

School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. In cases of joint custody, the student will be assigned to the area serving the residence of the parent with whom the child primarily resides. If pursuant to court order the child's time is split exactly in half between parents, the parents may choose which of the two (2) assigned schools the child will attend. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.¹

PROOF OF RESIDENCE

Upon request, parents/guardians shall submit written documentation verifying the primary residence of the child. For school purposes, a child's residence is not necessarily the residence of the child's parent(s), and if the child has assumed a permanent home with some other person standing in loco parentis to the child, then the residence of the child for school purposes is the same as that person.

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the semester in the school in which s/he was last enrolled based on the following criteria:

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. The student/parent provides transportation;
5. The student is not a discipline problem; and
6. There is no service provided or cost incurred by the Board.

Approval shall be granted with the understanding the student may be required to enroll at the school serving his/her attendance zone if, during the remainder of the semester, cap size limits are exceeded. The pupil must enroll the following semester in the school in the attendance zone of his/her legal residence.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another District school if:

1. The assigned school is designated by the state as being "persistently dangerous": or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.³

School Attendance Areas

REFERENCES:

¹[KRS 159.070](#); [OAG 80-394](#)

²[OAG 77-311](#)

³P. L. 114-95, (Every Student Succeeds Act of 2015)
34 C.F.R. 200.44

Adopted/Amended: 7/18/2016
Order #: 5

School Attendance Zones/Areas - Maximum Class Size**REQUEST BY RESIDENT FOR CHANGE IN SCHOOL ASSIGNMENT**

Students living within the District will not be permitted to enroll in a school outside their geographic attendance zone/area if the class in which they would enroll meets or exceeds the maximum class size. If these students are enrolled in a class whose membership increases to exceed the maximum class size, they will be reassigned according to the following options:

- student to be reassigned immediately to another class/school
- student to be reassigned when class size permits in the school that serves his/her attendance zone.

When other factors are equal, date of enrollment will determine order of assignment and reassignment.

HOMELESS YOUTH AND FOSTER CHILDREN

Assignment to attendance zones shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned attendance area.

Review/Revised:11/7/2016

Application for Change in School Assignment

Form to be used by resident students requesting assignment to a District school outside their attendance area/zone.

 Student's Name _____
Last
First
Middle Initial

Home Address _____ Phone # _____

Present School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Date of Request: _____

 State the reason for requesting this change in assignment: If request is based on hardship, give full details of the hardship. _____

NOTICE

I UNDERSTAND THAT, IF APPROVED, MY CHILD MAY RIDE THE SCHOOL BUS TO OR FROM THE SCHOOL S/HE ATTENDS OUTSIDE THE SCHOOL DISTRICT IN WHICH I LIVE ONLY IF THE PICK-UP/DROP-OFF POINT IS ON THE REGULAR BUS ROUTE. OTHERWISE, I MUST PROVIDE ALL TRANSPORTATION. I ALSO UNDERSTAND THAT THIS CHANGE IN ASSIGNMENT WILL BE GRANTED ONLY FOR ONE (1) SCHOOL YEAR AND THAT MY CHILD CAN BE RETURNED TO HIS/HER ORIGINAL SCHOOL IF DISCIPLINE PROBLEMS ARE EXCESSIVE OR IF OVERCROWDING (THE EXCEEDING OF CAP SIZE REGULATIONS) OCCURS AT THE RECEIVING SCHOOL. FURTHER, I UNDERSTAND THAT ONCE MY CHILD IS ALLOWED TO ATTEND A SCHOOL OUTSIDE HIS/HER DISTRICT OF RESIDENCE, S/HE MAY NOT RETURN TO THE ORIGINAL SCHOOL DURING THE CURRENT SCHOOL YEAR UNLESS AN EXTREME HARDSHIP EXISTS. THE SCHOOL DISTRICT WILL MAKE A DETERMINATION ON ACTIONS RELATED TO ANY HARDSHIP REQUEST.

Parent/Guardian's Signature
Date

 At the school level, this application has been ☐ approved ☐ disapproved, reason _____

Principal's Signature
Date
To be completed by Central Office Personnel

 Application ☐ Approved ☐ Disapproved Date _____

 Parent contacted ☐ Yes ☐ No Date _____

 Present School Contacted ☐ Yes ☐ No Date _____

 Requested School Contacted ☐ Yes ☐ No Date _____

 Professional recommendation, if required _____

Superintendent/designee's Signature
Date

Review/Revised:6/18/2007

ESSA Transfer Notification Options

TO: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
GRADE: _____	

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because under ESSA and state law, our school has been designated as "persistently dangerous." A Kentucky public school is considered persistently dangerous if conditions exist over a period of time that expose students to injury due to violent criminal acts.

Although we are committed to improving our school, as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that has not been identified as being persistently dangerous. Your child would be entitled to free transportation services.

☐ However, no other school option is available at this time.

☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request

Contact

Telephone #

a transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____

Principal/designee

ESSA Transfer Notification Options

To: _____ <i>Parent's Name</i>	FROM: _____ <i>School Name</i>
DATE: _____	RE: _____ <i>Student's Name</i>
GRADE: _____	

Dear Parent/Guardian,

Our school is dedicated to providing the safest educational experience possible for your child. We are notifying you because the Superintendent has determined that your child has been a victim of a violent criminal offense as defined under state law.

Although we are committed to improving our school as required by law, we are notifying you that you may request your child be transferred to the same grade level at a District school that has not been identified as being persistently dangerous, if such a school is available within the District.

☐ However, no other school option is available at this time.

☐ The following are schools available to accept transfers: _____

Please contact us immediately, but no later than ten (10) school days following the date of this letter by calling _____ at _____ to request a

Contact

Telephone #

transfer. Failure to meet this deadline will result in loss of your option to request a transfer.

You will be notified of the school assignment.

Please let me know if you have questions about this information.

Sincerely, _____

Principal/designee

NOTE: This parent was contacted by telephone by _____ on

Staff Member

Date

Review/Revised:6/20/2016

Transfers and Withdrawals**TEACHER TO ASCERTAIN REASON**

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.¹

REPORT TO DPP

The teacher shall immediately report the withdrawal and the reason for it 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.¹

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.¹

PERMISSION

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.²

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.²

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 reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll 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.²

REFERENCES:

¹[KRS 159.170](#); [KRS 158.032](#)

²[KRS 159.010](#); [KRS 159.020](#)

RELATED POLICY:

09.122

Adopted/Amended: 8/17/2015

Order #: 23

Home Schooling Notification

Please return the completed form to the Director of Pupil Personnel at the District's Central Office.

This letter is to inform you that my child/children will be participating in a home schooling program. The beginning date for participation in this program will be _____.

Month Day Year

Following is the home school address and the names and ages of the students who will be participating:

STUDENTS' NAME(S) AND DATE OF BIRTH:

CURRENT SCHOOL:

HOME SCHOOL ADDRESS:

<u>Name</u>	<u>Street</u>	<u>State</u>	<u>ZIP Code</u>
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I have received from the Director of Pupil Personnel (DPP)/designee a copy of the "Home School Information Packet and Best Practice Document" and other supplemental material provided by the District. The DPP/designee offered to meet with me and explain the legal requirements that apply to home schools. It is further acknowledged that this notice of intent to provide home schooling shall be binding from the effective date stated above and shall remain in full force for no longer than to the end of the current or upcoming school year, whichever is first. This notice may be dissolved upon enrollment or re-enrollment of the above named child(ren) in a school in the District or any other public or private school. At such time a home-schooled child re-enrolls in the District, it is understood that certified personnel of the school system shall either place the student according to successful performance in courses that are sequential such as English, math, history, and science or conduct tests similar in nature and content to that used for other students receiving credit in that subject. Once assessment of the child's educational development is completed, a final determination of grade placement will be made. [KRS 158.140, 704 KAR 003:307](#)

Signature of Father/Legal Guardian

and/or

Signature of Mother/Legal Guardian

Telephone (Home and Work)

Telephone (Home and Work)

Address (if different than student's)

Address (if different than student's)

City, State, Zip

City, State, ZIP

Home Schooling Notification**PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, offer other supplemental materials available from the District and request a copy of the home school curriculum from the home school teacher. If a meeting is not possible, copies of the “Home School Information Packet and Best Practice Document” and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

SUMMARY OF REQUIREMENTS

Home school teachers are required by state law to do the following:

- Teach the child reading, writing, spelling, grammar, history, math, and civics. [KRS 156.160](#)
- Provide no fewer student attendance days than required in current state law.
- Maintain attendance records. [KRS 159.040](#)
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child’s best work from year to year. [KRS 159.040/KRS 156.160](#)
- Make records available in case of inquiry. [KRS 159.040](#)
- Make sure that children between the ages of six (6) and eighteen (18) shall attend an educational institution as described in Kentucky compulsory attendance law. [KRS 159.010](#)

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. [KRS 159.160](#)
- After notifying the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. [KRS 159.160](#)

Review/Revised:7/20/2015

Admissions and Attendance

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, 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 YOUTH

The District shall provide educational and related services to homeless children and 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 enrollment and attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless students enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.²

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 admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.³

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public school fund.^{4&5}

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.

Admissions and Attendance**NON-IMMIGRANT FOREIGN STUDENTS (CONTINUED)**

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.

REFERENCES:

¹[KRS 159.010](#); [OAG 78-64](#)

²42 U.S.C. 11431 et seq. (McKinney-Vento Act)

³[KRS 158.120](#); [OAG 80-47](#); [OAG 79-327](#); [OAG 75-602](#)

⁴[KRS 157.320](#); ⁵[702 KAR 007:125](#)

⁶[KRS 158.155](#); [KRS 157.330](#); [KRS 158.150](#)

[KRS 157.360](#); [KRS 158.100](#)

[704 KAR 007:090](#); [OAG 91-171](#)

Public Law 104-208; P. L. 114-95, (Every Student Succeeds Act of 2015)

8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214

Plyler v. Doe, 457 U.S. 202 (1982); Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

09.11, 09.1223, 09.123, 09.124, 09.125, 09.211

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 5/21/2012

Order #: 340

Student Enrollment and Homeless/Immigration Status**IMMIGRANT STATUS**

The Principal/designee shall notify school staff that a student's right to enrollment does not depend on his/her or the parent/guardian's immigration status.

School personnel should not engage in any practice that would inhibit or discourage an unauthorized alien student or any other student from attending.

HOMELESS STUDENTS

The term "homeless" shall refer to children and youths who lack a fixed, regular and adequate nighttime residence and includes those that are:

1. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Residing in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory children who are living in the previously described circumstances.

GUIDELINES FOR ENROLLMENT

1. In general, only minimal information, such as name and age, can be required to enroll any student in school.
2. Types of reliable proof of a student's identity and age may include, but are not be limited to:
 - Passport
 - Military identification or immigration card
 - Baptismal certificate
 - Copy of the record of baptism that has been notarized or duly certified and reflects the date of the student's birth
 - Any religious record authorized by a religious official
 - Recording of the student's name and birth in a family Bible or other religious text
 - Notarized statement from the parents or another relative or guardian as to the date of the student's birth
 - Prior school record indicating the date of the student's birth
 - Driver's license or learner's permit
 - Adoption record

Student Enrollment and Homeless/Immigration Status

GUIDELINES FOR ENROLLMENT (CONTINUED)

- Affidavit of identity and age
 - Any government document or court record reflecting the date of the student's birth
 - Oral proof when the native language of a parent or guardian is not a written language.
3. A student's exact date of birth (month, day and year) is not required for initial enrollment.
 4. When a student is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs and street outreach programs may offer proof of age and identity of a student for initial enrollment purposes.
 5. The District homeless student coordinator shall assist homeless students to obtain essential records that are not in existence so that enrollment shall not be delayed or denied.
 6. To the extent possible, the District homeless student coordinator shall attempt to provide required notices to non-English speaking parents via written language understandable to the general public and in the native language or other mode of communication of the parent with documentation of the attempt. If the native language of the parent is not a written language, the coordinator should take steps to ensure that the notice is translated orally or by other means so that the parent understands the content of the notice and that there is written evidence of the translation to the extent possible with documentation of the attempt.

Review/Revised:11/7/2016

Nonresident Student Admissions**NONRESIDENT TRANSFERS**

Those nonresident pupils requesting enrollment in a school in this District for the first time shall follow these procedures:

1. Complete the school's registration forms, which must be signed by the parent(s).
2. Parent(s) and pupil then make an appointment with the Principal for a review of the application and the pupil's school records.
3. Nonresident pupils will only be admitted when they can be assigned to classes where the enrollment is below the allowable maximum.
4. A student expelled from his/her previous school during the last school year must have Board/designee approval before being admitted.
5. When the number of nonresident students must be limited, the following priorities will be observed:
 - Those nonresident students attending school in this District last year will have priority over new applicants.
 - Siblings of nonresident students already attending school in the District shall have priority over new applicants who do not have siblings currently enrolled.
 - Students of District employees will have priority over new applicants.
 - When priorities are equal, the date of application will be the determining factor for admittance.
6. Nonresident pupils may be admitted to the District's schools in accordance with Board policy.
7. The decision of the Principal in granting admission of nonresident pupils may be appealed to the Superintendent. If the decision of the Superintendent is not satisfactory, an appeal may be made to the Board. The decision of the Board shall be final.

Review/Revised:7/25/2005

Entrance Age

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.¹

PRIMARY SCHOOL

A child who becomes five (5) by October 1 may enter primary school and may advance through the primary program without regard to age in accordance with [KRS 158.030](#). A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.³

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. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.⁵

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) 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 becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- 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](#).²

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. 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. Then, based on staff recommendations, the Superintendent shall recommend to the Board whether to grant the request. The request may be granted based upon: 1) available space, 2) criteria met by the student, and 3) the agreement of the parent/guardian to bear the cost, which will be equivalent to the current school year SEEK formula amount.

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.

Entrance Age**CRITERIA FOR EARLY ENTRANCE**

Criteria for early entrance will include:

1. A score at or above the 95th percentile on the Brigance Kindergarten screener.
2. Scores on standardized intelligence tests, behavior rating scales, and standardized achievement test at or above the 95th percentile.

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.⁴

REFERENCES:

¹[KRS 157.3175](#); 2016 Budget Bill

²[KRS 158.030](#)

³[KRS 157.226](#); [KRS 159.030](#)

⁴[KRS 158.032](#); [KRS 158.035](#); [KRS 214.034](#)

⁵[KRS 158.031](#); [702 KAR 001:160](#); [702 KAR 007:125](#)

[KRS 158.990](#); [KRS 159.010](#)

[704 KAR 005:070](#)

[OAG 82-408](#); [OAG 85-55](#)

RELATED POLICIES:

08.22

09.124

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 8/17/2015

Order #: 23

Entrance Age

Entrance requirements related to age and health status of a student are as follows:

- *Proof of Age and Identity* - Each pupil entering any elementary or secondary school for the first time shall present evidence of age by means of a birth certificate or other reliable proof of the student's identity and age. If a birth certificate is not presented, an affidavit of the inability to produce a copy of the birth certificate must be given.
- *Proof of Immunization* - Upon enrollment, each pupil entering kindergarten or first grade for the first time shall present evidence of immunization by means of a certificate issued by a licensed physician or an APRN.
- *Preventive Student Health Care, Vision, and Dental Examinations* - Within one (1) year prior to initial entry to school, each student shall undergo a preventive student health care examination, which shall be documented on the state-required form or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form. A preventive student health care examination may also be required for students entering pre-school.

Also upon enrollment, each student entering the first year of public school, public pre-school or Head Start must undergo a vision examination as required by applicable statute and regulation and provide the school with either the required form or electronic medical record by January 1 of the first year of enrollment. Evidence of a dental screening or examination shall be required to be submitted on the required form or electronic medical record by January 1 of the first year that a five- and six-year-old student is enrolled in the District.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

PRINCIPALS TO REPORT

Principals are to report to the Superintendent/designee the names of those children who do not present acceptable evidence of age and required immunizations and examinations.

FAILURE TO PROVIDE

Except for vision examination records and dental examination records as noted above, which are due by January 1 of the first year of enrollment, failure to provide immunization documentation upon enrollment and a physical and birth certificate/or other reliable proof of age and identity within thirty (30) days after enrollment may constitute reason for appropriate action.

RELATED PROCEDURE:

09.12 AP.1

Review/Revised:11/7/2016

Attendance Requirements

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 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

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, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.²

PHYSICIAN'S 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 cocurricular 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 cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.⁴
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.⁴
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

Attendance Requirements**EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.⁵
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

REFERENCES:

- ¹ [KRS 159.010](#); [OAG 85-55](#)
- ² [KRS 159.030](#)
- ³ [KRS 159.035](#)
- ⁴ [702 KAR 007:125](#)
- ⁵ [KRS 158.240](#)
- ⁶ [KRS 158.070](#)
- ⁷ [704 KAR 003:305](#)
[KRS 159.180](#); [KRS 159.990](#)
[OAG 79-68](#); [OAG 79-539](#)
[OAG 87-40](#); [OAG 97-26](#)

RELATED POLICIES:

08.131; 08.1312
09.111; 09.123; 09.36

Adopted/Amended: 7/18/2016
Order #: 5

Part-Time Students

The Board will consider a shortened school day only for students authorized to attend part-time in accordance with this policy, preschool and kindergarten students, and for students with an individual education plan or 504 plan that supports a shortened day.

PART-TIME STATUS

Unless otherwise approved by the Principal, students may attend only those classes necessary to complete graduation requirements.

A part-time student shall abide by all behavioral and attendance regulations.

REFERENCES:

[KRS 339.210](#)

[KRS 339.220](#)

[KRS 339.230](#)

[KRS 339.360](#)

[702 KAR 007:125](#)

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
Individuals with Disabilities Education Improvement Act (IDEA)

RELATED POLICIES:

08.131

08.31

09.13

Adopted/Amended: 7/18/2011

Order #: 215

Request for 504 Shortened School Day

SCHOOL YEAR _____

This form shall be kept on file in the District for auditing purposes.
--

Requesting Party: _____

Phone Number: _____

Submitted to Principal: _____

On this Date: _____

STUDENT DATA:

Name: _____ Age: _____ Disability: _____

School: _____

SECTION 504 CHAIRPERSON/SUPERINTENDENT'S DESIGNEE:

Name: _____ Other Job Title(s): _____

PERSON(S) TO MONITOR PLAN:

Name: _____ Title: _____

LENGTH OF SCHOOL DAY

1. What is the typical beginning and ending time for students in this school?

BEGINNING TIME: _____ ENDING TIME: _____

2. What are the beginning and ending times the 504 team has determined for this student?

BEGINNING TIME: _____ ENDING TIME: _____

3. Explain the reason(s) why this student requires a shortened school day:

4. Is this student returning to school after being in a Home/Hospital Instruction Program?

☐ Yes☐ No

If yes, please describe circumstances:

Request for 504 Shortened School Day

5. Identify steps the 504 Team will take to promote full attendance for this student in the future.

6. Has a shortened school day been requested for this student in previous school years?

☐ Yes ☐ No

If yes, list the previous school year(s): _____

7. Is there a signed physician statement? ☐ Yes ☐ No

IMPORTANT

The District shall maintain the following documentation for all shortened school days approved by the Board:

- Approval by the Board (Student confidentiality procedures must be followed when listing student information in Board minutes.);
- Minutes of the 504 Team meeting documenting the decision that a shortened school day is needed;
- A copy of the student's Section 504 Accommodation Plan documenting the shortened school day; and
- A copy of the physician statement of the supporting medical need.

=====

Board Approved Request: ☐ Yes ☐ No Date: _____

=====

Review/Revised:7/18/11

Persons Over Compulsory Attendance Age**PROHIBITIONS**

Persons over twenty-one (21) years of age shall not be admitted to or served by the District's elementary or secondary schools.

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 may not be permitted to enroll in the District. Students who have earned a GED shall be permitted to enroll to work toward completion of graduation requirements.

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.¹

REFERENCES:

¹P. L. 105-17

[KRS 157.200](#)

[KRS 157.360](#)

[KRS 158.100](#)

[KRS 158.140](#)

[KRS 159.010](#)

[KRS 159.030](#)

[704 KAR 003:305](#)

Adopted/Amended: 8/18/2014

Order #: 24

Absences and Excuses

Pupils are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of [702 KAR 007:125](#).¹

Tardiness is not just being late for school as traditionally interpreted; it is defined by law. A tardy shall be recorded for a pupil who is absent thirty-five percent (35%) or less of the regularly-scheduled school day for the pupil's grade level.

Teachers are required to keep an accurate attendance record for each of their classroom assignments.

TRUANCY DEFINED

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

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

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

The Director of Student Services may hold a parental conference and/or attendance hearing with the student and parent(s) after a student is 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 ABSENCES

Reasons for an excused absence or tardiness include:

1. Death, funeral, or severe illness in the pupil's immediate family,
2. Illness of the pupil,
3. Religious holidays and practices,
4. Appointments with doctor or dentist,
5. Failure of bus transportation,
6. Summons to appear in court,
7. One (1) day for attendance at the Kentucky State Fair as a participant,
8. Documented military leave,
9. One (1) day prior to departure of parent/guardian called to active military duty,
10. One (1) day upon the return of parent/guardian from active military duty,
11. 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,

Absences and Excuses**EXCUSED ABSENCES (CONTINUED)**

12. Ten (10) days for students attending basic training required by a branch of the United States Armed Forces, or
13. 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.

Within three (3) school days of an absence, students shall submit a written statement of verification from a parent, doctor, or public health official which shall be approved by the Principal or the Principal's designee in order for the absence to be excused.

Any absence or tardy, regardless the length of time, is considered an attendance event. A maximum of eight (8) absences and/or tardy events per school year (four [4] per semester) may be excused by a parent note. A statement from a medical practitioner, dentist, the judicial system, or county health department will be required for any additional absences and/or tardies.

UNEXCUSED ABSENCES

All other absences shall be considered unexcused. Absences before or after a scheduled holiday, Christmas break, spring break, intersessions, or the senior prom will be automatically unexcused unless the student shows proof of a doctor's excuse or an emergency. In the event of an emergency or doctor's statement, the Principal's designee will check to verify that the reason is authentic.

LOSS OF SCHOOL PRIVILEGES

Students may lose school privileges if his/her attendance results in six (6) or more unexcused absences or six (6) or more unexcused tardies.

Absences and Excuses**MAKE-UP WORK**

In order to receive credit for make-up work, a student with an absence shall be required to make-up class work missed within five (5) school days of his/her return to school. Within the five (5) day limit, teachers shall have the discretion to base the number of days required to complete a make-up assignment on the length of the assignment and the number of days missed. Students shall receive a zero (0) for each assignment not made-up within the specified five (5) day or less period. The timeline for Tier 2, Tier 3, Special Education, and Section 504 eligible students shall not be subject to the five (5) day limitation and may be extended for a reasonable period of time to permit the work to be completed.

A student who has been given an out-of-school suspension will be responsible for completing all class work missed during their suspension. This work should be completed and returned within five (5) days of returning to school. Examinations and tests must be made up within five (5) days of their return to school.

Students shall be responsible for contacting teachers concerning make-up work.

MIDDLE SCHOOL/HIGH SCHOOL

Middle school or high school students sixteen (16) years of age and older who are absent ten (10) days unexcused, in a particular class or classes may be referred to the Attendance Board in accordance with the following conditions and exceptions:

1. When a student has been absent from a class ten (10) times, s/he may be required to appear before an Attendance Board. The Attendance Board shall consist of teachers, the building Principal, dean, counselor and pupil personnel director.
2. The Attendance Board shall give the student and his/her parent or guardian notice of the time and place of the meeting at least forty-eight (48) hours in advance of the scheduled event. At the meeting, the Attendance Board shall hear testimony and review any documentation presented by the student, parent, guardian or other designated party with information relating to the student's absences.
3. If it is determined that the absences are not justified or excused, the Attendance Board shall have the authority to impose consequences including, but not limited to: requiring the student to sign an attendance contract, loss of school or extra-curricular activity privileges, loss of parking privileges, in-school disciplinary measures, Saturday school, referral to Alternative programming, referral to the Kentucky Transportation Cabinet for license revocation and/or court referral.
4. The student and/or parent/guardian may appeal actions taken to the Superintendent.

ELEMENTARY SCHOOL/MIDDLE SCHOOL /HIGH SCHOOL

Any student who is absent twenty (20) or more days unexcused, in a particular class during the school year is subject to failure in that class.

Each student shall have a minimum of ten (10) grades recorded for each grading period.

Absences and Excuses**ELEMENTARY SCHOOL/MIDDLE SCHOOL /HIGH SCHOOL (CONTINUED)**

Any student who is under doctor's orders not to return to school and who is not on homebound instruction is responsible for all work missed. That student is to contact the school and request assignments for one (1) week, allowing the school 24 hours to collect the assignments. The student then has one (1) week to complete the assignments. The assignments shall be returned to the school and assignments for the next week shall be requested. The student has one (1) week to complete the work without being penalized. If no work is returned within the week, the student receives failing grades for each week absent.

Any student who is absent ten (10) or more days with a valid doctor's excuse will have a parent conference with the Principal or designee of the school to complete an Authorization for Release/Inspection of Records.

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.

REFERENCES:

¹[702 KAR 007:125](#),
[KRS 36.396](#), [KRS 38.470](#), [KRS 40.366](#), [KRS 158.070](#), [KRS 158.183](#), [KRS 158.293](#)
[KRS 158.294](#); [KRS 159.035](#), [KRS 159.140](#), [KRS 159.150](#), [KRS 159.180](#)
[OAG 76-566](#), [OAG 79-68](#), [OAG 79-539](#), [OAG 91-79](#), [OAG 96-28](#)

RELATED POLICIES:

08.1312; 08.221; 08.222
09.111, 09.122, 09.1231, 09.4281, 09.4341
09.126 (re requirements/exceptions for students from military families)

RELATED PROCEDURE:

09.14 AP.24

Adopted/Amended: 7/18/2016
Order #: 5

Attendance/Truancy Prevention Forms
EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades can not be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during school-wide or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

of Excused Absences To Date _____ # of Unexcused Absences To Date _____

of Total Absences to Date _____

Date(s) of Intended Absence(s) _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Student

Date

Signature of Parent/Guardian

Date

Attendance/Truancy Prevention Forms
EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes ☐ No ☐
2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes ☐ No ☐
3. The major purpose of the trip is educational. Yes ☐ No ☐

As Principal, I recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Principal's Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE /APPEAL OF PRINCIPAL'S DECISION

As Superintendent/Designee, I recommend ☐ I do not recommend ☐ that this educational opportunity absence be granted.

Superintendent/Designee's Rationale _____

Signature of Superintendent/Designee

Date

The District ☐ **does grant** ☐ **does not grant** this educational opportunity absence.

Signature of Board Chairman

Date

Attendance/Truancy Prevention Forms
MEDICAL EXCUSE FORM**This form is required ONLY after ten (10) medically excused absences or tardies.**

Student Name: _____

I hereby authorize this health care provider to release the information requested on this form for my child listed above. _____

Parent or Guardian Signature

Date of Appointment: _____

Time of Appointment: _____ Time In: _____ Time Out: _____

Reason for Appointment (check only one)

- ☐ Routine Office Visit ☐ Follow-up Visit ☐ Orthodontic
☐ Dental ☐ Vision ☐ Emergency ☐ Tests

Was it medically necessary for this student to be absent the entire day on date of appointment?

- ☐ Yes ☐ No Comments: _____

If no, would student have missed all day due to office location, etc?

- ☐ Yes ☐ No

Will student need to be absent more than one (1) day?

- ☐ Yes ☐ No

If yes, how long? _____

If student is to be absent five or more consecutive days, please complete a homebound application.This student may return to school on _____
Date

Health Care Provider Name _____

Address _____

Phone: _____ Fax: _____

Signature of Health Care Provider/Physician/APRN_____
Date
Review/Revised:5/18/09

Early Dismissal from School

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 (visual identification by an employee, driver's license, picture identification, etc.) to assure that they are authorized to pick up the student.

Students will not be permitted to leave school under any circumstances with another student driver except in conjunction with a school-sponsored program that has the Principal's prior approval.

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 by a court order. In such case, the student's parent shall be notified at the earliest opportunity.

If a student has written verification of a medical or dental appointment, including the exact time and place, plus a telephone call from the custodial parent/guardian, the student may check out of school.

If the Principal or the Principal's designee determines that an emergency situation exists, s/he may grant a student permission to check out of school after receiving telephone verification from the parent or guardian.

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

Early Dismissal from School

UNAUTHORIZED RELEASE

Leaving the school grounds without an authorized release shall constitute a withdrawal from school and will require that the student's custodial parent/guardian accompany the pupil to re-enter him/her in school.

REFERENCE:

[702 KAR 007:125](#)

RELATED POLICIES:

09.12311
09.432
09.434
10.5

Adopted/Amended: 7/18/2016
Order #: 5

Student Entry and Exit Log

SCHOOL: _____	DATE _____
---------------	------------

STUDENTS WHO ARE LATE IN ARRIVING AT SCHOOL OR WHO ARE DEPARTING EARLY SHALL SIGN THIS LOG.

When recognized by the Principal/designee or by presenting verification of identity, the following persons may sign out students¹:

- **Custodial parent/guardian**
- **Noncustodial parent, unless the school has been provided with evidence that there is a state law or court order which provides instruction to the contrary**
- **Persons designated in writing by the custodial parent/guardian (must be an adult designee if an elementary student is involved)**
- **Persons designated by the Principal in the event of an emergency**
- **Persons with lawful authority to take custody of the student**

¹Those students who are not on record as being under the care or control of a parent/guardian may sign for their own dismissal.

NAME OF STUDENT	GRADE/ HOMEROOM	TIME OF SIGN-IN	TIME OF SIGN-OUT	REASON	SIGNATURE OF AUTHORIZED PERSON/ELIGIBLE STUDENT	INITIALS OF EMPLOYEE VERIFYING IDENTITY

DAILY LOG SHEETS SHALL BE KEPT ON FILE FOR TWO (2) FULL SCHOOL YEARS.

Review/Revised:6/20/2016

Release of Students to
Divorced, Separated, or Single Parents

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

REFERENCES:

20 U.S.C. 1232g, 34 C.F.R. 99.1 – 99.67

[OAG 85-130](#), [OAG 90-52](#)

RELATED POLICIES:

01.0

09.1231

09.14

Adopted/Amended: 7/18/2016

Order #: 5

Tuition**FEES 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.¹

REFERENCES:

¹[KRS 158.120](#)
237 S.W. 2D 65 (1951)
[OAG 80-47](#); [OAG 91-75](#)
[KRS 157.350](#); [KRS 158.135](#)
[702 KAR 007:125](#)

RELATED POLICIES:

09.12; 09.125
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 8/9/1988
Order #: 34

Tuition

The procedures cited below are to be followed in implementing the Board's tuition policy:

DISTRICTS EXCHANGE ADA

When nonresident students attend school within this District and the two (2) Boards enter into a written contract to educate "any and all" nonresident students, tuition shall not be charged.

NO EXCHANGE

Where nonresident students attend a school within the District and the two (2) districts do not enter into a written contract to educate the nonresident students, the amount of tuition shall be set by the Board.

Review/Revised:7/25/2005

Students of Military Families

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

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.

Students of Military Families**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.

REFERENCES:

[KRS 156.730](#); [KRS 156.735](#)

Individuals with Disabilities Education Improvement Act of 2004
Section 504 of the Rehabilitation Act; District 504 procedures
Americans with Disabilities Act

RELATED POLICIES:

02.4241; 08.113; 08.131; 08.132; 08.13452
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

Adopted/Amended: 9/21/2009
Order #: 36

Equal Educational Opportunities

DISCRIMINATION PROHIBITED

No pupil shall be discriminated against because of age, color, disability¹, 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.

RELIGIOUS ACTIVITIES

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

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

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

REFERENCES:

¹Bd. of Educ., etc. v. Rowley 102 S.Ct. 3034 (1982)
District special education policy and procedures manual; District 504 procedures
[KRS 157.200](#); [KRS 157.224](#); [KRS 157.226](#); [KRS 157.230](#); [KRS 157.350](#)
[KRS 158.183](#); [KRS 160.295](#); Age Discrimination Act of 1975
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act
Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972
Vietnam Era Veterans Readjustment Assistance Act of 1974
Kentucky Education Technology System (KETS); 28 C.F.R. Section 35.101 et seq.

RELATED POLICIES:

03.113, 03.212, 05.11, 08.131, 09.3211

Adopted/Amended: 7/16/2012
Order #: 4

Student Records

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. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.¹

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, including health or medical staff and law enforcement unit personnel) 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.

Student Records

DISCLOSURE OF RECORDS (CONTINUED)

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.

DIRECTORY INFORMATION

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

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 student who has reached age 18 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 and institutions of higher education 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.

Student Records**SURVEYS OF PROTECTED INFORMATION (CONTINUED)**

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 Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.²

Student Records**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 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.

REFERENCES:

¹Section 152 of the Internal Revenue Code of 1986

²[KRS 158.153](#); [KRS 610.320](#); [KRS 610.340](#); [KRS 610.345](#)
[KRS 7.110](#); [KRS 15A.067](#); [KRS 17.125](#); [KRS 158.032](#); [KRS 159.160](#); [KRS 159.250](#)
[KRS 160.990](#); [KRS 161.200](#); [KRS 161.210](#); [KRS 365.732](#); [KRS 365.734](#); [KRS 600.070](#)
[702 KAR 001:140](#); [702 KAR 003:220](#)

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

[OAG 80-33](#); [OAG 85-130](#); [OAG 85-140](#); [OAG 86-2](#); [OAG 93-35](#)

Kentucky Family Educational Rights and Privacy Act ([KRS 160.700](#); [KRS 160.705](#)
[KRS 160.710](#); [KRS 160.715](#); [KRS 160.720](#); [KRS 160.725](#); [KRS 160.730](#))

Individuals with Disabilities Education Improvement Act of 2004

Kentucky Education Technology System (KETS)

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

RELATED POLICIES:

09.111; 09.12311; 09.43

Adopted/Amended: 7/18/2016

Order #: 5

Family Educational Rights and Privacy Act Definitions

Although this listing is not intended to take the place of the complete FERPA law and regulations, the following definitions shall apply when implementing Policy 09.14 and the procedures that follow.

EDUCATION RECORDS - Refers to records directly related to a student that are maintained by the District or by a party acting for the District.

A “record” shall include any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche. Student records shall include disciplinary records with regards to suspension and expulsion.

Staff should refer to federal regulations for examples of documents that are not considered education records.

PERSONALLY IDENTIFIABLE INFORMATION - Includes, but is not limited to, the following:

1. Student’s name;
2. Name of the student’s parent or other family member;
3. Address of the student or student’s family;
4. Any personal identifier, such as the student’s social security or student number; or
5. Personal characteristics that would make the student’s identity easily traceable, including biometric records (measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting); or
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

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

STUDENT - Except as otherwise specifically designated by law, “student” shall mean any individual who is or has been in attendance in the District and for whom the District maintains education records.

ATTENDANCE – District “attendance” includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

DISCLOSURE - Refers to permitting access to, or release or transfer of, personally identifiable information contained in a student’s education record to any party, except the party identified as the provider or creator of the record, by any means, including oral, written, or electronic.

Family Educational Rights and Privacy Act Definitions

EDUCATION PROGRAM - Programs principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education and adult education, and any program that is administered by an educational agency or institution.

EARLY CHILDHOOD EDUCATION PROGRAM - A Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six (6) that addresses the children's cognitive, social, emotional and physical development and is a (a) state prekindergarten program; (b) a program authorized under the Individuals with Disabilities Education Act; or (c) a program operated by a local education agency.

REFERENCES:

34 C.F.R. Part 99, 20 U.S.C. 1232g;
P. L. 114-95, (Every Student Succeeds Act of 2015)

Review/Revised:6/20/2016

Family Educational Rights and Privacy Act

The following rules and procedures shall be complied with relative to disclosure of student records:

1. The District shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Family Educational Rights and Privacy Act (FERPA).

The notification also shall be furnished to parents of all new students and to all new eligible students by the Principal at the time of enrollment.

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

Subject to federal opt-out rights, directory information shall be made available to Armed Forces recruiters and institutions of higher education on the same basis as it is provided to the public.

3. Parents or eligible students who wish to review educational records may make a request on the appropriate form. Forms are available at the school and in the Central Office. Access shall be provided within a reasonable time frame, not to exceed forty-five (45) calendar days of District receipt of the request. Because, a shorter timeline is required in certain situations involving IDEA students, staff shall adhere to the District's special education procedures for responding to such requests.

If circumstances effectively prevent a parent or eligible student from exercising inspection rights, copies of the requested records shall be provided within the above stated time frame.

Until any questions are resolved, no student record held by the District shall be discarded when the record is under an outstanding request to inspect or review.

4. School authorities shall make a documented effort to notify the parent or eligible student prior to complying with a court order or subpoena that directs the disclosure of information concerning the student. In compliance with FERPA, notice to the parent is not required when a court order directs that the parent/eligible student is not to be notified, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party.

As noted in the District's annual FERPA notice, parent consent/notification is not required to release student records to another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled.

5. The District shall disclose personally identifiable student information to an organization designated to conduct a study for or on behalf of the District only when a written agreement has been established with the organization. Such disclosure does not require parent/eligible student consent.
6. The parent or eligible student must sign a request and consent form before a student's records are to be transferred to an agency or individual not authorized under law to receive them.

Family Educational Rights and Privacy Act

7. A log shall be maintained of student records requests and disclosures, including emergency disclosures in response to an actual, impending, or imminent articulable and significant health/safety threat. The log requirement does not apply to the following:
 - a. Disclosures made to parents or eligible students,
 - b. Records released pursuant to written consent,
 - c. Access by school officials and others having a legitimate educational interest under FERPA,
 - d. Disclosure to a party with written consent from a parent or eligible student,
 - e. Disclosures of directory information, or
 - f. Disclosures of records made pursuant to a subpoena or court order where a court order or other law provides that the parent or student are not to be notified.
8. A challenge to the records may take the form of an informal discussion among the parents, student, and school officials. Any agreement between these parties shall be reduced in writing, signed by all parties, and placed in the student's records.
9. Upon request, the Superintendent/designee shall, arrange for a record amendment hearing in compliance with [702 KAR 001:140](#).

RELATED PROCEDURES:

All 09.14 procedures

Review/Revised:6/20/2016

Notification of FERPA Rights

Distribute this notice annually to parents and students.
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The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students” (students 18 years of age or older or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

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

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

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

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

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

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

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

4. ***The right to provide written consent prior to 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 or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

This may include contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions.

Notification of FERPA Rights

- b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student's enrollment or transfer.
- c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.
- d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

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

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

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

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

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

7. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is:

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

Review/Revised:6/20/2016

Notification of PPRA Rights

Distribute this notice annually to parents and students.

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

- ◆ **Consent before minor students are required to submit to a survey, analysis, or evaluation** that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, physicians, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parents; or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- ◆ **Receive notice and an opportunity to opt a student out of:**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for any physical exam or screening permitted or required under state law); and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. **NOTE:** If the parent/eligible student has indicated no directory information is to be provided to third parties or if the marketing activity involves provision of social security numbers, consent form 09.14 AP.122 should be used.
- ◆ **Inspect, upon request and before administration or use:**
 1. Protected information surveys to be used with students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Notification of PPRA Rights

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

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

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

Review/Revised:10/22/07

PPRA Forms**OPT-OUT FOR SPECIFIC ACTIVITIES**

(For activities **not** funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date *Name of School/Site*

there will be a protected information survey conducted. This activity consists of:

Description: _____

If you do **not** want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal/designee no later than _____ at _____ or

Five (5) days before activity or as directed

Phone

E-mail Address

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before survey is administered to a student.

 As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE

Parent Signature

Date

PPRA Forms**CONSENT FOR SPECIFIC ACTIVITIES**

(For activities funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA) procedure 09.14 AP.112.

On _____ at _____
Date Name of School/Site

there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

Description: _____

Please sign below in the event you consent to your child(ren)'s participation and return this form to your Principal/designee by _____.
Five (5) days before activity or as directed

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE

Parent Signature

Date

Review/Revised:7/21/14

Juvenile Justice Agency Certification Form

Date: _____

Name of Agency Receiving Records: _____

The _____ Schools have released education records of

_____, who was born on _____

Student's Name

to the above named agency. On behalf of the above named agency, I certify that the student records received shall not be released to anyone except those authorized by law to receive them without the written consent of the parent of the above named child.

*Printed Name of Agency Representative*_____
*Signature of Agency Representative*_____
Date

Review/Revised:7/21/2014

Request to Inspect, Amend, or Destroy Student Educational Records**CHECK ONE:**

- ☐ Request to inspect and review educational records
- ☐ Request amendment of educational records
- ☐ Request hearing to challenge educational records
- ☐ Request destruction of records

Specify the educational record(s) _____

I hereby make the above request concerning the education records of _____

Student's Name

Date of Birth

I ☐ am ☐ am not satisfied with the accuracy of the record(s). I realize I may request that records which are inaccurate, misleading, or violative of other rights of the student be amended.

Describe below the specific information in the records for which amendment/hearing is requested and the reason for the request: _____

(USE BACK OF PAGE IF ADDITIONAL SPACE IS REQUIRED.)

I certify that I am the parent, legal guardian or am acting as a parent under FERPA of the student named above, or that I am at least 18 years of age making the above request concerning my own school records.*

Parent/Guardian's or Student's Signature

Date

* Living in the student's home in the absence of the parent on a day-to-day basis

You may review the records of _____ at _____
Student's Name Location

between the hours of _____ AM and _____ PM on _____
Month & Day Year

Failure to appear at the time and place designated above will require requesting party to make arrangements to view record(s) at an alternate time and place.

Custodian of Records/designee's Signature

Title

Date

NOTE: Except when individuals designated by the Superintendent are reviewing student records, an authorized school employee shall provide appropriate supervision while records are being inspected.

Review/Revised:7/18/11

Student Record Logs**INSPECTION/RELEASE TO OTHER AGENCIES/DISTRICTS****Student's Name:** _____**Date of Birth:** _____**NOTES:**

- Any agency or individual inspecting, reviewing, or receiving copies of any student records under the authority of the Family Educational Rights and Privacy Act, is cautioned that the Act provides that personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information except as allowed by law.
- This form need not be completed for disclosures made to parents or eligible students, records released to District employees having a legitimate educational interest under FERPA, records released pursuant to written parent or eligible student consent, release of directory information, or disclosures of records made pursuant to a subpoena or court order where a court order, issuing agency, or other law provides that other individuals are not to be notified.
- KDE uploads District student records on a daily basis.

Date of Request	Name of Requesting Agency/District/Individual	Legitimate Interest	Records Accessed/Released	DISTRICT RESPONSE:			Employee Initials/Date
				#1 Copied Provided	#2 Records Inspected/Reviewed	#3 Request Denied	
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/
				<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	/

Student Record Logs**EMERGENCY RELEASE DOCUMENTATION**

As required by the Family Educational Rights and Privacy Act (FERPA), for each instance of employee disclosure of information from this student's educational record made in response to an actual, impending, or imminent articulable and significant health/safety threat, documentation shall be made as follows:

INFORMATION DISCLOSED	EMPLOYEE INITIALS/DATE	BASIS FOR DISCLOSURE	RECEIVING PARTY(IES)
	/		
	/		
	/		
	/		
	/		
	/		
	/		

Review/Revised:7/15/13

Designation and Agreement for Disclosure to Authorized Representatives

This designation and agreement form shall be completed prior to District release of personally identifiable student record information to outside individuals/entities concerning Federal or State supported programs.

AUTHORIZED REPRESENTATIVE: _____

PERSONALLY IDENTIFIABLE INFORMATION (PII) TO BE DISCLOSED:

PURPOSE:

The purpose of records release is to carry out activities in connection with Federal or State supported education programs as indicated below:

☐ Audit ☐ Evaluation ☐ Enforcement ☐ Compliance

DESCRIPTION OF THE ACTIVITY FOR WHICH RECORDS WILL BE USED: DESCRIPTION OF HOW THE INFORMATION WILL BE USED:

NOTE: The authorized representative designated herein shall not release the subject information to anyone other than its authorized representatives who have a legitimate interest in the activity set out in this agreement.

RECORDS DESTRUCTION:

The authorized representative shall destroy the PII when no longer needed for the purpose specified herein.

- The method used to destroy records shall be by physical destruction.
- The subject information shall be destroyed by: _____ (date)

Please sign, date and return to our District a copy of this document, which shall signify your individual or your entity's agreement with all terms set out in this document.

Signature of Custodian of District Records

Date

Signature of Individual/Entity Representative

Date

Review/Revised:6/18/12

Release of Records to State Child Welfare Agency

School district administrators may authorize release of protected student education record information to 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 for at least one (1) month. The state welfare agency representative receiving such records must be authorized to access the child's case plan. All information in the below form must be provided/completed.

On behalf of the _____ (agency), I am requesting access to and/or release of information in the educational records of the following student enrolled in the District:

Name of Student

School

SPECIFIC INFORMATION REQUESTED

☐ All cumulative records

☐ Grade records only

☐ Attendance record only

☐ Standardized test data only

☐ Other: _____

I understand that I and my agency are prohibited by federal law from releasing a child's education records to any individual or entity, except for those at my agency engaged in addressing that child's educational needs.

I also understand that if the United States Department of Education determines that a third party outside the educational agency or institution discloses educational record information in violation of the law, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five (5) years.

By virtue of my signature, I certify:

- I am a representative/caseworker for the following state child welfare agency: _____;
- This agency is responsible under state law for care and protection of the student as provided in the court order referenced below;
- A case plan for the student has been established or is in process for the student; and
- As representative/caseworker I have the right to access such case plan.

CONTACT INFORMATION

Signature of Requesting Individual

Title

Date

Telephone Number

Email Address

(THE SECTION BELOW TO BE COMPLETED BY DISTRICT RECORDS CUSTODIAN/DESIGNEE)

☐ The District has an attested or certified original court order placing the student whose records are released under the care and protection of the requesting agency for at least one (1) month, which order is still in effect.

☐ The requesting individual presented appropriate credentials and identification.

☐ Payment has been made for any copies requested.

The requesting individual was notified of the following on _____ (date):

- The request was ☐ approved ☐ not approved.
- If approved, the records will be available on _____ (date).

Signature of Records Custodian/Designee

Date

Review/Revised:3/18/2013

Release/Inspection of Student Records
TO THIRD PARTY

Date: _____

Name of School: _____

The _____ Schools are hereby authorized to:

☐ Release or copy☐ Permit the inspection of

the records listed below for _____, who was born on

Student's Name

_____. The individual or agency to whom this information is to be released is _____.

I understand that the records affected are checked below, along with the reason(s) for the requested release or authorization to inspect.

RECORDS (including electronic)	PURPOSE
<input type="checkbox"/> All cumulative records	
<input type="checkbox"/> Attendance record only	
<input type="checkbox"/> Grade records only	
<input type="checkbox"/> Standardized test data only	
<input type="checkbox"/> Special education records only	
<input type="checkbox"/> Other: _____	

This release is effective only for the specified records or types of records (including electronic) on hand as of the date you sign below UNLESS you specifically authorize further release of the specified records or types of records as follows. (Check and initial ONE of the following.)

- ☐ I authorize on-going release of the specified records or types of records to the entity/individual specified until student reaches age of 18 unless earlier revoked in writing. (Initials _____)
- ☐ I authorize release of the specified records or types of records until the end of the present school year (June 30th) unless earlier revoked in writing. (Initials _____)

*Signature of Parent/Guardian or Individual Acting as Parent under FERPA**_____
*Date*_____
*Signature of Student 18 or Older or Attending Post-secondary Institution*_____
*Date** *Living in the student's home in the absence of the parent on a day-to-day basis***RELATED POLICY:****09.123**

Review/Revised:6/20/2016

Student Fees

BOARD APPROVAL REQUIRED

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees for rental or purchase of instructional resources may be charged. If the Board authorizes charging rental fees for instructional resources for students in grades nine through twelve (9-12), the Board shall establish those fees annually.

Fees collected for a specific purpose shall be used for that purpose only.

ADVANCED PLACEMENT TESTING FEES

Students enrolled in Advanced Placement (AP) courses will be required to take the AP exam in each AP subject in which they are enrolled. The student will be required to pay the AP test fee when textbook fees are due.

INABILITY TO PAY

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

WAIVER OF FEES

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

REFERENCES:

¹[KRS 158.108](#)

[KRS 160.330](#)

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

[Accounting Procedures for Kentucky School Activity Funds](#)

RELATED POLICY:

08.232

Adopted/Amended: 8/18/2014

Order #: 24

Student Welfare and Wellness

The health and safety of pupils shall be a priority consideration in all Board decisions.

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.

NUTRITION PROMOTION AND EDUCATION, PHYSICAL ACTIVITY, AND OTHER SCHOOL-BASED ACTIVITIES

Each school is to set measurable goals in providing nutrition education and engaging in nutrition promotion to positively influence lifelong eating behaviors. Suggested language may include goals related to activities and opportunities:

- offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- that link with school meal programs, other school foods, and nutrition-related community services;
- that provide all students with opportunities, support, and encouragement to be physically active on a regular basis as provided by school/council policy. Schools with K-5 organization, or any configuration thereof, shall include in their wellness policy, moderate to vigorous physical activity each day in accordance with [KRS 160.345](#) and Board Policy 02.4241; and
- that include training for teachers and other staff.

NUTRITION GUIDELINES FOR ALL FOODS

Each school is to follow minimum federal and state nutrition standards. Below is suggested language for the District to choose from to reach District specific desired outcomes:

- Foods and beverages sold during the school day shall be done in accordance with state and federal regulations and Board Policies 07.111 and 07.12.

Student Welfare and Wellness**NUTRITION GUIDELINES FOR ALL FOODS (CONTINUED)**

- Foods and beverages sold or served at school shall be consistent with the federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.

SCHOOL WELLNESS PLANS

After reviewing guidelines set out in District Policy 09.2, each school shall develop a Wellness Plan detailing how those guidelines shall be incorporated in the school.

EVALUATION AND ENFORCEMENT**Leadership:**

The Superintendent/designee will monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.

The District shall form a District Wellness Committee and actively seek to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this policy.

Annual Progress Report:

The District shall inform and update the public annually on the content and progress of implementation of its school wellness efforts. The report shall include:

1. The District website and/or other information on how the public can access copies of school and District Wellness Policies;
2. A summary of each school's wellness events and/or activities;
3. A description of each school's progress in meeting the school wellness goals;
4. Contact information for the leader(s) of the Wellness Committee; and
5. Information on how individuals can get involved.

Student Welfare and Wellness**ASSESSMENT**

The District shall measure and make available to the public once every three (3) years at a minimum, the content and progress of implementation of its school wellness efforts. The report shall include:

1. Extent to which the District is in compliance with this policy;
2. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and
3. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.

REFERENCES:

Adopted/Amended: 8/17/2015
Order #: 23

Health Requirements and Services

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.¹ 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 preventive health care examinations as required by Kentucky Administrative Regulation.²

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 or teacher observation shall be recorded on school health records.

EMERGENCY CARE

Schools shall 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.

REFERENCES:

¹[KRS 156.501](#)

²[702 KAR 001:160](#)

[KRS 158.297](#); [KRS 159.150](#)

Health Services Reference Guide

RELATED POLICIES:

08.1213; 08.131; 08.222; 09.2 (entire section); 09.211; 09.224

Adopted/Amended: 7/16/2012

Order #: 4

Health Requirements and Services

Student health and safety shall be accomplished in accordance with state statutes and regulations and the policies and procedures listed below.

SCREENING TESTS

Physical assessments of students shall be conducted as follows:

GROWTH & DEVELOPMENT	PROVIDED BY
Preschool	Health Provider
First year primary	School Nurse
Second year primary	
Third year primary	
Fourth year primary	
Grade 5	
Grade 6	
Grade 7	
Grade 8	
VISION	PROVIDED BY
Preschool	School Nurse
First year primary	Lion's Club
Second year primary	
Third year primary	
Fourth year primary	
Grade 5	
Grade 6	
HEARING	PROVIDED BY
Preschool	School Nurse
First year primary	Speech/Hearing Teacher
Second year primary	

ABNORMALITIES REPORTED

Any abnormalities found that need further medical evaluation shall be reported to the parents and recorded on the school health record. Referrals of students affected by health barriers shall be made, as appropriate, to family resource/youth service centers and/or support agencies for assistance.

Health Requirements and Services**HEALTH SERVICES REFERENCE GUIDE**

District personnel shall utilize guidelines and forms provided in the Health Services Reference Guide published by the Kentucky Department of Education to address the following:

1. Pupil's cumulative health record
2. General growth and development
3. Vision screening
4. Hearing screening
5. Physical education medical information
6. Preventive health care examinations form(s) as provided by the Kentucky Department of Education

HEALTH RECORDS

Cumulative health records shall be initiated and maintained in the Principal's office or maintained electronically in the student information system.

RELATED POLICIES:

03.14
03.24
09.21
09.211
09.22
09.224
09.2241

RELATED PROCEDURES:

09.224 and 09.2241 procedures

Review/Revised:7/20/2015

Health Care Examinations

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

IMMUNIZATIONS

A valid immunization certificate form required by [702 KAR 001:160](#) shall be on file upon a student's entry into school.^{1, 2 & 3}

Forms relating to exemptions from immunization requirements shall be available at each school.

Immunization certificates shall be kept current.¹

A TB Skin test shall not be required by the District except upon notification from the local Health Department.

REFERENCES:

¹ [KRS 156.160](#); [702 KAR 001:160](#)

² [KRS 214.036](#); [KRS 214.034](#)

³ [KRS 158.035](#)

[902 KAR 002:060](#); [902 KAR 002:090](#)

[OAG 82-131](#)

[Health Services Reference Guide](#), Kentucky Department of Education

RELATED POLICIES:

09.121

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 8/17/2015

Order #: 23

Preventive Student Health Care Examination Forms

Preventive student health care examinations for students must be completed using the form required by Kentucky Administrative Regulation (“Preventive Student Health Care Examination Form”) or an electronic medical record that includes all of the data equivalent to that on the Preventive Student Health Care Examination form.

Review/Revised:7/20/2015

Contagious Diseases and Parasites

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.¹

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 officer¹, or the Kentucky Department for Public Health.

EPIDEMICS

In the event of a dangerous epidemic as determined by the Kentucky Department for Public Health, the Board may close the schools.¹

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 AIDS/HIV, as set forth in Kentucky Administrative Regulation.²

MEDICAL CONFIDENTIALITY

Unless otherwise permitted 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.

The Superintendent shall identify which employees are to have access to student medical information. This determination shall be made on a need-to-know basis.

CLEANUP PROCEDURES

The Superintendent shall develop procedures to promote adequate and proper cleanup details and measures to aid in the prevention of infection and communicability of contagious diseases.

REFERENCES:

¹[KRS 158.160](#)

²[702 KAR 001:160](#); [902 KAR 002:020](#); [KRS 214.181](#); [KRS 214.625](#)

Kentucky Department for Public Health; Centers for Disease Control and Prevention

[KRS 214.185](#)

Adopted/Amended: 7/15/2002

Order #: 4

Prevention/Control of Head Lice in Schools**School personnel shall actively pursue the prevention and control of head lice in the District's schools by developing a consistent screening and follow-up program for all schools.**

Principals and school personnel shall adhere to the following guidelines:

1. The Superintendent/designee shall:
 - a) Establish education/information programs on head lice control methods for school personnel, students and parents.
 - b) Provide each school with written materials on head lice control and prevention.
2. When students are observed/reported to have head lice any time during the school year:
 - a) A student with an active case of head lice will be discreetly isolated while the parent or designee is notified to pick the child up immediately from school.
 - b) Students who sit close to a student with an active case of head lice will be checked within the school day
3. Principals or school personnel shall offer parents of infested students:
 - a) Visual evidence of live lice and/or nits in the student's hair.
 - b) Verbal and/or a pamphlet of information/direction for hair treatment and household disinfection procedures.
4. Students may return to school when they have received treatment and have had a thorough head check by designated school personnel before returning to the classroom. Treatment is considered successful when the student is lice free. Any absences related to head lice treatment will be subject to the District's Attendance Policy.
5. Students found with a second infestation of head lice shall:
 - a) Be reported to the Department of Student Services if they do not return to school lice free within three (3) days.
 - b) The Department of Student Services will then make a home visit and/or file a petition of educational neglect in court.

Review/Revised:10/20/08

Exposure to Bloodborne Pathogens

The bodily fluid cleanup guidelines that are included in the Bloodborne Exposure Control Plan required by Policies 03.14/03.24 and related procedures will be followed in incidents involving students.

Review/Revised:8/18/1997

Psychological Services

CRISIS RESPONSE TEAM

Under procedures developed by the Superintendent, the district shall have a Crisis Response Team composed of all school counselors and psychologists.

In the event of a life-crisis situation, the building Principal shall contact the Crisis Response Team Coordinator to request assistance from the team. The Crisis Response team shall be available to provide individual counseling for students, family notification, referral to community agencies, follow-up services, back-up support for secretarial services, supervision of students, staff counseling, and any other appropriate supportive case management procedures required in the event of a suicide, a suicidal threat, a suicide attempt or other life-crisis situations.

The Superintendent or the Superintendent's designee shall make all team member aware of current state laws and court decisions regarding liability and responsibility in cases regarding suicidal threats, suicide attempts, or suicide.

CONFIDENTIALITY/ OTHER LEGAL REQUIREMENTS

The right of confidentiality shall not apply in life-threatening situations; however, information concerning the student shall be shared only with those people who can provide assistance.

STAFF RESPONSIBILITY

All school employees who have responsibility for students including bus drivers and secretaries shall receive information on the district's life-crisis prevention/ intervention policies and procedures, the role and function of the Crisis Response Team, myths and facts about suicide, and behavioral warning signs of at-risk students. Employees who suspect that a student may be at risk for suicide shall refer that student to a school counselor or school psychologist.

OFFICIAL SPOKESPERSONS

The official spokespersons during a crisis within the school district shall be the Superintendent and the building Principal. No one else shall answer inquiries concerning the crisis. All inquiries shall be directed to the building Principal or the Superintendent.

RELATED POLICY

10.12

Adopted/Amended: 7/24/1989

Order #: 8

Student Health and Safety

PRIORITY

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

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

HEALTH SERVICES TO BE PROVIDED

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

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

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

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

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

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

SUICIDE PREVENTION

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.³

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

Student Health and Safety

REFERENCES:

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

² [KRS 156.095](#)

³ [KRS 158.070](#)

[KRS 156.160](#)

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

[702 KAR 005:030](#)

RELATED POLICY:

09.2241

Adopted/Amended: 8/17/2015

Order #: 23

Request for Student Health Services and Procedures

(NON-MEDICATION NEEDS ONLY)

The District provides health services to students so that their attendance and/or school-related program participation is not interrupted.

If your child requires a specific health service or procedure, please obtain the information below from your child's physician/health care provider and return this completed form to:

_____.

Please be advised that District personnel will review the information provided for possible Section 504 or IDEA service considerations.

STUDENT'S NAME _____ **DOB** _____**STUDENT'S SCHOOL** _____

Parent/Guardian or Student 18 or Older Signature

*Date***TO BE COMPLETED BY PHYSICIAN/HEALTH CARE PROVIDER:**

Duration of service/procedure: ☐ _____ school year ☐ until treatment is changed.

Describe the service/procedure in detail and include any specific instructions. (Please use the back of this form if needed, and sign at the end of your additional comments.) _____

Times to be administered: _____

Physician/Health Care Provider Signature *Date*

Physician/Health Care Provider Address *Date*

TO ASSURE COMPLIANCE WITH HIPAA REQUIREMENTS, SUBMIT THE ATTACHED "REQUEST FOR PROTECTED HEALTH INFORMATION" FORM TO YOUR HEALTH CARE PROVIDER OR USE THE HIPAA FORM REQUIRED BY THAT PROVIDER.

RELATED PROCEDURES:

03.111 AP.21; 09.2241 (all medication-related procedures)

Review/Revised:7/18/11

Supervision of Students

Students will be under the supervision of a qualified adult.

STRICT ACCOUNT

Each teacher and administrator shall 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.¹

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old. The Superintendent/designee may present for Board approval a list of job classifications of staff members who may be authorized to accompany students on school-sponsored or school-endorsed trips.²

A nonfaculty coach or a nonfaculty assistant may accompany students on athletic trips as provided in statute.¹

Students shall not be excused to leave the school grounds for lunch.

ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extra-curricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day.

STUDENT REGISTRANTS

The Principal is authorized to set supervision requirements and limitations, as appropriate, that apply to students enrolled in the school who are registrants as defined in [KRS 17.500](#). If the Principal has set limitations, restrictions or requirements, they shall be put into writing and a copy provided to the student/guardian.

ERRANDS

No employee shall send a student on an errand off school property without the prior approval of the Principal.

AFTER HOURS

Only those students who are involved in school activities and under the direct supervision of a faculty member or other approved school personnel shall be permitted in school buildings after school hours.

Supervision of Students

REFERENCES:

- ¹[KRS 161.180](#)
- ²[KRS 161.185](#)
- [KRS 17.545](#)
- [702 KAR 005:030](#)

RELATED POLICIES:

09.36
10.5

Adopted/Amended: 7/18/2011
Order #: 215

Supervision of Students

RESPONSIBILITY

Principals shall develop and implement a plan of supervision for their schools to address the following areas:

1. Bus loading and unloading;
2. Meals;
3. Halls, restrooms, and playgrounds;
4. Time before and after the school day;
5. Field trips and other school activities; and
6. Other Issues.

Prior to the opening of school each year, the Principal shall submit the plan to the Superintendent/designee for review and to the Board for its approval.

Review/Revised:6/20/2016

Employee Reports of Criminal Activity

To promote the safety and well-being of students, the District requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

KRS 158.154

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

KRS 158.155

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:

- 1 The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to:
 - i Carrying, possession, or use of a deadly weapon; or
 - ii Use, possession, or sale of controlled substances; or
 - b. Any felony offense under the laws of this Commonwealth; and
- 2 The conduct occurred on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school-sponsored or sanctioned event.

KRS 158.156

Any employee of a school or a local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

Employee Reports of Criminal Activity**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

REFERENCES:

[KRS 158.154](#)

[KRS 158.155](#)

[KRS 158.156](#)

[KRS 525.070](#), [KRS 525.080](#)

[KRS 527.070](#), [KRS 527.080](#)

[KRS 620.030](#)

RELATED POLICIES:

03.13251/03.23251

05.48

09.227

09.422

09.423

09.425

09.426

09.438

Adopted/Amended: 8/18/2008

Order #: 16

Documentation of Reporting Required by Law
(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)

STUDENT REPORTED FOR VIOLATION _____ <div style="text-align: center; margin-top: 5px;"> <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i> </div>
The following information about the student involved is for internal tracking purposes only:
INFORMATION FOR STUDENT REPORTED: BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____ PARENT/GUARDIAN _____ <div style="text-align: center; margin-top: 5px;"> <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i> </div> PARENT/GUARDIAN ADDRESS _____ PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____
If the report concerns an alleged student victim, the following information applies to that student:
ALLEGED VICTIM _____ <div style="text-align: center; margin-top: 5px;"> <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i> </div> BIRTHDATE _____ AGE _____ SCHOOL _____ GRADE _____ PARENT/GUARDIAN _____ <div style="text-align: center; margin-top: 5px;"> <i>Last Name</i> <i>First Name</i> <i>Middle Initial</i> </div> PARENT/GUARDIAN ADDRESS _____ PARENT/GUARDIAN WORK PHONE _____ HOME PHONE _____

General nature of the alleged violation:

On _____, I reported the above incident to:

Date

☐ Local law enforcement official; specify: _____

☐ Department of Kentucky State Police

☐ County Attorney

☐ The Superintendent, who shall report it to the Board, if required by KRS 158.156

Signature of Principal Reporting

Date

BOARD NOTIFICATION

For an incident related to KRS 158.156, the Principal shall report only the following information to the Superintendent to share with the Board:

On _____, _____ students were involved in an incident <div style="text-align: center; margin-top: 5px;"> <i>Date</i> <i>Number</i> </div> reportable under KRS 158.156. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ <i>Name of School</i> _____ <i>Signature of Principal</i> </div>
--

RELATED PROCEDURE:

09.438 AP.21

Review/Revised:8/18/08

Use of Physical Restraint and Seclusion

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

DEFINITIONS

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

PHYSICAL RESTRAINT

All School Personnel

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

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

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

Core Trained Personnel

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

1. In nonemergency circumstances when a student's behavior poses an imminent danger of physical harm to self or others;
2. As provided in [KRS 503.050](#) (including when personnel believe physical restraint is necessary to protect themselves against the use or imminent use of unlawful physical force);
3. As provided in [KRS 503.070](#) (including when personnel believe physical restraint is necessary to protect a third person against the use or imminent use of unlawful physical force);
4. To prevent property damage as provided in KRS Chapter 503 (including when personnel believe physical restraint is immediately necessary to prevent intentional or wanton property destruction, theft, or a felony involving the use of force); and
5. As provided in [KRS 503.110](#) (including when personnel believe physical restraint is necessary to maintain reasonable discipline in a school, class, or other group, and the force used is not designed to cause or known to create a substantial risk of causing death, serious physical injury, disfigurement, extreme pain, or extreme mental distress).

Use of Physical Restraint and Seclusion**SECLUSION**

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

PARAMETERS

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

TRAINING

Training of personnel on use of physical restraint and seclusion shall be provided as required by [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 KAR 007:160](#).
- A core team of selected school personnel designated to respond to dangerous behavior and to implement physical restraint of students shall receive additional yearly training in the areas required by [704 KAR 007:160](#). (Exception: Core team members who are school resource officers or other sworn law enforcement officers are not required to undergo this training.)

REQUIRED PROCEDURES

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

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

NOTIFICATION REQUIREMENTS

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

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

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

Use of Physical Restraint and Seclusion**DEBRIEFING SESSION**

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

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

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

PARENT COMPLAINTS

Parents may submit a complaint regarding the physical restraint or seclusion of their child using the Board's grievance policy and procedures. On receipt of a complaint, the District and school shall investigate the circumstances 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.

REFERENCES:

[704 KAR 007:160](#)

KRS Chapter 503: [KRS 503.050](#), [KRS 503.070](#), [KRS 503.080](#), [KRS 503.110](#)

Individuals with Disabilities Education Improvement Act of 2004

Section 504 of Rehabilitation Act of 1973

RELATED POLICIES:

09.4281, 10.2

Adopted/Amended: 4/16/2013

Order #: 100

Physical Restraint and Seclusion Forms**DOCUMENTATION OF USE**

Please attach additional sheets as needed.

STUDENT NAME:	DATE OF USE:
Description of Physical Restraint or Seclusion Measure Used:	
Beginning Time of Measure Used:	Ending Time of Measure Used:
School Personnel Involved:	
Student Behavior Prompting Use:	
How Student Behavior Posed Imminent Danger of:	
<input type="checkbox"/> Physical harm to self/others _____	
<input type="checkbox"/> Property damage, destruction, criminal mischief, theft, or a felony involving use of force _____	
<input type="checkbox"/> Disruption of reasonable discipline/order _____	
School Personnel Response to Behavior and Techniques Used:	
Events Leading Up to Use of Measure:	
Student's Behavior During Restraint or Seclusion and Interactions During Use:	
Behavioral Interventions Used Just Prior to Physical Restraint/Seclusion:	
Injuries to Student(s), School Personnel or Others:	
Effectiveness of Restraint/Seclusion in De-escalating the Situation:	
Student Post-Incident Interview Comments:	
Planned Future Positive Behavioral Interventions:	
Documentation of Referral for Section 504 or IDEA Services (OR BASIS FOR NOT DOING SO):	
Date Notice Sent to Parent/Guardian/Authorized Individual Acting as Parent:	

Check as applicable:

☐ Parent ☐ Emancipated Youth notified on _____ (date) of the five (5) school day timeline to request debriefing session.

*Signature of Staff Member Completing Report*_____
Date Report Provided to Principal

Physical Restraint and Seclusion Forms**NOTICE TO PARENT**

ADMINISTRATIVE NOTE: AS SOON AS POSSIBLE WITHIN TWENTY-FOUR (24) HOURS FOLLOWING EACH INCIDENT INVOLVING USE OF PHYSICAL RESTRAINT OR SECLUSION, NOTICE SHALL BE PROVIDED TO THE PARENT/GUARDIAN OF A STUDENT WHO IS NOT EMANCIPATED EITHER VERBALLY OR BY EMAIL, IF EMAIL IS AVAILABLE TO THE RECIPIENT. IF THE RECIPIENT CANNOT BE REACHED WITHIN TWENTY-FOUR (24) HOURS, A WRITTEN COMMUNICATION SHALL BE MAILED VIA U. S. MAIL. IN ANY EVENT, THIS FORM SHOULD BE COMPLETED AND KEPT ON FILE TO DOCUMENT THE NOTIFICATION.

Date

Dear parent/guardian,

On _____, authorized school personnel used the following with your child:
Date☐ Seclusion☐ Physical Restraint

The following is a summary description of the measure used:

This occurrence took place at _____
Location and Time Frame

and was necessary due to the following behavior by your child:

Because the safety of students, school personnel and visitors is our utmost concern, we did not take this action lightly.

Please contact me directly if you have questions about this information or if you want to request a debriefing session. The District must receive such request within five (5) school days from the date you received notice of the use of physical restraint or seclusion. We will do our best to schedule a meeting as soon as practicable, but no later than five (5) school days following receipt of your request, unless we mutually agree otherwise.

I can be reached at _____.
Telephone Number

Sincerely,

Signature

Position

Review/Revised:3/18/13

Bicycle Use

SCHOOL TO DEVELOP RULES

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

REFERENCE:

[OAG 74-783](#)

Adopted/Amended: 8/19/1996

Order #: 17

Motor Vehicle Use**CONDITIONS FOR USE**

With parental request and under conditions prescribed by the school Principal,¹ 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.²

REFERENCES:

¹[KRS 161.180](#)

²[OAG 74-783](#)

[KRS 160.290](#)

Adopted/Amended: 8/9/1988

Order #: 34

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

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

FIRST AID AREA

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](#) 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, or seizure rescue medications shall be present.

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 Cards containing this and other health-related information appropriate to emergency care or treatment shall be maintained and updated on a regular basis. Parents will be notified in the event of an accident.

EMERGENCY PROCEDURES

Each Principal shall develop a procedure for handling medical emergencies. All emergency situations shall be reported to the building Principal, the school nurse and the Central Office.

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. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

REFERENCES:

¹[702 KAR 001:160](#)
[KRS 156.502](#)
[KRS 156.160](#)
[KRS 158.838](#)

RELATED POLICIES:

09.21; 09.22; 09.2241

Adopted/Amended: 8/17/2015
Order #: 23

Emergency Medical Care Procedures

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

EMERGENCY INFORMATION

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number of "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
 - a) Inform parent or authorized contact that the child is not able to remain at school.
 - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
 - c) Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

Emergency Medical Care Procedures**SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
3. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or FDA approved seizure rescue medication as prescribed by the student's health care practitioner.

DOCUMENTATION

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

RELATED POLICIES:

09.224
09.2241

RELATED PROCEDURES:

09.224 AP.21
09.2241 AP.22
09.2241 AP.23

Review/Revised:7/20/2015

Emergency Information Card

Student SS _____ Student Last Name _____ First _____ Middle _____ Suffix (Jr., Sr., III, etc.) _____

Home Phone Number () _____ ☐ Check if unlisted Special Ed Student ☐ Yes ☐ No

Student Address (physical) _____ City _____ State _____ ZIP _____

Address #2 - P.O. Box _____

Student lives with _____
Name and Relationship (mother, father, aunt, friend, brother, etc.) _____ Grade _____ Homeroom _____ Race _____

Date of Birth _____ Sex _____ Bus Transportation Code – NT T1 T2 T3 T4 T5 AM Bus # _____ PM Bus # _____

Mother/Guardian

_____ Last _____ First _____ Middle _____ Maiden _____

County of Residence _____ Home Phone () _____ ☐ Check if unlisted

Employer Name and Address _____ Work Phone () _____ Extension _____

Cell Phone () _____ E-MAIL Address _____ Occupation _____ Mother/Guardian SS# _____

Father /Guardian

_____ Last _____ First _____ Middle _____ Maiden _____

County of Residence _____ Home Phone () _____ ☐ Check if unlisted

Employer Name and Address _____ Work Phone () _____ Extension _____

Cell Phone () _____ E-MAIL Address _____ Occupation _____ Father/Guardian SS# _____

PLEASE COMPLETE BOTH SIDES OF THIS CARD

Only those you list as emergency contacts (must be 21 years old) will be allowed to pick your child up from school. If you would like someone other than those listed who is at least 21 years old, to pick up your child from school, a note must be brought to school.

Emergency Contact 1

_____ Last Name _____ First _____ Middle _____ Relationship to Student _____

Address _____ Home Phone () _____ ☐ Check if unlisted

Employer Name/Address _____ Work Phone () _____ Extension _____ Cell Phone () _____

Emergency Contact 2

_____ Last Name _____ First _____ Middle _____ Relationship to Student _____

Address _____ Home Phone () _____ ☐ Check if unlisted

Employer Name/Address _____ Work Phone () _____ Extension _____ Cell Phone () _____

Emergency Contact 3

_____ Last Name _____ First _____ Middle _____ Relationship to Student _____

Address _____ Home Phone () _____ ☐ Check if unlisted

Employer Name/Address _____ Work Phone () _____ Extension _____ Cell Phone () _____

=====

Student's Doctor Name/Address _____

Dr. Phone # _____ Dr. Home Phone # _____

Allergies _____ Current Medications _____

Medical Conditions _____

Dentist's Name/Address/Phone # _____

I give permission for my child, _____, to be screened for vision, hearing and scoliosis as mandated by law. In case of accident or serious illness, I request the school to contact parents/guardians. If the school is unable to reach me, I hereby authorize the school to call the physician listed and follow his/her written or faxed instructions. If it is impossible to contact this physician, the school may make whatever arrangements necessary. The school system is not financially responsible for medical services provided.

Parent/Guardian Signature _____ Date _____

(If any information on this card changes during this school year, please notify the school.)

Review/Revised:7/25/2005

HENDERSON COUNTY SCHOOLS STUDENT ACCIDENT REPORT

This form is to be completed by the appropriate employee(s) as soon as possible after an accident occurs.

PLEASE PRINT OR TYPE

District Name Henderson County School Name _____
 Principal: _____ School Phone _____
 Date of Accident: _____ Time: ____ ☐ AM ☐ PM Supervising Employee _____

Claimant's Name _____		Last Name _____		First Name _____		Middle Initial _____	
Claimant's Address _____		Street _____		City, State _____		ZIP Code _____	
Claimant's Age _____		Date of Birth _____		Sex _____		Grade _____	
Claimant's SS # _____		Primary Phone _____		Number (____) _____			
Parent's Name _____		Work Phone Number (____) _____		Cell Phone Number (____) _____			

<i>Nature of Injury</i>	
<input type="checkbox"/> Scratch	<input type="checkbox"/> Concussion
<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Bruise	<input type="checkbox"/> Sprain/Strain
<input type="checkbox"/> Burn	<input type="checkbox"/> Cut/Puncture
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Bite
<input type="checkbox"/> Other _____	

<i>Place of Accident</i>	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Stairs
<input type="checkbox"/> Playground	<input type="checkbox"/> Athletic Field
<input type="checkbox"/> Other _____	

<i>Body Part Injured</i>		
<input type="checkbox"/> Ankle	<input type="checkbox"/> Foot	<input type="checkbox"/> Leg
<input type="checkbox"/> Arm	<input type="checkbox"/> Face	<input type="checkbox"/> Nose
<input type="checkbox"/> Back	<input type="checkbox"/> Finger	<input type="checkbox"/> Teeth
<input type="checkbox"/> Neck	<input type="checkbox"/> Hand	<input type="checkbox"/> Wrist
<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Other _____		

Describe accident in detail: _____

Describe injury in detail: (Include Pain Scale 0=no pain 5=extreme pain) _____

Witness Name: _____

Witness Address & Phone: _____

Was first aid administered? ☐ Yes ☐ No If yes, by whom? _____

If yes, describe treatment: _____

Were efforts made to contact the parent/guardian about the accident? ☐ Yes ☐ No

Date and time of parent/guardian contact: _____

Was the student ☐ Sent home ☐ Sent to physician ☐ Sent to hospital ☐ Allowed to remain at school?

If yes to the above question, how was the student transported? ☐ Parent/Family Member ☐ Ambulance ☐ School Personnel

Name of person who transported student: _____

IF MEDICAL OR HOSPITAL TREATMENT WAS REQUIRED, PLEASE COMPLETE THE FOLLOWING:

Name and address of doctor or hospital _____

Date of Medical visit: _____

Is student covered by Scholastic Student Accident Insurance? ☐ Yes ☐ No ☐ Don't know

Signature/Name of Person Completing the Report

Date

RELATED PROCEDURE: 03.14 AP.1

Send completed form to Finance Department, Central Office. Keep a copy for school files.

Equal Educational and Employment Institution

Review/Revised:4/20/09

Student Medication

School personnel authorized to give medications must be trained in accordance with [KRS 158.838](#), [KRS 156.502](#) and [702 KAR 001:160](#).

Internal medicine, including aspirin, shall not be provided by the school for the purpose of administering to pupils. Antiseptic and appropriate other emergency medications shall be maintained in the first-aid kit.

Once a completed authorization form from the parent/guardian is on file, pupils may take medicine which is brought from home and specifically ordered by the pupil's personal health care practitioner.¹ Written documentation from the health care practitioner must be obtained prior to the issuance of medication to the pupil by school personnel.

SELF-ADMINISTRATION

In certain situations, and as set forth in [KRS 158.834](#), [KRS 158.836](#), and [KRS 158.838](#), a written health care practitioner's authorization shall allow a student to responsibly carry self-administered medication due to a pressing medical need (i.e. Epi-pen, inhaler, glucagon, insulin).

Provided the parent/guardian and health care practitioner files a completed authorization form each year as required by law.²

In accordance with [KRS 158.836](#), students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. 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.³

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

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

REFERENCES:

¹[OAG 73-768](#)

²[KRS 158.834](#); [KRS 158.838](#)

³[KRS 158.836](#)

[KRS 156.502](#); [KRS 158.832](#)

[702 KAR 001:160](#)

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

[OAG 77-530](#); [OAG 83-115](#)

RELATED POLICIES:

09.22, 09.224

Adopted/Amended: 8/17/2015

Order #: 23

Student Medication Guidelines

STUDENT SELF-MEDICATION

With the written permission of parent/guardian and approval by the Principal, students may be authorized to carry on their person and independently take their own medication (prescription or nonprescription). Such approval shall assure school personnel that the child has been properly instructed in self-administering the medication. If prescription medication is involved, written authorization of the student's health care practitioner also is required.

If the student does not wish to carry emergency medication on their person, it shall be kept in a locked cabinet in the school office or in the nurse's office unless otherwise approved by the Principal or designated staff.

If at any time a student demonstrates an inability to self-administer medication properly during school hours, s/he will lose the right to do so. The parent/guardian will be notified immediately of this situation and offered a meeting with the nurse or the school Principal if desired.

ALL OTHER MEDICATIONS

Medication should be given at home when possible. However, the Henderson County Board of Education will assist in maintaining medication schedules for any student who requires such medication to attend school. It is District policy that trained staff members of Henderson County Schools shall be permitted to administer medication during school hours if it is not feasible for the parent to do so. Medication that must be given at school should be brought to school by the parent/guardian whenever possible. Medication that is sent to school with the student should be transported in the original container placed in a sealed envelope and given to designated school personnel immediately upon arrival.

Prescribed oral medications in pill or tablet form shall be counted and the number recorded on the Medication Administration Record.

The goal of the Henderson County Schools' medication administration policy is to ensure safe and appropriate medication administration by staff members when necessary.

MEDICATION ADMINISTRATION

Except for emergency medications (including, but not limited to FDA approved seizure rescue medications and EpiPens) and medications approved for students to carry for self-medication purposes, storage of all medications shall be in a secure, safe locked cabinet accessible only to the responsible authorized school personnel. Medications requiring refrigeration shall be stored in a separate refrigerator in a supervised area.

Parents/guardians shall be informed of policy and procedure requirements. School personnel responsible for the safe and appropriate administration of medication shall not be permitted to administer medication if the requirements outlined in this procedure are not followed. In such situations, the parent/guardian will be notified by telephone and/or written notice.

The parent or legal guardian must complete and sign a Board-approved authorization for administration of any medication at school. This authorization must contain the following information: the student's physician/health care provider, the full name of the medication(s) approved, the dosage approved/prescribed, the time(s) administration required during school hours, known allergies, and any known side effects of medication(s) approved. This medication authorization must be completed each school year, and must be updated with any medication or regimen change.

Student Medication Guidelines**MEDICATION ADMINISTRATION (CONTINUED)**

A parent/guardian's hand written request for staff to administer medication to a student shall be honored for that day only. This written request must contain the following information:

- Student Name
- Medication Name
- Proper dosage in accordance with pharmacy label or the recommended dosage label on over-the-counter medications
- Appropriate time(s) to administer the medication with regard to pharmacy label or dosage label
- The date
- Parent/Legal Guardian signature

GENERAL MEDICATION

All prescriptions and over-the-counter (OTC) medications brought into Henderson County Schools from the student's home shall be taken to the school's office immediately upon arrival at school. Students in violation of this shall be subject to disciplinary action by the Principal of the school. A signed, completed consent must accompany the medication or it must be completed at that time by the parent/guardian. Medications not accompanied by a written, signed consent form shall not be administered.

All medications shall be brought to the school by a parent/guardian or other designated adult. In the event the parent/guardian cannot bring the medication to school, it is that parent/guardian's responsibility to notify the school. The school Principal or designated staff must give approval before the student transports the medication to school if the student is in elementary school. In general, Middle and High School students may transport medication to school if they meet District requirements to take this medication to the nurse's office immediately upon their arrival to school.

No products containing aspirin (ASA, acetylsalicylic acid) shall be given without a physician/health care provider's order. This includes medications such as Pepto-Bismol that carry warnings regarding Reye's syndrome.

All medications must be in their original container, match the container's label and have unexpired dates. No two (2) liquid medications may be mixed. No two (2) medications may be in the same bottle. A licensed physician/health care provider must prescribe the medication for the student. A pharmacy approved measuring device must accompany liquid prescriptions.

Students are to be supervised by an authorized individual while taking any medication.

The first dose of any medication is recommended to be given at home under parental/guardian supervision.

Medication shall not be "borrowed" from another student for administration—even from a sibling with identical medication. Contact the parent/guardian by telephone and alert them of the need for medication.

Guidelines for Medication Distribution

GENERAL MEDICATION (CONTINUED)

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

Non-prescription medication without a physician/health care provider's order left at school will be destroyed after ten (10) days. Prescription and non-prescription medication(s) with expired dates will be destroyed to ensure the safety of all students. All medications left at school at the end of the last day of the school year will be destroyed by the school nurse and or the school Principal to ensure the safety of all students.

PRESCRIPTION MEDICATIONS

Prescription medication must have the original pharmacy label containing the following: the student's name, the physician/health care provider's name, the medication name, strength, dosage, date dispensed, date of expiration, time for administration, and the dispensing pharmacy. Medication stating "one time a day," "at bedtime," "QD (every day)," indicate medication is to be given at home and not during school hours. School personnel will refuse medication with such labels.

Medication with labels altered in any way will be refused per [KRS 218a.210](#), "a person to whom or for whose use of any controlled substance has been presented, 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."

Prescription medications required daily at school shall be limited to no more than a thirty (30) day supply. Medication shall be counted upon receipt from the parent/guardian and be documented on the medication administration log for the medication. Students who receive approval to transport medication may bring a parent/guardian signed refill slip.

PRESCRIPTION MEDICATIONS (CONTINUED)

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 signed note from the parent/guardian.

NONPRESCRIPTION MEDICATIONS

Over-the-counter medications brought from the student's home must be received in the original container, dated upon receipt, and shall be given no more than three (3) consecutive days without an order from the physician/health care provider. OTC medication shall not be administered beyond its expiration date.

Student Medication Guidelines

MEDICATION ADMINISTRATION BY THE STUDENT

The District emergency action plan to address allergic reactions -- to protein in food, medication, pollen or insect stings -- occurring in students with no history of anaphylaxis; asthma attacks, non-responsive to emergency medication provided by the parent/guardian; hypoglycemic crisis, non-responsive to emergency oral medications as ordered by the physician/health care provider is as follows:

- Have the Nurse or another adult STAY WITH THE STUDENT. Call 911 or have someone call 911.
- Notify the Building Administrator.
- Notify the Parent/Guardian.
- Complete a Student Accident Report.

NON-EMERGENCY FIRST AID AND COMFORT MEASURES

Non-emergency first aid and comfort measures such as triple antibiotic ointment, sunburn relief spray and other appropriate over the counter medications shall be administered only with the express written consent of the student's parent/legal guardian. Only the school nurse or a designated staff member trained in medication administration shall administer such first aid and comfort measures. Such first aid and comfort measures shall be documented on the daily log or on the nurse's notes in the student's health file.

DOCUMENTATION

Administration of medication(s) shall be immediately documented on a board-approved medication log. The log must contain signature(s) of person(s) administering medication and dosage administered. Subject to confidentiality requirements in Policy 09.14, upon completion, or change in medication, the log is to be kept in the student's health file for no less than one (1) year. Documentation shall reflect the starting and ending dates, as well as missed doses and absences.

If a student refuses a medication, or is highly resistant to taking medication, the parent/guardian shall be contacted immediately. The medication may be documented as "R," refused on the log. If necessary, a conference may be scheduled with the parent/guardian to resolve the conflict.

Prescription medications, with the exception of antibiotics, must be counted and the number documented on the medication log in the nurse's office. Licensed nurses may count without a co-signer. Non-licensed staff designated by the District shall have a co-signer when counting medications.

DISPOSAL OF UNUSED MEDICATION

Notice shall be mailed to the parent/guardian prior to the end of the school year informing them that their child has medication remaining and that it must be picked up by the parent/guardian. If the medication is not retrieved, the school nurse or designated staff member, with a witness present, shall count the number of any pills or tablets remaining and document the amount on the Medication Log. Leftover prescription medication may then be mixed with a designated substance, such as glue for pills and kitty litter for liquids, and placed in a trash receptacle or destroyed in accordance with current health care standards. Both parties shall sign the Medication Log when this is completed. All medications shall be destroyed if the parent/guardian does not pick them up.

Student Medication Guidelines**MEDICATION ERROR**

Medication administration error may occur. The following steps shall be initiated immediately:

1. Keep the student in the first-aid location.
2. Assess the student for any obvious ill effects and document.
3. Identify the incorrect dose and/or type of medication taken by the student.
4. Immediately notify the school administrator and District nurse of the error, who shall notify the student's parent/guardian.
5. Notify the student's physician/health care provider.
6. If unable to contact the physician/health care provider, contact the Poison Control Center for instructions. 1-800-722-5725.
7. Carefully record all circumstances and actions taken, including instructions from the Poison Control Center or physician, and the student's status.
8. Complete a "Medication Administration Incident Report" form.

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

RELATED PROCEDURE:

09.2241 AP.2

Review/Revised 7/21/2014

Administering Medication at School Forms
Consent, Release, and Covenant for Administering Medication

The undersigned parent(s), guardian(s), requests employees of the District to administer medicine(s) to the hereinafter named student:

Student _____ Birthdate _____

Phone _____

Name of medication _____ Dosage (mg.) _____

Time(s) medication is to be given only while student is at school: _____

Diagnosis or reason for the medication: _____

Prescribing physician: _____

I understand the Board of Education Medication Policies and Procedures, Coded 09.2241, of the Board of Education Policies and Procedures Manual.

I hereby agree to release and hold the school staff free and harmless for any claims, demands, or suits for damages from any injury or complication that may result from such treatment.

I have read this consent form and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

I give my permission for the District schools and the attending physician to exchange information concerning my child's medical records.

Parent/Guardian

Date

Parent/Guardian

Date

Administering Medication at School Forms
Medication Administration Incident Report

School _____

Student _____

Birthdate _____ Date _____ Time _____

Date and time of error: _____

Name of person administering medication: _____

Name of medication and dosage prescribed: _____

DESCRIBE CIRCUMSTANCES LEADING TO ERROR: _____

DESCRIBE ACTION TAKEN: _____

REACTIONS: _____

PERSONS NOTIFIED OF ERROR:

Principal _____

Physician _____

School Nurse _____

Parent _____

Poison Control 1-800-722-5725

Name of person completing incident report: _____

Follow-up of information, if applicable: _____

Principal's Signature _____

Review/Revised:7/20/2015

Safety Patrols

PRINCIPAL MAY ORGANIZE

The Principal in each school, in cooperation with traffic safety or the police department, may organize safety patrols to assist students to cross safely at street corners near the school.

PARENTAL CONSENT

To serve on safety patrol, pupils must have written consent of parent.

REFERENCE:

[OAG 70-657](#)

Adopted/Amended: 8/19/1996

Order #: 17

Conduct on School Bus**PUPILS' RESPONSIBILITIES**

Pupils shall conform to transportation rules and regulations prescribed under state statutes¹ and under state and local regulations.

INSTRUCTION IN BUS CONDUCT AND SAFETY

Instruction in bus conduct and safety shall be provided for all transported students. Instruction shall include the following rules:

PUPILS TO WAIT AT ASSIGNED STOP

Pupils shall wait at their assigned bus stop off the roadway and shall remain there until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

CROSSING ON DRIVER'S SIGNAL

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

CROSSING IN DRIVER'S VISION

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

SEATING

When pupils enter the bus, they shall proceed directly to a seat.

SEATED UNTIL COMPLETE STOP

Pupils shall remain seated until the bus has come to a complete stop.

BODY NOT TO PROTRUDE FROM WINDOW

Pupils shall not extend their arms, legs, or heads out the bus windows.

CHANGING SEATS

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

PUPIL NOISE

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

REFERENCES:

¹[KRS 156.160](#), [KRS 156.070](#), [KRS 189.540](#), [KRS 160.340](#), [KRS 160.290](#)

RELATED POLICY:

06.34 (bus disciplinary policy)

Adopted/Amended: 8/9/1988

Order #: 34

Child Abuse

REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected¹ shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with [KRS 620.030](#).²

After making the report, the employee shall notify the Principal of the suspected abuse, who then shall also promptly make a report to the proper authorities for investigation. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee who shall also promptly report to the proper authorities for investigation.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the District shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the District, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County's Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

WRITTEN RECORDS

Copies of reports kept by the District that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the school or school District.

INTERVIEWS

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent.³

REQUIRED TRAINING

All current school administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors shall complete Board selected training on child abuse and neglect prevention, recognition, and reporting by January 31, 2017, and every two (2) years thereafter. School administrators, certified personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training within ninety (90) days of being hired, and every two (2) years thereafter.

Child Abuse

OTHER

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services.

REFERENCES:

¹ [KRS 600.020](#) (1)(15)

² [KRS 620.030](#); [KRS 620.040](#)

³ [OAG 85-134](#); [OAG 92-138](#)

[KRS 17.160](#); [KRS 17.165](#); [KRS 17.545](#); [KRS 17.580](#)

[KRS 156.095](#); [KRS 199.990](#); [KRS 209.020](#); [KRS 620.050](#)

[OAG 77-407](#); [OAG 77-506](#); [OAG 80-50](#); [OAG 85-134](#)

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

RELATED POLICIES:

09.42811; 09.4361; 10.5

Adopted/Amended: 7/18/2016
Order #: 5

Child Abuse/Neglect/Dependency**MAKING AN ORAL REPORT**

District employees who receive information from or about a student that causes them to know or gives them reasonable cause to believe that a child is dependent, neglected, or abused will promptly make an oral report to the proper authorities listed in Policy 09.227 and may assist the student in making such a report. All employees who know or have reasonable cause to believe that a child is dependent, neglected, or abused have the responsibility to report. Any attempt to prevent such a report is illegal.

The individual making an oral report should make a personal record of the report, including the date and time of report and name of the individual to whom the report was made.

The confidentiality of identifying information pertaining to individuals making a report is protected as provided by statute (KRS 620.050).

Review/Revised:10/22/07

Student Insurance

INSURANCE PROGRAM TO BE PROVIDED

The Board shall designate an insurance company to provide a group accident insurance program that may be purchased by parents/guardians for pupils.

RELATED POLICY:

09.312

Adopted/Amended: 8/15/2005

Order #: 15

Student Activities

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.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES

Only students enrolled in and attending District schools may participate as member of teams, clubs or other extracurricular or co-curricular groups sponsored by the schools.

CONTROL

All school sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany student on athletic trips as provided in statute.¹

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.²

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.

PARTICIPATION CRITERIA

The following criteria for participation shall only apply to SBDM schools in the absence of council policy that establishes school criteria or when the council chooses to adopt criteria established by the Board:

Eligibility for a school-sponsored activity not required for a course will be in compliance with the Kentucky High School Athletic Association's academic requirements in the last previous reporting period and the maintenance of a good general citizenship record as determined by the Principal.

REFERENCES:

¹[KRS 161.185](#)

²[KRS 158.153](#)

[OAG 57-40812](#); [KRS 161.180](#); [702 KAR 007:125](#); [702 KAR 007:140](#)

Section 504 of the Rehabilitation Act of 1973

RELATED POLICIES:

09.126 (re requirements/exceptions for students from military families)

09.3211; 09.36; 09.438

Adopted/Amended: 8/19/2013

Order #: 23

Athletics and Sport Activities

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), the principles of the Southern Association of Colleges and Schools, the policies and requirements of the local 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).

ELIGIBILITY

Participants in grades six (6) through twelve (12) must meet all academic eligibility requirements. Any student who participates at any level in any KHSAA sanctioned sport or sport activity must be passing four subject areas, be on the eligibility list, and be progressing toward graduation according to KHSAA guidelines. The Principal or the Principal's designee shall be responsible for certifying compliance.

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.

RESPONSIBILITY

The athletic program, an integral part of the total school structure, shall be under the supervision of the building Principal, the County athletic director and the respective coaches. All aspects of the athletic program are subject to the Board's approval.

SCHEDULING

Final schedules for all sports and sport activities shall be approved by the Athletic Director. Practices or contests for each sport and sport activity shall be held only between the dates set for that sport and sport activity; no other organized practices or contests shall be permitted. No conditioning programs or similar offerings shall be used to teach skills and techniques in a particular sport prior to the designated date for practice to begin.

Athletics and Sport Activities**PROGRAM EQUITY**

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

AGE RESTRICTION/REQUIRED RECORD CHECKS

All coaches, including volunteer and nonfaculty 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](#).¹

REFERENCES:

¹ [KRS 156.070](#); [KRS 160.380](#); [KRS 161.185](#)
[KRS 160.345](#); [KRS 160.445](#)
[702 KAR 007:065](#)

Kentucky High School Athletic Association (KHSAA) Handbook
20 USC Section 1681 (Title IX)

RELATED POLICIES:

02.4241
09.3

Adopted/Amended: 8/18/2014
Order #: 24

Safety (Athletics)

The Superintendent shall develop procedures to insure that the safety of the student shall be the first consideration 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

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District, which shall include, but not limited to, the following:

1. Information on the physical and emotional development of students of the age with whom the nonfaculty coach and nonfaculty assistant will be working;
2. The District's and school's discipline policies;
3. Procedures for dealing with discipline problems; and
4. 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

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 licensed health care provider, as specified in statute, who shall determine if a concussion has occurred. The student may return to play if it is determined that no concussion has occurred.

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.

Safety (Athletics)**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

REFERENCES:

¹[KRS 160.445](#)

²[KRS 156.070](#)

³[KRS 161.185](#)

Adopted/Amended: 7/16/2012

Order #: 4

Safety (Athletics)

School administrators and coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

PARTICIPATION AFTER INJURY

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice. If it is suspected that a student has sustained a concussion, the process set out in policy shall be followed.

Review/Revised:6/18/12

Insurance (Athletics)

All middle and high school students participating in school-sponsored athletics are provided accident insurance by the Henderson County Board of Education.

RELATED POLICY:

09.23

Adopted/Amended: 8/15/2005

Order #: 15

Insurance (Athletics)

Students participating in interscholastic athletics shall be covered by accident insurance provided by the Board.

Review/Revised:7/25/2005

Eligibility (Athletics)

Determination of athletic eligibility shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements.

District standards for playing up from middle school (grades seven and eight [7 & 8]) to high school in sports other than football and soccer may include, 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 supervision¹.

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.

REFERENCES:

¹[KRS 160.345](#)
[KRS 156.070](#)
[702 KAR 007:065](#); [OAG 15-022](#)
Kentucky High School Athletic Association (KHSAA)

RELATED POLICIES:

02.4241
09.126 (re requirements/exceptions for students from military families)
09.423

Adopted/Amended: 7/18/2016
Order #: 5

Student Organizations**SECRET ORGANIZATIONS**

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.

REFERENCE:

[KRS 161.185](#)

RELATED POLICIES:

09.321

09.3211

09.36

Adopted/Amended: 8/21/1995

Order #: 26

Clubs**MEMBERSHIP**

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.¹

REFERENCE:

¹[KRS 160.290](#)

RELATED POLICIES:

09.3; 09.3211

Adopted/Amended: 8/9/1988

Order #: 34

Use of School Facilities by Noncurriculum-Related Student Groups**APPROVAL REQUIRED**

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

PROVISIONS

All meetings of noncurriculum-related student groups shall be voluntary. No meeting shall be sponsored by the District or any of its employees. All such meetings shall be student initiated, directed, conducted, and controlled. Nonschool personnel may not regularly attend such meetings nor attempt to direct, control, or conduct the same. Agents or employees of the District may attend religion-related meetings only in a nonparticipatory capacity.

PERMISSION MAY BE DENIED

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

REFERENCES:

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

[KRS 158.181](#)

RELATED POLICIES:

09.3

09.32

09.321

Adopted/Amended: 9/16/1991

Order #: 65

Student Government

The development of a student government organization shall be at the discretion of each school.

Adopted/Amended: 9/21/1992

Order #: 55

Fund-Raising Activities

APPROVAL REQUIRED

All schoolwide fund-raising activities, including the proposed use of the funds, shall be approved by the Board.⁴ Requests must be channeled through the Principal and Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall require the approval of the Principal/SBDM.

All funds raised for a specific purpose shall be used for that purpose.

The following sources of revenue shall be permitted for each school:

1. School picture sales and two (2) other school sales for a total of three (3) in the school year. This includes sales conducted by Family Resource/Youth Service Centers;
2. One fund-raising project for each student organization within the middle school and senior high school, except the band and choirs which will be allowed to have two fund-raising projects;
3. Bookstores (if available); and
4. Refreshment concessions (vending machines) in any school as long as they do not interfere with the instructional or lunchroom program.

SOLICITATIONS

No solicitation of funds from students or the general public for a school or nonschool purpose shall be conducted without the approval of the Principal.

The Board prohibits students and/or student groups sponsored by a school employee from conducting door-to-door solicitations for the purpose of generating funds for school groups, classes, clubs, activities or programs.

SUBSCRIPTION SALE OF PRINTED MATERIALS

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.²

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law and Accounting Procedures for Kentucky School Activity Funds, shall obtain and display the appropriate license.³

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 benefitting from the fund-raiser or otherwise penalized in any way.⁴

EXCEPTION

Sales for non-profit organizations may be conducted after obtaining prior approval of the building Principal.

Fund-Raising Activities**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.

REFERENCES:

¹[KRS 158.290](#),

²[KRS 367.515](#) (3)

³[KRS 238.505](#); [KRS 238.535](#); [KRS 238.540](#)

⁴[Accounting Procedures for Kentucky School Activity Funds](#)

[KRS 156.160](#); [KRS 158.854](#)

[OAG 78-508](#); [OAG 79-330](#), [OAG 79-556](#)

RELATED POLICIES:

04.312, 07.111, 07.12

Adopted/Amended: 8/17/2015

Order #: 24

Fund-Raising Activities - Approval of Schoolwide Fund-Raising Projects

Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.

Review/Revised:7/15/2002

Fund-Raising Activities - Letter to County Clerk

Date _____

Address: Office of the County Clerk

Dear _____

KRS Chapter 367 requires the Superintendent to file written approval with your office of school fund-raising projects involving the sale of printed materials through solicitation by minors and students as follows:

The written approval of the Superintendent shall identify the product or products being sold, the solicitors to be involved and the duration of sales and shall be filed with the County Court Clerk.

_____ has requested my approval of fund-raising project(s)

Name of School

listed below:

Purpose of the project _____**Name/description of product being sold** _____**Name and address of publisher or jobber** _____**Name of school club or department sponsoring the project** _____

List of solicitors, if applicable, including ☐ age, ☐ grade number/level, ☐ name of school
(Attach list.)

Duration of sales

Begins _____

*Month**Day**Year*

Ends _____

*Month**Day**Year*

I am hereby approving the project as submitted and am filing this information with your office. If further information is necessary, please let me know.

*Signature of Superintendent/Designee*_____
Date

Review/Revised:8/21/2000

Student Publications**SPONSOR PROVIDED**

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

PRIOR SUBMISSION

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

The Principal shall have the right to edit all materials for 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.

REFERENCES:

[KRS 160.290](#)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

RELATED POLICY:

09.426

Adopted/Amended: 8/17/2015

Order #: 23

Social Events**SOCIAL EVENTS MAY BE APPROVED**

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 police officer shall be present for any event where it is anticipated that the nature of the crowd may pose conduct or safety problems.
5. In case of any disturbance which would jeopardize the safety of students present or threaten to deface or destroy school property, the Principal or assistant Principal shall immediately close the event and send pupils from the campus.
6. The Principal may impose additional regulations as needed.¹

REFERENCES:

¹[KRS 161.180](#)
[KRS 160.290](#)

RELATED POLICIES:

03.6
05.45

Adopted/Amended: 8/9/1988
Order #: 34

School-Related Student Trips

The Board encourages school-related trips that are of an educational nature and do not disrupt the regular transportation of students to and from school. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. This also applies to trips made by groups representing 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.

PRINCIPAL TO APPROVE

The school Principal 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 250 mile radius of the school.

PRIOR APPROVAL

All school-related trips within the above guidelines shall have the prior approval of the Principal and the Director of Transportation. Overnight trips shall also have the prior approval of the Superintendent.

PRIOR APPROVAL FOR OTHER TRIPS

Any trips not falling within the guidelines above shall require recommendation by the Superintendent and prior approval by the Board.

BOARD REGULARLY INFORMED

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

REQUESTS FOR VEHICLES

Requests for use of Board-owned vehicles shall be channeled through the Principal to the Superintendent or the Superintendent's designee at least five (5) days prior to the trip.

DRIVERS/VEHICLES

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 be in compliance with requirements specified in applicable statutes and administrative regulations.¹

DRIVING RECORD

Under procedures developed by the Superintendent, any person who drives a Board-owned vehicle and/or who transports students shall provide the Board with a copy of his/her driving record from the Kentucky Department of Transportation.

VEHICLES

Only Board insured vehicles and appropriately certificated common carriers shall be used for transporting students.³ All vehicles must be picked up at and returned to the bus garage or designated location.

School-Related Student Trips**SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.²

PASSENGERS

Participants, their teachers, coaches, directors or leaders, and those serving as chaperones or supervisors 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. For the transportation of secondary students outside the school district, buses will maintain a maximum of two-thirds (2/3) capacity.

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 travelling 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 travelling; 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.

FEES

School vehicles are for the transportation of pupils to and from school but may be used for official school-related trips and limited 4-H activities.

School groups shall be responsible for paying bus drivers at rates determined by the Superintendent or the Superintendent's designee and approved by the Board.

Non-school-related groups using Board vehicles for transportation shall be required to pay a mileage rate and the cost of the driver according to rates approved by the Board.

School-Related Student Trips

REFERENCES:

¹[KRS 156.153](#)

²[KRS 161.185](#)

³[702 KAR 005:060](#)

[KRS 158.110](#), [KRS 158.838](#), [KRS 160.340](#), [KRS 189.125](#), [KRS 189.540](#)

[702 KAR 001:160](#), [702 KAR 003:220](#), [702 KAR 005:030](#)

[702 KAR 005:080](#), [702 KAR 005:130](#), [702 KAR 007:125](#)

RELATED POLICIES:

03.1321, 03.213, 06.15; 06.35, 06.5, 09.15; 09.122, 09.221; 09.2241

Adopted/Amended: 10/17/2016

Order #: 57

School-Related Student Trips**TEACHERS' RESPONSIBILITIES**

1. Field trips shall be related to the course of study and have educational value.
2. Teacher(s) shall complete a School-Related Trip Request Form (09.36 AP.21) and submit to the Principal for approval.
3. Prior to the trip, the teacher(s) shall prepare the students by:
 - a) Explaining the purpose of the trip.
 - b) Developing background and reference materials, including materials to be used on the trip, if applicable.
 - c) Pointing out highlights to observe on the trip.
 - d) Instructing students to observe safety precautions while on the bus and while at the field trip destination.
4. Students shall not be denied the trip because of an inability to pay.
5. The teacher(s) shall secure prior written permission for the trip from each student's parent(s) or guardian.
6. Prior to the trip, a list of students taking the trip shall be provided to the Principal and School Nurse.

TRANSPORTATION

Transportation requests shall be made by the Principal/designee.

Discipline on the bus shall be the responsibility of the teacher or administrator in charge. Drivers are responsible for enforcement of bus rules and regulations. The sponsoring group will be charged for extra cleaning time if the bus is left in exceptionally dirty condition after the trip.

No items may be transported on a school bus that are not secure in underframe storage (i.e., lunches, cooler, sporting equipment). Aisles must be kept clear.

RELATED PROCEDURES:

09.2241 (all procedures)

09.36 (all procedures)

Review/Revised:9/19/2016

Transportation Request Form
(for bus or car)

EDUCATIONAL, EXTRA-CURRICULAR AND/OR OVERNIGHT TRIP

(Submit to Transportation Department at least five (5) days prior to date of departure.)

SCHOOL _____ **REQUESTED BY:** _____

CLASS/ORGANIZATION: _____

Departure Date and Time: _____

Return Date and Time: _____

Destination: _____

Purpose/Expected Benefits: _____

Is a Bus or Car Needed? _____ Has a Driver Been Contacted? _____

Number of Students: _____ Number of Chaperones: _____

Prepare three (3) lists of all persons going on a trip: one for the Principal, one for the bus/car driver, and one for the certified person accompanying the students.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☐ YES ☐ NO

APPROVED AS SUBMITTED: _____

DISAPPROVED FOR THE FOLLOWING REASON: _____

Paid By School Allotment _____ Other _____
(name of account)

Principal's Signature

Date

Board Approval/needed for overnight trips

Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:9/19/2016

Admission to Athletic Events**FREE ADMISSION**

Under procedures developed by the Superintendent, non-transferable passes entitling free admission to all regular season, athletic events shall be issued to all Board members and their spouses, present school employees, and former employees who have officially retired from district service.

Adopted/Amended: 7/24/1989

Order #: 17

Student Behavior

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.¹

REFERENCES:

¹[KRS 160.290](#)
[KRS 161.180](#)

Adopted/Amended: 8/9/1988

Order #: 34

Pregnant and Married Students

Married and/or pregnant pupils shall be permitted the same rights and privileges as other pupils.¹
Pregnant students may not participate in activities which will endanger the student or fetus.

REFERENCES:

¹34 CFR 106.40

[OAG 93-37](#)

[OAG 97-26](#)

Adopted/Amended: 8/9/1988

Order #: 34

Student Conduct

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.

REFERENCES:

[KRS 158.148](#)

[KRS 160.290](#)

[KRS 161.180](#)

RELATED POLICY:

09.438

Adopted/Amended: 8/17/1998

Order #: 18

Care of School and Personal Property

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.

In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purposes of determining when to make this report, damage to school property shall refer to instances involving:

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

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.²

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.¹

REFERENCES:

¹[KRS 157.140](#) (Textbooks); [KRS 405.025](#) (Willful Damage)

²[KRS 158.150](#)
[KRS 158.154](#); [KRS 160.290](#)
[704 KAR 003:455](#)

RELATED POLICY:

09.438

Adopted/Amended: 8/17/1998

Order #: 18

Bullying/Hazing

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 including, but not limited to, the use of electronic or online methods and recording and posting of incidents with any type of device. 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

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

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.²

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.

Bullying/Hazing**REPORTS (CONTINUED)**

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.

REFERENCES:

¹[KRS 158.150](#)

²[KRS 158.148](#)

[KRS 158.156](#)

[KRS 160.290](#)

[KRS 525.080](#)

Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

RELATED POLICIES:

03.162; 03.262; 09.13; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438
09.2211 (re reports required by law)

Adopted/Amended: 7/18/2016

Order #: 5

Bullying Reporting Form**(FOR INTERNAL ADMINISTRATIVE TRACKING AND DOCUMENTATION PURPOSES ONLY)**

- When additional room is needed for a section entry, please attach a separate sheet.
- Use of information documented on this form shall comply with confidentiality requirements of applicable privacy law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

REPORTER INFORMATION:**DATE:** _____☐ Anonymous☐ Staff Member

Name: _____

☐ Parent/guardian

Name: _____

☐ Student

Name: _____

STUDENT(S) REPORTED AS COMMITTING ACTS:

Name: _____

School: _____

Name: _____

School: _____

STUDENT(S) REPORTED AS VICTIM(S):

Name: _____

School: _____

Name: _____

School: _____

DESCRIPTION OF ALLEGED ACTS: _____**TIMES AND PLACES:** _____**NAMES OF POTENTIAL WITNESSES:**

Name: _____

School: _____

Name: _____

School: _____

ACTION TAKEN BY REPORTER (IF ANY): _____**ADMINISTRATIVE INVESTIGATION NOTES:** _____**BULLYING VERIFIED?**☐ YES☐ NO**CORRECTIVE ACTION(S) TAKEN:** _____

If the act of bullying is such that it must be reported as required by KRS 158.154, KRS 158.155, or KRS 158.156, see policies 09.2211 and 09.438 and related procedures.

If bullying is related to a federally protected harassment/discrimination area, see policy 09.42811 and related procedures.

IF BULLYING VERIFIED, REPORT SENT TO PARENTS OF STUDENTS? ☐ YES ☐ NO

Parent Name: _____

Date Sent: _____

Parent Name: _____

Date Sent: _____

Bullying Reporting Form**PARENT NOTIFICATION OF ALLEGED BULLYING**_____
Date

Dear parent/guardian,

On _____, your child, _____,
Date *Student's Name*was reportedly involved in a bullying incident that took place at _____.
Location

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

BULLYING VERIFIED?☐ YES☐ NO

If yes, we have taken appropriate disciplinary action and measures to assure your student's well-being.

Please contact me directly if you have questions about this information. I can be reached at

_____.
Telephone Number

Sincerely,

_____, Principal

Review/Revised:6/18/12

Use of Alcohol, Drugs and Other Prohibited Substances

DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES

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

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

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

DEFINITIONS

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

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

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from an authorized medical provider or dentist shall not be considered in violation of this policy. Please refer to Policy 09.2241 for information on prescribed medication for students.

PENALTY

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

REPORTING

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

Use of Alcohol, Drugs and Other Prohibited Substances**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.

REFERENCES:

[KRS 158.150](#); [KRS 158.154](#); [KRS 158.155](#)

[KRS 160.290](#); [KRS 161.180](#)

[KRS 217.900](#); [KRS 218A.020](#); [KRS 218A.1430](#); [KRS 218A.1447](#)

[OAG 82-633](#); [OAG 93-32](#)

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, ___ U.S. ___, 242 F.3d 1264 (2002).

Improving America's Schools Act of 1994 (IASA), Title IV: Safe and Drug-Free Schools and Communities

RELATED POLICY:

09.2241

Adopted/Amended: 8/17/2015

Order #: 24

Tobacco

Students shall not be permitted to use or possess any tobacco, alternative nicotine product, or vapor product as defined in [KRS 438.305](#), twenty-four (24) hours a day, seven (7) days a week, on property owned or operated by the Board, including stadiums/athletic facilities, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

REFERENCES:

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

[KRS 161.180](#)

[KRS 160.290](#)

[KRS 160.340](#)

[KRS 438.050](#)

[KRS 438.305](#)

[KRS 438.350](#)

[OAG 81-295](#)

[OAG 91-137](#)

Adopted/Amended: 7/18/2016

Order #: 7

Assault and Threats of Violence

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

PUPILS

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

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

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

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

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

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

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

REPORT TO LAW ENFORCEMENT AGENCY

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

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.

Assault and Threats of Violence**NOTIFICATIONS (CONTINUED)**

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

REFERENCES:

¹[KRS 158.150](#)
[KRS 158.154](#); [KRS 160.290](#)
[KRS 161.155](#); [KRS 161.190](#); [KRS 161.195](#)
[KRS 508.025](#); [KRS 508.075](#); [KRS 508.078](#); [KRS 525.080](#)
[702 KAR 005:080](#)

RELATED POLICIES:

03.123, 03.223
06.34
09.14; 09.2211; 09.422

Adopted/Amended: 8/19/2013

Order #: 23

Disrupting the Educational Process

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

1. Conduct which threatens the health, safety, or welfare of others;
2. Conduct which may damage public or private property, including the property of students or staff;
3. Illegal activity;
4. 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
5. 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.

Repetition of student misconduct may result in a disciplinary hearing. A disciplinary hearing will be conducted by the Superintendent or designee. Attendees will include the Superintendent or designee, school administration, other school personnel who have specific information about the student, parent and/or guardian, and student.

Disciplinary hearing consequences may include: referral for expulsion, referral to alternative programs, including Central Academy Day Program and/or the District Performance Based Program.

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.

REFERENCES:

[KRS 158.150](#); [KRS 158.165](#); [KRS 160.290](#)

RELATED POLICIES:

09.13; 09.422; 09.431; 09.42811; 09.438

Adopted/Amended: 8/17/2015

Order #: 24

Disrupting the Educational Process

The following procedures shall be used when an individual or a group is disrupting the educational process:

1. The Principal/designee shall notify the Superintendent, as appropriate.
2. The Principal and staff shall make every effort to keep the disturbance isolated and keep uninvolved students from the scene.
3. A staff member should accompany the Principal/designee to the area in which the disturbance is occurring. If the students involved do not respond to the Principal's directions, the staff member is to telephone for additional staff assistance or for the police as directed by the Principal.
4. School schedules and operations shall be maintained at a normal level.
5. Teachers shall continue normal classroom activities unless otherwise instructed.
6. Teachers shall not permit students to leave the room; however, teachers should not try to physically restrain students from leaving the room.
7. The staff shall avoid physical involvement except for self-protection or protection of students.
8. The staff shall cooperate with the Principal and shall identify those involved in the disruption.
9. Normal disciplinary action shall be administered to those involved in the disturbance.

Review/Revised:8/18/1997

Telecommunication Devices

TELECOMMUNICATIONS DEVICES DEFINED

Telecommunications devices are defined to include, but are not limited to, paging and portable music devices, cellular phones, cameras, and other similar electronic devices used to deliver communications.

POSSESSION AND USE

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, use that:

- a. Poses a threat to academic integrity, such as cheating;
- b. Violates confidentiality or privacy rights of another individual. 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;
- c. Is profane, indecent, or obscene;
- d. Constitutes or promotes illegal activity or activity in violation of school rules; or
- e. Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device.

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

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.

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

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.

ELEMENTARY SCHOOL

A student in the Henderson County Schools, grades P-5, shall not use/display a telecommunications device while on school property during the regular school day unless 1) his/her school has been wired for BYOD; 2) the licensing process (DDL) for elementary students has been completed, and 3) the Principal/designee has granted permission.

Telecommunication Devices**MIDDLE SCHOOL**

A student in Henderson County Schools, grades 6 – 8, may use telecommunications devices during non-instructional times as defined by school policy, at the direction of instructional staff, and in compliance with AUP (Access to Electronic Media).

HIGH SCHOOL

A student in grades 9-12 may use telecommunication devices during non-instructional times as defined by school policy.

Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned on and operated only at the direction of instructional staff and in compliance with AUP (Access to Electronic Media).

CONSEQUENCES

First Offense: In-house or out-of-school suspension and the parent may pick up the telecommunication device the next school day.

Second Offense: In-house or out-of-school suspension and the parent may pick up the telecommunication device the next school day.

Subsequent Offense: Severe disciplinary action, including, but not limited to, out-of-school suspension, short term placement or long term placement at Central Academy and the parent may pick up the telecommunication device the next school day.

Note: Telecommunication devices confiscated on a Friday may be picked up on Monday by a parent or guardian. Parents or guardians will need to contact the Principal to make arrangements if the telecommunication device is confiscated before holidays or breaks.

In addition to the consequences stated above, 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.

NOTICE OF POLICY

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

REFERENCES:

[KRS 158.165](#); [KRS 525.080](#)

RELATED POLICIES:

08.2323

09.426, 09.436, 09.438

Adopted/Amended: 5/16/2016
Order #: 213

Dress and Appearance

The wearing of any item, lack of clothing or presentation of any unsanitary body conditions which, materially or significantly disrupts or distracts from the educational process or threatens the health or safety of other students or staff members is prohibited. The standards set out in this policy shall be included in the District's Code of Conduct Handbook.

This dress code is adopted in the interest of developing and maintaining a student body that is neat and clean. When violations occur, the Principal/designee will inform the student of the violation and instruct him/her how to correct the discrepancy. If the student then fails to conform, the Principal/designee will schedule a conference with the parent/guardian to review the written policy, and the disciplinary action imposed.

1. Clothing designed to fit at the waist shall be worn at normal waist level (no sagging or exposing undergarments).
2. Extremely tight, form-fitting or baggy clothing is prohibited.
3. Shorts, skorts, and skirts that are of finger tip length may be worn by primary school students (P-3).
4. For students in grades 4-12, shorts, skorts, and skirts must be a minimum of knee length.
5. Clothing, jewelry, buttons, and other forms of ornamentation (including those containing slogans, endorsements or commentary) are permissible except when they make distracting noises, express violence, are obscene or suggest obscenity, suggest racial bias, nudity, advertise alcohol, drugs, or tobacco products illegal items, or suggest promotion or identification of gangs.
6. All students shall wear shoes to school. House shoes are not permitted.
7. No hats, caps, bandannas, head coverings, or sunglasses will be worn inside the school building, unless for religious or medical purposes.
8. Heavy coats and/or long outerwear will not be worn inside the school building. Unless the Principal/designee grants an exception for a heating emergency, all heavy coats and/or long outerwear must be kept in the student's locker or stored in the designated area in each classroom.
9. Halter tops, spaghetti straps, muscle shirts, cut-off T-shirts, off-the-shoulder garments, see-through or mesh type garments, or any tops that expose cleavage or the midriff are prohibited.
10. No undergarments shall be worn as outerwear. No pajamas or articles of clothing that are torn or cut shall be worn.

Dress and Appearance

11. Students in grades 6-12 will be allowed to bring backpacks/book bags to school. All such bags must be kept in the student's locker during the regular school day and may not be taken to class, unless it is a clear or mesh bag approved by the Principal/designee.
12. Body or tongue piercing, other than ears, or unnatural hair color including but not limited to blue, green, red, and orange are prohibited for all students.
13. Visible tattoos are prohibited for students in grades P-8.
14. Visible tattoos are permissible in grades 9-12 with the exception of any gang or bias related sign or symbol which reasonably appears to offend, victimize, or intimidate another based on race, color, religion, sex or national origin, and/or which disrupts or interferes with the educational setting and/or process.
15. No costumes are allowed unless it is a school-wide activity approved by the Principal.

REFERENCES:

Tinker v. Des Moines Independent School District, 393 U.S. 502 (1969)
Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)
[KRS 160.345](#), [OAG 73-233](#), [OAG 73-284](#)

RELATED POLICY:

09.434

Adopted/Amended: 7/20/2015
Order #: 4

Grievances

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for student grievances to be addressed and resolved at each level from the point of origin, time limitations for the filing and appeal of a grievance, and procedures for the orderly review and appeal of student grievances.

If the Principal and Superintendent cannot successfully resolve grievances, the student may appeal to the Board. However, if the grievance concerns discipline of an individual student, the Board may, on a case-by-case basis, determine if it will hear the grievance based on whether the facts presented in the written grievance fall within its discretion or authority. If there is a question as to whether the grievance is within the Board's discretion or authority, the Board will consult with legal counsel.

EXCEPTION

Federal law requires the District to implement separate and specific processes for responding to complaints/grievances about Title I programs and to those alleging discrimination in the delivery of benefits or services in the District's school nutrition program.

RELATED POLICIES:

07.1
08.13451
09.42811
10.2

Adopted/Amended: 8/16/2010
Order #: 12

Grievance Procedures

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

CONDITIONS

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

TIME LIMITS

1. Students or their parents must file their grievance within three (3) school days following the alleged violation. However, depending on the nature of the grievance, the Superintendent may recommend an extension of the filing deadline to twenty (20) school days if the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. Days referred to in the grievance initiation form shall be school days.
3. The time limits stated in various sections of these procedures may be extended by mutual consent of the Board, its authorized agents, and the grievant.
4. If no extension occurs and the grievant does not file an appeal to the next level within five (5) school days of receiving a response, the grievance shall be considered to have been settled and terminated at the previous level, and the answer given at that level shall stand.

PRINCIPAL'S/SCHOOL COUNCIL'S INVOLVEMENT

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

SUPERINTENDENT'S/DESIGNEE'S INVOLVEMENT

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

Grievance Procedures**BOARD OF EDUCATION'S INVOLVEMENT**

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

NOTE:

- Students/parents wishing to initiate a complaint about a Title I issue should refer to Procedure 08.13451 AP.1.

RELATED PROCEDURES:

08.13451 AP.1
09.42811 AP.2

Review/Revised:7/20/2015

Grievance Initiation Form (Students)

This form provides the opportunity for a student to question the application of a Board policy or administrative rule or procedure and to secure at the lowest administrative level an equitable and prompt resolution.

STUDENT GRIEVANT

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

GRIEVANCE

Identify the policy, rule, or procedure whose application is at issue. Use full names, dates, exact location, and specific occurrence, if appropriate. (Use additional sheet if necessary.)

What results are you seeking from this grievance initiation? (Use additional sheet if necessary)

*Student's Signature*_____
*Date***LEVEL ONE: CLASSROOM TEACHER**

Name: _____

Date grievance received at this level _____

CLASSROOM TEACHER'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

*Classroom Teacher's Signature*_____
Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

Grievance Initiation Form (Students)

BOARD POLICY ALLOWS FOR APPEAL OF THE CLASSROOM TEACHER'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE CLASSROOM TEACHER IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL TWO: PRINCIPAL OR PRINCIPAL'S DESIGNEE

Name: _____

Date grievance received at this level _____

PRINCIPAL/PRINCIPAL'S DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Principal's/Designee's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE PRINCIPAL/DESIGNEE'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE PRINCIPAL/DESIGNEE IS AN ALLEGED PARTY IN THE COMPLAINT.

LEVEL THREE: SCHOOL COUNCIL, IF APPROPRIATE

Name: _____

Date grievance received at this level _____

RESPONSE OF SCHOOL COUNCIL (USE ADDITIONAL SHEET IF NECESSARY.)

School Council Chairperson's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

BOARD POLICY ALLOWS BOTH FOR APPEAL OF THE SCHOOL COUNCIL'S DECISION AND THE OPPORTUNITY TO ADDRESS THE GRIEVANCE TO A HIGHER LEVEL OF AUTHORITY IF THE SCHOOL COUNCIL IS AN ALLEGED PARTY IN THE COMPLAINT.

Grievance Initiation Form (Students)

LEVEL FOUR: SUPERINTENDENT/DESIGNEE

Name: _____

Date grievance received at this level _____

SUPERINTENDENT/DESIGNEE'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Superintendent's/Designee's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT OF THIS GRIEVANCE AT THIS LEVEL.

=====

THE BOARD WILL NOT HEAR ANY GRIEVANCE CONCERNING PERSONNEL ACTIONS UNLESS THE GRIEVANCE CONCERNS CONSTITUTIONAL, STATUTORY, REGULATORY, OR OTHER POLICY APPLICATION OR DEMOTION UNDER [KRS 161.765](#).

LEVEL FIVE: BOARD OF EDUCATION

Date grievance received at this level _____

BOARD OF EDUCATION'S RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

Board Chairperson's Signature

Date

THIS RESPONSE SHALL BE PRESENTED TO THE GRIEVANT WITHIN TEN (10) SCHOOL DAYS OF RECEIPT AFTER THE NEXT REGULARLY SCHEDULED BOARD MEETING.

Review/Revised:7/20/2015

Harassment/Discrimination

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

PROHIBITION

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

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

DISCIPLINARY ACTION

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

GUIDELINES

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

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

The Superintendent shall provide for the following:

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

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

Harassment/Discrimination**GUIDELINES (CONTINUED)**

2. A process to identify and implement, within ten (10) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - written notice provided in publications such as handbooks, codes, and/or pamphlets; and/or
 - such other measures as determined by the Superintendent/designee.

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

4. Age-appropriate training during the first month of school to include an explanation of prohibited behavior and the necessity for prompt reporting of alleged harassment/discrimination; and
5. Development of alternate methods of filing complaints for individuals with disabilities and others who may need accommodation, including, but not limited to, interpreters for hearing impaired and visually impaired students and assistance in reading and filling out necessary papers.

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

NOTIFICATIONS

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

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

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

Harassment/Discrimination**PROHIBITED CONDUCT**

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

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

CONFIDENTIALITY

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

APPEAL

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

If a supervisor is an alleged party in the harassment/discrimination complaint, a written complaint shall be submitted to a higher level of authority.

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

RETALIATION PROHIBITED

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

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

Harassment/Discrimination**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.

REFERENCES:

¹ [KRS 158.156](#)

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

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

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

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

Regulations Implementing Title VII

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

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

Regulations Implementing Title IX

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

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

RELATED POLICIES:

03.162, 03.262, 09.13, 09.2211, 09.227, 09.422, 09.426, 09.438

Adopted/Amended: 7/20/2015

Order #: 4

Notice to Individuals Complaining of Harassment/Discrimination

The District prohibits all forms of improper conduct, including sexual harassment and discrimination. A copy of the District's policy is attached for your information. Please be aware of the following provisions:

The District's Title IX/Equity Coordinator is _____. If you have any questions pertaining to sexual harassment or sexual discrimination, you may contact this person as follows:

Address

Telephone Number

The District will investigate the allegations of harassment/discrimination that you have brought to its attention. The investigation will be conducted by a District administrator or other individual with specific training and/or experience in this area. If you have any questions for the District's investigator, you may contact him/her at the address listed above.

During the investigation, you have the right to: (a) provide the District with information and documentation concerning the alleged improper conduct; (b) advise the District of the identity and location of any possible witness(es); and (c) exercise all other rights set forth in law or in District policy.

The District is interested in knowing what actions you are seeking in response to your complaint. Although law does not require the District to comply with all requested actions in order to eliminate harassment/discrimination, a collaborative dialogue may be a useful tool in insuring that it is eliminated.

The District will take reasonable steps to preserve confidentiality and will make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation. The District is interested in knowing your views about confidentiality issues and will try to accommodate them, subject to the District being able to fulfill its commitment to eliminate harassment/discrimination.

District employees and students who are alleged perpetrators of harassment/discrimination misconduct may be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District will make an effort to keep you advised of the progress of its investigation and of any decisions it reaches concerning the situation. If you have any questions concerning the progress of the investigation or the actions taken by the District to remediate any harassment/discrimination that may have occurred, please feel free to contact the Title IX/Equity Coordinator or the individual assigned to investigate a complaint.

If you are dissatisfied with the progress of the investigation, the progress of rendering a decision, or the decision itself, you have the right to appeal to the Board of Education.

If it is concluded following the investigation that the allegations have merit and that action will be taken to remediate the situation, the District may follow up with you to make sure that there is not a recurrence of the improper conduct. If there is any repeat of any improper conduct, we ask you to notify immediately the Title IX/Equity Coordinator and/or a District administrator.

Notice to Individuals Complaining of Harassment/Discrimination

The District will make every effort to correct the effects of any improper conduct on the complainant and others. Please advise us of the actions you believe the District should take to correct the discriminatory effects of the improper conduct.

Retaliation against an individual who has reported improper conduct by faculty, staff or students, including sexual harassment/discrimination, is strictly forbidden. If you believe that any of those parties is retaliating against you in any way, please notify the Title IX/Equity Coordinator and/or a District administrator immediately. If you are not satisfied with the District's response, you have the right to file a complaint with the Office of Civil Rights at the following address:

Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107

Review/Revised:7/15/2002

Harassment/Discrimination Reporting Form

This form provides the opportunity for a student or parent to report violation(s) of Board Policy 09.42811 and to secure an equitable and prompt resolution. This procedure shall be implemented in compliance with Board Policy 09.42811 and shall be used to document all complaints, whether addressed informally or formally.

Student's Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Student's Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Student's Age _____	Date of Birth _____	Student's Phone Number _____	
School _____	Grade _____	Homeroom/Classroom _____	
Name of Parent/Guardian _____		Daytime Phone # _____	

CONFIDENTIALITY

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

HARASSMENT/DISCRIMINATION COMPLAINT (USE ADDITIONAL SHEETS IF NECESSARY.)

Date(s)/approximate time of the alleged incident(s): _____

Place alleged incident (s) occurred: _____

What type of harassment or discrimination was involved in the alleged incident?

☐ sexual ☐ racial ☐ on the basis of national origin ☐ on the basis of disability

☐ other type of harassment/discrimination? If other, specify: _____

Name of person you believe is guilty of harassment or discrimination: _____

Position (if employee): _____ Grade (if student): _____ Other (specify) _____

If the alleged behavior was directed toward another person, name that person: _____

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used. _____

LIST ANY WITNESSES TO THESE EVENTS: _____

PLEASE ATTACH ANY EXHIBITS OR OTHER TANGIBLE EVIDENCE (I.E., NOTES).

WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM? _____

I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.

_____ <i>Signature of Student</i>	_____ <i>Date</i>
_____ <i>Signature of Parent/Guardian (not required)</i>	_____ <i>Date</i>
_____ <i>Received by</i>	_____ <i>Date</i>

NOTE:

- Students/parents wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, program.intake@usda.gov.

<http://www.dm.usda.gov/employ/employeerelations/ags.htm>

Review/Revised:7/20/2015

Harassment/Discrimination Investigation and Appeals**(FOR INTERNAL ADMINISTRATIVE TRACKING PURPOSES ONLY)**

STUDENT COMPLAINANT _____		
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
STUDENT'S SCHOOL _____ GRADE _____ HOMEROOM/CLASSROOM _____		

The Superintendent shall appoint an investigator who is not an alleged party in the complaint to investigate allegations of harassment/discrimination. The investigator shall be trained in this area, and her/his duties shall be assigned by the Superintendent/designee or, for contractors, set out in a contract, as appropriate. If the Superintendent is the alleged party, the Board shall designate an outside investigator and, after presentation of the final investigative report, determine when and how it is to be released. All instances involving suspected child abuse or criminal conduct shall be reported as required by law.

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Investigator: _____ Date Complaint Form is Received: _____

INFORMAL PROCEDURE

If both parties agree, prior to a formal grievance process an administrator may facilitate a conversation between the complainant and the party alleged to have harassed or discriminated against the complainant. Both the complainant and the accused party may be accompanied by a person of their choice. If both parties feel that a resolution has been achieved, no further action need be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Principal, along with a signed agreement, if one is reached. If any of the interested parties choose not to utilize the informal procedure, or feel that it has been unsuccessful, s/he may opt to proceed to the formal grievance procedure. However, any complaints directed at District employees or alleging criminal acts must be formally investigated and/or reported to state authorities as required by law.

Was this complaint resolved informally, as indicated by an agreement signed by both parties?

☐ Yes ☐ No Date: _____ Facilitator: _____**FORMAL PROCEDURE**

Students should make their complaint to their Principal or other designated administrator, who shall immediately, without screening or beginning an investigation, inform the Superintendent of receipt of the complaint. Otherwise, the complaint can be filed directly with the Superintendent or, in cases involving sexual harassment/discrimination, with the Title IX/Equity Coordinator. Employees who have knowledge of alleged or observed student harassment/discrimination shall immediately notify the alleged victim's Principal.

The Superintendent shall designate an individual to investigate the complaint. If necessary, the investigator will seek assistance from District administrators. In some instances it may be necessary to involve legal counsel, when authorized by the Superintendent, or by the Board if the Superintendent is the subject of the complaint.

TIMELINE

The investigator shall provide the complainant and the accused with a copy of the District's Policy 09.42811 and Notice to Individuals Complaining of Harassment/Discrimination and inform the complainant and the accused of required timelines that have been established for initiation and completion of an investigation.

Harassment/Discrimination Investigation and Appeals**CORRECTIVE ACTION**

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the investigator's decision and the opportunity to address the complaint to a higher level of authority. An appeal must be made within ten (10) school days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

FIRST APPEAL LEVEL

STUDENT COMPLAINANT _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
STUDENT'S SCHOOL _____	GRADE _____	HOMEROOM/CLASSROOM _____	

ALLEGED HARASSER/DISCRIMINATING PARTY: _____

Superintendent/designee who will consider appeal: _____

Date appeal and related data received by Superintendent/designee: _____

In some instances it may be necessary to involve legal counsel at the appeal level, when authorized by the Superintendent or by the Board if the Superintendent is the subject of the complaint.

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF THE STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

Board policy allows for appeal of the decision made at this level and the opportunity to address the complaint to the Board of Education. An appeal must be made within ten (10) school days of receipt of a response at this level.

Is this complaint to be referred/appealed to a higher level of authority? ☐ Yes ☐ No

If yes, to whom will the complaint be referred? _____ Date: _____

Harassment/Discrimination Investigation and Appeals**SECOND APPEAL LEVEL****STUDENT COMPLAINANT** _____*Last Name**First Name**Middle Initial***STUDENT'S SCHOOL** _____**GRADE** _____**HOMEROOM/CLASSROOM** _____**ALLEGED HARASSER/DISCRIMINATING PARTY:** _____

Board Chairperson: _____

Date appeal and related data received by the Chairperson on behalf of the Board: _____

CORRECTIVE ACTION

If corrective action is needed, the investigator shall recommend to the Superintendent/designee the type of corrective action and methods to prevent reoccurrence of the harassment/discrimination.

USING THE DESIGNATED FORM (09.42811 AP.24), A RESPONSE SHALL BE PRESENTED TO THE COMPLAINANT AND THE ACCUSED (AND TO THEIR PARENTS/GUARDIANS IF STUDENT IS UNDER AGE EIGHTEEN OR IF STUDENT HAS REACHED AGE EIGHTEEN AND HAS A LEGAL GUARDIAN) WITHIN TEN (10) SCHOOL DAYS OF COMPLETION OF THIS LEVEL OF INVESTIGATION.

GUIDELINES

1. The Board shall not hear grievances concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.
2. In some instances it may be necessary to involve legal counsel, when authorized by the Board.
3. The Superintendent/designee shall implement corrective action as determined by the Superintendent or by the Board, as appropriate under law, after appeal rights have been exhausted. If the Superintendent is subject to corrective action, the Board shall implement the action.
4. The District is prohibited from disclosing personally identifiable information contained in student discipline records under the Federal Educational Rights and Privacy Act and corresponding state law.
5. Employee evaluation and private reprimand information generally confidential and may require consent of the employee prior to release.

RELATED POLICIES:

09.2211; 09.227

RELATED PROCEDURES:

09.227 AP.1, 09.42811 (all procedures)

Review/Revised:7/20/2015

Witness Disclosure Form

Witness' Name _____			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
Witness' Address _____			
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
Witness' Phone Number _____			
Is witness a <input type="checkbox"/> student , <input type="checkbox"/> school employee , or <input type="checkbox"/> other ? If other, specify _____			
School (if a student): _____ Grade _____ Homeroom/Classroom _____			
Witness' relationship, if any, to the complainant: _____			
Witness' relationship, if any, to the accused: _____			

On the date(s) of _____, a student has claimed to be the target of harassment or discrimination on the basis of _____. Did you observe or are you aware of such an incident? ☐ Yes ☐ No

If yes, describe the incident(s) that you witnessed as clearly as possible, including such information as the following:

- What verbal statements, if any, were made (i.e. slurs, threats, demands, other verbal or physical abuse or prohibited requests)?
- What physical contact, if any, was involved?
- What force, if any, was used?
- Did other actions occur? If so, please describe.

(Use additional sheets if necessary.) _____

LIST ANY OTHER WITNESSES TO THESE EVENTS:

- *I understand that Board policy prohibits retaliation against witnesses who assist or participate in an investigation.*
- *I agree that all information reported here is accurate and true to the best of my knowledge and, by my signature, agree to its release.*

Signature of Witness

Date

Received by

Date

Review/Revised:8/20/2001

Resolution Response

This completed form shall be provided to both the complainant and the accused party.

STUDENT COMPLAINANT	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
ACCUSED PARTY	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
SCHOOL			
COMPLAINT/APPEAL RECEIVED	<i>Date</i>	RESPONSE DELIVERED	<i>Date</i>
INVESTIGATOR'S NAME	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>

The investigation of harassment/discrimination complaint/appeal referenced above has now been completed, and the following determinations have been made:

Did the alleged incident(s) occur based on substantiated information? ☐ Yes ☐ No

If "yes", what type of resolution will be implemented by the District? (Check all that apply.)

- ☐ Personnel action
 ☐ Measures to protect the complainant
☐ Action against a visitor
 ☐ Action against a student offender

If corrective actions were necessary, have they been initiated? ☐ Yes ☐ No

Investigator's Signature *Date*

Superintendent/designee's Signature *Date*

NO ONE SHALL RETALIATE AGAINST AN EMPLOYEE OR STUDENT BECAUSE S/HE FILES 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 BOARD POLICY.

Review/Revised:7/19/10

Driver's License Revocation

Students who are sixteen (16) or seventeen (17) years old who become academically deficient or deficient in attendance shall be reported to the Transportation Cabinet for driver's license, permit or driving privilege revocation.¹

ACADEMIC AND ATTENDANCE DEFICIENCIES

Academic and attendance deficiencies for students age sixteen (16) or seventeen (17) 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) cumulative unexcused absences for the preceding semester. Missed time due to unexcused tardies will factor into accumulated absences. 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.

REFERENCES:

¹[KRS 159.051](#), [KRS 186.470](#)
[601 KAR 013:070](#); [704 KAR 007:050](#)
[Student Discipline Guidelines](#)
[OAG 77-419](#)

RELATED POLICIES:

08.221
09.123

Adopted/Amended: 10/22/2007
Order #: 54

Student Disciplinary Processes

SCHOOL-RELATED ACTIVITIES

The authority of the Board 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.

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 the 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.¹

SERIOUS PROBLEMS

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

COUNCIL RESPONSIBILITY

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

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

REPORTING

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

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

Student Disciplinary Processes**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.

REFERENCES:

¹[KRS 158.153](#)
[KRS 158.150](#); [KRS 158.449](#)
[KRS 160.290](#); [KRS 160.340](#); [KRS 160.345](#)
[KRS 161.180](#); [KRS 610.345](#)
P. L. 105-17; P.L. 101-476; [707 KAR 001:051](#); [707 KAR 001:060](#)

Adopted/Amended: 8/18/2014
Order #: 24

Juvenile Court Records**RECEIPT BY PRINCIPAL**

When the Principal receives juvenile court records or other information as permitted by KRS 610.345, s/he shall ascertain that the student named in the confidential record is currently enrolled in his/her school.

The Principal receiving this information shall retain the information in a locked file. Records or information disclosed to the Principal pursuant to this procedure shall not be disclosed to any other person, including school personnel, except the following:

1. School administrative, transportation, and counseling personnel,
2. Any teacher to whose class the student has been assigned,
3. Any school employee with whom the student may come in contact, or
4. Others as may be permitted by law.

The Principal is required by law to release the information to employees of the school having responsibility for classroom instruction or counseling of the child.

Those persons receiving this confidential information shall sign a confidentiality statement (09.43 AP.22).

STUDENTS NOT ENROLLED IN THE SCHOOL

If the juvenile is not currently enrolled in the school, the Principal shall return the records to the court and notify the clerk that the child is not enrolled.

In addition, the Principal shall return the records to the court and notify the clerk if the juvenile is changing school assignment within the District, transferring to a school in another district, graduating, or withdrawing from school.

RELATED PROCEDURES:

09.14 AP section
09.43 AP.22

Review/Revised:7/25/2005

Discipline Notice
HENDERSON COUNTY SCHOOLS

SCHOOL	DATE	TIME	REFERRING STAFF
STUDENT NAME	SEX M <input type="checkbox"/> F <input type="checkbox"/>	GRADE	OFFENSE
ETHNIC CODE 1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> BUS# _____	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> More than three (3)	<input type="checkbox"/> Bathroom <input type="checkbox"/> Locker Room <input type="checkbox"/> Bus <input type="checkbox"/> Off Campus <input type="checkbox"/> Bus Zone <input type="checkbox"/> Office <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other <input type="checkbox"/> Classroom <input type="checkbox"/> Parking Lot <input type="checkbox"/> Commons <input type="checkbox"/> Playground <input type="checkbox"/> Gym <input type="checkbox"/> Special Event <input type="checkbox"/> Hall <input type="checkbox"/> Stadium <input type="checkbox"/> Library <input type="checkbox"/> Unknown
FOR OFFICE USE ONLY			
DISCIPLINE CODE _____ ACTION CODE _____ LEVEL _____			

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving the student named above.
 You are urged to support the action taken by the teacher and to cooperate with the corrective action initiated today.

Prior Action by Staff	Minor Problem Behavior	Major Problem Behavior
<input type="checkbox"/> Conference With Student	<input type="checkbox"/> Defiance/Disrespect	<input type="checkbox"/> Abusive Language/Profanity
<input type="checkbox"/> Written Assignment	<input type="checkbox"/> Disruption	<input type="checkbox"/> Arson
<input type="checkbox"/> Changed Student Seating	<input type="checkbox"/> Dress Code	<input type="checkbox"/> Fighting
<input type="checkbox"/> Telephoned Parent/Guardian	<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Bomb Threat
<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Horseplay	<input type="checkbox"/> Profanity
<input type="checkbox"/> Sent Previous Notice	<input type="checkbox"/> Other	<input type="checkbox"/> Defiance/Disrespect
<input type="checkbox"/> Consulted Counselor	<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Disruption
<input type="checkbox"/> Other _____	<input type="checkbox"/> Tardy	<input type="checkbox"/> Dress Code Violation
	<input type="checkbox"/> Technology Violation	<input type="checkbox"/> Fighting/Physical Aggression
	<input type="checkbox"/> Unknown	<input type="checkbox"/> Forgery/Theft
		<input type="checkbox"/> Gang Affiliation/Display
		<input type="checkbox"/> Harassment/Bullying
		<input type="checkbox"/> Inappropriate PDA

Brief Description of Problem/Behavior: _____

Possible Motivation for Behavior Incident

Others Involved

<input type="checkbox"/> Obtain Peer Attention	<input type="checkbox"/> Obtain Adult Attention	<input type="checkbox"/> None	<input type="checkbox"/> Staff	<input type="checkbox"/> Unknown
<input type="checkbox"/> Obtain Item/Activity	<input type="checkbox"/> Avoid Tasks/Activities	<input type="checkbox"/> Peers	<input type="checkbox"/> Substitute	<input type="checkbox"/> Other
<input type="checkbox"/> Avoid Work	<input type="checkbox"/> Avoid Peers			
<input type="checkbox"/> Avoid Adults	<input type="checkbox"/> Unclear/Unknown			
<input type="checkbox"/> Other				

Administrative Decision: _____

(Action Taken By) (Date) (Student)

Review/Revised: 7/20/2015

Juvenile Court Records Confidentiality Statement

THIS FORM SHALL BE SIGNED ANNUALLY BY ALL SCHOOL PERSONNEL WITH WHOM JUVENILE COURT INFORMATION MAY BE SHARED.

I understand that all information related to me by the Principal or received from any other source concerning any juvenile court proceeding or records is to be held in strictest confidence and that the law prohibits me from passing such information along to any other individual.

I also understand that the law prohibits me from punishing a student in any way based upon information concerning the student's juvenile court proceedings or records, whether received from the Principal or from any other source, inside or outside the school.

I further understand that the law prohibits me from obtaining or attempting to obtain information contained in juvenile court records in this state, unless I obtain a court order to do so.

District Employee's Signature

Date

Employee is ☐ Principal ☐ Teacher ☐ Counselor ☐ Other (specify) _____.

RELATED PROCEDURES:

09.12 AP.1

Review/Revised:8/16/1999

Due Process**RIGHT TO DUE PROCESS**

Before being punished at the school level with suspension for violation of school regulations, a pupil shall have the right of the following due process procedures.¹

1. The pupil shall be given oral or written notice of the charge(s) against him/her.
2. If the pupil denies the charge(s), s/he shall be given an explanation of the evidence against him/her.
3. The pupil shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.²

REFERENCES:

¹[KRS 158.150](#)

²P. L. 105-17; 707 Chapter 1; Honig v. Doe, 108 S.Ct. 592 (1988)

RELATED POLICIES:

09.43
09.433
09.434

Adopted/Amended: 8/17/2015

Order #: 24

Detention**DETENTION HALL**

The Principal or the Principal's designee may establish a detention hall as an alternative disciplinary method.

SATURDAY SCHOOL

Under procedures developed by the Superintendent, Principals may assign students in grades six through twelve (6-12) to Saturday School as a disciplinary alternative to suspension or after-school detention.

NOTICE TO PARENTS

A pupil's parent/guardian shall be notified prior to the detention or assignment to Saturday School so that transportation may be arranged by the parent.¹

REFERENCES:

¹[KRS 160.290](#)
[KRS 160.340](#)

Adopted/Amended: 8/15/2005

Order #: 15

Suspension

WHO MAY SUSPEND

In accordance with [KRS 158.150](#), the Principal or assistant Principal may suspend a pupil up to a maximum of five (5) days per incident. Principal may add additional consequences (in-house suspension, Saturday school) based on the degree of the offense.

The Superintendent may extend the suspension by five (5) days or may suspend a pupil up to a maximum of ten (10) days per incident.

LENGTH OF SUSPENSION

A pupil 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 pupil shall not be suspended until due process procedures have been provided as described in [KRS 158.150](#) (09.431)¹, 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.

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 shall report any suspension in writing¹ immediately to the Superintendent and to the parent of the pupil 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 shall confer with school officials prior to the termination of the student's suspension.

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

REFERENCES:

¹[KRS 158.150](#)

²20 U.S.C. Sections § 1400 et seq; 707 Chapter 1; [Honig v. Doe](#), 108 S.Ct. 592(1988)

[OAG 77-419](#); [OAG 77-427](#); [OAG 77-547](#)

[OAG 78-392](#); [OAG 78-673](#); [707 KAR 001:340](#)

[Goss v. Lopez](#), 419 US 565 (1975)

RELATED POLICIES:

09.43, 09.431

Adopted/Amended: 7/20/2015

Order #: 4

Notice of Suspension

_____ Transportation Code	Date _____ Comments _____				
RE: Student _____	Grade _____	Birth date _____	Race _____	Sex _____	Age _____

To: Mr. & Mrs. _____ and _____

I. Statement of Reasons for Suspension

A. The rule or standard of conduct which the student violated is as follows:

B. The specific acts which the student has done and which constitute a cause for suspension are as follows:

C. The incident was report by _____ at _____ o'clock _____

D. The infraction was investigated by _____ who _____

The following conditions shall apply:

He/She shall not be permitted to attend _____ for a period of _____ school days

The suspension shall begin _____ and end with the opening of the morning of _____

The parent should call to establish a conference which is a prerequisite for readmission.

(Principal)

(School)

NOTE:

If the day of suspension is not an actual school day (snow, ice, etc.), the day of suspension automatically extends to the next day school is in session.

GUIDELINES FOR EXPULSION AND EXCLUSION

In the event the Principal is faced with a situation warranting expulsion or exclusion of a student, he/she may suspend the student summarily for a period of five (5) school days or less pending a hearing (use suspension procedure previously outlined); must notify the Superintendent or his/her designee of his/her request to exclude or expel the student; notify parent/guardian within twenty-four (24) hours and follow with written notice relating the specific acts which the student has done constituting a cause for probable expulsion and citing these acts as the reason for the suspension which the Principal is imposing. If the student is NOT suspended pending the requested hearing, the Principal does not send a notice to the parent.

SPECIAL EDUCATION STUDENTS ONLY – CC DIRECTOR OF SPECIAL EDUCATION

Notice of Suspension

Kentucky Department of Education Division of Exceptional Children Services	District: Henderson County Schools District No. 251
INCIDENT REPORT FOR CHILDREN AND YOUTH WITH DISABILITIES REMOVED FROM THEIR CURRENT SPECIAL EDUCATION PLACEMENT	
<p>II. STUDENT DATA:</p> <p>1. Disability _____</p> <p>2. Race/Ethnicity: _____</p> <p>3. Has this student previously been removed from his/her current educational placement? _____</p> <p>4. If yes, for how many cumulative days has the student been removed? _____</p> <p>5. For THIS Removal: Beginning Date _____ Ending Date: _____</p> <p>6. Total Days: This Removal _____ All Removals: _____</p>	
<p>III. INCIDENT DATA: (Select one response from either 1 or 2 below. Complete item 3 only when 2a or 2b is selected.)</p> <p>1. Removal of children from their current educational placement to an appropriate interim alternative educational setting for the same amount of time that children without disabilities would be subject to discipline, but not for more than forty-five (45) days.</p> <p><input type="checkbox"/> a. Unilateral removal by the District <u>Not</u> through the ARC process that is the result of the use, possession, sale or solicitation of <u>DRUGS</u> as identified in 21 U.S.C. Section 812 and does not include tobacco;</p> <p><input type="checkbox"/> b. Unilateral removal by the District <u>Not</u> through the ARC process that is the result of bringing a <u>WEAPON</u>, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury except that such term does not include a pocket knife with a blade less than 2 ½ inches in length (18 U.S.C. Section 930).:</p> <p><input type="checkbox"/> c. Removal based on a Hearing Officer determination regarding likely injury. Removal by the Hearing Officer is determined only after the school has demonstrated by substantial evidence that maintaining the child's current educational placement is substantially likely to result in injury to the child or others;</p> <p>2. Out-of-School suspensions for reasons <u>other</u> than drugs, weapons, or Hearing Officer determinations:</p> <p><input type="checkbox"/> a Student is removed from his/her current educational placement for ten (10) cumulative days or less; or</p> <p><input type="checkbox"/> b Student is removed from his/her current educational placement for greater than ten (10) cumulative days.</p> <p>3. Specify primary reason for Out-of-School Suspension in item 2a or 2b: (<u>Other, (Specify)</u>)</p>	

Review/Revised:7/20/2015

Alternative Education

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.

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's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.²

ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at middle and high school grade levels.

Placement may be voluntary or involuntary, and the program is offered at Central Academy.

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.

Alternative Education**ELIGIBILITY CRITERIA (CONTINUED)**

- 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 of their child's pending assignment to the alternative education program. The final decision will be communicated from the DPP office.

The notification 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.

ILPA TEAM

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students 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 parents, 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.

NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.

Alternative Education**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 participate in extracurricular activities including, but not limited to sports activities, per this Board Policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District. However, students assigned to alternative school may attend extracurricular events.

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, 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 Principal or designee of the Alternative Education Program shall a 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).

STUDENTS

09.4341
(CONTINUED)

Alternative Education

REFERENCES:

¹[KRS 160.380](#)

²[704 KAR 019:002](#)

[707 KAR 001:320](#)

Student Discipline Guidelines, Kentucky Department of Education

[OAG 77-419](#)

[OAG 77-419](#)

RELATED POLICIES:

08.131, 08.141

09.123, 09.14, 09.426

08.13, 09.434

Adopted/Amended: 8/17/2015

Order #: 24

Alternative Education Notification

STUDENT _____	AGE _____	BIRTHDATE _____
SCHOOL _____	GRADE _____	GENDER _____ RACE _____
NAME OF PARENT/GUARDIAN _____		
EMAIL ADDRESS/HOME _____		EMAIL ADDRESS/WORK _____
MAILING ADDRESS _____	PHONE WORK _____	HOME _____

Dear Parent/Guardian,

This letter is to notify you that your son/daughter has been assigned to the District Alternative Education Program. Reason(s) for the assignment include: _____

Your child's Individual Learning Plan (ILP) team looks forward to meeting with you to discuss development or amendment of the individual learning plan addendum for your child, and other matters related to provision of alternative education program services. The meeting will take place on _____ (DATE) at _____ (TIME) at _____ (LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

Signature of School Personnel *Date*

Contact's Telephone: _____ Contact's Email: _____

ADMINISTRATIVE NOTE: Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.
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Review/Revised:7/15/13

Disciplinary Probation

As an alternative disciplinary method, a student may be placed on probation by the Principal or the Principal's designee.

The terms and conditions of probation shall be explicitly established in writing at the time it is granted. Written notice of probation shall be given to the student and the parents/guardians, and a copy placed in the student's file.

Should the student breach the conditions imposed, the result may be suspension or other appropriate disciplinary actions.

Adopted/Amended: 8/9/1988

Order #: 34

Expulsion

BOARD MAY EXPEL

The Board may expel any pupil from the regular school setting for misconduct as defined by law. 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 a state-funded agency program.¹

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

The Superintendent shall present to the Board for its approval options for providing educational services to expelled students.

HEARING AND RECORDS REQUIRED

Action to expel a pupil shall not be taken until the parent of the pupil 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.³

BOARD DECISION FINAL

The Board's decision shall be final.¹

STUDENTS WITH DISABILITIES

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed.⁴ (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}

TRANSFER OF RECORDS

Records transferred to another school shall reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.²

REFERENCES:

¹[KRS 158.150](#)

²[KRS 158.155](#)

³Individuals with Disabilities Education Improvement Act of 2004; 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended.

[OAG 78-673](#); [Honig v. Doe](#), 108 S.Ct. 592(1988)

RELATED POLICIES:

09.12, 09.423; 09.425; 09.43; 09.431; 09.434

Adopted/Amended: 7/24/2006

Order #: 2

Student Hearing Notice

<<Parent_Name>>
<<Parent_Address>>
<<Citystatezip>>

Dear <<Greeting>>,

This letter is your official notice that the Board of Education has scheduled a hearing to determine if <<Studentname>> should be expelled from school.

The hearing will be held at <<time>> on <<hearingdate>> at the Board of Education (Board Room) located at 1805 Second Street, Henderson, KY 42420. Please be present no later than <<arrival time>>.

The specific charge(s) against your son/daughter is <<expulsionreason>>. Information related to the charge(s) is enclosed.

The pupil and/or his/her parents, legal guardian, or others on his/her behalf shall be given the opportunity to present oral or written testimony at the hearing. You may be represented by an attorney and present witnesses if you so desire.

Please plan to be present at this hearing.

Sincerely,

Marganna Stanley
Superintendent
Henderson County Schools

Review/Revised:7/25/2005

Search and Seizure

REASONABLE SUSPICION

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law.¹ Search of a pupil's person shall be conducted only with the express authority of the Principal/designee.

AUTHORIZED PERSONNEL

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/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.

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 grounds exist 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.

Search and Seizure**TRAINED DOGS**

Subject to the following conditions, the Superintendent or designee may authorize the use of trained dogs to locate contraband (prohibited items) on school grounds:

1. The dogs shall be certified as never having been trained as attack dogs.
2. The Superintendent or designee shall be present.
3. Searches involving dogs shall be conducted only when students are in classrooms or other designated safe area; no student shall be in the vicinity of the site being searched.
4. All dogs shall be on a leash and will not be allowed to come in close proximity to any student.

USE OF METAL DETECTORS

School administrators are authorized to use stationary or mobile metal detectors. Metal detectors may be used in the following circumstances:

1. To search an individual student when there is reasonable suspicion to believe the specific student is concealing a weapon;
2. To search all students entering the premises; or
3. To search students on a random basis.

Students shall be notified that metal detectors may be used and the circumstances 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.

REFERENCES:

¹New Jersey vs. T.L.O., 105 S.Ct. 733 (1985)

[KRS 161.180](#); [KRS 531.335](#)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (2009)

RELATED POLICY:

09.4261

Adopted/Amended: 6/18/2009

Order #: 233

Police Officers in the Schools

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.¹

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/guardian is present or consents 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 the 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 Health and Family Services representative as to whether to contact a parent.²

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).

Law enforcement officials may be summoned by the Principal to conduct an investigation of alleged criminal conduct on the school premises or during a school-supported activity, to maintain the educational environment, and to maintain or restore order and prevent injury of persons or property.

During investigation procedures of students by police, the Principal or the Principal's designee shall be present.

REFERENCES:

¹[OAG 76-129](#)

²[OAG 85-134](#), [OAG 92-138](#)

RELATED POLICY:

09.227

Adopted/Amended: 7/20/2015

Order #: 4

Student Discipline Code

DEVELOPMENT

In accordance with [KRS 158.148](#) and [704 KAR 007:050](#), the Board shall develop a student discipline code which shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. 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 cocurricular 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](#), [KRS 158.156](#), or [KRS 158.444](#).

REVIEW

At least every two (2) years, the Board shall appoint a committee to review the Code and to propose revisions as needed. The committee shall present its recommendations to the Board.

Any revisions to the Code shall be annually distributed as specified above to students, parents, and teachers.

REPORTING OF DATA

As directed by the Kentucky Department of Education (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.

REFERENCES:

[KRS 158.148](#); [KRS 158.153](#); [KRS 158.154](#); [KRS 158.156](#)

[KRS 158.165](#); [KRS 158.444](#); [KRS 160.295](#)

[KRS 525.070](#), [KRS 525.080](#)

[704 KAR 007:050](#), *Student Discipline Guidelines*, Kentucky Department of Education

RELATED POLICIES:

09.2211, 09.3, 09.42, 09.421, 09.422, 09.426, 09.42811

Adopted/Amended: 7/18/2016

Order #: 5

Reporting of Code Violations

Students wishing to report bullying or other violation of the Code of Acceptable Behavior and Discipline may report it to a classroom teacher, who shall take appropriate action as defined by the code. The teacher shall refer the report to the Principal/designee for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports bullying or other violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

Review/Revised:6/20/2016

Parent Notification of Code Violation_____
Date

Dear parent/guardian,

On _____, your child, _____
Date *Student's Name*was involved in a serious incident, which took place at _____.
Location

At this time, the following information has been reported to me concerning the incident:

Because student safety is our utmost concern, we take this information very seriously and have taken appropriate action.

Please contact me directly if you have questions about this information. I can be reached at _____.
Telephone Number

Sincerely,

_____, Principal

RETALIATION PROHIBITED

Employees and other students shall not retaliate against a student because s/he reports bullying or other violation of the code or assists or participates in any investigation, proceeding, or hearing regarding the violation. The Superintendent/designee shall take measures needed to protect students from such retaliation.

FOR SCHOOL USE ONLY

If the code violation falls under the state definition of bullying, District Procedure 09.422 AP.21 must be completed.

If the code violation falls under the state definition of bullying and must also be reported under [KRS 158.154](#), [KRS 158.155](#), or [KRS 158.156](#), see Policies 09.2211 and 09.438 and related procedures.

If bullying is related to a federally protected harassment/discrimination area, see Policy 09.42811 and related procedures.

Review/Revised:6/20/2016