school until the following due process procedures have been provided at a conference with the school principal.

1) An oral or written notice of the rule which has been violated (including the specific act committed) shall be provided to the student.
2) An explanation of the evidence in support of the charges shall be provided to the student, except in cases where it is believed that giving the particular names of witnesses may subject said witnesses to harassment.
3) The student shall be provided the opportunity to present his/her explanation and rebut the evidence of the charges against him/her.
4) An oral and written explanation of the consequences which shall include the dates and duration of the suspension imposed shall be provided to the student.
5) In the event the student is suspended, the parents/guardians of the student shall, as soon as reasonably possible, be notified by letter, certified letter, signed receipt, or personal message in writing of the reason for the student's suspension and the duration of the suspension.
6) These due process procedures shall precede any suspension from the Lyon County Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined herein shall

follow suspension as soon as practical but no later than three days after the suspension.

7) Suspended students shall not receive credit for work missed during the period of suspension.

## EXPULSION

In cases where expulsion has been recommended, the same procedures as outlined for suspension must first be adhered to and in addition:

1) A hearing before the Lyon County Board of Education must precede any actual expulsion.

2) Notice of the hearing should be sent to the student and parent or guardian at least five (5) days prior to the hearing, advising the student of:

    a. the charges against him/her,

    b. the names of witnesses to the infraction,

    c. the right to be represented by an attorney,

    d. the right to have witnesses on his/her behalf present and represented by an attorney, and

    e. the option of having the hearing conducted in open or closed session.

3) The notice will be hand delivered or sent by registered mail.

4) The decision of the Lyon County Board of Education will be final.

## DUE PROCESS – SUSPENSION AND EXPULSION

Due process includes those rights which are constitutionally given to a student accused of violating school regulations and which may be brought to his/her defense at a disciplinary conference or hearing pending possible suspension or expulsion from school.

According to KRS 158.150, as amended, all pupils of the Lyon County Schools shall comply with the lawful regulations for the government of the schools. Willful disobedience or vulgarity, assault or battery or abuse of other students or school personnel, the threat of violence or force, the use or possession of alcohol or drugs, stealing or destruction or defacing of school property, the carrying or use of weapons or dangerous instruments, or other incorrigible bad conduct on school property as well as off school property at school sponsored activities constitutes cause for suspension or expulsion from school. (Reference -- OAG 78-673)

## SUSPENSION OR EXPULSION OF SPECIAL EDUCATION STUDENTS

Special education students and students who have been referred for evaluation for possible special education placement may be suspended or expelled under the same guidelines as all students as set forth in this code. In cases where disciplinary action involves special education students, the following procedures should be followed:

**SUSPENSION:**

If the special education student does not require immediate suspension, the student remains in his/her current school placement until the principal convenes a School Based Admissions and Release Committee (SBARC). The SBARC determines whether the discipline problem is related to the disabling condition. If the behavior is related to the disabling condition, the SBARC considers the appropriateness of the placement and/or the Individual Education Plan (IEP). If it is unrelated to the disabling condition, the student will be disciplined according to the discipline code.

If the special education student does require immediate suspension in order to protect persons or property or to avoid disruption of the ongoing academic process, due process procedures shall follow the suspension as soon as possible, but no later than three school days after the suspension.

**EXPULSION:**

The Lyon County Board of Education may expel a special education student; but such action shall not be taken until the parent, guardian, or other person having legal custody or control of the pupil has had an opportunity to have a hearing before the Board. The decision of the Board shall be final.

A disabled child may be expelled, provided appropriate Admissions and Release Committee procedures are followed with a committee determination that the child's disruptive behavior was not a result of the disabling condition. A disabled child may not be expelled if the committee determines that the child's disruptive behavior was a result of the disabling condition.

Even if the child is expelled through the appropriate procedures, there must not be a cessation of educational services. Therefore, if a disabled child is expelled, alternative services, such as homebound instruction must be provided.

## SEARCH AND SEIZURE

A student in the Lyon County schools has the constitutional right to be secured in his/her person from all unreasonable search and seizures. A search of a student by school administration is generally reasonable if it bears a rational relationship to a legitimate educational interest and is based upon reasonable

suspicion. Limitations on the reasonableness of a search exist depending upon the nature of the place searched, along with other factors such as age of the student and the purpose of the search. A student's consent to be searched must be scrutinized carefully (OAG 79-168).

**Search and seizures shall be conducted under the following guidelines:**

1) A student's person will only be searched when there is reasonable suspicion that the student is concealing evidence of an illegal act or school violation.

2) Illegal items (vaping devices, weapons, firearms, and so on) or other possessions reasonably determined by the proper school authorities to be a threat to the student's safety or security and others' safety or security may be seized by school officials.

3) Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession by a staff member. These items may be returned to the student by that staff member or through the office.

4) A general inspection of school property such as lockers may be conducted on a regular basis. During these inspections, items which are school property may be collected. Lockers are the property of Lyon County Schools and are subject to the Lyon County Board of Education's regulations and supervision. Locker inspection or searches are not carried out as a harassment measure, but as a duty when the health, safety, or welfare of students is involved.

5) All items which have been seized will be turned over to the proper authorities or returned to the true owner depending on the situation. The student may choose to be present when a search of personal possessions is to be conducted unless the student is absent from school or school authorities decide that the student's presence could endanger the student's health and safety.

NOTE: The United States Supreme Court on January 15, 1985, ruled that a school administrator may search a student if he/she has reasonable grounds to believe that the search will turn up evidence of violation of the law or rules of the school and the nature and scope of the search is related to its object, to the age and sex of the student, and to the severity of the infraction.

## PARENT/STUDENT GRIEVANCE PROCEDURE

Lyon County High School administration stands ready to assist students and their parents or guardians with school-related problems. Any time a student has a problem which he/she cannot get resolved on his/her own, his/her parent or guardian should call the school office so that speedy action can be taken on

behalf of the student. Hopefully, problems will be solved quickly at their beginning; however, if they are not, the following procedure should be followed:

STEP 1: If the problem is related to the classroom, the parent will contact the principal to arrange a conference with the classroom teacher as soon as possible to discuss the problem.

STEP 2: If the parent/teacher conference does not resolve the situation, the teacher and parent will arrange for a conference with the principal with a minimal delay.

STEP 3: If the problem is not related to the classroom, the parent will contact the principal directly. If the problem is related to a school policy, the parent will contact the SBDM Council.

STEP 4: If none of the above procedures results in a satisfactory solution to the problem, the parent shall state his/her complaint in writing to the superintendent.

STEP 5: The superintendent will advise the parent in writing of the disposition within ten (10) days.

STEP 6: If, within ten (10) calendar days, the matter is not satisfactorily resolved by the superintendent, the appealing party may, within twenty (20) days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days for the date of the presentation to the Board.

## ATTENDANCE POLICY

In accordance with KRS 159.150, any student who has attained the age of six (6), but has not reached his or 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.

A student who has been reported as a truant two (2) or more times is a habitual truant. A student who is absent for sixty (60) minutes or less of the regularly scheduled school day is tardy.

Other rules and regulations regarding attendance

1. When a student is absent from school, he/she is considered too ill to take part in evening activities, or to attend school parties, athletic events, practice, work, or rehearsals. Students who attend a school-sponsored event on the day of their absence will receive detention on their return to school.
2. Students will present their attendance slip to the teachers in each class in which they were absent.
3. NO student may leave school property after arriving at school without permission from the principal's office and signing out in the proper manner.
4. Even though a pupil may have parental consent to stay away from school or classes, the school authorities reserve the right to decide upon the validity of the absence.

**UNEXCUSED ABSENCES**

1. Truant from school.
2. Out of school suspension
3. Illness with NO note.
4. Any other absence not listed as excused.

**EXCUSED ABSENCES**

An excused absence or tardiness is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family,
- Illness of the pupil (note from parent or physician/health care provider required),
- Religious holidays and practices,
- Legal obligation*,
- College/Technology School Day for (Juniors and Seniors only)* - must be pre-arranged with the principal and a note from the institution visited must be brought back in order for the student to be counted present at school. Two (2) day maximum allowed.
- Test for driver's license*,
- Representative of the school in curricular or extracurricular activities*,

- Documented military leave,
- One (1) day prior to departure of parent/guardian called to active military duty,
- One (1) day upon the return of parent/guardian from active military duty, or
- Other valid reasons as determined by the principal, DPP, and/or superintendent 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. Special determinations shall be made in advance, when possible, *Not counted against five (5) absences from school.

**VERIFICATION OF ABSENCES**

When students return to school, they shall bring a written and dated note signed by the parent/guardian or physician/health care provider stating the reason for the absence or tardiness. Students may only have five (5) parent notes per school year. After five (5), only doctor's excuses and court excuses will be accepted. Returning from an absence without a note shall be considered an unexcused absence. Parents/guardians of chronically ill or handicapped students should notify the school in writing for these students to receive special consideration. The principal shall make the final decision on excused or unexcused absences. A student who presents a false note or writes a note for another student shall be subject to disciplinary action outlined in the student handbook.

In grades K-12, all absences above 5 per year require a doctor's excuse or approval from the principal, DPP, or superintendent. All other absences will be deemed unexcused.

- ***In order to participate in field trips and school social events, students must have at least a 90% attendance rate and cannot be failing any courses.***

**ABSENTEE PROCEDURE**

1. Notes--A pupil who has been absent or tardy shall be required to bring, upon his return to school, a written and dated note explaining his absence. The note shall be signed by one of his parents, his guardian, or his physician or shall otherwise satisfy the principal as to the validity for the excuse. Notes will be carefully checked to make certain that they are correct. Any student presenting a false note will be subject to the code of conduct. The same will be true for a student writing a note for another student. Failure of the parent or student to adhere shall result in the student's absence being officially recorded as "unexcused".
2. For an excused absence, the makeup work is the obligation of the student.
3. If a student is absent during semester exams, the student will be excused only with an excuse from a doctor, dentist, or for a death in the family. Any exception must be approved by the principal.

Early dismissal--If a student must leave school before the end of the day for any reason, the dismissal will be recorded in the principal's office. If a student fails to sign-out, an unexcused absence will be given. Accepted reasons for an early dismissal are the same as for a regular absence from school.

**SCHOOL & CLASS TARDIES**

Any student reporting to school after classes begin (8 a.m.) must report to the office to receive an admission slip before going to class. Three (3) tardies from school will equal one full day absence, based on each semester. The 3rd tardy to school or any class within a nine week grading period (Quarter) will result in the disciplinary action outlined below.

*Individual teachers shall record the date and time of tardies.

A student is tardy if he/she is not in the classroom at the time the period begins. A student is not tardy if accompanied by a note from another teacher or the office. The following procedures will be followed if a student is tardy to class:

1ST OFFENSE -- Verbal warning.

2ND OFFENSE -- Verbal warning.

3RD OFFENSE -- Detention.

Repeated OFFENSES -- In School Removal

**RESTROOM/HALL PASSES**

Students will be permitted to have 3 restroom/hall passes per class per nine weeks (quarter). Any additional passes may result in disciplinary action. Any pass used more than 3 will be turned in as a detention. Students will get 1 additional for a detention, any further action will result in a day of ISR.

## MAKE-UP WORK

After returning to school from an absence, it is the student's responsibility to check with his/her teachers regarding make-up work. A student will be permitted to complete work missed, for credit, if the absence is **excused**. Students will have 2 school days for each day missed to make up their work missed with the total allotted make-up time being 1 week.

(See excused absence list) Work not completed in the allotted time will result in a zero. Work completed after the due date will result in a maximum score of 50%.

## EMERGENCY DRILLS

**FIRE DRILL**

The fire alarm will sound in case of fire or smoke. When the alarm sounds, students and teachers will observe the following:

1) Leave all books and other supplies in the classroom.
2) Pass quickly but orderly from the building. NO RUNNING!
3) Obey fire drill charts posted in each classroom.

**TORNADO DRILL**

All persons within all buildings known as Lyon County High School shall abide by these procedures:

1) The disaster warning will be short tons of the bell. When this is heard, everyone will pass to the designated area of protection in the same manner as used for the fire drill.
2) On reaching the designated area, each person should follow one of the following procedures:
    a. Rest on knees, lean forward, and cover face by crossing arms above face.
    b. Sit on the floor, cross legs, and cover your face with folded arms.

c. Stay away from outside doors and windows.

3) The principal or designee will give the signal for all clear and for students to return to their classrooms.

4) Designated safe area charts are posted in each classroom.

**EARTHQUAKE DRILL**

1) The teacher will give the signal for drop and cover.

2) Students will take cover underneath desk and assume the cover position

3) The teacher will instruct students on how to exit the building.

**LOCK DOWN**

If at any time the phrase "LOCK DOWN" is said by a staff member at Lyon County High School, students are to go to the nearest classroom immediately. Teachers will be instructed to implement appropriate security measures.

**EVACUATION DRILL (BOMB)**

In the event of certain building emergencies, students will be relocated to a relocation site. Students are to proceed in an orderly manner from the building through the designated evacuation routes, to the on-campus or off-campus evacuation site.

On-campus Site: lower band field

Off-campus Site: Eddyville First Baptist Church, 216 Jenkins Road

Students will be released ONLY to parents/guardians with picture ID who are on the official school student release and permission list. This procedure is necessary to account for the whereabouts of all students.

It is possible that multiple responses will be used in emergency situations.

*Note: Any Student who fails to comply with instructions and directives during an emergency will be subject to disciplinary action.*

## FERPA

**Notification of Rights under FERPA Lyon County High School**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or

eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lyon County School District to

comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

**Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

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

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer to/from the parents to a student who is 18 years old or an emancipated minor.

Lyon County School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lyon County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lyon County School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Lyon County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S W

Washington, D.C. 20202-5920

## Notification of FERPA Rights and Child Find for Children with Disabilities in Need of Special Education Services

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

1. The right to inspect and review that student's education records within forty-five (45) days of the day the District receives a request for access.
2. 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.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

If you know a child who lives within the boundaries of the Lyon County School District, who may have a disability, and may need but is not receiving Special Education services, please call 606-497-8760 or send the information to:

**Director of Special Education**

**Misty Emerson**

**Lyon County Schools**

**217 Jenkins Road**

**Eddyville, KY 42038**

**Ph. (270) 388-9517**

"Child Find" activities will continue throughout the school year. As part of these efforts the Lyon County School District will use screening information, student records, and basic assessment information it collects on all children in the District to help locate those children who have a disability and need Special Education. Any information the District collects through "Child Find" is maintained confidentially.